



CITY COUNCIL MEETING*

April 15, 2025 – Agenda

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

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

CONSENT AGENDA:

		Pg.#
1) Minutes	City Council Workstudy of March 25, 2025 & City Council Meeting of April 1, 2025	1
2) Payroll	April 4, 2025 – 77003 through 77009, in the amount of \$457,768.77	
3) Checks	April 15, 2025 – 77010 through 77086, in the amount of \$490,758.57	
4) AB25-036	Ordinance – Amending 2025-2026 Budget Ordinance 1823	Mr. Chaw 9

AUDIENCE PARTICIPATION: (Please restrict comments to 3 minutes)

ANNOUNCEMENTS, PRESENTATIONS, APPOINTMENTS:

5) Introduction	Police Officer	Acting Chief Horejsi	
6) AB25-037	Appointments to Economic Development Commission	Mayor Miller	25
7) Presentation	State of the City Address	Mayor Miller	
8) Presentation	Police Services	Mr. Chaw	31

COMMISSION AND COMMITTEE REPORTS:

Planning Commission	Community & Economic Development – Councilmember Elwood
Parks Commission	Finance & Administration – Councilmember Gothelf
Economic Development Commission	Public Health & Safety – Councilmember Rustik
Regional Committees	Transportation & Public Works – Councilmember Koellen
Police Department	Mayor Pro Tem – Councilmember Joselyn
	Eastside Fire & Rescue Board – Councilmember Gothelf

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

Passcode: 769929

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

DRAFT

<p>CITY OF NORTH BEND CITY COUNCIL WORKSTUDY NOTES March 25, 2025 City Hall, 920 SE Cedar Falls Way, North Bend, WA</p>
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Mayor Pro Tem Joselyn called the meeting to order at 7:00 p.m.

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

Planning Commissioners Present: James Boevers, Stephen Matlock, Juliano Pereira, Hannah Thiel and Sam White.

Staff Present: Mayor Mary Miller, Finance Director Martin Chaw, Administrative Services Director Lisa Escobar, Communications Manager Bre Keveren, IT Manager Phillip Davenport and Deputy City Clerk Jennifer Bourlin.

Guests Present: Ann McFarlane, Jurassic Parliament

Great City Meetings Workshop

Mayor Pro Tem Joselyn introduced Ann McFarlane, Professional Registered Parliamentarian. Ms. McFarlane conducted a workshop on how to hold Great City Meetings. Topics included meeting discussion, point of order, appeals and how to use them, motions and amendments, the role of the Chair, public comment, controlling the meeting and concluded by reviewing why rules were needed.

Adjournment

The Workstudy closed at 8:58 p.m.

ATTEST:

Mark Joselyn, Mayor Pro Tem

Jennifer Bourlin, Deputy City Clerk

DRAFT

NORTH BEND CITY COUNCIL MINUTES**April 1, 2025**

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, Gothelf, Joselyn, Koellen, Rustik, Torguson and Tremolada.

Mayor Miller presented the 2025 Citizens Academy Participants with a Certificate of Completion.

Mayor Miller announced AB25-035 – Motion Approving Police Services Schedule was added to the end of tonight’s agenda. Additionally, Mayor Miller pulled AB25-029 – Resolution Approving Development Agreement with PJO NW Development, LLC from tonight’s agenda and noted the item would be brought forward at a future workstudy.

Councilmember Joselyn **MOVED**, seconded by Councilmember Gothelf to approve the agenda as amended. The motion **PASSED** 7-0.

CONSENT AGENDA:

Minutes – City Council Meeting of March 18, 2025

Payroll – March 20, 2025 – 76942 through 76944, in the amount of \$317,372.81

Checks – April 1, 2025 – 76945 through 77002, in the amount of \$1,146,967.93

AB25-026 – Motion Authorizing Amendment #3 to RH2 Contract

AB25-027 – Motion Authorizing Contract with Parametrix for Bridge Inspection

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

CITIZEN’S COMMENTS:

Michael Thomas, North Bend resident, mentioned the following: importance of maintaining and controlling costs, inappropriate development, water and procedures for those that need accommodation for remote participation at meetings.

George Anderson, North Bend resident, thanked staff for their efforts on the 2025 Citizens Academy Program and commented on certain aspects of the Center for Public Safety Management presentation on the Police Services Study provided at the March 18, 2025 City Council meeting.

DRAFT

Debra Landers, North Bend Art & Industry, welcomed Council and staff to visit their new location at 1533 Bendigo Blvd N. and discussed upcoming events including various Makers Meet Ups and June 21st Art off the Rails event at William H. Taylor Park.

ANNOUNCEMENTS, PRESENTATIONS, APPOINTMENTS:

Proclamation – Sexual Assault Awareness Month

Audio: 17:48

Mayor Miller read a proclamation declaring April 2025 as Sexual Assault Awareness Month in the City of North Bend. Kayla Shovlowsky from King County Sexual Assault Resource Center was present to accept the proclamation.

Presentation – Recology Update

Audio: 23:03

Alissa Campbell, Recology Government and Community Relations Manager, provided a one-year update on solid waste and recycling services which included benefits of new contract, implementation review, customer service and operations review, winter weather preparedness, outreach on maximizing compost and recycling service, engaging with the community and what to expect in 2025.

INTRODUCTIONS:

AB25-028 – Resolution 2145 Rescinding Resolution 957 & Reestablishing Council Rules of Procedure

Audio: 35:32

Mayor Miller provided the staff report.

The following individual commented on the agenda item:

Michael Thomas, North Bend resident

Councilmember Gothelf **MOVED**, seconded by Councilmember Rustik to approve AB25-028, a resolution re-establishing the Council Rules of Procedure for Council Meetings and rescinding Resolution 957. The motion **PASSED** 6-1 (Elwood).

AB25-030 – Motion Authorizing King County Grant Contract Amendment RE Meadowbrook Loop Trail Project

Audio: 45:14

Planning Manager McCarty provided the staff report.

Councilmember Koellen **MOVED**, seconded by Councilmember Gothelf to approve AB25-030, authorizing the Mayor to execute and administer a contract amendment and all other necessary documents to receive the King County Parks Capital and Open Space Grant (Contract #6328763) for the Meadowbrook Farm Prairie Loop Trail Project, in a form and content approved by the City Attorney. The motion **PASSED** 7-0.

DRAFT

AB25-031 – Motion Authorizing Contract with JA Brennan for Meadowbrook Trail Project Design**Audio: 51:23**

Planning Manager McCarty provided the staff report.

Councilmember Tremolada **MOVED**, seconded by Councilmember Koellen to approve AB25-031, authorizing the Mayor to execute and administer a professional services agreement with JA Brennan for design of the Meadowbrook Farm Prairie Loop Trail Project, in a form and content acceptable to the City Attorney, and in an amount not to exceed \$499,976. The motion **PASSED** 7-0.

AB25-032 – Motion Authorizing Negotiation Agreement with Related NW **Audio: 54:34**

Community & Economic Development Director Henderson provided the staff report.

The following individual commented on the agenda item:

Michael Thomas, North Bend resident

Councilmember Tremolada **MOVED**, seconded by Councilmember Koellen to approve AB25-032, approving and authorizing the Mayor to execute and administer an Exclusive Negotiation Agreement and all other necessary documents with Related NW for an affordable housing project to be located at 230 Main Avenue North, North Bend. The motion **PASSED** 7-0.

AB25-033 – Motion Authorizing Contract with PH Consulting for Cedar Falls Way Sidewalk Project **Audio: 1:07:24**

Deputy City Administrator/Public Works Director Rigos provided the staff report.

The following individuals commented on the agenda item:

Michael Thomas, North Bend resident

Sara Broschart, North Bend resident

Kate Leen, North Bend resident

Councilmember Koellen **MOVED**, seconded by Councilmember Torguson to approve AB25-033, authorizing the Mayor to execute a contract with PH Consulting for design of the Cedar Falls Way Pedestrian Improvement Project, in a form and content approved by the City Attorney, in an amount not to exceed \$332,000. The motion **PASSED** 7-0.

DRAFT

AB25-034 – Motion Authorizing Contract with PH Consulting for Cedar Falls Way Sidewalk Project **Audio: 1:20:54**

Deputy City Administrator/Public Works Director Rigos provided the staff report.

Councilmember Koellen **MOVED**, seconded by Councilmember Joselyn to approve AB25-034, authorizing the Mayor to execute a contract with PH Consulting for the Ballarat Ave Parking Project, in a form and content approved by the City Attorney, in an amount not to exceed \$93,000. The motion **PASSED** 7-0.

AB25-035 – Motion Approving Police Services Schedule **Audio: 1:28:34**

Interim City Administrator Larson provided the staff report.

Councilmember Joselyn **MOVED**, seconded by Councilmember Gothelf to approve AB25-035, setting the Police Services Schedule Related to Request for Proposals and decision making (Alternative #1 – schedule as proposed).

Councilmember Elwood **MOVED**, seconded by Councilmember Joselyn, to amend the schedule (Alternative #1) to strike the option meeting parenthetical for April 22nd. The motion **PASSED** 7-0.

The main motion **PASSED AS AMENDED** 6-1 (Tremolada).

MAYOR, COUNCIL, AND ADMINISTRATOR CONCERNS AND INITIATIVES:

Councilmember Torguson mentioned the upcoming forecast for sunny weather and noted she looked forward to completion of the Cedar Falls Way Sidewalk project discussed earlier in the night's agenda.

Councilmember Tremolada noted little league baseball has started at Torguson Park and encouraged all to drive carefully when in the area.

Councilmember Joselyn thanked fellow Councilmember's for their engagement and governance on issues under consideration at the local level. Additionally, he expressed concern for what was currently happening at the national level and noted protests were planned on April 5th for those interested.

Councilmember Rustik commented on the presentation pertaining to wildfire prevention provided by Wildfire Mitigation & Emergency Coordinator Cat Robinson of Eastside Fire & Rescue at today's Public Health & Safety Council Committee.

Councilmember Gothelf echoed Councilmember Rustik's comments and mentioned local homeowner's associations might wish to investigate optional fencing to help prevent the spread of wildfires.

DRAFT

Interim City Administrator Larson extending an invitation to the City Council to attend the April 3rd Employee Recognition Luncheon.

Mayor Miller spoke regarding the following items:

- Yard Waste Recycling Program – April 5th 8 a.m. to Noon @ Public Works
- Pet Vaccines & Low Cost Vet Care – April 2nd 10 a.m. to 2 p.m. @ Pet Place Market
- Board Vacancy on Meadowbrook Farm Preservation Association

ADJOURNMENT:

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

The meeting adjourned at 8:57 p.m.

ATTEST:

Mary Miller, Mayor

Susie Oppedal, City Clerk



City Council Agenda Bill

SUBJECT:	Agenda Date: April 15, 2025		AB25-036
Ordinance Amending the 2025-2026 Budget as Adopted in Ordinance No. 1823	Department/Committee/Individual		
	Mayor Mary Miller		
	Interim City Administrator – Bob Larson		
	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 – Mark Rigos		
Fund Source: Multiple Funds.	Information Technology – Phillip Davenport		
Timeline: by 4/15/2025			
Attachments: Ordinance. Exhibits A & B, 2025 & 2026 Annual Budget as amended; Attachments 1 & 2 – 2025 & 2026 Budget Amendment details by fund.			
SUMMARY STATEMENT: <p>It is a prudent financial practice to periodically adjust an adopted budget to reflect major changes to source (revenues, transfers in, etc.) or use items (expenditures, transfers out, etc.) that occur during the year and were unanticipated at the time of budget adoption. Occasionally, the City Council may find it necessary to approve unanticipated expenditures. Budget amendments are therefore needed to address these unforeseen expenditures and to ensure that the City adjusts estimated sources or uses as necessary to stay within legally authorized budget limits. Additionally, budget amendments more accurately reflect anticipated ending fund balances. The State Auditor expects such adjustments to occur.</p> <p>A budget amendment typically consists of miscellaneous and other housekeeping adjustments to reflect actual prior year fund balances or unanticipated sources and uses during the course of the year, such as new grant awards or unexpected expenditures authorized by the City Council but not accounted for in the City’s adopted budget.</p> <p>The City’s 2025-2026 budget was adopted through Ordinance No. 1823. This proposed ordinance, if approved, represents the first budget amendment to the 2025-2026 budget, and amends the 2025 beginning fund balance for actual 2024 ending fund balances, by fund.</p> <p>Exhibits A and B are attached to the proposed ordinance and summarize the amended sources and uses (i.e., appropriation) per fund.</p> <p>Attachments 1 and 2 detail the specific amendments to the 2025 budget, by fund, and include a reconciliation of changes from Ordinance No. 1823 and this proposed ordinance.</p>			
APPLICABLE BRAND GUIDELINES: Balanced budget.			
COMMITTEE REVIEW AND RECOMMENDATION: The Finance and Administration Committee reviewed this proposed ordinance at its April 8, 2025 meeting and recommended approval and placement on the Consent Agenda.			

City Council Agenda Bill

RECOMMENDED ACTION: **MOTION** to approve AB25-036, an ordinance amending the 2025-2026 Budget as adopted in Ordinance No. 1823, as a first and final reading.

RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
April 15, 2025		

ORDINANCE

AN ORDINANCE OF THE CITY OF NORTH BEND, WASHINGTON, AMENDING THE CITY'S 2025- 2026 BUDGET AS ADOPTED IN SECTION 1 OF ORDINANCE NO. 1823; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City Council adopted Ordinance No. 1528 on May 20, 2014, establishing a biennial budget process in accordance with the provisions of Chapter 35A.34 RCW; and

WHEREAS, the City Council stipulated on December 6, 2022, that the biennial budget will be implemented as two one-year financial plans, that actual expenditures in the first year may not exceed the first-year plan appropriations, that second year plan appropriations shall only be expended in the second year, and that any appropriation changes will require City Council approval; and

WHEREAS, the City is prohibited from over-expending its appropriated budget as set forth in Ordinance No. 1823; and

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

WHEREAS, amendments to the 2025-2026 budget are now necessary;

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 2025-2026 Budget, as adopted in Section 1 of Ordinance No. 1823, is hereby amended as set forth in Exhibits "A" (2025 Annual Budgets) and "B" (2026 Annual Budgets) 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 on May 1, 2025.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND,
WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 15TH DAY OF
APRIL, 2025.**

CITY OF NORTH BEND:

APPROVED AS TO FORM:

Mary Miller, Mayor

Kendra Rosenberg, City Attorney

ATTEST/AUTHENTICATED:

Published:
Effective: May 1, 2025

Susie Oppedal, City Clerk

Exhibit A
2025 Biennial Budget, As Amended

		2025 Budget, as amended (this ordinance)			
Fund #	Fund Title	Beginning Fund Balance	Revenues	Appropriations/ Expenditures	Ending Fund Balance
General Fund					
001	General Fund	\$5,311,123	\$12,415,043	\$12,827,008	\$4,899,158
	Mayor & Council			\$121,506	
	Admin & Finance			\$1,571,864	
	Legal & Judicial			\$711,835	
	Central Services			\$512,104	
	Council Decision Card			\$0	
	Police			\$2,846,293	
	Jail			\$694,313	
	Fire Services & Em Mgmt			\$1,808,158	
	Building Planning and Dev Review				
	Long Range Planning			\$941,186	
	Plan Review			\$595,815	
	Parks, Culture & Recreation			\$1,133,864	
	Social & Human Svcs			\$267,168	
	Interfund Transfers and Other				
	Transfer Out - Reserve Fund (F002)			\$0	
	Transfer Out - Street Operations (F101)			\$677,691	
	Transfer Out - Capital Streets (F102)			\$0	
	Transfer Out - Street Overlay (F103)			\$124,000	
	Transfer Out - Econ Development (F108)			\$300,000	
	Transfer Out - Affordable Housing (F109)			\$323,950	
	Transfer Out - Park Maint. Reserve (F117)			\$10,000	
	Transfer Out - Municipal CIP (F310)			\$0	
	Other OpExps			\$187,261	
002	General Fund Emergency Reserves	\$1,097,896	\$0	\$0	\$1,097,896
Special Revenue Funds					
101	Street Operations	\$4,616	\$1,084,189	\$1,078,838	\$9,967
102	Capital Streets	\$19,468	\$203,750	\$153,000	\$70,218
103	Street Overlay	\$1,158,140	\$578,306	\$574,000	\$1,162,446
Impact Fee Funds					
106.1	Transportation Impact Fees	\$5,471,206	\$1,865,949	\$5,350,000	\$1,987,155
106.2	Park Impact fees	\$2,068,191	\$1,625,321	\$990,000	\$2,703,512
106.3	Fire Impact Fees	\$316,969	\$54,183	\$0	\$371,152
106.4	Sidewalk Impact Fees	\$474,507	\$1,670	\$0	\$476,177
106.5	Trees Impact Fees	\$400,485	\$24,005	\$20,000	\$404,490
106.6	School Impact Fees	\$8,955	\$1,500,000	\$1,500,000	\$8,955
106.7	Bicycle and Pedestrian Impact Fees	\$330,425	\$104,146	\$0	\$434,571
107	Hotel Motel Tax	\$107,857	\$27,053	\$65,000	\$69,910
108	Economic Development	\$124,717	\$375,601	\$395,097	\$105,221
109	Affordable Housing	\$1,628,460	\$323,950	\$323,950	\$1,628,460
116	Park Improvement Grants	\$526,109	\$6,822	\$0	\$532,931
117	Park Maintenance Reserves	\$53,840	\$10,525	\$0	\$64,365
125	Development Projects	\$660,759	\$507,794	\$600,000	\$568,553
130	American Rescue Plan Act (ARPA)	\$0	\$0	\$0	\$0
190	Transportation Benefit District	\$3,309,302	\$681,330	\$700,000	\$3,290,632
Debt Service Funds					
216	2011 UTGO Fire Station Bonds	\$37,801	\$196,693	\$149,285	\$85,209
217	2012 TBD Bonds	\$20	\$0	\$0	\$20
218	2015 LTGO Bonds	\$57,045	\$387,274	\$210,800	\$233,519
220	2018 LTGO Bonds	\$130	\$246,750	\$247,400	(\$520)
Capital Funds					
310	Municipal CIP	\$176,764	\$15,162,334	\$15,258,678	\$80,420
320	Real Estate Excise Tax	\$5,979,309	\$1,662,529	\$579,944	\$7,061,894
Utility Funds					
401	Water Utility Operations and CIP	\$2,333,711	\$4,920,791	\$7,793,052	(\$538,550)
402	Sewer Utility Operations and CIP	\$13,844,179	\$15,286,758	\$14,714,277	\$14,416,660
404	Storm and Flood Utility Operations and CIP	\$2,207,567	\$2,237,102	\$2,583,803	\$1,860,866
405	Solid Waste	\$905,826	\$126,193	\$219,484	\$812,535
451	ULID #6 Bonds	\$720,152	\$766,322	\$766,322	\$720,152
Internal Service Funds					
Equipment and Technology Operations					
501.1	Equipment Operations	\$100,686	\$282,005	\$360,594	\$22,097
501.2	Technology Operations	\$161,910	\$500,000	\$491,228	\$170,682
Equipment and Technology Reserves					
502.1	Equipment Reserves	\$1,537,421	\$115,472	\$475,000	\$1,177,893
502.2	Technology Reserves	\$377,247	\$50,000	\$165,000	\$262,247
Grand Total - All Funds		\$51,512,793	\$63,329,860	\$68,591,760	\$46,250,893
Total Budgeted Sources and Uses		\$114,842,653		\$114,842,653	
		Total Resources		Total Uses	

Exhibit B
202B Biennial Budget, As Amended

		2026 Budget, as amended (this ordinance)			
Fund #	Fund Title	Beginning Fund Balance	Revenues	Appropriations/ Expenditures	Ending Fund Balance
General Fund					
001	General Fund	\$4,899,158	\$12,882,113	\$13,174,363	\$4,606,909
	Mayor & Council			\$126,048	
	Admin & Finance			\$1,635,235	
	Legal & Judicial			\$736,303	
	Central Services			\$534,914	
	Council Decision Card			\$0	
	Police			\$2,945,860	
	Jail			\$729,028	
	Fire Services & Em Mgmt			\$1,945,664	
	Building Planning and Dev Review				
	Long Range Planning			\$976,106	
	Plan Review			\$621,203	
	Parks, Culture & Recreation			\$996,249	
	Social & Human Svcs			\$267,759	
	Interfund Transfers and Other				
	Transfer Out - Reserve Fund (F002)			\$0	
	Transfer Out - Street Operations (F101)			\$698,337	
	Transfer Out - Capital Streets (F102)			\$0	
	Transfer Out - Street Overlay (F103)			\$124,000	
	Transfer Out - Econ Development (F108)			\$300,000	
	Transfer Out - Affordable Housing (F109)			\$338,528	
	Transfer Out - Park Maint. Reserve (F117)			\$10,000	
	Transfer Out - Municipal CIP (F310)			\$0	
	Other OpExps			\$189,129	
002	General Fund Emergency Reserves	\$1,097,896	\$0	\$0	\$1,097,896
Special Revenue Funds					
101	Street Operations	\$9,967	\$1,113,405	\$1,113,405	\$9,967
102	Capital Streets	\$70,218	\$206,730	\$158,400	\$118,548
103	Street Overlay	\$1,162,446	\$578,349	\$574,000	\$1,166,794
	Impact Fee Funds				
106.1	Transportation Impact Fees	\$1,987,156	\$1,831,109	\$4,150,000	(\$331,736)
106.2	Park Impact fees	\$2,703,512	\$2,531,675	\$2,022,510	\$3,212,676
106.3	Fire Impact Fees	\$371,152	\$54,725	\$0	\$425,877
106.4	Sidewalk Impact Fees	\$476,177	\$1,687	\$0	\$477,864
106.5	Trees Impact Fees	\$404,490	\$24,045	\$20,000	\$408,535
106.6	School Impact Fees	\$8,955	\$1,500,000	\$1,500,000	\$8,955
106.7	Bicycle and Pedestrian Impact Fees	\$434,571	\$105,188	\$0	\$539,759
107	Hotel Motel Tax	\$69,911	\$27,156	\$65,000	\$32,065
108	Economic Development	\$105,222	\$375,406	\$403,874	\$76,753
109	Affordable Housing	\$1,628,460	\$338,528	\$338,528	\$1,628,460
116	Park Improvement Grants	\$532,932	\$6,890	\$0	\$539,821
117	Park Maintenance Reserves	\$64,365	\$10,630	\$0	\$74,995
125	Development Projects	\$568,553	\$506,872	\$600,000	\$475,425
130	American Rescue Plan Act (ARPA)	\$0	\$0	\$0	\$0
190	Transportation Benefit District	\$3,290,632	\$703,893	\$700,000	\$3,294,526
Debt Service Funds					
216	2011 UTGO Fire Station Bonds	\$85,210	\$51,450	\$148,750	(\$12,091)
217	2012 TBD Bonds	\$20	\$0	\$0	\$20
218	2015 LTGO Bonds	\$233,519	\$208,000	\$208,000	\$233,519
220	2018 LTGO Bonds	(\$520)	\$247,800	\$247,800	(\$520)
Capital Funds					
310	Municipal CIP	\$80,420	\$15,661,394	\$13,882,000	\$1,859,814
320	Real Estate Excise Tax	\$7,061,894	\$1,673,355	\$400,100	\$8,335,150
Utility Funds					
401	Water Utility Operations and CIP	(\$538,550)	\$4,283,460	\$4,734,013	(\$989,104)
402	Sewer Utility Operations and CIP	\$14,416,660	\$7,499,209	\$7,225,864	\$14,690,006
404	Storm and Flood Utility Operations and CIP	\$1,860,867	\$1,756,365	\$3,314,355	\$302,875
405	Solid Waste	\$812,535	\$130,300	\$223,757	\$719,077
451	ULID #6 Bonds	\$720,152	\$752,910	\$752,910	\$720,152
Internal Service Funds					
	Equipment and Technology Operations				
501.1	Equipment Operations	\$22,097	\$403,080	\$374,005	\$51,171
501.2	Technology Operations	\$170,681	\$515,000	\$508,910	\$176,773
	Equipment and Technology Reserves				
502.1	Equipment Reserves	\$1,177,893	\$111,877	\$298,300	\$991,470
502.2	Technology Reserves	\$262,247	\$50,000	\$50,000	\$262,247
Grand Total - All Funds		\$46,250,898	\$56,142,601	\$57,188,844	\$45,204,648
Total Budgeted Sources and Uses		\$102,393,499		\$102,393,492	
		Total Resources		Total Uses	

Attachment 1 - 2025 Budget Amendment Detail

Legend

	General Funds
	Special Revenue Funds
	Debt Service Funds
	Capital Funds
	Utility Funds
	Internal Service Funds

GENERAL FUNDS

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
General Fund (#001)					
Adopted 2025 Budget (ORD1823)	\$4,773,942.00	\$12,415,043.00	\$12,827,008.00	\$4,361,977.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$537,181.00	\$0.00	\$0.00	\$537,181.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$5,311,123.00	\$12,415,043.00	\$12,827,008.00	\$4,899,158.00	
Revised 2025 Total Appropriations Authority	\$17,726,166.00		\$17,726,166.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
General Fund Reserves Fund (#002)					
Adopted 2025 Budget (ORD1823)	\$1,097,896.00	\$0.00	\$0.00	\$1,097,896.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	
+ Transfer excess fund balance to reserves	\$0.00	\$0.00	\$0.00	\$0.00	
Amended 2025 Budget (ORDxxxx-BA#1)	\$1,097,896.00	\$0.00	\$0.00	\$1,097,896.00	
Revised 2025 Total Appropriations Authority	\$1,097,896.00		\$1,097,896.00		

SPECIAL REVENUE FUNDS

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Street Operations Fund (#101)					
Adopted 2025 Budget (ORD1823)	-\$5,351.00	\$1,084,189.00	\$1,078,838.00	\$0.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$9,967.00	\$0.00	\$0.00	\$9,967.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$4,616.00	\$1,084,189.00	\$1,078,838.00	\$9,967.00	
Revised 2025 Total Appropriations Authority	\$1,088,805.00		\$1,088,805.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Capital Streets Fund (#102)					
Adopted 2025 Budget (ORD1823)	\$213,375.00	\$203,750.00	\$153,000.00	\$264,125.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$193,907.00	\$0.00	\$0.00	-\$193,907.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$19,468.00	\$203,750.00	\$153,000.00	\$70,218.00	
Revised 2025 Total Appropriations Authority	\$223,218.00		\$223,218.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Street Overlay Fund (#103)					
Adopted 2025 Budget (ORD1823)	\$430,576.00	\$578,306.00	\$574,000.00	\$434,882.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$727,564.00	\$0.00	\$0.00	\$727,564.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$1,158,140.00	\$578,306.00	\$574,000.00	\$1,162,446.00	
Revised 2025 Total Appropriations Authority	\$1,736,446.00		\$1,736,446.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Transportation Impact Fees Fund (#106.1)					
Adopted 2025 Budget (ORD1823)	\$6,594,947.00	\$1,865,949.00	\$5,350,000.00	\$3,110,897.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$1,123,741.00	\$0.00	\$0.00	-\$1,123,741.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$5,471,206.00	\$1,865,949.00	\$5,350,000.00	\$1,987,155.00	
Revised 2025 Total Appropriations Authority	\$7,337,155.00		\$7,337,155.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Parks Impact Fees Fund (#106.2)					
Adopted 2025 Budget (ORD1823)	\$2,009,482.00	\$1,625,321.00	\$990,000.00	\$2,644,803.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$58,709.00	\$0.00	\$0.00	\$58,709.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$2,068,191.00	\$1,625,321.00	\$990,000.00	\$2,703,512.00	
Revised 2025 Total Appropriations Authority	\$3,693,512.00		\$3,693,512.00		

Attachment 1 - 2025 Budget Amendment Detail

Legend	
	General Funds
	Special Revenue Funds
	Debt Service Funds
	Capital Funds
	Utility Funds
	Internal Service Funds

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Fire Impact Fees Fund (#106.3)					
Adopted 2025 Budget (ORD1823)	\$418,296.00	\$54,183.00	\$0.00	\$472,479.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$101,327.00	\$0.00	\$0.00	-\$101,327.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$316,969.00	\$54,183.00	\$0.00	\$371,152.00	
Revised 2025 Total Appropriations Authority	\$371,152.00		\$371,152.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Sidewalk Impact Fees Fund (#106.4)					
Adopted 2025 Budget (ORD1823)	\$166,994.00	\$1,670.00	\$0.00	\$168,664.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$307,513.00	\$0.00	\$0.00	\$307,513.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$474,507.00	\$1,670.00	\$0.00	\$476,177.00	
Revised 2025 Total Appropriations Authority	\$476,177.00		\$476,177.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Trees Impact Fees Fund (#106.5)					
Adopted 2025 Budget (ORD1823)	\$400,485.00	\$24,005.00	\$20,000.00	\$404,490.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	
Amended 2025 Budget (ORDxxxx-BA#1)	\$400,485.00	\$24,005.00	\$20,000.00	\$404,490.00	
Revised 2025 Total Appropriations Authority	\$424,490.00		\$424,490.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Schools Impact Fees Fund (#106.6)					
Adopted 2025 Budget (ORD1823)	\$0.00	\$1,500,000.00	\$1,500,000.00	\$0.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$8,955.00	\$0.00	\$0.00	\$8,955.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$8,955.00	\$1,500,000.00	\$1,500,000.00	\$8,955.00	
Revised 2025 Total Appropriations Authority	\$1,508,955.00		\$1,508,955.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Bicycle and Pedestrian Impact Fees Fund (#106.7)					
Adopted 2025 Budget (ORD1823)	\$414,618.00	\$104,146.00	\$0.00	\$518,764.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$84,193.00	\$0.00	\$0.00	-\$84,193.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$330,425.00	\$104,146.00	\$0.00	\$434,571.00	
Revised 2025 Total Appropriations Authority	\$434,571.00		\$434,571.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Hotel/Motel Tax Fund (#107)					
Adopted 2025 Budget (ORD1823)	\$98,523.00	\$27,053.00	\$65,000.00	\$60,577.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$9,334.00	\$0.00	\$0.00	\$9,334.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$107,857.00	\$27,053.00	\$65,000.00	\$69,910.00	
Revised 2025 Total Appropriations Authority	\$134,910.00		\$134,910.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Economic Development Fund (#108)					
Adopted 2025 Budget (ORD1823)	\$60,113.00	\$375,601.00	\$395,097.00	\$40,618.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$64,604.00	\$0.00	\$0.00	\$64,604.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$124,717.00	\$375,601.00	\$395,097.00	\$105,221.00	
Revised 2025 Total Appropriations Authority	\$500,318.00		\$500,318.00		

Attachment 1 - 2025 Budget Amendment Detail

Legend	
General Funds	
Special Revenue Funds	
Debt Service Funds	
Capital Funds	
Utility Funds	
Internal Service Funds	

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Affordable Housing Fund (#109)					
Adopted 2025 Budget (ORD1823)	\$1,260,733.00	\$323,950.00	\$323,950.00	\$1,260,733.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$367,727.00	\$0.00	\$0.00	\$367,727.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$1,628,460.00	\$323,950.00	\$323,950.00	\$1,628,460.00	
Revised 2025 Total Appropriations Authority	\$1,952,410.00		\$1,952,410.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Park Improvement Grants Fund (#116)					
Adopted 2025 Budget (ORD1823)	\$682,227.00	\$6,822.00	\$0.00	\$689,050.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$156,118.00	\$0.00	\$0.00	-\$156,118.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$526,109.00	\$6,822.00	\$0.00	\$532,931.00	
Revised 2025 Total Appropriations Authority	\$532,931.00		\$532,931.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Park Imaintenance Reserves Fund (#117)					
Adopted 2025 Budget (ORD1823)	\$52,509.00	\$10,525.00	\$0.00	\$63,034.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$1,331.00	\$0.00	\$0.00	\$1,331.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$53,840.00	\$10,525.00	\$0.00	\$64,365.00	
Revised 2025 Total Appropriations Authority	\$64,365.00		\$64,365.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Development Projects Fund (#118)					
Adopted 2025 Budget (ORD1823)	\$779,421.00	\$507,794.00	\$600,000.00	\$687,215.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$118,662.00	\$0.00	\$0.00	-\$118,662.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$660,759.00	\$507,794.00	\$600,000.00	\$568,553.00	
Revised 2025 Total Appropriations Authority	\$1,168,553.00		\$1,168,553.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
American Rescue Plan Act Fund (#130)					
Adopted 2025 Budget (ORD1823)	\$0.00	\$0.00	\$0.00	\$0.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	
Amended 2025 Budget (ORDxxxx-BA#1)	\$0.00	\$0.00	\$0.00	\$0.00	
Revised 2025 Total Appropriations Authority	\$0.00		\$0.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Transportation Benefit District Fund (#190)					
Adopted 2025 Budget (ORD1823)	\$3,132,999.00	\$681,330.00	\$700,000.00	\$3,114,329.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$176,303.00	\$0.00	\$0.00	\$176,303.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$3,309,302.00	\$681,330.00	\$700,000.00	\$3,290,632.00	
Revised 2025 Total Appropriations Authority	\$3,990,632.00		\$3,990,632.00		

DEBT SERVICE FUNDS

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
2011 UTGO Fire St. Bonds Fund (#216)					
Adopted 2025 Budget (ORD1823)	\$97,619.00	\$196,693.00	\$149,285.00	\$145,028.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$59,818.00	\$0.00	\$0.00	-\$59,818.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$37,801.00	\$196,693.00	\$149,285.00	\$85,209.00	
Revised 2025 Total Appropriations Authority	\$234,494.00		\$234,494.00		

Attachment 1 - 2025 Budget Amendment Detail

Legend

	General Funds
	Special Revenue Funds
	Debt Service Funds
	Capital Funds
	Utility Funds
	Internal Service Funds

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
2012 TBD Bonds Fund (#217)					
Adopted 2025 Budget (ORD1823)	\$20.00	\$0.00	\$0.00	\$20.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	
Amended 2025 Budget (ORDxxxx-BA#1)	\$20.00	\$0.00	\$0.00	\$20.00	
Revised 2025 Total Appropriations Authority	\$20.00		\$20.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
2015 LTGO Bonds Fund (#218)					
Adopted 2025 Budget (ORD1823)	\$10,731.00	\$387,274.00	\$210,800.00	\$187,205.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$46,314.00	\$0.00	\$0.00	\$46,314.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$57,045.00	\$387,274.00	\$210,800.00	\$233,519.00	
Revised 2025 Total Appropriations Authority	\$444,319.00		\$444,319.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
2018 LTGO Bonds Fund (#220)					
Adopted 2025 Budget (ORD1823)	\$650.00	\$246,750.00	\$247,400.00	\$0.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$520.00	\$0.00	\$0.00	-\$520.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$130.00	\$246,750.00	\$247,400.00	-\$520.00	
Revised 2025 Total Appropriations Authority	\$246,880.00		\$246,880.00		

CAPITAL FUNDS

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Municipal CIP Fund (#310)					
Adopted 2025 Budget (ORD1823)	\$160,055.00	\$15,162,334.00	\$15,258,678.00	\$63,711.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$16,709.00	\$0.00	\$0.00	\$16,709.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$176,764.00	\$15,162,334.00	\$15,258,678.00	\$80,420.00	
Revised 2025 Total Appropriations Authority	\$15,339,098.00		\$15,339,098.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Real Estate Excise Tax Fund (#320)					
Adopted 2025 Budget (ORD1823)	\$6,252,920.00	\$1,662,529.00	\$579,944.00	\$7,335,505.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$273,611.00	\$0.00	\$0.00	-\$273,611.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$5,979,309.00	\$1,662,529.00	\$579,944.00	\$7,061,894.00	
Revised 2025 Total Appropriations Authority	\$7,641,838.00		\$7,641,838.00		

UTILITY FUNDS

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Water Utility Ops and CIP Fund (#401)					
Adopted 2025 Budget (ORD1823)	\$3,421,878.00	\$4,920,791.00	\$7,793,052.00	\$549,617.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$1,088,167.00	\$0.00	\$0.00	-\$1,088,167.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$2,333,711.00	\$4,920,791.00	\$7,793,052.00	-\$538,550.00	
Revised 2025 Total Appropriations Authority	\$7,254,502.00		\$7,254,502.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Sewer Utility Ops and CIP Fund (#402)					
Adopted 2025 Budget (ORD1823)	\$15,394,147.00	\$15,286,758.00	\$14,714,277.00	\$15,966,628.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$1,549,968.00	\$0.00	\$0.00	-\$1,549,968.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$13,844,179.00	\$15,286,758.00	\$14,714,277.00	\$14,416,660.00	
Revised 2025 Total Appropriations Authority	\$29,130,937.00		\$29,130,937.00		

Attachment 1 - 2025 Budget Amendment Detail

Legend

	General Funds
	Special Revenue Funds
	Debt Service Funds
	Capital Funds
	Utility Funds
	Internal Service Funds

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Storm and Flood Utility Ops and CIP Fund (#404)					
Adopted 2025 Budget (ORD1823)	\$2,187,317.00	\$2,237,102.00	\$2,583,803.00	\$1,840,617.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$20,250.00	\$0.00	\$0.00	\$20,250.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$2,207,567.00	\$2,237,102.00	\$2,583,803.00	\$1,860,866.00	
Revised 2025 Total Appropriations Authority	\$4,444,669.00		\$4,444,669.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Solid Waste Utility Fund (#405)					
Adopted 2025 Budget (ORD1823)	\$640,128.00	\$126,193.00	\$219,484.00	\$546,837.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$265,698.00	\$0.00	\$0.00	\$265,698.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$905,826.00	\$126,193.00	\$219,484.00	\$812,535.00	
Revised 2025 Total Appropriations Authority	\$1,032,019.00		\$1,032,019.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
ULID #6 Bonds Fund (#451)					
Adopted 2025 Budget (ORD1823)	\$611,173.00	\$766,322.00	\$766,322.00	\$611,173.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$108,979.00	\$0.00	\$0.00	\$108,979.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$720,152.00	\$766,322.00	\$766,322.00	\$720,152.00	
Revised 2025 Total Appropriations Authority	\$1,486,474.00		\$1,486,474.00		

INTERNAL SERVICE FUNDS

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Equipment Operations Fund (#501.1)					
Adopted 2025 Budget (ORD1823)	\$118,546.00	\$282,005.00	\$360,594.00	\$39,957.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$17,860.00	\$0.00	\$0.00	-\$17,860.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$100,686.00	\$282,005.00	\$360,594.00	\$22,097.00	
Revised 2025 Total Appropriations Authority	\$382,691.00		\$382,691.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Technology Operations Fund (#501.2)					
Adopted 2025 Budget (ORD1823)	\$95,352.00	\$500,000.00	\$491,228.00	\$104,123.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$66,558.00	\$0.00	\$0.00	\$66,558.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$161,910.00	\$500,000.00	\$491,228.00	\$170,682.00	
Revised 2025 Total Appropriations Authority	\$661,910.00		\$661,910.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Equipment Reserves Fund (#502.1)					
Adopted 2025 Budget (ORD1823)	\$1,547,212.00	\$115,472.00	\$475,000.00	\$1,187,684.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$9,791.00	\$0.00	\$0.00	-\$9,791.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$1,537,421.00	\$115,472.00	\$475,000.00	\$1,177,893.00	
Revised 2025 Total Appropriations Authority	\$1,652,893.00		\$1,652,893.00		

	2025BFB	2025OpRevs	2025OpExps	2025EFB	Supporting notes
Technology Reserves Fund (#502.2)					
Adopted 2025 Budget (ORD1823)	\$334,109.00	\$50,000.00	\$165,000.00	\$219,109.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$43,138.00	\$0.00	\$0.00	\$43,138.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2025 Budget (ORDxxxx-BA#1)	\$377,247.00	\$50,000.00	\$165,000.00	\$262,247.00	
Revised 2025 Total Appropriations Authority	\$427,247.00		\$427,247.00		

check totals	\$114,842,653.00	\$114,842,653.00
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Attachment 2 - 2026 Budget Amendment Detail

Legend

	General Funds
	Special Revenue Funds
	Debt Service Funds
	Capital Funds
	Utility Funds
	Internal Service Funds

GENERAL FUNDS

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
General Fund (#001)					
Adopted 2026 Budget (ORD1823)	\$4,361,977.00	\$12,882,113.00	\$13,174,363.00	\$4,069,728.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$537,181.00	\$0.00	\$0.00	\$537,181.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$4,899,158.00	\$12,882,113.00	\$13,174,363.00	\$4,606,909.00	
Revised 2026 Total Appropriations Authority	\$17,781,271.00		\$17,781,272.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
General Fund Reserves Fund (#002)					
Adopted 2026 Budget (ORD1823)	\$1,097,896.00	\$0.00	\$0.00	\$1,097,896.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	
Amended 2026 Budget (ORDxxxx-BA#1)	\$1,097,896.00	\$0.00	\$0.00	\$1,097,896.00	
Revised 2026 Total Appropriations Authority	\$1,097,896.00		\$1,097,896.00		

SPECIAL REVENUE FUNDS

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Street Operations Fund (#101)					
Adopted 2026 Budget (ORD1823)	\$0.00	\$1,113,405.00	\$1,113,405.00	\$0.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$9,967.00	\$0.00	\$0.00	\$9,967.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$9,967.00	\$1,113,405.00	\$1,113,405.00	\$9,967.00	
Revised 2026 Total Appropriations Authority	\$1,123,372.00		\$1,123,372.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Capital Streets Fund (#102)					
Adopted 2026 Budget (ORD1823)	\$264,125.00	\$206,730.00	\$158,400.00	\$312,455.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$193,907.00	\$0.00	\$0.00	-\$193,907.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$70,218.00	\$206,730.00	\$158,400.00	\$118,548.00	
Revised 2026 Total Appropriations Authority	\$276,948.00		\$276,948.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Street Overlay Fund (#103)					
Adopted 2026 Budget (ORD1823)	\$434,882.00	\$578,349.00	\$574,000.00	\$439,230.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$727,564.00	\$0.00	\$0.00	\$727,564.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$1,162,446.00	\$578,349.00	\$574,000.00	\$1,166,794.00	
Revised 2026 Total Appropriations Authority	\$1,740,795.00		\$1,740,794.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Transportation Impact Fees Fund (#106.1)					
Adopted 2026 Budget (ORD1823)	\$3,110,897.00	\$1,831,109.00	\$4,150,000.00	\$792,006.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$1,123,741.00	\$0.00	\$0.00	-\$1,123,741.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$1,987,156.00	\$1,831,109.00	\$4,150,000.00	-\$331,736.00	
Revised 2026 Total Appropriations Authority	\$3,818,265.00		\$3,818,264.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Parks Impact Fees Fund (#106.2)					
Adopted 2026 Budget (ORD1823)	\$2,644,803.00	\$2,531,675.00	\$2,022,510.00	\$3,153,967.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$58,709.00	\$0.00	\$0.00	\$58,709.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$2,703,512.00	\$2,531,675.00	\$2,022,510.00	\$3,212,676.00	
Revised 2026 Total Appropriations Authority	\$5,235,187.00		\$5,235,186.00		

Attachment 2 - 2026 Budget Amendment Detail

Legend

	General Funds
	Special Revenue Funds
	Debt Service Funds
	Capital Funds
	Utility Funds
	Internal Service Funds

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Fire Impact Fees Fund (#106.3)					
Adopted 2026 Budget (ORD1823)	\$472,479.00	\$54,725.00	\$0.00	\$527,204.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$101,327.00	\$0.00	\$0.00	-\$101,327.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$371,152.00	\$54,725.00	\$0.00	\$425,877.00	
Revised 2026 Total Appropriations Authority	\$425,877.00		\$425,877.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Sidewalk Impact Fees Fund (#106.4)					
Adopted 2026 Budget (ORD1823)	\$168,664.00	\$1,687.00	\$0.00	\$170,351.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$307,513.00	\$0.00	\$0.00	\$307,513.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$476,177.00	\$1,687.00	\$0.00	\$477,864.00	
Revised 2026 Total Appropriations Authority	\$477,864.00		\$477,864.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Trees Impact Fees Fund (#106.5)					
Adopted 2026 Budget (ORD1823)	\$404,490.00	\$24,045.00	\$20,000.00	\$408,535.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	
Amended 2026 Budget (ORDxxxx-BA#1)	\$404,490.00	\$24,045.00	\$20,000.00	\$408,535.00	
Revised 2026 Total Appropriations Authority	\$428,535.00		\$428,535.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Schools Impact Fees Fund (#106.6)					
Adopted 2026 Budget (ORD1823)	\$0.00	\$1,500,000.00	\$1,500,000.00	\$0.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$8,955.00	\$0.00	\$0.00	\$8,955.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$8,955.00	\$1,500,000.00	\$1,500,000.00	\$8,955.00	
Revised 2026 Total Appropriations Authority	\$1,508,955.00		\$1,508,955.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Bicycle and Pedestrian Impact Fees Fund (#106.7)					
Adopted 2026 Budget (ORD1823)	\$518,764.00	\$105,188.00	\$0.00	\$623,952.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$84,193.00	\$0.00	\$0.00	-\$84,193.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$434,571.00	\$105,188.00	\$0.00	\$539,759.00	
Revised 2026 Total Appropriations Authority	\$539,759.00		\$539,759.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Hotel/Motel Tax Fund (#107)					
Adopted 2026 Budget (ORD1823)	\$60,577.00	\$27,156.00	\$65,000.00	\$22,732.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$9,334.00	\$0.00	\$0.00	\$9,334.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$69,911.00	\$27,156.00	\$65,000.00	\$32,065.00	
Revised 2026 Total Appropriations Authority	\$97,067.00		\$97,065.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Economic Development Fund (#108)					
Adopted 2026 Budget (ORD1823)	\$40,618.00	\$375,406.00	\$403,874.00	\$12,150.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$64,604.00	\$0.00	\$0.00	\$64,604.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$105,222.00	\$375,406.00	\$403,874.00	\$76,753.00	
Revised 2026 Total Appropriations Authority	\$480,628.00		\$480,627.00		

Attachment 2 - 2026 Budget Amendment Detail

Legend	
 General Funds	
 Special Revenue Funds	
 Debt Service Funds	
 Capital Funds	
 Utility Funds	
 Internal Service Funds	

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Affordable Housing Fund (#109)					
Adopted 2026 Budget (ORD1823)	\$1,260,733.00	\$338,528.00	\$338,528.00	\$1,260,733.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$367,727.00	\$0.00	\$0.00	\$367,727.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$1,628,460.00	\$338,528.00	\$338,528.00	\$1,628,460.00	
Revised 2026 Total Appropriations Authority	\$1,966,988.00		\$1,966,988.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Park Improvement Grants Fund (#116)					
Adopted 2026 Budget (ORD1823)	\$689,050.00	\$6,890.00	\$0.00	\$695,940.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$156,118.00	\$0.00	\$0.00	-\$156,118.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$532,932.00	\$6,890.00	\$0.00	\$539,821.00	
Revised 2026 Total Appropriations Authority	\$539,822.00		\$539,821.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Park Imaintenance Reserves Fund (#117)					
Adopted 2026 Budget (ORD1823)	\$63,034.00	\$10,630.00	\$0.00	\$73,664.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$1,331.00	\$0.00	\$0.00	\$1,331.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$64,365.00	\$10,630.00	\$0.00	\$74,995.00	
Revised 2026 Total Appropriations Authority	\$74,995.00		\$74,995.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Development Projects Fund (#118)					
Adopted 2026 Budget (ORD1823)	\$687,215.00	\$506,872.00	\$600,000.00	\$594,087.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$118,662.00	\$0.00	\$0.00	-\$118,662.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$568,553.00	\$506,872.00	\$600,000.00	\$475,425.00	
Revised 2026 Total Appropriations Authority	\$1,075,425.00		\$1,075,425.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
American Rescue Plan Act Fund (#130)					
Adopted 2026 Budget (ORD1823)	\$0.00	\$0.00	\$0.00	\$0.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	
Amended 2026 Budget (ORDxxxx-BA#1)	\$0.00	\$0.00	\$0.00	\$0.00	
Revised 2026 Total Appropriations Authority	\$0.00		\$0.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Transportation Benefit District Fund (#190)					
Adopted 2026 Budget (ORD1823)	\$3,114,329.00	\$703,893.00	\$700,000.00	\$3,118,223.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$176,303.00	\$0.00	\$0.00	\$176,303.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$3,290,632.00	\$703,893.00	\$700,000.00	\$3,294,526.00	
Revised 2026 Total Appropriations Authority	\$3,994,525.00		\$3,994,526.00		

DEBT SERVICE FUNDS

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
2011 UTGO Fire St. Bonds Fund (#216)					
Adopted 2026 Budget (ORD1823)	\$145,028.00	\$51,450.00	\$148,750.00	\$47,728.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$59,818.00	\$0.00	\$0.00	-\$59,818.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$85,210.00	\$51,450.00	\$148,750.00	-\$12,091.00	
Revised 2026 Total Appropriations Authority	\$136,660.00		\$136,659.00		

Attachment 2 - 2026 Budget Amendment Detail

Legend

	General Funds
	Special Revenue Funds
	Debt Service Funds
	Capital Funds
	Utility Funds
	Internal Service Funds

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
2012 TBD Bonds Fund (#217)					
Adopted 2026 Budget (ORD1823)	\$20.00	\$0.00	\$0.00	\$20.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	
Amended 2026 Budget (ORDxxxx-BA#1)	\$20.00	\$0.00	\$0.00	\$20.00	
Revised 2026 Total Appropriations Authority	\$20.00		\$20.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
2015 LTGO Bonds Fund (#218)					
Adopted 2026 Budget (ORD1823)	\$187,205.00	\$208,000.00	\$208,000.00	\$187,205.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$46,314.00	\$0.00	\$0.00	\$46,314.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$233,519.00	\$208,000.00	\$208,000.00	\$233,519.00	
Revised 2026 Total Appropriations Authority	\$441,519.00		\$441,519.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
2018 LTGO Bonds Fund (#220)					
Adopted 2026 Budget (ORD1823)	\$0.00	\$247,800.00	\$247,800.00	\$0.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$520.00	\$0.00	\$0.00	-\$520.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	-\$520.00	\$247,800.00	\$247,800.00	-\$520.00	
Revised 2026 Total Appropriations Authority	\$247,280.00		\$247,280.00		

CAPITAL FUNDS

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Municipal CIP Fund (#310)					
Adopted 2026 Budget (ORD1823)	\$63,711.00	\$15,661,394.00	\$13,882,000.00	\$1,843,105.00	
+ Adjustment for actual 2025 Beginning Fund Balance	\$16,709.00	\$0.00	\$0.00	\$16,709.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$80,420.00	\$15,661,394.00	\$13,882,000.00	\$1,859,814.00	
Revised 2026 Total Appropriations Authority	\$15,741,814.00		\$15,741,814.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Real Estate Excise Tax Fund (#320)					
Adopted 2026 Budget (ORD1823)	\$7,335,505.00	\$1,673,355.00	\$400,100.00	\$8,608,761.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$273,611.00	\$0.00	\$0.00	-\$273,611.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$7,061,894.00	\$1,673,355.00	\$400,100.00	\$8,335,150.00	
Revised 2026 Total Appropriations Authority	\$8,735,249.00		\$8,735,250.00		

UTILITY FUNDS

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Water Utility Ops and CIP Fund (#401)					
Adopted 2026 Budget (ORD1823)	\$549,617.00	\$4,283,460.00	\$4,734,013.00	\$99,063.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$1,088,167.00	\$0.00	\$0.00	-\$1,088,167.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	-\$538,550.00	\$4,283,460.00	\$4,734,013.00	-\$989,104.00	
Revised 2026 Total Appropriations Authority	\$3,744,910.00		\$3,744,909.00		

	2026BFB	2026OpRevs	2026OpExps	2026EFB	Supporting notes
Sewer Utility Ops and CIP Fund (#402)					
Adopted 2026 Budget (ORD1823)	\$15,966,628.00	\$7,499,209.00	\$7,225,864.00	\$16,239,974.00	
+ Adjustment for actual 2025 Beginning Fund Balance	-\$1,549,968.00	\$0.00	\$0.00	-\$1,549,968.00	BA#1: Recognize ending actual fund balance from 2024
Amended 2026 Budget (ORDxxxx-BA#1)	\$14,416,660.00	\$7,499,209.00	\$7,225,864.00	\$14,690,006.00	
Revised 2026 Total Appropriations Authority	\$21,915,869.00		\$21,915,870.00		



City Council Agenda Bill

SUBJECT:		Agenda Date: April 15, 2025		AB25-037	
Appointment to the Business & Economic Development Commission		Department/Committee/Individual			
		Mayor Mary Miller			X
		Interim City Administrator – Bob Larson			
		City Attorney – Kendra Rosenberg			
		City Clerk – Susie Oppedal			
		Administrative Services – Lisa Escobar			
		Comm. & Economic Development – James Henderson			
		Finance – Martin Chaw			
Cost Impact: N/A		Public Works – Mark Rigos			
Fund Source: N/A					
Timeline: Immediate					
Attachments: Commission Applications					
<p>SUMMARY STATEMENT:</p> <p>The Business & Economic Development Commission (“Commission”) is comprised of five members, each with terms of four years. The Commission provides recommendations to the City Council for the City’s economic growth and development based upon specific work plans or projects as assigned by the City Council. North Bend Municipal Code (“NBMC”) 2.30.020, Membership, states in part, “Members of the Commission shall be appointed by the Mayor and confirmed by the Council. All members shall be selected without respect to political affiliation and shall serve without compensation.”</p> <p>Commission Position No. 2 became vacant with the resignation of Martin Maisonpierre on January 31, 2025. Position No. 2’s term is set to expire on December 31, 2027. Additionally, Position No. 5 became vacant with the expiration of Chris Castleberry’s term on December 31, 2024. The current term for this position will expire on December 31, 2028. Both vacant positions were advertised on February 3, 2025, and twelve applications were received. Seven applicants were interviewed on March 24th & 25th, 2025. Mayor Miller determined applicants Anne Granderson was an appropriate fit for appointment to vacant Position No. 2 and Tad Haas to Position No. 5. Ms. Granderson and Mr. Haas confirmed their interest in appointments to the Commission and have agreed to fill Position No. 2 and No. 5.</p> <p>Mayor Miller recommends the appointment of Anne Granderson to Position No. 2 for the remainder of Position No. 2’s term set to expire on December 31, 2027, and Tad Haas to Position No. 5 term expiring on December 31, 2028.</p>					
<p>APPLICABLE BRAND GUIDELINES: Commitment to invest in the City and foster community engagement and pride.</p>					
<p>COMMITTEE REVIEW AND RECOMMENDATION:</p>					
<p>RECOMMENDED ACTION: MOTION to approve AB25-037, confirming the appointments of Anne Granderson to Position No. 2 for the remainder of Position No. 2’s current term, expiring on December 31, 2027 and Tad Haas to Position No. 5, term expiring on December 31, 2028, on the Business & Economic Development Commission.</p>					
<p align="center">RECORD OF COUNCIL ACTION</p>					
<i>Meeting Date</i>		<i>Action</i>		<i>Vote</i>	
April 15, 2025					

RECEIVED

FEB 26 2025

City of North Bend



City of North Bend Commission Application

Name: Anne GrandersonAddress: 100 [redacted] North Bend, WA 98045Phone: [redacted] Email: [redacted]Length of residence in North Bend or 98045: 6.5 yearsCommission desired: 1st Choice Economic Development 2nd Choice

Explain why you are interested in serving:

I have always been passionate about community engagement and interested in engaging more in local government. As a resident of North Bend and small business owner and founder of The Village Project, I am deeply invested in the city's economic vitality and sustainable growth. Serving on the Business & Economic Development Commission would provide an opportunity for me to learn more about local government and become more engaged, while being able to provide feedback on the city's plans and projects.

What community activities or other experiences do you bring to this position?

I am the owner of The Village Project in downtown North Bend, offering families a flexible space to play, access drop-in childcare, and various activities and events supporting families with young children. I am a member of the Snoqualmie Valley Chamber of Commerce, participate in the Snoqualmie Valley Women in Leadership group, as well as a group of local women small business owners. I've developed a broad range of relationships in North Bend by connecting with other local business owners and community leaders, attending Chamber events and Innovation Center Meetings, and participating in local events like the North Bend Block Party and Festival at Mount Si. I also have four children between the ages of 7 and 12 years old, which has helped me feel deeply connected to our community through schools, sports, and other family-oriented activities.

Do you have any special skills or expertise applicable to the position?

I am a skilled educator and facilitator with a background in non-profit fundraising and community building. My expertise is in infant mental health and parent support, which translates into my ability to be an intentional listener, curious problem-solver, and collaborative thought partner. I have a broad range of experience, including grant-writing, project-management, facilitation, as well as the essentials of running a small business (budgeting, marketing, hiring, management, etc.).

My ability to connect meaningful with others, communicate effectively, and bring a collaborative perspective to the table makes me well-suited to contribute meaningfully to the commission's work.

What is your Educational/Occupational Background?

I graduated from the University of Washington with a Bachelor's degree in Political Science and a Master's degree in teaching. I began my career as an elementary school teacher in the Bellevue School District, worked for an education advocacy non-profit (Stand for Children) for nearly a decade, served as a program coordinator at Seattle Children's Hospital, and launched a part-time parent coaching and family support business. Most recently, I became the owner and founder of The Village Project.

What do you see the role of the commission playing in the City?

I assume that the role of the commission is to offer input and guidance to support thoughtful, strategic decision making around economic development in North Bend. I would hope that the commission would offer additional insight from people on the ground who are directly impacted by local government policies and are invested in supporting the healthy growth of our small town. I would expect the members of the commission to be highly engaged, collaborative, and respectful.

What do you consider to be a "successful" North Bend?

I consider a "successful" North Bend to be a place that is desirable for businesses to operate and people to live. A successful North Bend is a small town that balances access to our beautiful natural surroundings with the ease of daily life for its residents and offers ample job opportunities for people that want to live and work in our community. I also think of a successful North Bend as a place where my family can thrive and find everything we need locally. That would include places for my kids to participate in extracurricular activities, a variety of restaurants, places to shop, services, medical care, entertainment, etc. All of this is supported by strong infrastructure and local leadership.

Commissions make recommendations regarding monetary expenditures and/or benefits to certain areas of the Community and make decisions that shall be impartial to meet the needs and benefit the whole community.

1) Can you foresee possible conflicts of interest with any of your current employment or civic positions? If yes please explain.

I cannot think of any potential conflicts.

Are there days or evenings you would be unavailable to meet?

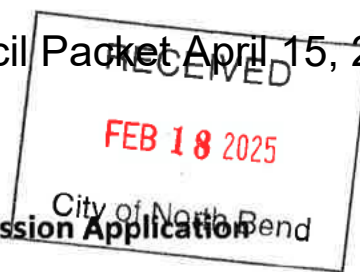
I can generally be available if I plan ahead.

Please see the attached descriptions of Commissions for general information and meeting times.

Please return completed form and resume to:
City of North Bend, Attn: City Clerk, 920 SE Cedar Falls Way, North Bend, WA 98045
For more information call 425-888-7627 or email: soppedal@northbendwa.gov



City of North Bend Commission Application

Name: Thaddeus (Tad) T. HaasAddress: ██████████ North Bend WA 98045Phone: ██████████ Email: ██████████@██████████.comLength of residence in North Bend or 98045: 6 yearsCommission desired: 1st Choice Economic Development 2nd Choice Planning Commission

Explain why you are interested in serving:

Most importantly, I would like to contribute to intelligent and meaningful economic development for our wonderful city. As with all of the region, community health and well-being is often driven by economic prosperity. Supporting small and regional businesses seems to be a primary goal of the Commission and I believe that my small business experience in software, consulting and leisure businesses can bring an important perspective to this commission.

We have the privilege of living and working in such a wonderful community. However, there are tensions and economic realities that need to be addressed in the near term and over the long haul. Giving back is in my nature and I can't think of a better way or place to apply my unique skills, perspective and energy than for the betterment of North Bend.

What community activities or other experiences do you bring to this position?

I have actively volunteered at Snoqualmie Valley Food Bank and helped lead the SnoValley Innovation Center with other local business leaders. This included partnership with SnoValley Chamber of Commerce. I have submitted and been part of budgeting process.

I have volunteered at multiple North Bend festivals, Issaquah Food and Clothing Bank when I lived there, plus the Kent Downtown Partnership - a Mainstreet approved organization my wife helps lead. I am a very active Parks and Rec user here in the Valley, including but not limited to Si View Metro Parks.

I am participating in North Bend City Council meetings and workshops as often as possible.

Do you have any special skills or expertise applicable to the position?

Yes, I have core skills and perspectives that will be applicable for the Economic Development Commission. First, I have been involved in small to medium size businesses for decades. While I am gainfully employed at a sizeable management consulting firm today, I do have a business launched in North Bend called Innovation PMT (Process, Methods and Tools). Volunteering with Rob Wotton and others at the SnoValley Innovation Center I learned about local economic impact from start-ups & existing businesses. In 2016 I was involved in land development and capital improvements venture called MotoSoul in Eastern Germany, funded by Seattle based leisure start-up. I have been involved in multiple start-ups, including several business sales and launched a sharing economy platform also in the leisure business. Years at Microsoft helps me operate at scale and see how big companies think. Important when we consider their potential economic impact to North Bend and surrounding.

What is your Educational/Occupational Background?

My fundamentals are easily found on LinkedIn at <https://www.linkedin.com/in/tad-haas/>

I attended the University of MN, with concentration in Public Relations and Advertising. Multiple certifications including Marketing from Kellogg School of Business & others.

Most recently: Director, Public Sector Industry Development for North Highland, 2 years
edison365 software - Vice President, based out of Fall City WA, 5 years
Motostays - CEO & Founder, Sharing Economy (like AirBnB) start-up 4 years

What do you see the role of the commission playing in the City?

My understanding is that the Economic Development Commission (EDC) is an advisory body to city administration and the City Council. The North Bend Business and Economic Development Commission's purpose is to provide recommendations to the City Council for North Bend's economic growth and development, based upon specific work plans or projects as assigned by the City Council. This includes understanding current needs, while also planning for the cities future and encouraging manageable impact for City staff, Council and Citizen's alike.

What do you consider to be a "successful" North Bend?

I consider North Bend smashingly successful already! Smart growth, supported by reliable economic base and well managed funding and City budgets will continue that success. Supporting the current and future City Council, Mayor and City staff while planning with citizens best interest at the foundation will keep things running and growing smoothly.

I also believe North Bend's continued success will also come through smart regional partnerships and thoughtful collaboration. Whether through our nearby communities, King County or State organization. Engagement with current and future businesses, a must.

Commissions make recommendations regarding monetary expenditures and/or benefits to certain areas of the Community and make decisions that shall be impartial to meet the needs and benefit the whole community.

1) Can you foresee possible conflicts of interest with any of your current employment or civic positions?
If yes please explain.

No, not really.

Are there days or evenings you would be unavailable to meet?

I do have periodic business travel for my regular job, but I should be able to manage.

Please see the attached descriptions of Commissions for general information and meeting times.

Please return completed form and resume to:

City of North Bend, Attn: City Clerk, 920 SE Cedar Falls Way, North Bend, WA 98045

For more information call 425-888-7627 or email: soppedal@northbendwa.gov



April 10, 2025

To: City Council

From: Bob Larson, Interim City Administrator

RE: **Police Services RFP – Written Proposals Received**

Attached to this memorandum are copies of the formal written proposals for policing services provided by the City of Snoqualmie and the King County Sheriff's Office ("vendors").

- The written proposal from the **King County Sheriff's Office** was received on Tuesday, April 8, 2025 at 9:59 p.m.
- The written proposal from the **City of Snoqualmie** was received on Thursday, April 10, 2025 at 9:48 a.m.
- Both written proposals were received in advance of the deadline as specified in the RFP of Friday, April 11, 2025 at 5:00 p.m.

Staff evaluators are in the process of reviewing the attached written proposals, and as such scored results are not yet available.

On Tuesday, April 15, 2025, staff will plan to review the scored results of the presentations from the vendors on Tuesday April 8, 2025, and the aforementioned written proposals.

In the meantime, Council is welcome to review the attached written proposals and to come to the April 15, 2025 Council meeting with any clarifying questions for the respective vendors.



CITY OF SNOQUALMIE



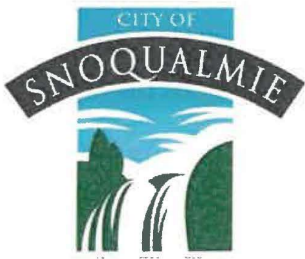
PROPOSAL FOR

CONTRACTED POLICE SERVICES

PREPARED FOR :

City of North Bend





Office of the Mayor

Katherine Ross

38624 SE River Street | P.O. Box 987
Snoqualmie, Washington 98065
(425) 888-5307 | kross@snoqualmiewa.gov

Bob Larson, Interim City Administrator
City of North Bend
920 SE Cedar Falls Way,
North Bend, WA, 98045

Dear Bob:

Thank you for the opportunity to respond to the City of North Bend's Request for Proposal for Contracted Police Services. On behalf of the City of Snoqualmie, we are grateful for the longstanding public safety partnership between our cities. The Snoqualmie Police Department is deeply committed to supporting the residents of our neighboring communities, and we pride ourselves on an exceptional safety record that is highly valued by our residents.

The Snoqualmie Police Department's motto is there is "no call too small." Our police patrol division is now fully staffed for the first time since December of 2023. This is a significant milestone and positions us well into the future to serve our growing communities. As many cities are facing a challenge in law enforcement staffing, this is a testament to the high quality, local department we have cultivated who build a genuine sense of trust that other entities cannot easily replicate.

We are confident our proposal demonstrates our unique ability to effectively respond to North Bend's needs in a cost and resource efficient way. The proposal offers:

- The number of employees, minimum sworn officer level, and a shift schedule necessary to meet the recommendations of the Center for Public Safety Management (CPSM) report.
- A voice in the provision of police services through a joint advisory committee and technical working group.
- A competitive price that uses an easy-to-understand formula.

On behalf of the City of Snoqualmie, we appreciate your consideration as part of a thorough process to guide North Bend's decision on the future of police services. We believe that continuing our longstanding partnership is the strongest way we can collectively ensure our residents receive the level of service they deserve now and into the future.

Sincerely,

Mayor Katherine Ross
City of Snoqualmie

SECTION #1: ORGANIZATION & PROPOSED SERVICES

LEADERSHIP & PATROL TEAM

The City of Snoqualmie is pleased to present our talented and hard-working leadership and patrol team to the City of North Bend, who would continue the commitment to our unwavering partnership between the two communities. After withstanding the challenges of the pandemic and the structural forces that have changed the nature of public safety, the Snoqualmie Police Department (“SPD”) is currently sustained by some long-serving, dedicated professionals mixed with energetic newcomers, both local and recent arrivals, who care deeply about public service. As a result of this mixture, the average tenure of the department is four and a half years.

**Gary Horejsi,
Captain**



Gary has 20 years of law enforcement experience, serving with SPD since 2004. He attended the San Antonio College Law Enforcement Academy and earned his First Level Supervisor Certification and an Associate Degree in Criminal Justice in 2022. He has served as a Field Training Officer, Taser Instructor, BAC and SFST Instructor, and has served as an Incident Commander and Commander of the Major Crimes Task Force. Gary is currently pursuing his bachelor's degree with graduation expected in May 2025. He holds career level certifications in Middle and Executive Management through the Washington State Criminal Justice Training Commission.

**Jason Weiss,
Administrative Sergeant**



Jason has 28 years of law enforcement experience with 27 of those years at SPD. Graduating from the police academy in 1996, Jason has since earned multiple certifications, such as for SWAT, and has held specialized roles including Defensive Tactics Instructor, Field Training Officer, Vehicle Fleet Program Leader, and Detective with the CPSA.

**Christopher Werre,
Detective**



Chris has 10 years of law enforcement experience, serving with SPD since 2014. Chris holds a Master of Arts in Diplomacy and a Bachelor of Arts in Global Studies. Chris served as a Human Intelligence Collector for the U.S. Army prior to beginning his law enforcement career. Prior to becoming a Detective, he worked as a Patrol Officer, Field Training Officer, and Officer-in-Charge.

Daniel Moate, Sgt.



Dan has 25 years of law enforcement experience, serving with SPD since 2008. Dan's experience includes 23 years as an EVOC instructor and 20 years as a Field Training Officer.

Craig Miller, Sgt.



Craig has 30 years of law enforcement experience, serving with SPD since 2014. Craig is a Master DT Instructor and Drug Recognition Expert. He has trained more than 100 officers.

Chase Smith, Sgt.



Chase has 10+ years of law enforcement experience, serving with SPD since 2017. He has earned Career Level Certification and holds a B.A. in Communication from the University of Wyoming, where he was also a D1 wrestler.

Dmitry Vladis, Sgt.



Vlad has 15 years of law enforcement experience, serving with SPD since 2013. Vlad has experience as a Field Training Officer, Firearms Instructor, and Rangemaster.

Joey Meadows, Ofc.



Joined SPD in 2022. Began his career as a Corrections Officer before transitioning to law enforcement.

Erik Rasmussen, Ofc.



Joined SPD in 2024. 4 years of active duty in the U.S. Army.

Nick Schulgen, Ofc.



Joined SPD in 2022. 5 years as a Military Police Officer in the U.S. Marine Corps and 3 years as a U.S. Army Counterintelligence Special Agent.

Kobe Hoyla, Ofc.



Joined SPD in 2024. Graduated from the WSCJTC BLEA in 2024.

Michael Peter, Ofc.



Joined SPD in 2023. Graduated from CWU, where he played baseball. Certified as an EMT.

Max Bostik, Ofc.



Joined SPD in 2024. 7 years of active duty in the U.S. Army.

Cory Hendricks, Ofc.



Joined SPD in 2022 and has held roles as a Field Training Officer, Officer-in-Charge, Crisis Co-Responder, and certified Taser Instructor.

Joseph Spears, Ofc.



Joined SPD in 2024. Served in the U.S. Army and U.S. Marines and has worked in Social Security fraud investigations with the Inspector General.

DIVISIONS/UNITS

Patrol: The Patrol Division provides 24/7 service to anyone who needs the police, including residents, businesses, and visitors. Police Officers respond to all 911 emergency calls, routine calls for service, and proactively patrol to deter crime before it happens. Strategies utilized in the field include emphasis patrols in certain areas, building partnerships with community members to address crime concerns, and targeting specific criminal behaviors for resolution.

Investigation: The Investigation Unit is responsible for all property and economic crimes, violent crimes, and special assault cases. The Unit also works with the Coalition of Small Police Agencies' Major Crimes Task Force (MCTF), and several other partners throughout the State of Washington to obtain additional investigatory support when needed. Additionally, the Investigation Unit works closely with prosecutors across the various levels of government to ensure that cases are brought to closure and that the voices of victims are not forgotten.

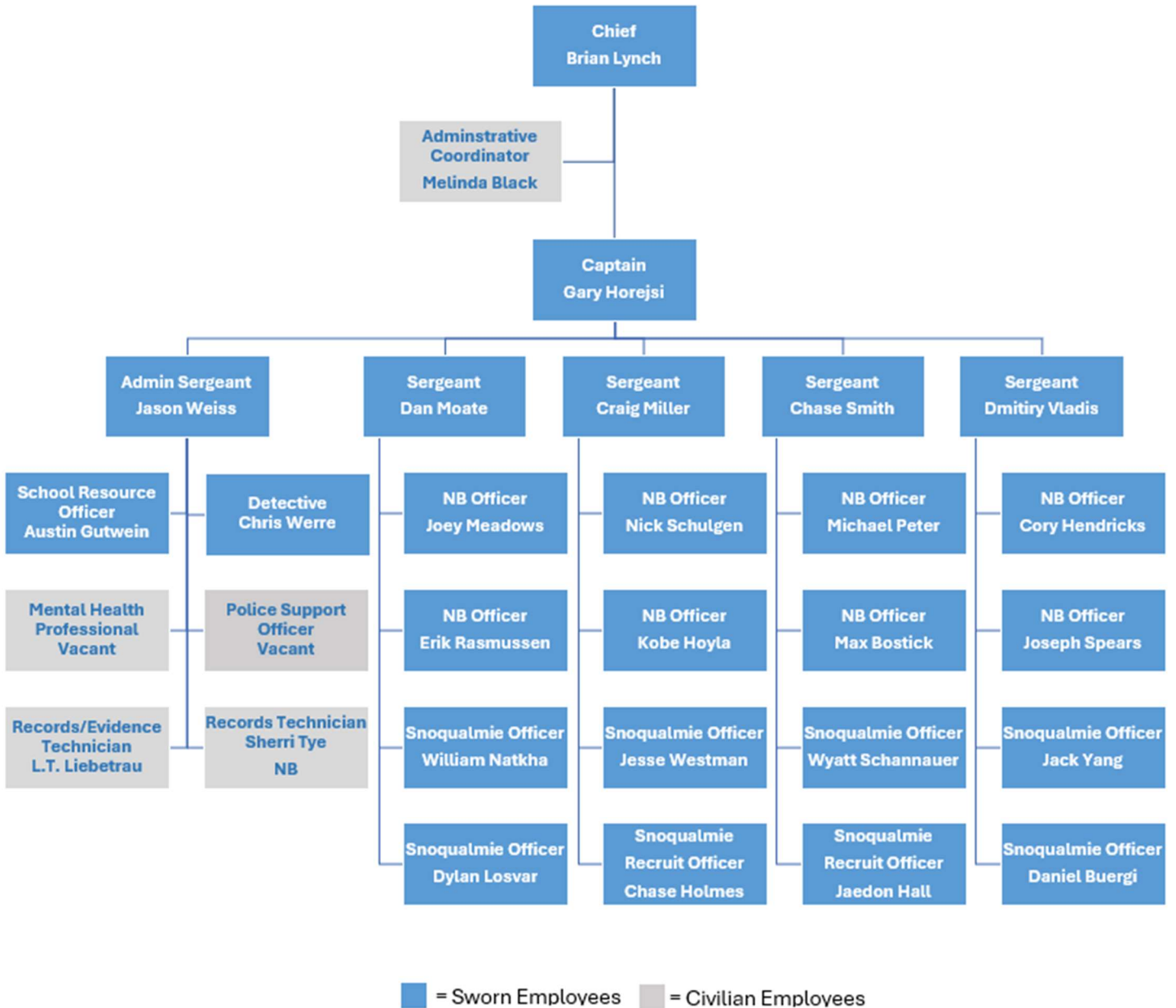
School Resource Officer: The School Resource Officer works, in collaboration with our longstanding partner the Snoqualmie Valley School District (SVSD), to build special relationships with students in order to encourage a safe and harm-free space for learning, destigmatize police officers, prevent and police inappropriate behavior, and investigate crimes that occur.

Police Support Officer: The Police Support Officer provides the assistance necessary to keep Police Officers on the street, taking information reports, and coordinating prisoner transports. The Police Support Officer also plays a vital role in community events, such as the Festival at Mt. Si and National Night Out, helping to provide that vital presence and build connection with the community.

Mental Health Professional: The Mental Health Professional is a co-responder to calls for service, providing help to individuals in crisis, in which Police Officers may not have the requisite knowledge to handle with appropriate sensitivity. The Mental Health Professional may divert individuals from detention or arrest and recommend hospitalization or other resources with the goal of effecting a better outcome.

Administrative Services: The Administrative Services Unit supports the criminal justice process with case management, crime reporting, public records requests, court orders, evidence management, and provides customer service to those seeking concealed pistol licenses and other needs. In addition, one employee of the Administrative Services Unit serves as the Public Information Officer (PIO) managing the information flow between SPD and the public, ensuring accurate and timely information dissemination, especially during emergencies.

ORGANIZATIONAL CHART



PROPOSED SERVICES

The City of North Bend is an incredibly livable and charming small town, where people care about and know each other, full of recreational opportunities right outside the front door. For many in the community, North Bend is truly easy to reach, but hard to leave. The goal of the police department is to compliment the values and sense of place North Bend possesses, providing high quality services, through our treasured “No Call Too Small” community standard, within a fair price.

The City of North Bend recently completed a “Police Services Delivery Study” with the help of the Center for Public Safety Management (CPSM). This report contains a wealth of information and recommendations that have been instrumentally helpful to the City of Snoqualmie in formulating its proposal. It cannot be understated that it was money well spent. Two of the most critical components of the report influencing the proposal, representing North Bend’s unique policing needs, include the required patrol staffing on page 48 and the following workload summaries (p. 38-39, 47):

FIGURE 6-5: All Workload, Weekdays, Winter 2024

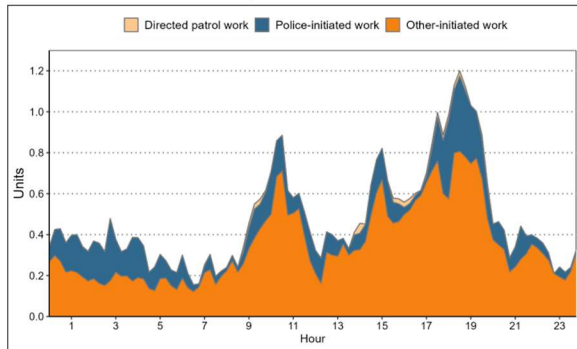


FIGURE 6-7: All Workload, Weekdays, Summer 2024

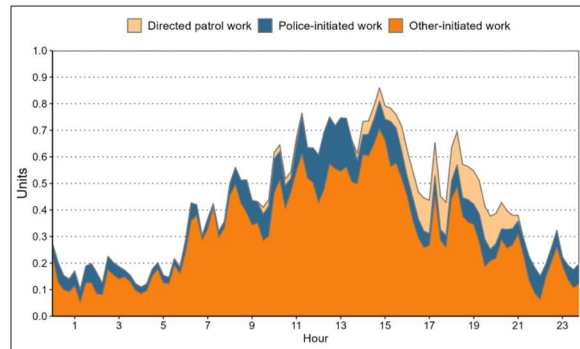


FIGURE 6-6: All Workload, Weekends, Winter 2024

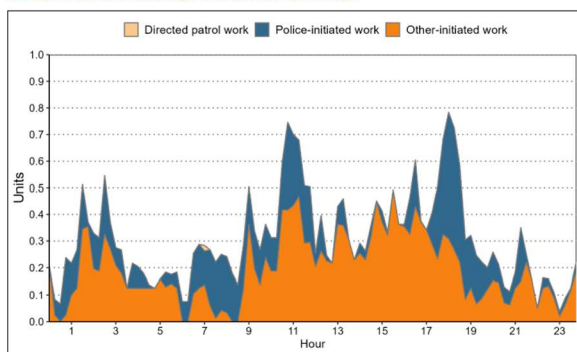
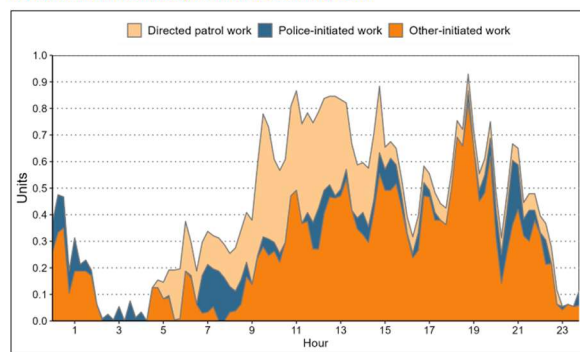


FIGURE 6-8: All Workload, Weekends, Summer 2024



As a result, the City of Snoqualmie is proud to propose the following staffing minimums and what the level-of-service would look like with SPD fully staffed on patrol.

Minimum Sworn Officer Level:

- 8:00 a.m. to 8:00 p.m., 7 days a week, 2 sworn officers in North Bend.
- 8:00 p.m. to 8:00 a.m., 7 days a week, 1 sworn officer in North Bend.

Full-Time Employees (FTEs):

The following table shows the number of North Bend dedicated, Snoqualmie dedicated, and shared full-time employees (FTEs) working to maintain SPD’s “No Call Too Small” community standard when fully staffed. The City of Snoqualmie is proposing to allocate the four (4) Sergeant positions 50% to Snoqualmie and 50% to North Bend. Furthermore, the City of Snoqualmie is proposing to allocate the remaining shared positions based on a two-year rolling average of weighted calls for service for the 2025-2026 biennium, and a three-year rolling average of weighted calls for service for every subsequent biennium the contract is in effect.

Position Title	North Bend	Snoqualmie	Shared	Total
Chief	-	-	1.00	1.00
Captain	-	-	1.00	1.00
Admin. Sergeant	-	-	1.00	1.00
Sergeant	-	-	4.00	4.00
Detective	-	-	1.00	1.00
School Officer	-	-	1.00	1.00
Officer	8.00	8.00	-	16.00
Sworn Total	8.00	8.00	9.00	25.00
Support Officer	-	-	1.00	1.00
MH Professional	-	-	1.00	1.00
Admin. Specialist	-	-	4.00	4.00
Civilian Total	-	-	6.00	6.00
Department Total	8.00	8.00	15.00	31.00

Shift Schedules:

The City of Snoqualmie, through its recently approved collective bargaining agreement (CBA) with the Police union, deploys sergeants and officers in 12-hour shifts on a work cycle of four (4) days on and four (4) days off. The work cycle approved in our CBA allows the City of Snoqualmie to offer the following shifts and coverage.

Shifts:

- #1: 6:00 a.m. to 6:00 p.m. (1 Sergeant, 2 North Bend Officers, 2 Snoqualmie Officers)
- #2: 6:00 p.m. to 6:00 a.m. (1 Sergeant, 2 North Bend Officers, 2 Snoqualmie Officers)
- #3: 6:00 a.m. to 6:00 p.m. (1 Sergeant, 2 North Bend Officers, 2 Snoqualmie Officers)
- #4: 6:00 p.m. to 6:00 a.m. (1 Sergeant, 2 North Bend Officers, 2 Snoqualmie Officers)

The City of Snoqualmie would be happy to discuss the proper timing of shift schedules with the City of North Bend if desired and at any time.

Coverage:

The Snoqualmie Police Department, when fully staffed on patrol is able to provide five (5) sworn Officers on duty, across both cities, 24 hours a day, 7 days a week. Three (3) sworn Officers represent the minimum staffing level that would be required between both cities. Full staffing, or near full staffing, representing the two likeliest scenarios at SPD, helps to maintain the police presence and officer safety standards the North Bend community desires.

Addressing North Bend's Unique Policing Needs:

In addition to the workload analysis provided, the CPSM Report makes the following recommendations in regard to staffing:

- **The “Rule of 60”:** 60% of sworn officers’ time should be dedicated to patrolling and that no more than 60% of their time should be committed to calls for service.
- **Officer and Community Safety:** Many calls require more than one officer for safety reasons. Therefore, a higher presence should be provided to ensure everyone’s safety: officer, caller, and/or intended subject(s).
- **Relief Factor:** A department should schedule 25% more people to each shift, above the minimum staffing level, to account for leave time exceptions and minimize the overtime required to cover shortages.

To account for North Bend’s unique policing needs, and continue the City of Snoqualmie’s long-standing tradition of providing “No Call Too Small” services, the proposal accomplishes the following:

- **Matching the Workload:** The workload analysis provided by CPSM demonstrates, at most, that 1.2 officers would be busy with work (community-initiated, officer-initiated, and directed patrols) in North Bend. Maintaining a minimum sworn officer level of two during peak hours provides the capacity within North Bend necessary to promptly handle calls that require more than one officer on scene. Furthermore, the City of Snoqualmie is proposing a consistent level of staffing throughout the day. The reasoning is consequential. The small peaks of workload occurring in the late night/early morning hours represent irregular calls that can dominate the overnight hours (domestic violence disputes, DUIs, in-progress burglaries, vehicle prowls, etc.) and require more than two units to respond effectively. These priority calls, once resolved, can pull officers off the road for several hours, whether for processing a DUI blood draw, conducting a search warrant, or transporting a subject to jail.
- **Patrol Flexibility:** The City of Snoqualmie’s proposal allows for sworn officers in Snoqualmie to respond to calls for service in North Bend and vice versa. As a result, the flexibility sworn officers have in responding to calls helps with backup if and when it is necessary. This means that with both cities combined, SPD can handle two calls simultaneously (such as domestic violence disputes), that require at least two units to respond to each, before asking for outside agency assistance. Secondly, the flexibility of the two cities combined allows SPD to provide the relief factor needed, above the minimum staffing level required, to minimize overtime and ensure that sworn officers are not overworked.
- **Support Capacity:** The City of Snoqualmie’s proposal includes a number of positions designed to help focus sworn officers’ time on what they do best: policing. The Support Officer and Administrative Specialists relieve sworn officers from their potential transport and administrative task responsibilities, helping SPD to meet the “Rule of 60”. In addition, the Administrative Sergeant, Detective, and School Resource Officer can jump in and cover shifts when needed, enhancing the relief factor desired, and the Mental Health Professional is highly proficient in handling sensitive calls, therefore adding valuably to the officer and community safety desired.
- **One-to-One Partnership:** One marker of a successful partnership is its adaptability. The unique needs of North Bend will change over time as the community continues to grow, and the City of Snoqualmie’s goal is to be responsive to the changing dynamics on the ground and provide police services commensurate with the change. The level of responsiveness

required is best served in a one-to-one partnership and not a *one of many partnership* governed inflexibly.

SERVICE QUALITY

The Snoqualmie Police Department continually assesses its training, equipment, and processes to optimize the knowledge, skills, and tools used by sworn officers in the performance of their daily duties. Furthermore, the department works closely with civic, business, and law enforcement partners to build the relationships necessary for the sharing of resources and improvement of outcomes. In 2024, the department contracted with the Loaned Executive Management Assistance Program (LEMAP), available through the Washington Association of Sheriffs & Police Chiefs (WASPC), to conduct a two-day assessment of the department's procedures and their execution. This appraisal provided the department with a road map to improve policies, institute best practices, and identify areas such as vehicle and facility functionality that could benefit from upgrade or reinforcement. The goal of the review and implementation is to improve our service, eventually obtain state accreditation, and help ensure best practices and industry standards are met.

The Snoqualmie Police Department also recognizes the benefits that come from extensive training and its role in officer development. Statewide, police officers are required to complete 24 hours of training each year. In 2024, SPD officers surpassed the minimum required, averaging 81.1 hours of training. In addition, all SPD employees have completed Federal Emergency Management Agency (FEMA) courses ICS-100, ICS-200, ICS-700, and ICS-800, thereby gaining familiarity with the Incident Command System, and all SPD supervisors are also required to complete ICS-300 and ICS-400. The education and development received allows officers to draw upon a base knowledge that is valuable in compassionately and efficiently handling calls for service.

The Snoqualmie Police Department uses a community-based policing model and enjoys working with community partners. Officers attend events, patronize businesses to connect with staff and owners, and participate in a multitude of programs throughout Snoqualmie and North Bend. By doing so, the department builds personal relationships with citizens and community partners, so they know who their officers are and that they are here for them.

THE FUTURE OF SNOQUALMIE POLICE

Looking to the future, SPD seeks several opportunities to increase our policing effectiveness in the community. As stated earlier, SPD recently completed a LEMAP study which provided a wealth of useful information regarding the department's procedures and their execution. As a result of the report, the department now has a well-defined pathway towards achieving accreditation. The intent of accreditation is to, among other things, increase public confidence in the agency, intensify administrative and operational effectiveness, strengthen understanding of policies and procedures, improve agency morale and pride, decrease susceptibility to litigation and costly civil court settlements, reduce liability insurance costs, and provide state and local recognition of professional competence. To accomplish the goal of accreditation and implement the LEMAP report, SPD is proposing to add one Administrative Specialist position, shared between Snoqualmie and North Bend, to the department. The cost of the Administrative Specialist has been included in the fee amounts provided in the cost section. In addition to the LEMAP support, the Administrative Specialist would assist with the workload for public records requests (PRR), case management,

federal reporting requirements, concealed pistol license applications, and court orders, while building resiliency in those lines of business.

Over the next five years, policing will likely experience ongoing debates about reform and accountability, with potential shifts in how law enforcement addresses issues like crime and public trust. Potentially central to the debate is the establishment of a body camera program. Such a program would increase transparency in daily operations, provide valuable evidence in criminal cases, and substantiate or refute officer conduct complaints. However, the drawbacks are well-known and can be incredibly labor-intensive. In addition to the investment and acquisition of technology (cameras, servers, software, etc.), a body camera program would require additional staff responsible for administrative reviews, video redactions, and public records requests. SPD is currently not offering a body camera program but would be able to establish one if mandated by the state. If body cameras become required, then SPD will need to consult heavily with both Snoqualmie and North Bend Councils to navigate the path forward.

SECTION #2: EXPERIENCE

CONTRACT EXPERIENCE

SPD is proud to provide comprehensive police services to those who work, live, and visit Snoqualmie and North Bend, two cities with a combined population of 21,518. Since the start of the contract in 2014, both cities have been able to achieve greater economies of scale while developing a more collaborative, efficient, and effective approach to law enforcement. Relationships in both cities are maintained through regularly scheduled weekly management meetings, monthly Public Health and Safety Committee meetings, and full City Council meetings. The conversations offer both sides the opportunity to bring up issues of importance, update each other on ongoing longer-term efforts, and solicit or respond to feedback on the implementation of police services. Mayors, City Administrators, and the Chairs of the Public Health and Safety Committees are notified and updated by Command Staff when an incident occurs in their jurisdiction that is emergent or might otherwise cause undue public concern or alarm. The public is also informed via SPD's social media channels.

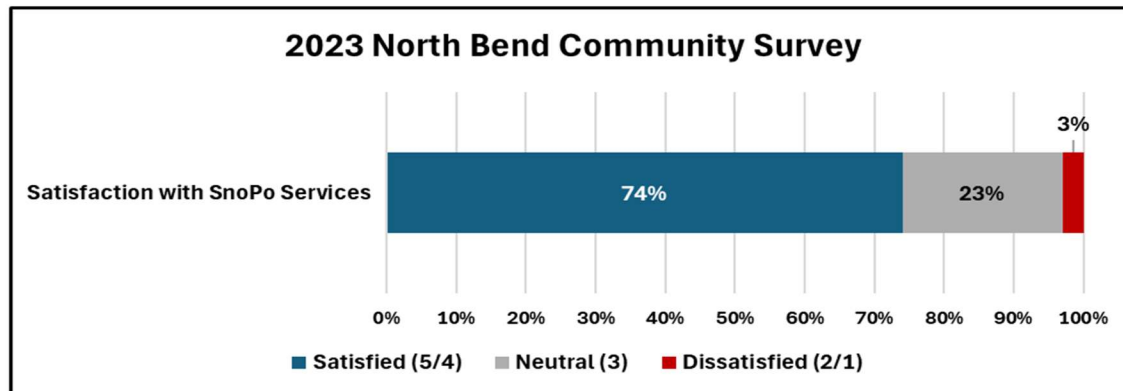
When SPD recognized an increase in retail thefts at the North Bend Outlet Mall, it worked with the City of North Bend and the property owner to establish an annex office at the location with limited public expense. As a result of the partnership in action, a visible law enforcement presence was created at a cornerstone of the community's commercial base, helping to deter crime and produce a safer environment for customers.

The department has also organized shorter-term but intensive extra patrol responses to other crime trends including copper thefts around the area of Tanner Electric and cable/power line thefts around the Elk Fields. In addition, SPD worked closely with the U.S. Postal Inspector to conduct surveillance when a rash of thefts impacted a number of community cluster mailboxes.

Community concerns also come to SPD's attention through direct contact with officers in the field, emails, social media, and phone calls from members of the community. The department is highly responsive to the needs of the community, and for example, will conduct traffic emphasis patrols in response to complaints of speeding in a neighborhood in order to stop unwanted behavior.

RESULTS

The results of the contract speak for themselves. In a 2023 City of North Bend Community Survey, respondents were asked about their satisfaction with the quality of SPD services, rating the department on a 5-point scale (1 = very dissatisfied, 5 = very satisfied). The answers reveal a North Bend community that is highly satisfied. 74% of the respondents gave SPD a rating of 4 or 5, while only 3% of the respondents gave SPD a rating of 1 or 2. In contrast, a Gallup poll survey conducted in April of 2024 found respondents nationally gave their police departments an average satisfaction rating of 51%. The voice of support received from the North Bend community reflects SPD's deep and profound commitment to the community, especially during a time of immense strain on police departments nationally.



SECTION #3: RESPONSE TIMES

RESPONSE TIMES

Response times in North Bend are a recognized achievement for SPD. According to the CPSM Report, SPD provides a “good response time” in comparison to other departments across the country (p. 42). Furthermore, when CPSM looked at injury traffic accidents, which warrant fast responses from agencies nationwide, CPSM found that SPD provided a “good response capability” (p. 42).

The following response times capture calls for service during the course of a year for traffic accidents and the three most important priority levels. There are seven priority levels in total. Nothing has been removed from the CAD data retrieved. Each priority level contains a set of call types from the 97 call types available in the City of Issaquah dispatch CAD system.

2022:

Priority Level	Dispatch Time (Issaquah)	Travel Time (SPD Response)	Total Response Time	Count
Traffic Accident	0:50	4:21	5:10	15
1	4:18	5:11	9:29	62
2	8:10	4:01	12:11	976
3	8:40	5:48	14:28	2,042
Average or Total Count =	8:25	5:13	13:38	3,080

2023:

Priority Level	Dispatch Time (Issaquah)	Travel Time (SPD Response)	Total Response Time	Count
Traffic Accident	1:20	3:39	4:59	16
1	5:17	3:52	9:09	60
2	7:51	4:25	12:16	1,148
3	5:59	5:19	11:18	1,628
Average or Total Count =	6:43	4:55	11:39	2,836

2024:

Priority Level	Dispatch Time (Issaquah)	Travel Time (SPD Response)	Total Response Time	Count
Traffic Accident	1:48	3:30	5:18	20
1	5:18	4:22	9:40	65
2	5:11	4:25	9:36	1,291
3	16:20	5:42	22:02	1,576
Average or Total Count =	11:11	5:06	16:17	2,932

Average (2022-2024):

Priority Level	Dispatch Time (Issaquah)	Travel Time (SPD Response)	Total Response Time	Count
Traffic Accident	1:22	3:48	5:10	51
1	4:58	4:29	9:26	187
2	6:56	4:18	11:14	3,415
3	10:08	5:37	15:45	5,246
Average or Total Count =	8:47	5:05	13:53	8,848

SECTION #4: RESPONSE CAPACITY**POLICE CAPACITY**

Under normal day shift operations, patrol is staffed by four Police Officers and one Patrol Sergeant across the two cities. Patrol is supplemented by one Detective, one Administrative Sergeant, command staff (Chief and Captain), one Police Support (Transport) Officer, and a Mental Health Professional (MHP), for a total of ten commissioned/limited commission officers and one civilian employee.

Normal night shift operations continue the day patrol model and are staffed by four Police Officers and one Patrol Sergeant. The Detective, Administrative Sergeant, and command staff are available on an on-call basis for assistance.

During a major event, SPD would be able to obtain assistance, through existing signed interlocal agreements, from its law enforcement partners in east King County. This would include local response from police departments in Issaquah, Bellevue, and Redmond, along with the King County Sheriff's Office (KCSO) and Washington State Patrol (WSP). The department is also able to

call upon the services of King County's Guardian One air asset and Tac 30 special operations group through mutual aid agreements. Additionally, K-9 dogs for tracking, narcotics, and explosives are available from KCSO, WSP, and the Bellevue, Redmond, Kirkland, and Port of Seattle police departments at no charge.

After the incident is contained, the Department may utilize the Coalition of Small Police Agencies (CSPA) Major Crimes Task Force (MCTF) for staffing large complex investigations, with assistance from the WSP Crime Scene Response team, King County Regional Automated Fingerprint Identification System (AFIS) and the WSP Crime Laboratory.

Staffing for major events may follow a similar vein. The Department has a total of 25 deployable sworn officers and when needed may use additional officers from CSPA agencies.

In addition to the above, other local resources that might be used depending on the crime under investigation or the size of the event include, but are not limited to, the following:

- Federal Bureau of Investigation (FBI)
- Federal Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF)
- Internet Crimes Against Children (ICAC)
- Port of Seattle Police Department's bomb and marine units
- King County Search and Rescue
- Seattle Mountain Rescue

PAST RESPONSES

SPD's response to significant events can be demonstrated in its preparation and execution of large-scale planned events and the dynamic teamwork on display during emergent incidents.

The annual Festival at Mt. Si and the Boeing Classic provide reoccurring examples of SPD's staffing model in action on preplanned events. The department operates and oversees the surge necessary to ensure event safety and secures additional staffing resources through the Coalition of Small Police Agencies (CSPA) and Washington State Patrol in the days leading up to the event. In preparation for the event, SPD develops a plan that positions staff appropriately, provides for traffic control, and accounts for other law enforcement duties. On the day of the event, SPD executes the plan.

In contrast, emergent or in-progress incidents by definition are not preplanned, but instead rely on the training and experience of the officers involved and the cooperation of law enforcement partners.

One example is case 24N-0395 which was a murder/suicide that took place in North Bend on January 31, 2024. Initially, the case appeared to be a routine post-suicide investigation. But upon further examination, on-site evidence revealed a homicide component that required the full deployment of SPD's Detective with assistance from the King County Medical Examiner's Office (KCMEO), CSPA's Major Crimes Task Force (MCTF), Washington State Patrol's Crime Laboratory, and the Federal Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF).

In-progress incidents have their own challenges. In the predawn hours of April 25, 2014, early in the contractual relationship between Snoqualmie and North Bend, a natural gas explosion took place at a restaurant under construction on East North Bend Way. The immediate police response included extensive fire department resources and the involvement of Puget Sound Energy. Concerns in the field included the threat posed by the proximity of a gas station to the explosion, door-to-door searches to check for injuries, recommendations regarding whether to evacuate or shelter in place, notifications to the public, checks on large-scale locations such as a nearby school, an apartment complex, and a nursing home, and finally interaction with media that arrived on-site. Other law enforcement resources in support included the Washington State Patrol and King County Sheriff's Office. On incidents of this type, the City's Public Works Department is commonly requested for road closures, signage, and debris removal. Significant incident command and interagency coordination skills were used, and callouts of command and off-duty units supplemented the SPD's manpower to manage the situation.

More recently, on January 26 of 2024, the Sno Falls Credit Union in North Bend called in a robbery in progress with the suspect still inside the business. Though initially fleeing on foot, the suspect was picked up by an accomplice in a vehicle who then attempted to elude responding officers as they arrived in the area. A pursuit ensued onto westbound I-90 and other law enforcement resources were called in support including the Washington State Patrol, King County Sheriff's Office, and police departments from Issaquah and Bellevue as the pursuit exited and reentered I-90 multiple times weaving through multiple jurisdictions. King County's Guardian One helicopter also lent its air support capability. The pursuit ended on I-90 at Mercer Island after a successful Precision Immobilization Technique (PIT) maneuver with both suspects taken into custody.

Throughout, SPD has demonstrated the ability to carry out both the increased staffing needed in preplanned events and management of dynamic emergent incidents involving multiple agencies.

SECTION #5: COMMUNITY, COUNCIL & STAFF ENGAGEMENT

REPORTING & FEEDBACK

The City of Snoqualmie and SPD have been providing police services to the City of North Bend since 2014. In that time, relationships have been built with each and every administration, resulting in questions answered, concerns addressed, and future goals established. SPD command and administrative staff seek to be highly responsive to the concerns and needs of the community, and will listen first, act second on the feedback provided, whether from the public, Council members, or other department directors. To enable the feedback loop, the Police Chief and Police Captain maintain a high presence at the City of North Bend, attending weekly director meetings, all Public Health and Safety Committee meetings, and all Council meetings. Briefings are often provided at the weekly director's meeting and SPD is now providing regular monthly updates to the City administration, Public Health and Safety Committee, and at a regularly scheduled Council meeting regarding response times, overall calls for service, frequent calls for service, crisis intervention contacts, arrests, and more. These meetings include discussions on operational needs and provide for open communication between entities. Outside of regularly scheduled meetings, major incidents that might cause alarm trigger notification to both the Mayor and Chair of the Public Health and Safety Committee. In addition, the public is informed via the Police Department's social media presence often working in conjunction with the City of North Bend's Communications team.

HIRING OF POLICE CHIEF

When the Police Chief position is vacant and there is a need to hire, the City of Snoqualmie involves the City of North Bend in the selection process as established in the current ILA and retained in the proposed contract. The City of Snoqualmie will host a two-day process that includes multiple interview panels, and a reception the public can attend to ask prospective candidates questions. The final interview panel typically consists of Snoqualmie and North Bend elected officials who then make a recommendation on who to hire to the Snoqualmie Mayor.

JOINT ADVISORY COMMITTEE

The City of Snoqualmie is excited to propose a joint advisory committee made up of Snoqualmie and North Bend Council members. The Committee is designed to produce a shared public safety vision for the entire community and give North Bend more of a voice in the provision of police services. Communication is valuable in any working partnership, and the City of Snoqualmie believes close collaboration can unlock the best value for the level of police services desired.

The **Snoqualmie Police Advisory Committee (SNOPAC)**, as it would affectionately be called, offers North Bend the following:

- A quarterly meeting with an equal number of Snoqualmie and North Bend Council members.
- A discussion on topics important to both communities including operations; staffing; recent police incidents; new and proposed federal, state, and local laws; upcoming issues; statistical information; and budgets.
- The ability to provide advice on the direction of SPD.
- A meeting open to the public and subject to proper notice and agenda setting rules.
- Annual reports provided to the Committee by both the City of North Bend and City of Snoqualmie.

The City of Snoqualmie is also offering North Bend the creation of the **Snoqualmie Police Technical Working Group (SNOTEC)** which would be made up of staff representatives from both cities. SNOTEC would review and discuss SPD matters such as operations, staffing, and budgets. Quarterly reports would be instrumental to the success of the working group and would include an SPD report describing items of importance and providing statistics such as calls for service and average response times, a year-to-date (YTD) budget-to-actuals report at the account level, and a human resources report describing vacancies, recruitment efforts, and non-confidential union matters.

SECTION #6: COST

COST PROPOSAL

The cost of providing police services to North Bend is presented as a formula in the Police Services Fee table on the following page and would be updated every biennium to reflect the best available cost information. North Bend would pay for 100% of dedicated personnel and a proportion of

shared personnel, operational expenses, and vehicles and equipment based on a rolling average of weighted calls for service. North Bend would also receive a proportional credit for any SPD specific and/or generated revenue and would pay a 15% contract administration and facilities charge.

The proposed cost of providing police services equals the following for a five-year period starting in 2025 (assuming a 4% inflation factor for 2027-2029):

2025	2026	2027	2028	2029
\$3,976,261	\$4,060,181	\$4,222,588	\$4,391,492	\$4,654,981



Police Services Fee (Fee Amount Formula)

For the provision of police services to the City of North Bend

DIRECT SERVICE COSTS	2025	2026
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Dedicated Costs (8 Officers + 50% of 4 Sergeants)		
Personnel Costs (A)	\$ 1,709,424	\$ 1,820,228

Shared Costs		
Personnel Costs (B)	\$ 1,858,960	\$ 1,975,465
Operational Costs (C)	\$ 1,407,130	\$ 1,220,832
Vehicle and Equipment Costs (D)	\$ 756,912	\$ 771,395
Revenues (E)	\$ (87,660)	\$ (117,510)
Shared Costs (F = B+C+D+E)	\$ 3,935,342	\$ 3,850,182

Calls for Service Percentage (Adjusted for Estimated Response Times)		
City of Snoqualmie 2-Year Call Total (2023-24) (I)	13,777	13,777
City of North Bend 2-Year Call Total (2023-24) (J)	11,012	11,012
2-Year Call Total (2023-24) (K = I+J) =	24,789	24,789
Calls for Service Percentage (CFS% = J/K) =	44.42%	44.42%

Direct Cost Amounts		
Dedicated Cost Amount (DEDICATED = A)	\$ 1,709,424	\$ 1,820,228
Shared Cost Amount (SHARED = F * CFS%)	\$ 1,748,194	\$ 1,710,364

Total Direct Service Costs (DIRECT = DEDICATED + SHARED) = \$ 3,457,618 \$ 3,530,592

INDIRECT SERVICE COSTS	2025	2026
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Indirect Cost Amounts		
15% Contract Administration & Facilities Charge (Z = DIRECT * 15%)	\$ 518,643	\$ 529,589

Total Indirect Service Costs (INDIRECT = Z) = \$ 518,643 \$ 529,589

Total Fee (DIRECT + INDIRECT) = \$ 3,976,261 \$ 4,060,181

Total Fee/Police FTE (14.89 FTEs) = \$ 267,105 \$ 272,742

Total Fee/Patrol FTE (10.89 FTEs) = \$ 365,181 \$ 372,888

Total Fee/Officer FTE (8.00 FTEs) = \$ 497,033 \$ 507,523

CONTRACT ADMINISTRATION & FACILITIES CHARGE

The contract administration and facilities charge is designed to capture, in a flat 15% rate, the cost of providing administrative support and facilities to the personnel policing North Bend. This charge covers:

- The provision of administrative support including, but not limited to, the recruitment and hiring of staff, legal services, public records request (PRR) support, communications, accounting, payroll, accounts payable, budgeting, insurance (property and general liability coverage), and leadership.
- The provision of hardware, software, and other information technology (IT) needs.
- The facilities necessary to support office work, interviewing, safe storage (evidence), the holding of detainees, and the training needs of personnel (including firearms in a fully equipped gun range).

The contract administration and facilities charge reflects the federal government's "de minimis" indirect cost rate and emulates North Bend's current overhead practice as a contract provider (through Eastside Fire and Rescue) with multiple governments (Mercer Island, Woodinville Fire and Rescue, etc.). The combined total of dedicated and shared costs is multiplied by the 15% charge.

COST RECONCILIATION

The City of Snoqualmie, as part of the cost proposal, is offering North Bend a reconciliation process that is intended to match North Bend's payment as nearly as possible to the actual cost of providing services. After May 30th and before July 31st in the year following the end of a biennium, Snoqualmie will provide North Bend with a statement describing the difference between payment and the actual cost of providing services, along with appropriate documentation to support the claim. Provided the statement is not disputed, and therefore not subject to the dispute resolution process in the contract, then excess funds will be credited to North Bend or additional funds will be remitted to Snoqualmie by December 31st of the year following the end of the biennium.

COST CONTROL

The vast majority of SPD's expenses can be summarized pithily in the following expression: "cops, cars, and contracts". Because the City of Snoqualmie is incentivized to getting the most out of every dollar spent, the City uses multiple strategies designed to minimize cost increases and remain within the original budget adopted.

"Cops": The City of Snoqualmie seeks to attract and retain high caliber employees through a fair, equitable, and competitive total compensation package. However, we must do so within the limits of our financial resources. In order to achieve a win-win outcome, the City will often conduct studies that determine the average cost of compensation in the marketplace, and then seek to adhere to that average cost.

The City also commonly identifies areas of focus for cost reduction. In the past year, through our collective bargaining agreement (CBA) efforts with the local Police and Teamsters unions, the City obtained significant concessions that have structurally and permanently reduced the amount of

overtime employees accrue. This was accomplished through a change in shift schedules (Police) and elimination of double time provisions (Teamsters).

“Cars”: The old saying an “ounce of prevention is worth a pound of cure” still applies in government. Through the City’s robust fleet maintenance program, under the care and concern of expert mechanics, the City is able to keep fully functional police vehicles on the streets longer, well past their expected useful life. Given the current discussion around tariffs, a well-maintained fleet becomes incredibly valuable.

“Contracts”: The City reviews contracts periodically in order to determine whether or not it makes sense from a financial perspective to move to a different service provider. The City will be looking to analyze potential options for dispatch in 2026. Furthermore, the City of Snoqualmie is proposing to limit the increase in operational costs from one biennium to the next to the biennial change in the June-to-June CPI-W for the Seattle-Tacoma-Bellevue area, unless the Mayor of North Bend issues a letter approving the City of Snoqualmie’s ability to exceed.



Police Services Fee (Fully Loaded Cost per Position)¹

For the provision of police services to the City of North Bend

Dedicated Positions	Full-Time Employees (FTEs)	2025 Total Cost	2025 Cost per 1.00 FTE	2026 Total Cost	2026 Cost per 1.00 FTE
Sergeant	2.0000	\$ 672,050	\$ 336,025	\$ 679,910	\$ 339,955
Officer	8.0000	\$ 1,990,142	\$ 248,768	\$ 2,042,127	\$ 255,266
Dedicated Subtotal =	10.0000	\$ 2,662,192	\$ 266,219	\$ 2,722,036	\$ 272,204

Shared Positions	Full-Time Employees (FTEs)	2025 Total Cost	2025 Cost per 1.00 FTE	2026 Total Cost	2026 Cost per 1.00 FTE
Police Chief	0.4442	\$ 184,262	\$ 414,790	\$ 182,330	\$ 410,440
Police Captain	0.4442	\$ 143,174	\$ 322,298	\$ 146,120	\$ 328,930
Administrative Sergeant	0.4442	\$ 146,948	\$ 330,793	\$ 146,338	\$ 329,419
Detective	0.4442	\$ 134,435	\$ 302,624	\$ 135,984	\$ 306,112
School Resource Officer	0.4442	\$ 126,467	\$ 284,688	\$ 128,200	\$ 288,589
Support Officer	0.4442	\$ 99,737	\$ 224,517	\$ 103,140	\$ 232,178
Mental Health Professional	0.4442	\$ 108,278	\$ 243,743	\$ 110,445	\$ 248,622
Administrative Specialist	1.7769	\$ 370,769	\$ 208,658	\$ 385,587	\$ 216,998
Shared Subtotal =	4.8865	\$ 1,314,069	\$ 268,917	\$ 1,338,144	\$ 273,844
TOTAL ALL POSITIONS =	14.8865	\$ 3,976,262	\$ 267,105	\$ 4,060,181	\$ 272,742

¹ Uses the total cost of compensation for a position as a percentage of the total cost of compensation to allocate overtime, operational costs, vehicle and equipment repair and replacement costs, revenues, and the 15% contract administration and facilities charge.

SECTION #7: CONTACTS & CONCLUSION

Organization Submitting Proposal:	Point of Contact (POC):
City of Snoqualmie 38624 SE River St. P.O. Box 987 Snoqualmie, WA, 98065	Michael Chambless City Administrator mchambless@snoqualmiewa.gov (425) 996-5418

The City of Snoqualmie would like to thank the City of North Bend for the opportunity to respond to the City of North Bend’s Request for Proposal for Contracted Police Services. Both Snoqualmie and

North Bend have enjoyed a long-standing partnership which we strive to maintain. We believe wholeheartedly that the Snoqualmie Police Department offers a compelling “No Call Too Small” service, for a fair price, within a constructive one-to-one partnership, and we are confident that we can reach an agreement in the days ahead. If you have any questions, please do not hesitate to reach out to the Snoqualmie team. We would be more than happy to answer.

Following this RFP proposal, please find attached our proposed executable contract.

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF NORTH BEND AND THE CITY OF SNOQUALMIE FOR
POLICE SERVICES**

This interlocal agreement (“ILA”) is entered into between the City of North Bend (“North Bend”), a Washington municipal corporation, and the City of Snoqualmie (“Snoqualmie”), a Washington municipal corporation, and effective as of the Effective Date provided below.

I. RECITALS

1. North Bend and Snoqualmie (each a “party” and collectively the “parties”) are each authorized under Washington law to form and operate a police department.
2. Chapter 39.34 RCW authorizes municipal corporations to contract with one another to provide and receive services on the basis of mutual advantage and in a manner that will accord best with geographic, economic, population, and other factors (“The Interlocal Cooperation Act”).
3. RCW 43.09.210 requires municipal corporations to be paid for services rendered at their true and full value and that no municipal corporation should benefit in any financial manner by appropriations or funds made by or in support of another.
4. Snoqualmie has previously formed and currently operates the Snoqualmie Police Department (“SPD”).
5. North Bend currently contracts with Snoqualmie for the provision of police services under the terms and conditions of the Interlocal Agreement Between the City of North Bend and the City of Snoqualmie for Police Services dated May 14, 2019, and as amended by a First Amendment dated January 18, 2023 and Renewal ILA dated January 29, 2025 (collectively the “Previous ILAs”).
6. North Bend and Snoqualmie wish to enter into a new interlocal agreement for the provision of police services from Snoqualmie to North Bend under the terms and conditions set forth in this ILA.
7. North Bend has requested a fixed annual fee schedule in consideration of which Snoqualmie has required a biennial reconciliation process to ensure that there is neither profit nor loss in the compensation for such services, and a minimum twenty-four months’ notice of intent from either party to terminate the ILA.
8. The parties enter into this ILA in consideration of the mutual covenants and promises set forth in the ILA, the mutual benefit that can be derived by each party, and the exercise of authority granted to each party by the Interlocal Cooperation Act.

II. AGREEMENT

1. **Term.** This ILA shall take effect on January 1, 2025 (“Effective Date”), which constitutes the start date of the 2025-2026 biennium, and shall remain in effect until one party terminate pursuant to Section 2.
2. **Termination.** Either North Bend or Snoqualmie may terminate this ILA during the Term by delivering written notice to the other party of its intent to terminate the ILA. Termination of the ILA shall not be effective until 24 months after January 1st of the first year of the biennium following the biennium in which the written notice was delivered. For example, if a notice of intent to terminate is delivered at any point in the 2029-2030 biennium, the ILA will not terminate until 24 months after January 1, 2031. This is the only method for termination of this

ILA. In the event of termination of this ILA, the parties will work cooperatively to ensure the orderly transition of police services. In the event the ILA is terminated and North Bend establishes its own police department, North Bend shall not actively solicit SPD personnel to join the North Bend police department until 12 months after termination of this agreement.

3. **Police Services.** Snoqualmie shall provide to North Bend the premises, supplies, equipment, and personnel to deliver all necessary and customary police services (“Services”), including the following:
 - i. **Coverage**
 - a. **Minimum Dedicated Sworn Officer(s).** A minimum of two (2) sworn officers on duty within the corporate limits of North Bend between the hours of 8:00 a.m. and 8:00 p.m., 7 days a week, and a minimum of one (1) sworn officer every other time, subject only to necessary priorities caused by critical concurrent calls for service. “Critical concurrent calls for service” means those calls requiring a response by officer(s) assigned to North Bend officer to a Snoqualmie incident under SPD standard operating procedures to protect officer safety.
 - ii. **Staffing Level**
 - a. Beginning on the Effective Date of this ILA, Snoqualmie shall provide a level-of-service equivalent to ten (10) dedicated full-time employees (“FTEs”) comprising eight (8) Police Officers and 50% of four (4) Police Sergeants (equal to two (2) FTEs), provided that such Sergeants when on patrol, and not performing general supervisory duties, are allowed to move between Snoqualmie and North Bend at their discretion. In addition, Snoqualmie shall also provide a proportional share of one Police Chief, one Police Captain, one Administrative Sergeant, one Detective, one School Resource Officer, one Support Officer, one Mental Health Professional and Community Co-Responder, and four (4) Administrative Specialists, based on an initial two-year rolling average of weighted calls for service for the 2025-2026 biennium, and a three-year rolling average of weighted calls for service for every subsequent biennium as long as this ILA is in effect. The following tables are intended to summarize the preceding staffing narrative.

Dedicated Full-Time Equivalent Employees (FTEs):

Position	FTE Count
Sergeant	2.00
Police Officer	8.00
TOTAL =	10.00

Shared Full-Time Equivalent Employees (FTEs) with City of Snoqualmie:

Position	FTE Count
Police Chief	1.00
Police Captain	1.00
Administrative Sergeant	1.00
Detective	1.00
School Resource Officer	1.00
Police Support Officer	1.00
Mental Health Professional and Community Co-Responder	1.00
Administrative Specialist	4.00
TOTAL =	11.00

- b. "General supervisory duties" include creating work schedules for officers, participating in officer performance reviews, providing command services during a critical incident, and other supervisory duties normally associated with the police service.
 - c. "Rolling average" means the averaging of data over consecutive years, that adds the most recent year of available data and removes the oldest year, as time progresses. North Bend's proportional share of positions for a given year will be based on the data collected from the preceding two or three years. For example, North Bend's proportional share of positions for 2025 will be based on the data collected in 2023 and 2024. The rolling average is recalculated every biennium.
 - d. "Call for service" means a request for assistance in which SPD has been dispatched to investigate or resolve. Calls for service shall be weighted by the estimated time it takes to investigate or resolve a call. The type of call (i.e., assault, burglary, etc.) will determine the amount of estimated time to assign to a call. The Snoqualmie Police Department shall be responsible for estimating the time required to investigate or resolve a call type and the estimation of such weights shall be approved for use by both the Snoqualmie and North Bend mayors.
- iii. Consultation. Snoqualmie will consult with the North Bend Mayor and/or City Administrator on proposed hires but Snoqualmie shall retain sole decision-making authority.
- iv. Service Expectations.
- a. Assigned personnel shall provide the following services:
 - i. Conduct police patrols on both a regular and irregular basis or as specifically requested by North Bend with an emphasis on patrols targeting problem areas.
 - ii. Respond immediately and appropriately to all calls for service, subject only to priorities caused by critical concurrent calls for service, and provide backup for an officer in North Bend from officers patrolling in Snoqualmie if necessary.
 - iii. Investigate criminal activity in progress and suspected.

- iv. Enforce traffic codes as necessary including using radar speed trailers to alert drivers of speed limits.
- v. Cooperate with North Bend's Prosecutor and Public Defender in the administration of the criminal justice system as part of the prosecution of offenses including attending court proceedings.
- vi. Advise North Bend officials of situations encountered by patrol officers that may affect the health, safety, and welfare of residents and visitors, including inadequate, missing, or damaged traffic or safety signs and hazardous roadway conditions.
- vii. Advise North Bend officials of the need for new ordinances or revisions to existing ordinances to address changes in state legislation and/or law enforcement concerns.
- viii. Assist the North Bend Mayor and City Administrator in preparing responses to inquiries from King County, State of Washington, or other jurisdictions in matters relating to law enforcement needs and activities, jail facilities, reports, and similar matters.
- ix. Maintain close relationships with North Bend officials concerning law enforcement matters.
- x. Attend and provide security at North Bend City Council meetings. Furthermore, attend as requested and appropriate, Council Committee meetings, Community Events, management team meetings, and other related meetings.
- xi. Provide "other law enforcement services" routinely performed by SPD for the City of Snoqualmie, as well as those other law enforcement services typically provided by a police or public safety department for a city the size of North Bend including without limitation all necessary supervisory services, response to emergencies such as floods, windstorms, and snow that result in the closure of I-90, and all necessary traffic controls on North Bend streets resulting from such I-90 closures.
 - a. "Other law enforcement services" shall include the enforcement and administration of North Bend's False Alarm ordinance which is found to be substantially consistent with the requirements and procedures contained in Snoqualmie's False Alarm Ordinance, Chapter 9.08 SMC. If North Bend revises its False Alarm ordinance, Snoqualmie's costs incurred in administering the revised False Alarm Ordinance shall be additional to the biennial fee paid by North Bend.
- xii. Provide extended Community-Oriented Policing ("COP") services including crime prevention, facility tours, safety training for city staff, residents, businesses, and homeowners' associations, school and day care presentations, bicycle safety rodeo, prescription drug disposal services, and participation in Chamber of Commerce and/or other business associations.
- xiii. Assist victims and witnesses at crime scenes, preserve crime scenes, and retain evidence from crime scenes.
- xiv. Maintain all original North Bend police reports and related documentation and records at the Snoqualmie Police Station and make the same available upon request in accordance with state law.
 - a. Public records requests made to North Bend for issues related to police services in North Bend will be processed through the North Bend public records request procedure and forwarded to SPD for the appropriate response within required timelines.
- xv. Mental Health Professional and Community Co-Responder

- a. Respond to 911 calls for service; conduct biopsychosocial assessments; plan, implement, and coordinate services related to crisis response and social service needs; refer community members to appropriate resources; follow-up with community members; conduct home visits; and participate in community-wide events to promote public health and wellness.
- v. Investigations
 - a. As is common for a city the size of North Bend, the patrol officer who responds to a call for service will see most incidents through to their resolution. However, in a subset of incidents that require a more complex investigation, that process will be initiated by the patrol officer but may then be transferred to SPD's Detective for the deeper inquiry required.
 - b. Complex investigations that may require the officer's full-time attention for an extended period of time will be addressed on a case-by-case basis. In order to maintain consistent patrol presence, Snoqualmie retains full decision-making authority on temporary assignment of an officer to investigations and that officer's position will be backfilled with additional patrol personnel.
 - c. Should a crime occur within North Bend, SPD will be in command of the investigation. The parties will develop protocols for responding to media inquiries. North Bend officials will be kept apprised of all significant events and will assist in coordinating press releases utilizing the SPD Public Information Officer.
- vi. Court, Prosecutorial, and Defense Services. SPD will coordinate the filing of offenses with the North Bend's designated municipal court and prosecutor. Court, prosecutorial, and public defense services will be provided by North Bend at its sole expense.
- vii. Domestic Violence Advocate Services. SPD will coordinate with North Bend's Domestic Violence Advocate as required by law. Domestic Violence Advocate services will be provided by North Bend at its sole expense.
- viii. Jail Services. SPD will coordinate the transport of people for probable offenses to the jails contracted by North Bend and transport if necessary to court proceedings. Jail services will be provided by North Bend at its sole expense.
- ix. Additional Services. SPD will provide any extraordinary police services through contract with outside agencies after obtaining North Bend's approval for such contract services. Snoqualmie's costs incurred through the contract shall be equitably allocated between Snoqualmie and North Bend and additional to the biennial fee paid by North Bend.
- x. Community Events.
 - a. SPD will provide extra police personnel for patrolling or other duties, if required as determined by the SPD Police Chief, and if first authorized by the Mayor or City Administrator of North Bend, for the following community events in North Bend:
 - i. Festival at Mt. Si
 - ii. North Bend Block Party
 - b. If North Bend requests coverage for a significant new community event per authorization from the North Bend Mayor or City Administrator, and if the SPD Police Chief determines that such a new community event requires police presence in

addition to the officers assigned to North Bend under the ILA, the parties will negotiate payment as provided for in Section 5.

- c. If North Bend elects to reduce its level of police service to less than eight (8) police officers pursuant to Section 5, North Bend will pay at the overtime hourly rate of pay for the police officers used, provided that if such regularly scheduled community events allow for advance shift scheduling during regular North Bend hours, North Bend shall pay the regular hourly rate of pay for such services.

xi. North Bend Vehicle and Personnel Markings.

- a. SPD vehicles assigned to North Bend shall be marked, in addition to other markings identifying the SPD vehicle, as serving North Bend.
- b. Uniforms shall be marked with a patch that includes the lettering "North Bend".

4. Compensation.

- i. Calculation of Fee Amount. For the services provided by Snoqualmie pursuant to this ILA, North Bend shall pay for the following cost objects and receive a credit for SPD specific and/or generated revenue annually.

- a. Dedicated Costs. North Bend shall pay a fee amount that includes 100% of the following cost object(s).

- i. Dedicated Personnel Costs. Dedicated personnel costs consist of the employee and employee related expenses, including but not limited to wages, benefits, and overtime costs, necessary to provide the dedicated FTEs as described in Section 3.

- b. Shared Costs. North Bend shall pay a fee amount that includes a proportional share of the following cost object(s). In addition, North Bend will receive a credit representing a proportional share of SPD specific and/or generated revenues. Proportionality will be determined by a two-year rolling average of weighted calls for service for the 2025-2026 biennium, and a three-year rolling average of weighted calls for service for every subsequent biennium, as long as the contract is in effect.

- i. Shared Personnel Costs. Shared personnel costs consist of the employee and employee related expenses, including wages, benefits, and overtime costs, necessary to provide proportionally the shared FTEs as described in Section 3.

- ii. Operational Costs. Operational costs consist of all operating expenses, including but not limited to, supplies, professional and other services, and dispatch, incurred to adequately render the services described in Section 3.

- iii. Vehicle and Equipment Costs. Vehicle and equipment costs consist of all of the expenses required to replace, and/or lease, repair, fuel, register, insure and maintain vehicles and equipment to adequately render the services described in Section 3. Snoqualmie acknowledges that North Bend contributed funds to the replacement of four (4) patrol vehicles and 50% of a prisoner transport vehicle during the term of the Previous ILA, that such funds are sufficient, and that no additional funds are necessary beyond the compensation provided for in this section.

- iv. Revenues. Snoqualmie shall include in the calculation of the fee amount a credit representing a proportional share of SPD specific and/or generated revenues. This includes grants and compensation from other contractual relationships. The following are exempt from this section and shall not be credited to North Bend:

Tax revenue, such as public safety sales taxes or the criminal justice sales tax; state and local fiscal recovery funds; and, other sources of revenue distributed to Snoqualmie by the State of Washington or Federal Government.

- c. Contract Administration and Facilities Charge. North Bend shall pay a fee amount that includes an annual contract administration and facilities charge equal to 15% of the combined total of dedicated and shared costs.
 - i. Fee Amount Process. Snoqualmie shall provide to North Bend by September 1st of every even year an estimated fee amount reflecting the cost of providing police services to North Bend in the following biennium. If the estimated fee amount differs between the September 1st notice and Snoqualmie's adoption of a biennial budget, then Snoqualmie will provide North Bend with an updated fee amount upon adoption of the biennial budget. The fee amount upon adoption of the biennial budget shall form the basis for payment for the biennium.
 - ii. Fee Amount Limitations. If dedicated or shared costs estimated for the following biennium exceed the previous two-year percentage change in the June-to-June CPI-W for the Seattle-Tacoma-Bellevue area, then the Mayor of North Bend shall provide a letter approving or denying the exceedance within thirty (30) days of Snoqualmie's request for approval. The Mayor of North Bend shall not unreasonably withhold approval of the exceedance. In the event of denial, the Mayor of North Bend shall provide justification in the denial letter. All other costs shall not be subject to this limitation. By way of example but not exclusionary, the following costs or related costs are not subject to this limitation: contractual obligations; labor contracts; binding arbitration requirements; settlement agreements; federal or state court mandates or orders; annexation; population growth; federal or state law requirements; executive orders; vehicle purchases; fuel; tariffs; or, any other costs beyond Snoqualmie's control.
 - iii. Fee Amount Adjustments. During the course of a biennium, the Snoqualmie Police Department may request budget amendments impacting the fee amount. Upon introduction of a budget amendment to Snoqualmie City Council, Snoqualmie shall provide North Bend with an adjusted fee amount for the biennium. The adjusted fee amount shall not constitute a new basis of payment for the biennium, and shall be part of the Fee Amount Reconciliation.
 - iv. Fee Amount Reconciliation. The parties intend that Snoqualmie be compensated as nearly as possible for its actual cost of providing police services to North Bend, and there shall be neither profit nor loss resulting from fee amount charged. If the fee amount paid results in a profit or loss, then Snoqualmie and North Bend shall compensate the other for the profit or loss accrued or incurred. After May 30th and before July 31st in the year following the end of a biennium, Snoqualmie will provide North Bend with a statement describing the profit or loss accrued or incurred, along with appropriate documentation to support the claim. If North Bend disputes the profit or loss claim as calculated by Snoqualmie, the dispute will be subject to resolution as described in Section 10 through mediation but shall not be cause for termination of this ILA except in compliance with the notice provisions contained in

Section 2 of this ILA. If the profit or loss claim is not objected to, then excess funds will be returned to North Bend or additional funds will be remitted to Snoqualmie by December 31st of the year following the end of the biennium.

- v. Fee Amount Payment. North Bend shall pay the fee amount in equal monthly installments within 30 days of the end of the month.
5. **Change in Scope of Services and Compensation.** This ILA covers the current corporate limits of North Bend and will support existing North Bend municipal codes, ordinances, policies, and population. North Bend shall alert Snoqualmie as soon as practicable of any change that may impact scope of service or compensation. By way of example but not exclusionary, the following may cause a change in scope of service and North Bend would provide notice to Snoqualmie: annexation, population growth, additional community events, changes in federal or state law; changes to North Bend municipal code; and, North Bend requests a change in the level of police presence or level of service. The parties agree to meet and negotiate in good faith regarding any change to scope of service.
- i. Changes due to Annexation or Ordinance Enactment. If a projected annexation or ordinance enactment by North Bend would significantly impact service delivery and accordingly the compensation provided under this ILA, North Bend will endeavor to provide prior notice to Snoqualmie and the parties will meet in good faith to negotiate appropriate changes in this ILA. Snoqualmie may also trigger such negotiations if it finds a significant change in circumstance has impacted service delivery.
 - ii. Change in State or Federal Law. The parties understand that changes in state or federal law may also impact the requirements of delivery of police service and its cost, and either party may initiate negotiation for changes in this ILA required to address unanticipated and significant burdens created by changes in state or federal law.
6. **Indemnification.** The parties shall each indemnify the other as follows:
- i. Snoqualmie Indemnity. Snoqualmie shall protect, indemnify, and save harmless North Bend, its officers, elected officials, agents, volunteers, and employees from any and all costs, claims, judgments, or awards of damages (including costs and reasonable attorney fees), arising out of or in any way resulting from the negligent acts, errors or omissions of Snoqualmie, its officers, employees, and agents in performing this ILA. Snoqualmie shall maintain insurance coverage through Washington Cities Insurance Authority or if Snoqualmie elects to change its insurance coverage such replacement insurance shall be in the same or greater amounts than the current WCIA coverage.
 - ii. North Bend Indemnity. North Bend shall protect, defend, indemnify, and save harmless Snoqualmie, its officers, elected officials, employees, volunteers, and agents from any and all costs, claims, judgments, or awards of damages (including costs and reasonable attorney fees), arising out of or in any way resulting from the negligent acts, errors or omissions of North Bend, its officers, employees, or agents in performing this ILA. North Bend shall maintain insurance coverage through AWC-RMSA or if North Bend elects to change its insurance coverage such replacement insurance shall be in the same or greater amounts than the current AWC-RMSA coverage.

- iii. Survival of Indemnities. The provisions of this section shall survive the expiration or termination of this ILA.
 - iv. Liability Related to North Bend Ordinances, Policies, Rules, and Regulations. In executing this ILA, the City of Snoqualmie does not assume liability or responsibility for or in any way release the City of North Bend from any liability or responsibility which arises in whole or in part from the existence or effect of City of North Bend 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 of North Bend ordinance, policy, rule or regulation is at issue, the City of North Bend shall defend the same at its sole expense and, if judgment is entered or damages are awarded against the City of Snoqualmie, the City of North Bend, or both, the City of North Bend shall satisfy the same, including all chargeable costs and reasonable attorneys' fees.
 - v. Actions Contesting ILA. Each party shall appear and defend any action or legal proceeding brought to determine or contest: (i) the validity of this ILA and/or (ii) the legal authority of North Bend and/or Snoqualmie to undertake the activities contemplated by this ILA. If both parties to this ILA are not named as parties to such action, the party named shall give the other party prompt notice of the action and the unnamed party shall move to intervene. Each party shall bear any costs and expenses taxed by the court against it separately, provided, any costs and expenses assessed by a court against both parties jointly shall be shared equally.
7. **Law Enforcement Authority Conferred.** North Bend hereby confers upon all officers of SPD all powers necessary to enforce North Bend codes, ordinances, policies, and rules within the corporate limits of North Bend as they currently exist or are subsequently modified. North Bend may, at its option, designate the Snoqualmie Police Chief as the Police Chief for North Bend, provided that nothing herein shall be interpreted to allow North Bend to direct police personnel assigned under this ILA nor to interfere in anyway with the SPD chain of command.
8. **Snoqualmie Police Advisory Committee (SNOPAC).** During the term of the ILA, Snoqualmie and North Bend agree to meet jointly to discuss police services provided by the Snoqualmie Police Department in a Snoqualmie Police Advisory Committee (SNOPAC). SNOPAC shall review and discuss the following: operational concept; staffing models; recent police incidents; new federal, state, and local laws; proposed federal, state, and local bills or laws; upcoming issues; statistical information; and budgets. SNOPAC and its members shall provide information only and shall not possess legislative authority.
- i. Members. SNOPAC shall be comprised of the following from each City: Mayor, three Council members, and City Administrator or designee.
 - ii. Member Appointment. Each City shall appoint members and alternates to serve on SNOPAC utilizing their respective Council Rules and Procedures to make appointments.
 - iii. Secretary. The Snoqualmie Chief of Police or designee shall serve as the Secretary of SNOPAC. The role of the Secretary is to support the Chairperson in ensuring smooth functioning of SNOPAC.
 - iv. Chairperson. The Snoqualmie Public Safety Chairperson shall be the Chairperson of SNOPAC.

- v. Non-Member Attendance. Each City may choose to have staff members attend, at the city's own discretion, and such staff members shall attend as non-committee members.
 - vi. Regular Meetings. SNOPAC shall meet once a quarter, or four times per year, which will be held in lieu of a City of Snoqualmie Public Safety Committee meeting. City of Snoqualmie Public Safety Committee meetings are currently scheduled for the First and Third Monday of a month at 5 p.m. and held at Snoqualmie City Hall in the Council chambers. SNOPAC Chairperson shall endeavor to select a meeting date and time that is mutually agreeable to Committee members, but the SNOPAC Chairperson shall have authority for selecting the date and time of the meeting.
 - vii. Notice. Notice of a SNOPAC meeting shall be sent to all Committee members at least thirty (30) days prior to the meeting.
 - viii. Agenda Packet. The Snoqualmie City Clerk shall in collaboration with the SNOPAC Chairperson prepare an agenda packet for SNOPAC containing a copy of the agenda and all documentary materials. The agenda packet shall be distributed on or before 5:00 p.m. on the Thursday preceding the Monday for which the meeting is scheduled. Members may submit matters to be considered for the agenda to the SNOPAC Chairperson. The SNOPAC Chairperson shall have authority in setting the agenda, and such agendas shall be in compliance with subsections ix Minutes and xi Annual Reports.
 - ix. Minutes. Snoqualmie staff shall be responsible for taking of minutes. Minutes shall be included in the subsequent SNOPAC meeting agenda packet. The SNOPAC Chairperson shall approve the minutes in consultation with members.
 - x. Facilitation. SNOPAC meetings shall be facilitated by the SNOPAC Chairperson. No quorum of members is needed for a meeting to proceed.
 - xi. Annual Reports. Annually, on or before February 1st of each year, North Bend shall provide Snoqualmie with information known to staff or elected officials that is reasonably expected to impact operational demands, including increased workload, staffing requirements, or policing resources. By way of example but not exclusionary, the following shall be addressed in the annual report: commercial, housing, or multifamily developments; growth projections; community, staff, or elected official desire for change in police presence; and, local municipal code changes. North Bend shall present its annual report at the first quarter SNOPAC meeting. Snoqualmie shall provide North Bend with an annual report by March 1st of each year, which shall review the following: current organizational chart; overview of police department; annual overview regarding calls for service, arrests, and general crime statistics; administrative services; use of force; accomplishments; and, goals for the next year. Snoqualmie shall present its annual report at the second quarter SNOPAC meeting.
9. **Snoqualmie Police Technical Working Group (SNOTEC).** In addition to SNOPAC, Snoqualmie and North Bend agree to establish a Snoqualmie Technical Working Group (SNOTEC) comprised of staff representatives from both cities. SNOTEC shall review and discuss Snoqualmie Police Department matters, including, but not limited to: operations; staffing; recent police incidents; statistical information; budgets; and, other emergent issues at the discretion of the SNOTEC Chairperson. The intent of SNOTEC is an informal staff level discussion of police services.
- i. Required Staff. SNOTEC shall be attended by the Snoqualmie Chief of Police, Police Captain, and at least one staff representative from each City within the following domains: City Administration, Finance, and Human Resources.
 - ii. Additional Staff. Each City may choose to have its Mayor and/or additional staff members attend at the city's own discretion.

- iii. Chairperson. The Snoqualmie Chief of Police shall be the Chairperson of SNOTEC.
- xii. Regular Meetings. SNOTEC shall meet once per quarter, or four times per year, at least a week prior to each scheduled SNOPAC meeting. SNOTEC Chairperson shall endeavor to select a meeting date, time, and location that is mutually agreeable to required staff, but the SNOTEC Chairperson shall have authority for selecting the date, time, and location of the meeting.
- xiii. Facilitation. The meeting shall be facilitated by the SNOTEC Chairperson. No quorum of members is required for the meeting to proceed.
- iv. Quarterly Reports. On or prior to each quarterly SNOTEC meeting, Snoqualmie shall provide North Bend with the following reports: a Snoqualmie Police report describing items of importance and providing statistics such as calls for service and average response times; a year-to-date (YTD) budget-to-actuals report at the account level; and, a human resources report describing vacancies, recruitment efforts, and non-confidential union matters.

9. **Administration of Personnel.**

- i. All personnel assigned to North Bend shall be employed by the City of Snoqualmie and governed by Snoqualmie and SPD policies and rules. Recruitment, replacement, and performance of all personnel shall be in accordance with such rules and policies, provided however that Snoqualmie shall consult with the North Bend Mayor and/or City Administrator regarding hiring decisions, and North Bend may communicate performance issues regarding personnel assigned to North Bend to the Snoqualmie Police Chief or as appropriate to the Snoqualmie Mayor and/or City Administrator.
- ii. Any change in the management or organizational structure of SPD shall be communicated to North Bend as soon as practical. The North Bend Mayor and/or City Administrator shall be entitled to provide opinions and recommendations in the selection of the Chief or Captain if these positions turn over, provided that the Snoqualmie Mayor and Snoqualmie Council shall retain the right to make final appointments and confirmations of these positions.

10. **Dispute Resolution.** Resolution of all disputes regarding the interpretation, performance, or enforcement of this ILA shall be governed by Washington law and shall proceed according to the below steps. Both parties agree to participate in the below steps in good faith.

- i. Meet and Confer. Either party may give written notice to the other party of a dispute requiring resolution. The Mayors of Snoqualmie and North Bend and/or their designees shall meet and confer to discuss and attempt to resolve all issues arising under this ILA.
- ii. Mediation. If the Mayors are unable to resolve the disputes within 30 days following the written notice described above, the parties will submit the unresolved disputes to mediation. The mediation shall be conducted before a mediator mutually agreeable to the parties and shall be held within 90 days of the initial written notice of dispute, unless the parties agree to additional time. All fees and expenses for mediation shall be borne by the

parties equally. However, each party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence.

- iii. **Binding Arbitration.** If the mediation is unsuccessful, or if the parties agree to waive mediation, then the parties will submit any issue not resolved by meeting and conferring and mediation to binding arbitration in lieu of any remedy through court action. Arbitration shall be initiated by filing a demand with the American Arbitration Association ("AAA") who shall administer the arbitration under the AAA Rules for Commercial Arbitration. All fees and expenses for arbitration shall be borne by the parties equally. However, each party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence. Notwithstanding the provisions of this Section 10, nothing herein shall be construed to limit the rights of either party to seek temporary or preliminary injunctive relief in a court of competent jurisdiction where necessary to protect the party's vital interests.

11. **Independent Contractor.** Each party to this ILA is an independent contractor with respect to the subject matter herein. Nothing in this ILA shall make any employee of North Bend a Snoqualmie employee for any purpose, including, but not limited to, for withholding of taxes, payment of benefits, worker's compensation pursuant to Title 51 RCW, or any other rights or privileges accorded Snoqualmie employees by virtue of their employment. Nothing in this ILA shall make any employee of Snoqualmie a North Bend employee for any purpose, including but not limited to for withholding taxes, payment of benefits, worker's compensation pursuant to Title 51 RCW, or any other rights or privileges accorded North Bend employees by virtue of their employment. At all times pertinent hereto, employees of Snoqualmie are acting as Snoqualmie employees and employees of North Bend are acting as North Bend employees.
12. **No Real or Personal Property Rights.** North Bend has no right to any real property, personal property, or proprietary property or interest arising from this agreement. By way of example but not exclusionary, North Bend shall have no property rights or interest to any vehicles, equipment, real estate, software, or data in connection to this agreement.
13. **Notices.** Any notice or other communication given hereunder shall be deemed sufficient, if in writing and delivered personally to the addressee, or sent by certified or registered mail, return receipt requested, or by nationally recognized overnight courier service, addressed as follows, or to such other address as may be designated by the addressee by written notice to the other party:

To Snoqualmie: City Administrator
City of Snoqualmie
P.O. Box 987
38624 River Street
Snoqualmie, WA 98065

To North Bend: City Administrator
City of North Bend
920 SE Cedar Falls Way
North Bend, WA 98045

14. **Partial Invalidity.** Whenever possible, each provision of this ILA shall be interpreted in such a manner as to be effective and valid under applicable law. Any provision of this ILA established by legal process to be invalid, void or illegal shall in no way affect, impair, or invalidate any other provisions hereof, and such other provisions shall remain in full force and effect.

15. **RCW 39.34 Provisions.**

- i. This ILA shall be administered by the City Administrator of the parties.
- ii. No separate legal entity will be created for the provision of the services.
- iii. There will be no joint acquisition of real or personal property.
- iv. This ILA shall be filed for recording with the King County Department of Records upon full execution or posted on Snoqualmie's and North Bend's respective websites listed by subject matter.

16. **General Provisions.**

- i. This ILA contains all of the agreements of the parties with respect to any matter covered or mentioned in this ILA, provided, the recitals may be consulted to determine the intent of the parties as to any question which may arise.
- ii. No provision of this ILA may be amended or modified except by written agreement signed by duly authorized representatives of the parties.
- iii. Any provision of this ILA which is declared invalid or illegal shall in no way affect or invalidate any other provision.
- iv. Failure of a party to declare any breach or default immediately upon the occurrence thereof, or delay in taking any action in connection with, shall not waive such breach or default.
- v. The rights, duties, and obligations of either party to this ILA shall not be assignable.
- vi. This ILA contains the entire understanding between the parties and supersedes any prior understandings and agreements between them regarding the subject matter thereof. Time is of the essence of this ILA and each and all of its provisions in which performance is a factor.

AGREED TO AND ACKNOWLEDGED BY:

CITY OF SNOQUALMIE:

CITY OF NORTH BEND:

By: _____
Katherine Ross, Mayor

Mary Miller, Mayor

Dated: _____

Dated: _____

By direction of the respective City Councils taken on:

Attest:

Deana Dean, City Clerk

Susie Oppedal, City Clerk

Approved as to Form:

Dena Burke, City Attorney

Kendra Rosenberg, City Attorney

City of North Bend

CONTRACT POLICE SERVICES PROPOSAL



The King County Sheriff's Office
Sheriff Patti Cole-Tindall

April 2025



To the Community and the Council of North Bend,

Thank you for the opportunity to express what it would mean to again become your partner police agency.

North Bend was the first contract city for the King County Sheriff's Office in 1973. On behalf of my leadership team, we are grateful for this opportunity to share our proposal to provide police service to your thriving community. While much has changed in the half-century since, much remains the same. People still want to feel safe in their community. People still want to see a police presence on their streets, in their neighborhoods, and near their businesses. People still want to take their children to school without worrying about their safety and well-being. We want this too.

The King County Sheriff's Office is among the largest public safety agencies in the country. We serve our unincorporated communities as well as 30-percent of the cities in King County, which affords us a unique perspective and deep understanding of community policing. With our extensive experience and history in delivering contract law enforcement services, you can rest assured we understand what it takes to be a world-class police partner.

We recognize no two cities are the same. Each one comes with its own set of needs and requirements necessary for a successful partnership. This is not a one size fits all proposition. We will deliver exceptional services essential to helping a community thrive and flourish.

We recognize North Bend's focus on growing as destination city. With that evolution comes significant events, where we bring the capability and competence to respond as needed. We understand the substantial financial investment of a police contract. You have our pledge of a predictable and steady cost model.

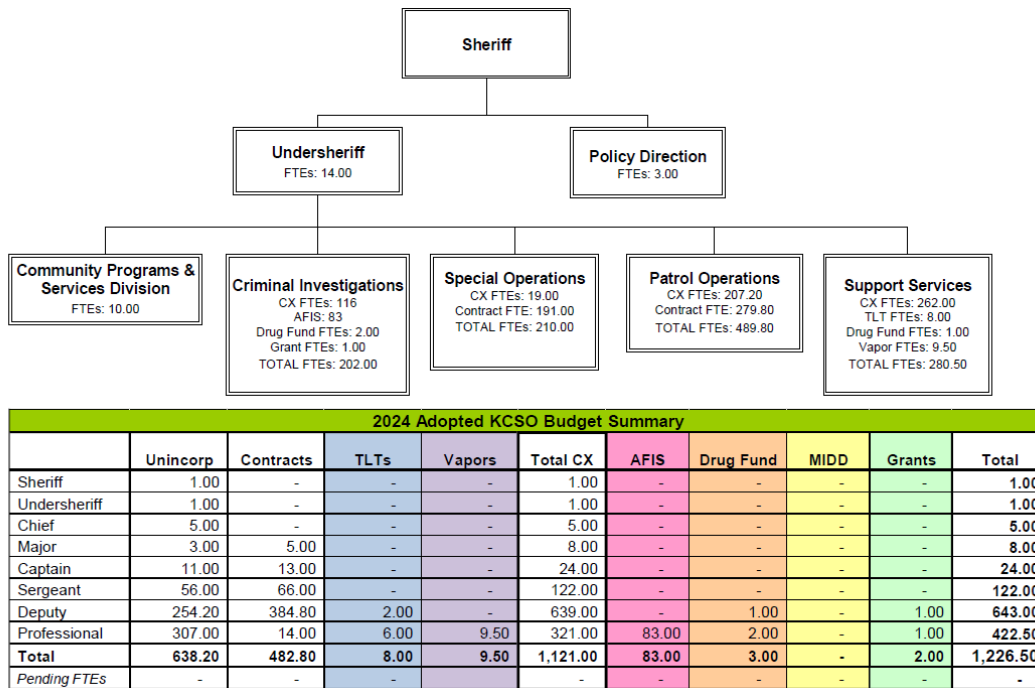
Relationships are everything in our line of work. In partnering with North Bend, we will build and foster trust with your community, as we have done and continue to do across the rest of the cities we serve and protect. On behalf of the King County Sheriff's Office, I thank you for the consideration of putting your confidence in us and entrusting our deputies and other professionals to be a part of your daily lives.

Sheriff Patricia Cole-Tindall

King County Sheriff Patricia Cole-Tindall



The King County Sheriff's Office is pleased to provide the City of North Bend this comprehensive proposal for contract police services. Since our initial partnership in 1973, our relationship with North Bend and surrounding communities, from Snoqualmie Pass to the Snoqualmie Valley and beyond remains strong. The model we propose is tailored to serve North Bend's diverse and thriving community while providing the scale, shared services, and cost efficiencies to ensure a positive and sustained experience for people living in, working in, and visiting North Bend. The Sheriff's Office annually provides nearly \$150 million in contract, community-centered law enforcement and public safety services to municipalities and agencies throughout King County. We value our 50-year legacy of providing contract services and we appreciate the cities, agencies, and communities that place their trust in the King County Sheriff's Office.



Commissioned Rank	Tenure ¹
Leadership (Sergeant and Above)	19.5 years
All commissioned staff	12 years
Deputies	8.3 years

The King County Sheriff's Office Leadership Team

¹ Provided by King County Human Resources; March 2025

Sheriff Cole-Tindall

Sheriff Cole-Tindall was appointed in May 2022 by Executive Dow Constantine and confirmed by the County Council as the 35th Sheriff of King County. Before her previous promotion to Undersheriff, in the summer of 2020, Sheriff Cole-Tindall served as the Chief of the Technical Services Division for almost five years. Prior to joining the King County Sheriff's Office in October of 2015, Cole-Tindall served as the director of the King County Office of Labor Relations for six years.



Patricia Cole-Tindall

Sheriff Cole-Tindall's previous experiences include serving as an internal affairs investigator for the County's Department of Adult and Juvenile Detention, and an assistant director of that department's Community Corrections Division. At the state Employment Security Department, she was responsible for the regional investigative program that detected fraud and theft of unemployment benefits. She was also a special agent for the Washington State Gambling Commission and completed the Basic Law Enforcement Academy.

More recently, she served as a key advisor to the King County Executive and County Council on strategic planning, labor policy development and employment law as the Director of Labor Relations. She concurrently served as the interim director of the Office of Law Enforcement Oversight (OLEO), working with staff, the Sheriff's Office, and the public to improve services and promote awareness of the role of civilian oversight in King County.

While she was Undersheriff, Cole-Tindall was responsible for the day-to-day operations of the Sheriff's Office together with the team of three Division Chiefs. She oversaw the development and implementation of the King County Sheriff's Office Strategic Plan and examination and strengthening of the Sheriff's Office complaint and use of force review processes. She holds a Bachelor of Arts degree in Public Relations from Central Washington University and a Master's Degree in Public Administration from Troy State University.

Undersheriff Anderson

Undersheriff Anderson has over 30 years of law enforcement experience with the King County Sheriff's Office. He has served in a wide array of assignments and has continuously built on his career experience within KCSO. Undersheriff Anderson began his career at the Southwest Precinct in Burien. He has held several operational, investigative and administrative assignments as deputy, detective, sergeant and captain throughout his career until returning to the Southwest Precinct to serve as the Commander. Undersheriff Anderson later promoted to Chief and was assigned to lead the Patrol Operations Division until accepting his current position as the Undersheriff.



Jesse Anderson

Undersheriff Anderson spent almost a third of his career in the Major Crimes Unit where he was responsible for the investigation and supervision of homicides, suspicious deaths, felony assaults, robberies, officer involved shootings, animal abuse, kidnapping, missing persons, and juvenile runaway investigations.

In addition to having a bachelor's degree and many supervisory & management training classes, Undersheriff Anderson's law enforcement education includes graduating from the FBI National Academy and the Northwestern University Center for Public Safety, School of Police Staff & Command.

Chief Flohr | Special Operations Division

Chief Flohr has over 28 years of law enforcement experience. Chief Flohr began his career in the Bay Area of California, where he worked for Moraga and San Pablo Police Departments.

Chief Flohr began his career with KCSO in early 2005. He started as a Deputy in the contract City of Kenmore, served as a School Resource Officer in Kirkland, and quickly became a Master Police Officer (MPO) before being promoted to Sergeant in 2012. In 2016, Chief Flohr was selected to be the Field Operations Administrative Sergeant for the Patrol Operations Chief. I



Jeffrey Flohr

In September 2021, Chief Flohr was promoted to Chief and assigned the Technical Services Division, where he oversaw the successful ratification of multiple groundbreaking labor contracts, introduced and secured funding for body-worn cameras, and improved recruiting to achieve the most hires of any Law Enforcement agency in Washington State. Chief Flohr now leads the Special Operations Division, which is comprised of TAC-30 (SWAT), Marine Rescue Dive Unit, Airport Rescue Fire Fighting, Bomb Squad, Air Support Unit, Search and Rescue, Sound Transit, Metro Transit, and the Crisis Negotiation Team.

Chief Flohr attended Saint Mary's College of California on a football scholarship. He has also attended numerous specialty law-enforcement and leadership development courses. Most recently, he completed the FBI-LEEDA Executive Leadership Institute.

Chief Kang | Community Programs and Services Division

Chief Kang is a law enforcement professional with a diverse background in the United States Navy and civilian law enforcement. He is the Chief of the Community Programs and Services Division for the King County Sheriff's Office, where he is responsible for the agency's outreach programs, recruiting efforts, communications, and contracting.



Cheol Kang

Chief Kang was originally born in Pusan, South Korea. He and his family immigrated to the United States as a child. He grew up in Tacoma, Washington, and earned a Bachelor of Arts degree in History from Seattle University in 1999. He also holds a Master of Business Administration degree from TUI University, where he graduated with summa cum laude honors in 2009.

Chief Kang began his public service in the United States Navy, where he served as an aviation maintenance officer for EA-6B Prowler squadrons at Naval Air Station Whidbey Island. Chief Kang joined the Mukilteo Police Department in 2004 and has held a variety of positions during his tenure, including patrol officer, detective, crime prevention officer, patrol sergeant, detective sergeant, and police commander.

Chief Kang served for seven years as the Police Chief for the Mukilteo Police Department, where he oversaw the creation of several new programs, including the School Resource Officer, Embedded Social Worker, Body Worn Cameras, supervisor leadership development, and employee wellness. He also serves as an associate instructor in the Criminal Justice Department at Everett Community College.

Chief Marenco | Criminal Investigations Division

Chief Marenco has 25 years of experience with the King County Sheriff's Office. Before joining the KCSO, Chief Marenco began his police career with the Snoqualmie Police Department where he served for two years as a patrol officer. In January 2023, he was appointed as the Patrol Operations Division Chief since and in September 2024, he was appointed as the Criminal Investigations Chief.



Jose Marenco

Chief Marenco's prior assignment was the Chief of the Metro Transit Police, a contract for KCSO. He led the Metro Transit Police to provide public safety services to the largest transit agency in the state as well as the seventh largest in the country.

Prior to his assignment at Metro Transit, Chief Marenco worked patrol assignments at Precincts 2 and 4, Sammamish, and Woodinville. He was a detective in the Street Crimes Unit, Neighborhood Drug Enforcement Team, and the Criminal Investigations Unit. As a sergeant, he was initially assigned to Precinct 4 before moving to the Court

Protection Unit and then to Woodinville operations. Chief Marengo then returned to investigations where he was assigned to the Special Assault Unit and later the Internal Investigations Unit. He promoted to Captain in 2017 and was assigned to Metro Transit Police as the administrative captain. Chief Marengo was the Criminal Investigations Division Commander before promoting to Major.

Chief Marengo has a Bachelor of Arts degree in Psychology from the University of Washington. He, his wife, and his four children, graduated from Mount Si High School.

Chief Park I Patrol Operations Division

Chief Park has been with the Sheriff's Office since 2002 and became the Shoreline Police Chief in October 2022. Chief Park is a graduate of the University of Washington.

She began her career in Shoreline on patrol and became the Woodinville School Resource Officer after the birth of her daughter. She was a detective in the Criminal Investigations Unit of North Precinct before becoming Woodinville's full-time detective. Once promoted to Sergeant, Chief Park supervised the KCCH Court Protection Unit, the Advanced Training Unit, and Shoreline patrol before becoming an Internal Investigations Unit Detective Sergeant.

Once she promoted to Captain, she served in SW precinct, Sound Transit patrol operations, returned to IIU as Commander, and eventually returned to Shoreline as both the Administrative and Operations captain. Throughout her career she has been an FTO, and an EVOC and DT ancillary instructor. She continues to manage both the ABLE and Justice Based Policing programs for KCSO.



Kelly Park

Chief Huri I Support Services Division

A lifelong Washingtonian, Chief Huri joined the King County Sheriff's Office after a 21-year career at the Snohomish County Sheriff's Office. In his time in Snohomish County Chief Huri served in a wide variety of assignments culminating in serving as the Undersheriff. His journey in law enforcement encompasses diverse roles, including patrol, Field Training Officer, SWAT negotiator, patrol sergeant, precinct commander, captain, and operations bureau chief.

Of all his assignments Chief Huri is particularly proud of the opportunity he had to help create a unit in Snohomish County that paired law enforcement officers and social workers to help those who were unhoused and experiencing substance use disorder to find housing, treatment and ongoing support. Chief Huri's participation in



Ian Huri

this collaborative process earned him a Medal of Merit from the National Sheriff's Association and the unit was awarded the Snohomish County Human Rights Commission Law Award in 2016.

Chief Huri holds a Master of Science in Management and Leadership from Western Governors University and a Bachelor of Arts in Criminal Justice from Washington State University. Chief Huri is also a graduate of Northwestern University's Center for Public Safety, School of Police Staff and Command and is a recipient of the FBI-LEEDA Trilogy award for completing Supervisor, Command and Executive Leadership Institutes.

Chief of Staff

In Chief of Staff Thomas's earlier career, he worked as a land use and environmental planner for Pacific County, Lewis County, and the City of Redmond. He also worked as a project manager for private residential development and public works projects primarily in Snohomish County. In 2008, he moved from planning into legislative analysis with Snohomish County's Office of the County Council.



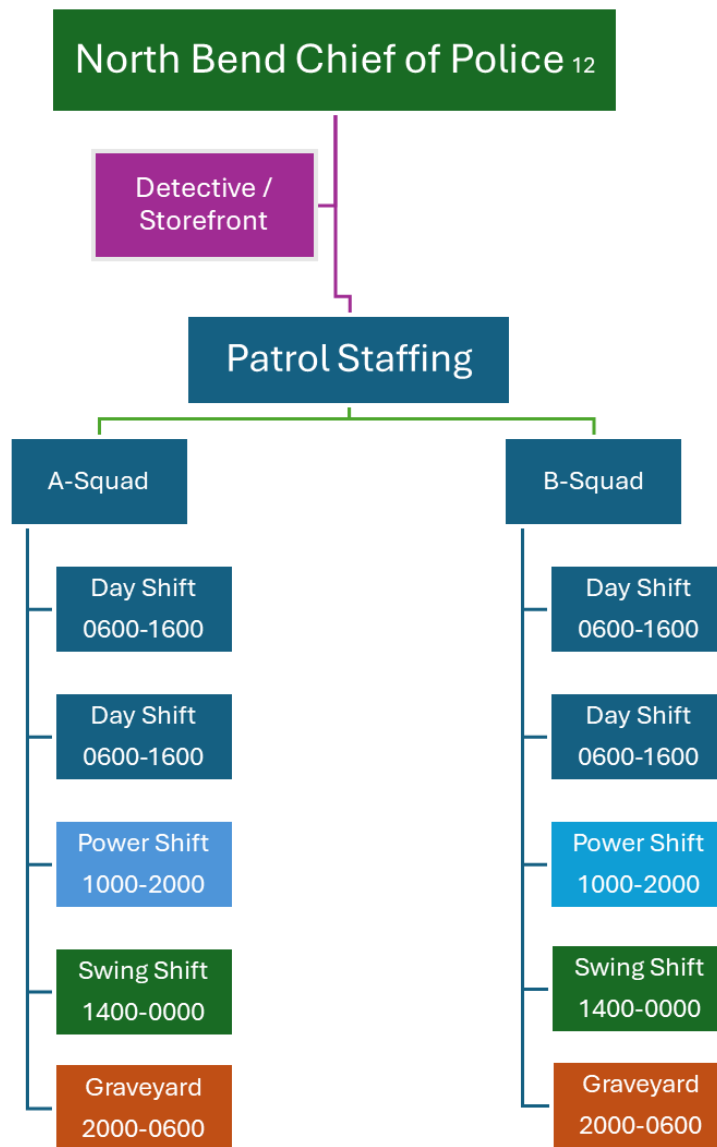
Geoffrey Thomas

With Snohomish County's Council Office, he worked for over 10 years as a senior legislative analyst. In 2018, he was promoted to the Snohomish County Council's Chief of Staff. In that position, he managed the affairs of the Council Office at the direction of the County Council.

Chief of Staff Thomas began working for the King County Sheriff's Office as Chief of Staff in 2023. In this role, he provides advice, mentoring, and leadership in developing and fulfilling the department's vision, mission, and goals. His portfolio of work includes intergovernmental relations between the department and external agencies including cities, intra-governmental relations between the department and King County departments and offices, coordinating on the department's financial planning, facilitating the Sheriff's Community Advisory Board, and other similar or emergent areas of work.

Section 1 | Description of the Entity and Proposed Services Provided

In this proposal, we will detail a twelve (12) person commissioned staffing model led by a Chief of Police as selected by your city.² North Bend's Police Chief will be supported by the Sheriff's Office comprehensive suite of detectives, crime analysts, and professional staff as described elsewhere in this proposal. While we considered other staffing solutions, it is our experience this model optimizes coverage, investment and community safety.



This staffing plan reflects more than five decades of experience providing contract police services to twelve (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.

The above model is optimal in fulfilling North Bend’s goal of two (2) deputy staffing between 8:00 AM and 8:00 PM while providing enough resources to accommodate workload, jail transports, community events, vacations, etc. North Bend, like most contract city partnerships, would benefit from the Sheriff’s Office ‘shared supervision’ model. During the hours when your dedicated city chief is away or not in-service, patrol sergeants from the Sheriff’s Office North Precinct monitor activity and supervise officers. This model has proven efficient and highly effective in contract cities such as Kenmore, Woodinville, and Maple Valley and does well in supporting community and officer safety while delivering high-quality law enforcement services.

The police services model proposed here will provide the City of North Bend with an operationally efficient public safety model that is able to adapt to growth and changes while operating within the cost assumptions outlined in Section 6 (Cost) of this proposal.

Section 2 | Experience Providing Contract Services to Communities

Since our initial partnership with the City of North Bend in 1973, the King County Sheriff’s Office has continuously provided contract police services to municipalities, transit partners, King County Parks, and other public agencies throughout our region. The annual value of our contract services exceeds \$146 million. We are privileged to serve:

Municipalities	Transit and Other Select Contract Partners
Beaux Arts	King County Parks
Burien	U.S. Forest Service
Carnation	Sound Transit
Covington	Metro Transit
Kenmore	The Muckleshoot Indian Tribe
Maple Valley	King County International Airport
Newcastle	King County Roads
Sammamish	
SeaTac	
Shoreline	
Skykomish	
Woodinville	

Contract partners benefit from investigative, specialty, tactical, and other units provided under our shared-service (workload-based) cost-model to include:

Contract and Regional Services	Select Support & Administrative Services
911-Communications Center	Public Disclosure Unit
Air Support Unit (Regional)	Internal Investigations
Major Crimes Unit	Labor Negotiations
Special Assault Unit	Public Information (PIO)
Major Accident Response & Recon. (MARR)	Records
Crisis Negotiations Team	Background Investigations
TAC-30 (SWAT)	Polygraph
Police K9 (Regional)	Quartermaster
Marine Response and Dive Unit (MRDU) (Elective)	Property Management Unit
Fire Investigations Unit (Elective)	Fleet Management
Crime Analysis Unit	Safety, Claims and Risk Management
	Data Unit
	Advanced Training
	Firearms (Range)
	Budget & Accounting, Payroll
	Information Technology

The Sheriff's Office contracting relationships are governed by an interlocal agreement (ILA)³. This document establishes an *'Oversight Committee, consisting of chief executives from our contract cities, that performs many functions to include compliance with provisions of the agreement and dispute resolution.'* There is additional ILA language that specifically addresses disputes or other matters of operational concern. It is the experience of the Sheriff's Office that the *Oversight Committee* is an important feature in ensuring the delivery of contract police services remains mutually beneficial.

A cornerstone of community policing is ensuring our contact partners have uniforms, police patches and logoed patrol cars that reflect their unique identity. Working in conjunction with city leadership, the King County Sheriff's Office looks forward to extending North Bend's image to vehicles and officers, so our police services fully integrate into the community.

³ The ILA is included an addendum to this document. It anticipated it will be updated beginning in 2026 at the direction of the King County Sheriff's Office *Oversight* board.

Section 3 | Response Times for Calls for Service

The contract cities of Kenmore and Woodinville are served by the King County Sheriff's Office North Precinct. These cities have populations, business districts, patrol areas, public safety profiles and demographics comparable to North Bend. It is because of these qualities we are sharing their response times (minutes) here:

Kenmore

Average Response Times in **Minutes**

Call Priority	2022	2023	2024	3 Year Avg
X – Critical	3.68	2.59	3.49	3.28
1 – Immediate	7.06	7.11	8.62	7.58
2 – Prompt	9.05	9.12	9.57	9.24
3 - Routine	18.58	21.88	23.60	21.29

	2022	2023	2024	3 Year Avg
Collisions	9.82	9.95	11.49	10.41

Woodinville

Average Response Times in **Minutes**

Call Priority	2022	2023	2024	3 Year Avg
X – Critical	3.80	3.27	4.12	3.79
1 – Immediate	6.12	6.65	6.19	6.33
2 – Prompt	8.04	8.54	8.68	8.43
3 - Routine	17.86	19.11	20.26	19.06

	2022	2023	2024	3 Year Avg
Collisions	14.18	11.16	14.88	13.42

Section 4 | Ability to Respond to Major Events

The King County Sheriff's Office is among Washington's three largest law enforcement agencies. Our scale, experience, training and investment in specialty units and related assets make us uniquely qualified to address and respond to planned *and* unplanned major events, critical incidents, and natural disasters. The King County Sheriff's

Office has, for decades, been at the forefront of our region's defining moments, including WTO and other periods of unrest and tragedy. Our Air Support Unit, Bomb Disposal Unit, and Rapid Deployment Force serve as examples of the investment in training, personnel, and equipment the Sheriff's Office has made to enhance readiness. Under a Unified / Incident Command (ICS) system, the Sheriff's Office can effectively integrate other agencies and specialties to address virtually any circumstance and enhance public safety.

The King County Sheriff's Office has been called to mobilize and respond to many uniquely challenging events in and around the North Bend area including the April 2012 mission to apprehend a double murder suspect in the Cascade foothills. News reports noted *'a team of the department's hostage negotiators were dropped Saturday morning by helicopter into the Cascade Mountain foothills east of Seattle...'*⁴. Few regional agencies have the investigative experience, tactical skill, expertly trained personnel, and assets readily available to safely execute and fully investigate incidents like these. Our *Special Operations Division* houses the Sheriff's Office Bomb Disposal, Marine, K9, Search & Rescue and TAC-30 (SWAT) units together to ensure effective planning, mobilization, and response to significant incidents throughout the region.

As recently as May of 2024, members of the Sheriff's Office North Precinct, Bomb Disposal Unit, and investigators with our Gun Violence Reduction Unit (GVRU) again demonstrated their effectiveness. While responding to a reported shooting in an RV adjacent to Olallie State Park, these professionals discovered a cache of narcotics and illegal firearms. Deputies secured the RV for detectives who obtained a warrant and recovered fentanyl laced pills, sixteen (16) guns, body armor, and ballistic shields. Two suspects ultimately pleaded guilty to federal charges and were sentenced to a combined fifteen (15) years in prison. Outcomes like this are the result of our investment in training and fostering a culture that prioritizes investigating crimes involving firearms and narcotics. Our relationships with federal partners result in suspects realizing greater penalties and post-release supervision.

Section 5 | Reporting and Community Engagement

It is our experience that North Bend's selection of a police chief who is aligned with the community's values and vision is a critical step to ensure goals around reporting, costing, and community engagement are fulfilled. It is expected that all contract city chiefs engage often and effectively with their city's executive leadership, community members, and others in a format that is consistent with best practices and our contract partners' needs. In addition to regular reporting and engagement, the dedicated contract City of North Bend police staff can be prepared to support and participate in North Bend's key community events, such as the Downtown Cleanup, Winter Pop-Up

⁴ KOMO – April 26th, 2012 (<https://komonews.com/news/local/negotiators-try-to-lure-accused-murderer-from-mountain-bunker>)

Market, Mt. Si Trail Run(s), Summer Film Series, and Grangestock Open Mic Nights. This is in addition to a standing presence at town halls, school events, and elsewhere at the direction of North Bend leadership.

All eligible applicants for the contract police chief position will be forwarded to the contract city for consideration. The City of North Bend will have the autonomy to select its police chief through a process of North Bend's choosing, ensuring alignment with the city's unique values and priorities. All commissioned police staff for North Bend will apply through an internal Sheriff's Office process and are subsequently selected by the contract city police chief. This ensures alignment and clear expectations for all staff assigned to serve in the City of North Bend.

For reporting, your chief will be supported by the King County Sheriff's Office Crime Analysis Unit (CAU) that hosts call-specific public safety dashboards while also providing customized reports. North Bend would have access to the real-time *Open Data Dashboard* (below) which provides insights into public safety trends, call response times, and incident reports. This transparency empowers city leadership and residents with accessible and transparent public safety data.⁵ The example here is from the City of Woodinville:



In addition to public safety dashboards and analytics, the Sheriff's Office Budget & Accounting unit provides costing, for our contract partners.

In section two of this proposal, we introduced the *Oversight Committee* as a feature in the Interlocal Agreement (ILA). *Oversight* serves as another form of engagement where city leadership, every sixty (60) days, engages directly with the Sheriff's Office executive leadership to receive operational, strategic and other updates of importance.

⁵ Link to Power bi report:

<https://kingcounty.maps.arcgis.com/apps/dashboards/ee88acd8a86242e489bd5faa7276c81a>

Section 6 | Cost

North Bend (w/12 FTE's)**DRAFT Estimated Cost of Dedicated Police Dept (IF Started 1/1/2026)**

Dedicated Police Services	FTE's	Total Cost
Police Chief	1.0	\$327,271
Officers	10.0	\$2,822,445
Detectives	1.0	\$289,410
<i>(The above includes an Interceptor SUV vehicle for each officer)</i>		
Subtotal, Dedicated Police Services		\$3,439,125
Additional Police Services	% of Cost Pools	Total Cost
Precinct Command Staff (Major)	4.31%	\$16,175
Precinct Command Staff (Captain)	4.31%	\$44,043
Patrol Supervision	4.31%	\$166,943
Communications/Dispatch	1.83%	\$257,128
Hostage Negotiation Team	0.00%	\$0
Major Crimes Investigation	1.69%	\$144,288
MARR Unit	1.99%	\$24,467
SWAT (TAC-30) Team	0.71%	\$8,064
Fire Investigation Unit	1.14%	\$4,399
Subtotal, Additional Police Services		\$665,507
Total Estimated Cost Exhibit (2025P Rate)		\$4,104,632

Assuming an inflator of 4-6% over 2025 = x 1.04 x 1.06

Estimated Cost Exhibit (for 2026) = \$4,268,817 \$4,350,910

Plus: Body-worn cameras = \$43,680 \$44,520

Total Estimated cost for full year (in 2026) Incl. BWC's = \$4,312,497 \$4,395,430

Plus: One-time, 9 month training cost of 12 officers = \$1,220,411 \$1,220,411

Total Estimated cost for 2026 = \$5,532,908 \$5,615,841

Estimated Costs for 2027:

The 2026 cost exhibit (w/BWC's) = \$4,312,497 \$4,395,430

Assuming an inflator of 4-6% over 2026 = x 1.04 x 1.06

Estimated Exhibit Cost for 2027 = \$4,484,997 \$4,659,156

Assuming an inflator of 4-6% over 2027 = x 1.04 x 1.06

Estimated Exhibit Cost for 2028 = \$4,664,397 \$4,938,705

Assuming an inflator of 4-6% over 2028 = x 1.04 x 1.06

Estimated Exhibit Cost for 2029 = \$4,850,973 \$5,235,027

Assuming an inflator of 4-6% over 2029 = x 1.04 x 1.06

Estimated Exhibit Cost for 2030 = \$5,045,012 \$5,549,129

Note: Salaries, benefits and overtime of Dedicated FTE's is reconciled at the end of the year. The 2025 and 2026 costs are based on estimated workload. Starting in 2027, North Bend's actual workload will be used to determine the percent used of shared units, so costs could be slightly higher or lower than estimate provided here.

The one-time training cost for each of the 12 officers, based on step 1 Deputy (salary & benefits only) for 9 months.

We do not know what officer COLA's will be for outlying years, but for modeling purposes, our best estimate is an annual increase of 4-6% each year.

Costs for police services are provided to the contract city twice annually. In October, the “proposed” or estimated cost is provided for services in the following year. In May, the actual, or “adopted” cost for the current year is provided. Contracts are charged the lessor of the two exhibits and are billed monthly.

We annually reconcile the salary, benefits and overtime of the city’s dedicated full-time employees. Reconciliation compares the estimated cost provided to the contract with the actual cost of each dedicated full-time employee. A reconciliation credit (or charge) is added to the subsequent monthly billing, typically in the spring. To achieve predictable and control costs, select support services (TAC-30 / SWAT, Major Crimes, MARR, etc.) are apportioned over a three (3) year average workload.

Fully-Loaded Cost of a Deputy / Year - Estimate using a 5% Inflator per year *						
Cost Item	2025 Proposed	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	2030 Estimate
Salary (step 6 Deputy)	129,121	135,577	142,356	149,474	156,947	164,795
Avg Special Pays (includes benefits)	13,158	13,818	14,509	15,234	15,996	16,796
Subtotal Salary	142,279	149,395	156,865	164,708	172,943	181,591
Benefits Total (includes following)	44,107	46,312	48,628	51,059	53,612	56,292
FICA	9,878	10,372	10,890	11,435	12,006	12,607
Retirement*	6,869	7,213	7,573	7,952	8,350	8,767
WA Sick Leave	349	366	384	404	424	445
Medical/Dental	23,688	24,872	26,116	27,422	28,793	30,233
Industrial Insurance	3,323	3,489	3,664	3,847	4,039	4,241
Subtotal Salary & Benefits (excl. OT)	186,386	195,707	205,492	215,767	226,555	237,883
Average Overtime	11,308	11,873	12,467	13,090	13,745	14,432
Total Salary & Benefits	197,694	207,580	217,959	228,857	240,300	252,315

Other Cost Factors						
Cost Item	2025 Proposed	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	2030 Estimate
Uniform, Supplies, Services & Telephone	1,988	2,087	2,192	2,301	2,416	2,537
Vehicle (Interceptor SUV)	18,597	19,527	20,503	21,528	22,605	23,735
Central IT Support	1,954	2,052	2,154	2,262	2,375	2,494
Insurance	12,226	12,837	13,479	14,153	14,861	15,604
800 Mhz	3,902	4,097	4,302	4,517	4,743	4,980
Cell Phones	998	1,048	1,100	1,155	1,213	1,274
MARR	212	223	234	245	258	271
Revenue Credit	-102	-107	-112	-118	-124	-130
Subtotal: Insurance, 800MHz, etc.	19,191	20,150	21,157	22,215	23,326	24,492
Precinct Support	4,580	4,809	5,049	5,302	5,567	5,845
Department Wide Overhead - Payroll, crime analysis, evidence, recruiting, computers, records, personnel, etc. (1)	21,132	22,189	23,298	24,463	25,686	26,970
Sworn Allocation - Training, range, data (2)	16,875	17,719	18,605	19,535	20,512	21,537
Div Overhead - (Allocation of Field Ops Unit)	2,187	2,296	2,411	2,532	2,658	2,791
Total Other Costs	84,550	88,776	93,215	97,876	102,770	107,908
*Total Deputy Cost / Year	282,244	296,357	311,175	326,733	343,070	360,224
Salary & Benefits as a % of Deputy Cost	70%	70%	70%	70%	70%	70%

Overhead Detail Per FTE - Estimate using a 5% Inflator per year *

Payroll, crime analysis, evidence, recruiting computers, records, personnel, etc.	2025P	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	2030 Estimate
Budget & Accounting	2,639	2,771	2,909	3,055	3,208	3,368
Contract Services	675	709	744	781	820	861
Internal Investigations	1,643	1,725	1,811	1,902	1,997	2,097
Information Services Section	3,419	3,590	3,769	3,958	4,156	4,364
Legal Unit	342	359	377	396	416	436
Personnel Section	4,588	4,817	5,058	5,311	5,577	5,856
Photo Lab	325	341	358	376	395	415
Polygraph Unit	205	215	226	237	249	262
Property Management Unit (PMU)	2,359	2,477	2,601	2,731	2,867	3,011
Public Disclosure Unit	1,826	1,917	2,013	2,114	2,220	2,330
Records	1,797	1,887	1,981	2,080	2,184	2,293
Research, Planning & Info Services	1,314	1,380	1,449	1,521	1,597	1,677
	21,132	22,189	23,298	24,463	25,686	26,970 (1)

Training, firing range, data	2025P	2026 Estimate	2027 Estimate	2028 Estimate	2029 Estimate	2030 Estimate
Data Unit	2,697	2,832	2,973	3,122	3,278	3,442
Ravensdale Range	1,720	1,806	1,896	1,991	2,091	2,195
Training Unit	12,458	13,081	13,735	14,422	15,143	15,900
	16,875	17,719	18,605	19,535	20,512	21,537 (2)

NOTE: We estimate future year inflators to be between 4-6%, but for simplicity purposes only, we are displaying a 5% average inflator in the above chart.

The totals of (1) and (2) are listed on Page 1.

Section 7 | Contacts



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ADDENDUM

(King County Sheriff's Office Interlocal Agreement)

INTERLOCAL AGREEMENT BETWEEN KING COUNTY AND THE CITY OF _____ 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 _____, 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 recently completed negotiating a new interlocal agreement for 2000 and beyond, which embodies the following principles adopted by County Council Motion 9540:

County law enforcement employees should feel responsibility toward and demonstrate responsiveness to cities

with agreements for law enforcement services.

Each city should have the flexibility to determine the level and deployment of certain services and to identify service priorities, thereby controlling costs.

Each city should have the ability to choose unique police uniforms and markings for police vehicles assigned to the City.

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.

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.

The contracts and service agreements should maintain equity among the interests of city and unincorporated area residents.

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, precinct/city 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. 2000 City Law Enforcement Services. Beginning January 1, 2000, 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 2001 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 agrees to revise this amount annually following the King County Council's adoption of the Annual County budget. The County will provide the City by March of the year for which the budget has been adopted 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 2000, 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 three 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 three years.

6.19. Fire Investigation

6.19.1. For the year 2000, the City may purchase fire investigation services through this agreement. These services will be provided by the King County Department of Development and Environmental Services (DDES) Fire Marshall's Office by separate agreement with the KCSO. The cost for this service is shown on Exhibit B, and will be calculated in accordance with Exhibit G: "Arson Investigation Costing Model". Fire Investigation callouts will be in accordance with protocols outlined in Exhibit H: "Arson Investigation Call Out Protocols", unless superseded by new or revised protocols adopted by the Oversight Committee, DDES and affected fire agencies.

6.19.2. During the year 2000, the Oversight Committee will sponsor a series of discussions, to include the KCSO, DDES, the King County Executive, contract cities, Fire Agencies, and other cities receiving DDES Fire Investigation Services. The KCSO, in conjunction with DDES, fire agencies and the cities will be responsible for developing a work plan for Oversight Committee approval. The purpose of this work plan will be to identify options for the long-term provision of fire investigation services to city customers. The work plan may consider the following issues: call-out protocols, costing methods, service delivery and organizational issues. The intent of these parties is that the Oversight Committee will make a recommendation for future service delivery by October 31, 2000.

6.19.3. 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 DDES.

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, 2000. The agreement period shall continue until December 31, 2002, and may be extended until December 31, 2004 by consensus of the Oversight Committee. After the original or extended agreement period has elapsed, 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 not 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. The County shall work with the City, if desired, to develop a range of options by July 2000, or a later mutually agreed-upon date.

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 _____

King County Executive

Chief Executive Officer

Approved as to Form

Approved as to Form

Deputy Prosecuting Attorney

City Attorney

for NORM MALENG

King County Prosecuting Attorney

EXHIBIT A:

KING COUNTY SHERIFF'S SERVICES

(COSTING BOOK)

EXHIBIT B:
FINANCIAL EXHIBIT

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 wears 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 councilmembers 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

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
ARSON INVESTIGATION COSTING MODEL

ARSON SERVICE TO CITIES
SUMMARY OF ESTIMATED COSTS FOR AVERAGE
OF 3 CALCULATION METHODS

Updated for Cities participating as of 03/03/00

<i>Jurisdiction</i>	<i>Percent Based on Hours Share</i>	<i>Percent Based on Value Share</i>	<i>Percent Based on Incident Share</i>	<i>\$ Share Average of Three Methods</i>	<i>Percent Average of Three Methods</i>
Black Diamond	1.3%	1.4%	0.9%	\$1,469	1.2%
Burien	20.4%	15.4%	18.0%	\$22,007	17.9%
Carnation	0.2%	0.2%	0.4%	\$349	0.3%
Covington	9.5%	4.3%	9.9%	\$9,703	7.9%
Des Moines	3.2%	4.1%	1.6%	\$3,666	3.0%
Duvall	0.1%	1.2%	0.9%	\$896	0.7%
Enumclaw	1.0%	7.4%	1.8%	\$4,208	3.4%
Kenmore	7.5%	8.9%	12.4%	\$11,783	9.6%
Maple Valley	3.7%	6.4%	6.1%	\$6,625	5.4%
North Bend	1.9%	2.9%	2.2%	\$2,849	2.3%
Pacific	1.5%	4.1%	1.9%	\$3,045	2.5%
Seatac	15.3%	19.0%	15.5%	\$20,360	16.6%
Sammamish	5.1%	0.0%	4.9%	\$4,095	3.3%
Shoreline	25.7%	21.4%	18.5%	\$26,888	21.9%
Woodinville	3.7%	3.4%	5.1%	\$4,985	4.1%
Total	100.0%	100.0%	100.0%	\$122,929	100.0%

EXHIBIT H
ARSON INVESTIGATION
CALL OUT PROTOCOLS

Fire Investigation Unit - Call Out Protocols – Contract Cities

FINV-0012b

Department/Issuing Agency

Effective Date

Building Services Division

Apr 1, 2000

Approved by

Type of Action

Page Number

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1.0 **SUBJECT TITLE:** Fire Investigation Unit - Call Out Protocols for contract cities

2.0 **PURPOSE:**

2.1 To outline the policies of the King County Fire Marshal'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 Department of Development and Environmental Services

3.2 King County Fire Marshal's Office

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

4.0 **REFERENCES:**

- 4.1 Uniform 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)
- 4.5 R.C.W. 48.48.060
- 4.6 King County Administrative Policies and Procedures
- 4.7 King County Fire Marshal Operating instructions Manual
- 4.8 King County Fire Marshal Policy & Procedure Manual

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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 Fire Marshal'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 Fire Marshal'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.

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.

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- 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 the following business day 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.