



Finance and Administration Committee

Councilmember Christina Rustik, Chair

Councilmember Mark Joselyn

Councilmember Rob McFarland

July 16, 2026 — 2:30 PM

City Hall Mount Si Adjournment Room

920 SE Cedar Falls Way, North Bend, Washington

Agenda

Finance		Time	Staff
1)	Amendment to Non-Residential Parks Impact Fee Study		
	<u>Description:</u> Amends current non-residential parks impact fee study (per AB25-107) to include a review of the City's Bike/Pedestrian Mitigation Fee (NBMC 17.42) as it pertains to the updated Parks element of the City's Comprehensive Plan. The expanded scope of work will increase the study budget by \$15,000 to \$92,500. Funding will be from the General Fund.	5	Martin Chaw / Mike McCarty
	<u>Recommendation:</u> F&A Committee approve for Council adoption on Consent Agenda.		
2)	2026 Blanket Purchase Orders		
	<u>Description:</u> This is a housekeeping item to establish blanket purchase orders in 2026 for routine or normal operating supplies and services purchased on a repetitive basis from the same vendor. Staff estimates that it will spend more than \$25,000 on routine purchases from the vendors listed in Exhibit A during 2026.	5	Ivanna Misiuk Elaine Morse
	<u>Recommendation:</u> F&A Committee approve for Council adoption on Consent Agenda.		

3) January - May 2026 Monthly Budget Status Report

Description: Report on citywide financial performance for the year-to-date ending May 30, 2026. With 42% of the year elapsed, all funds ended the period with positive ending fund balances and are performing within budget and expectations. Major fund highlights:

- General Fund ended the period with \$6.3M in ending fund balance vs YTD budget of \$5.8M, Revenues were 43% collected vs budget, and expenditures were 39% spent vs budget.
- Water Utility ended with \$1.8M in ending fund balance and is 25% collected in revenues vs 28% spent. Revenue collections are expected to increase over the summer with seasonal outdoor water usage.
- Sewer Utility ended with \$17.9M in ending fund balance and is 31% collected in revenues vs 25% spent.
- Storm Utility ended with \$1.2M in ending fund balance with 28% collected vs 16% spent. Expenditures reflect timing of CIP expenditures.

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Martin Chaw /
Elaine Morse

Recommendation: None. Informational only.

4) 2027-2028 Budget 101 - Part 2

Description: Part two of a three-part educational session for the F&A Committee leading up to the Mayoral presentation of the 2027-2028 biennial budget. The series started with an overview of city-wide tax revenues on June 2, 2026. This session will include an overview of other city sources of revenue. The remaining session is scheduled for August 4, 2026 and will include an overview of city expenditures (or uses).

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Martin Chaw /
Elaine Morse

Recommendation: None. Informational only.

5) Grants Management Process - Study Results

Description: Clark Number (CN) will present results from their evaluation of the City's current grants management process, including sharing recommendations to strengthen and improve existing processes and procedures. Time includes presentation by CN, Q/A, and staff's next steps to implement CN's recommendations.

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Clark Nuber
Martin Chaw
Elaine Morse

Recommendation: None. Informational only.

Administrative Services

Time

Staff

1) Compensation Philosophy Study

Description: City staff will seek the Committee's direction to solicit proposals from qualified consulting firms to assist and advise the City on establishing an updated compensation philosophy. Time includes discussion of what the City's current compensation philosophy is, approaches used by other jurisdictions, staff recommended next steps to solicit proposals from qualified consulting firms, and overall study timeline.

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Amber Emery
Lisa Escobar
Erin DeBerg

Recommendation: Committee discussion and approval to proceed and solicit proposals from qualified consulting firms.

Microsoft Teams Meeting Information:

<https://teams.microsoft.com/>

Meeting ID: 289 268 095 022 64

Password: aZ2Qn38n

Call In Phone Number: 1-332-249-0712

Phone Conference ID: 448 261 567#