

**CITY COUNCIL MEETING
AGENDA**

**January 7, 2026
7:00 PM
Civic Center**

The Granite Falls City Council will hold its meeting in person. Comments in this meeting are encouraged and may be emailed to the city clerk in advance of the meeting or given in person.

1. CALL TO ORDER (VIA IN-PERSON)

2. FLAG SALUTE

- 2.a. AB 001-2026 Administration of Oath of Office to:
Steven Glenn - City of Granite Falls Council Position #1
David Griggs - City of Granite Falls Council Position #2
Tom FitzGerald - City of Granite Falls Council Position #3**
- 2.b. AB 002-2026 Selection of Mayor under the Council-Manager Form of Government**
- 2.c. AB 003-2026 Selection of Mayor Pro Tem under Council-Manager Form of Government**

3. ROLL CALL

4. CONSENT AGENDA

- 4.a. AB 004-2026 Approval of November 5, 2025 Minutes**
- 4.b. AB 005-2026 Approval of November 19, 2025 Minutes**
- 4.c. AB 006-2026 Approval of December 4, 2025 through December 18, 2025 claims checks #415798 through 415841 and Two EFT's totaling \$1,161,159.38**
- 4.d. AB 007-2026 Approval of December 19, 2025 through January 7, 2026 claims checks #415845 through 415885 totaling \$110,546.91**
- 4.e. AB 008-2026 Approval of November 16, 2025 through November 30, 2025 payroll claims checks #415764 through 415766 and Twenty-Six EFT's totaling \$139,773.86**
- 4.f. AB 009-2026 Approval of December 1, 2025 through December 15, 2025 payroll claims checks consisting of Twenty-Two EFT's totaling \$88,361.45**

5. STAFF REPORTS

- 5.a. Planning Staff Report**

- 5.b. **Public Works**
- 5.c. **Passports**
- 5.d. **Finance - 2025 Financial Performance**
- 5.e. **City Clerk Staff Report**
- 6. **PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON-ACTION ITEMS**

(The public is encouraged to submit written comments prior to the meeting by emailing them directly to the city clerk at: darla.wilkins@ci.granite-falls.wa.us; and should be submitted no later than 5PM. Public comment speakers can sign up prior to the meeting, or wait for the public comment section of the meeting to be open by the presiding officer. Individual comments shall be limited to three minutes. Group comments shall be limited to five minutes).
- 7. **NEW BUSINESS**
 - 7.a. **AB 010-2026 Consideration to approve contract between Granicus and City of Granite Falls for implementation and annual subscription for SmartGov Permitting Module software.**
 - 7.b. **AB 011-2026 Consideration to approve Resolution 2026-01, adopting the City's Comprehensive Emergency Management Plan (CEMP) Annex**
 - 7.c. **AB 012-2026 Consideration to approve the proposal from CivicPlus for mass messaging notification services.**
 - 7.d. **AB 013-2026 Consideration to approve the Water Quality Combined Financial Assistance Agreement (WQC-2026-GraFal-00200) between the City of Granite Falls and the State of Washington Department of Ecology.**
 - 7.e. **AB 014-2026 Legislative Representation Agreement with Cameron Bailey Consulting for 2026 Washington State Legislative Session**
 - 7.f. **AB 015-2026 Review and Confirm Appointments to City Boards, Commissions, and/or Committees**
- 8. **CURRENT BUSINESS**
- 9. **MAYOR'S COMMENT (5 MINUTES)**
- 10. **COUNCIL COMMENTS (15 MINUTES)**
- 11. **CITY MANAGER (5 MINUTES)**
- 12. **ADJOURNMENT**

The City of Granite Falls strives to provide access and services to all members of the public.



CITY COUNCIL AGENDA BILL

Subject: AB 001-2026

Action Recommended: Administration of
Oaths of Office

Meeting Date: January 7, 2026

Date Submitted: January 2, 2026

Exhibit(s): Glenn – Oath of Office
Griggs – Oath of Office
FitzGerald – Oath of Office

Originating Dept.: City Clerk

Approval(s): ☒ City Manager

Public Works

Finance

Planning

☒ City Clerk

Other: _____

Budgeted Amount: N/A

Fund(s):

Summary Statement:

Before an elected official may assume office, the election results must be certified and the winner must swear to an oath or affirmation of office (RCW 29A.04.233).

Background:

N/A

Recommended Motion:

N/A



OATH OF OFFICE

STATE OF WASHINGTON)
)ss
COUNTY OF SNOHOMISH)

I, **Steven A. Glenn**, do solemnly swear (or affirm) that I will support the Constitution and Laws of the United States and the Constitution and Laws of the state of Washington, and that I will faithfully and impartially perform and discharge the duties of the office of **CITY OF GRANITE FALLS Council Position 1** for a **4-year Term** according to law to the best of my ability.

(Signature)

Subscribed and sworn to before me this ____ day of _____, _____.

Signature _____

Official Title _____



OATH OF OFFICE

STATE OF WASHINGTON)
)ss
COUNTY OF SNOHOMISH)

I, **Tom FitzGerald**, do solemnly swear (or affirm) that I will support the Constitution and Laws of the United States and the Constitution and Laws of the state of Washington, and that I will faithfully and impartially perform and discharge the duties of the office of **CITY OF GRANITE FALLS Council Position 3** for a **4-year Term** according to law to the best of my ability.

(Signature)

Subscribed and sworn to before me this ____ day of _____, ____.

Signature

Official Title



CITY COUNCIL AGENDA BILL

Subject: AB 002-2026

Action Recommended: Selection of Mayor under the Council-Manager Form of Government

Approval(s): ☒ City Manager

Public Works

Finance

Planning

☒ City Clerk

Other: _____

Meeting Date: January 7, 2026

Date Submitted: January 2, 2026

Exhibit(s):

Originating Dept.: City Clerk

Budgeted Amount: N/A

Fund(s):

Summary Statement:

*Any interested Councilmember may communicate his interest in the open Mayor position.

**Any Councilmember may nominate a fellow Councilmember for the opening. Any other Councilmember may second the motion and a vote shall be taken.

***First Councilmember nominated/seconded, and received a majority of the "yay" votes shall assume the "Mayor" role.

Background:

N/A

Recommended Motion:

- 1) Nomination of Councilmember for Mayor role.
- 2) Vote to appoint Mayor



CITY COUNCIL AGENDA BILL

Subject: AB 003-2026

Action Recommended: Selection of Mayor Pro Tem under the Council-Manager Form of Government

Approval(s): ☒ City Manager

Public Works

Finance

Planning

☒ City Clerk

Other: _____

Meeting Date: January 7, 2026

Date Submitted: January 2, 2026

Exhibit(s):

Originating Dept.: City Clerk

Budgeted Amount: N/A

Fund(s):

Summary Statement:

*Any interested Councilmember may communicate his interest in the open Mayor Pro Tem position.

**Any Councilmember may nominate a fellow Councilmember for the opening. Any other Councilmember may second the motion and a vote shall be taken.

***First Councilmember nominated/seconded, and received a majority of the "yay" votes shall assume the "Mayor Pro Tem" role.

Background:

N/A

Recommended Motion:

- 1) Nomination of Councilmember for Mayor Pro Tem role.
- 2) Vote to appoint Mayor Pro Tem



CITY COUNCIL AGENDA BILL

Subject: 4.a.

Originating Dept.: City Clerk

Action Recommended: Approval of consent agenda

Approval(s): City Clerk

Meeting Date: January 7, 2026

Date Submitted:

Exhibit(s):

1. 11-05-2025 Meeting

Budgeted Amount: N/A

BARS Code:

Summary Statement:

Background:

The city council minutes are the official action taken and direction given at the meetings of the city council. Any councilmember may remove item(s) from the consent agenda for discussion and the item(s) would be voted on separately from the other consent agenda items.

Recommended Motion:

- 1) Move to approve the minutes as shown. This can be accomplished as part of the motion to approve the consent agenda.
- 2) Motion to amend the [state date] minutes and approve the minutes as amended.



CITY COUNCIL MEETING MINUTES

**November 5, 2025
6:00 PM
Civic Center**

1. CALL TO ORDER (VIA IN-PERSON & ONLINE VIA ZOOM)

Mayor Matthew Hartman called the City Council Meeting to order at 6:00 p.m.

2. FLAG SALUTE

Mayor Matthew Hartman led the Council, Staff and Audience in the Pledge of Allegiance to the flag.

3. ROLL CALL

Deputy City Clerk Carole Williams verbally called out the Council's names and took note of the meeting attendance.

4. CONSENT AGENDA

MOTION:	Motion to approve consent agenda.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED - UNANIMOUS

4.a. AB 111-2025 Approval of September 17, 2025 Minutes

4.b. AB 112-2025 Approval of September 20, 2025 Minutes

- 4.c. AB 113-2025 Approval of October 1, 2025 Minutes
- 4.d. AB 114-2025 Approval of October 15, 2025 Minutes
- 4.e. AB 115-2025 Approval of October 16, 2025 through November 5, 2025 Claims Checks #415668 through #415711 totaling \$884,910.14
- 4.f. AB 116-2025 Approval of October 1, 2025 through October 15, 2025 Payroll Claims Checks consisting of Twenty-Two EFT's totaling \$82,450.64

5. STAFF REPORTS

5.a. Special Projects Report

Brittany Thistlewood gave a Special Projects update. This included discussion of purchasing a train that could be placed on the trellis at city hall and decorated for the holiday season.

5.b. City Clerk Report

City Clerk Darla Wilkins was absent from the meeting.

5.c. Passports

City Manager Jeff Balentine commented on the following:

- Gave an update on the passport's office
- Christmas Tree Lighting event update

5.d. Planning Department Report

Planning Director Amy Hess commented on the following:

- Introduced herself to the City Council
- Gave an update on the status of the online permitting software vendor search
- Discussed getting processes and procedures in place (be ready for the lifting of the sewer moratorium)
- Code Updates

5.e. Public Works

Public Works Director Charles White was absent from the meeting.

5.f. Consultant Police Chief Report

Consultant Police Chief Thomas Dalton commented on the following:

- Current Complex Cases

- Sales tax increase (funding for Sheriff's Office) and compliance
- Recruiting incentives & bonuses for employees

6. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON-ACTION ITEMS

(The public is encouraged to submit written comments prior to the meeting by emailing them directly to the city clerk at: darla.wilkins@ci.granite-falls.wa.us; and should be submitted no later than 5PM. Public comment speakers can sign up prior to the meeting, or wait for the public comment section of the meeting to be open by the presiding officer. Individual comments shall be limited to three minutes. Group comments shall be limited to five minutes).

Sondra Novak, Granite Falls, provided public comment.

7. NEW BUSINESS

7.a. AB 117-2025 Proposed Amendments to Titles 19 & 21 of the Granite Falls Municipal Code Patrick Kelly, AHBL, Inc.

Patrick Kelly & Wayne Carlson, AHBL

Mr. Kelly reviewed the proposed amendments to Titles 19 and 21 to integrate local requirements associated with the City's obligations under the Growth Management Act and recently enacted legislation by the Washington State Legislature. These updates include the following items:

- HB 1337, Accessory Dwelling Units (GFMC 19.06.090)
- SB 5258, Unit Lot Subdivisions (GFMC 19.05.310)
- SB 5290, Local Permit Review (GFMC 19.04A.230)
- HB 1998, Co-Living Housing

Please see the included City Council Staff Report dated October 31, 2025, for further information.

The Planning Commission provided feedback relating to RV Parking, Tractor Trailer Parking and proposed Home Occupation Standards.

*Council to send any comments on these items to City Manager Jeff Balentine, to compile and respond to.

7.b. AB 118-2025 Public Hearing – 2026 Property Tax Levy

MOTION:	Motion to open the public hearing.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember David Griggs

AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED - UNANIMOUS

Deputy City Clerk Carole Williams submitted the following list of public hearing exhibits into the record:

Exhibit 1 - Public hearing notice dated October 24, 2025, 1 page

Exhibit 2 - Verification of public hearing posting dated October 24, 2025, 1 page

Exhibit 3 - 2026 Property Tax Presentation, 91 Pages

Exhibit 4 - Ordinance No. 1065-2025-0% Option, 2 pages

Exhibit 5 - Ordinance No. 1065-2025-1% Option, 2 pages

City Manager Jeff Balentine discussed the proposed 2026 Property Tax Presentation which included the following presentation slides and discussion:

2026 Granite Falls Property Tax Presentation (how the levy works)

*2025 Tax Dollar Breakdown

*City of Granite Falls' Property Tax-Key Information

*Examples: Property Tax by Accessed Value (AV)

*City of Granite Falls' Property Tax-Regular Levy Example

*City of Granite Falls Banked Capacity Cumulative Scenario (0% Cumulative Impact)

Mayor Matthew Hartman opened the public testimony portion of the public hearing.

No one signed up or chose to speak from the audience.

Mayor Matthew Hartman closed the public testimony portion of the public hearing.

MOTION:	Motion to close the public hearing with action to follow.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED - UNANIMOUS

MOTION:	Motion to adopt Ordinance No. 1065-2025, an Ordinance of the City of Granite Falls authorizing the 2026 property tax levy without increase in dollar amount \$0.00 and levying the same upon all taxable property, both real and personal, in the City of Granite Falls, Washington, for collection in 2026 and authorizing the banking of remaining levy capacity in the amount of the available 1% increase for future use.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald
RESULT:	APPROVED

7.c. AB 119-2025 Public Hearing – City of Granite Falls 2026 Preliminary Budget FY 2026

MOTION:	Motion to open the public hearing.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED - UNANIMOUS

Deputy City Clerk Carole Williams submitted the following list of public hearing exhibits into the record:

Exhibit 1 - Public hearing notice dated October 24, 2025, 1 page

Exhibit 2 - Verification of public hearing posting dated October 24, 2025, 1 page

Exhibit 3 - 2026 Granite Falls Preliminary Budget Presentation, 81 Pages

Exhibit 4 - 2026 Preliminary Budget, 29 pages

City Manager Jeff Balentine discussed the proposed 2026 Budget which included the following presentation slides and discussion:

2026 Preliminary Budget

*2026 Budget Overview

General Fund

- *Revenue Overview
- *Expense Overview
- *End Fund Balance

Street Fund

- *Overview
- *Revenue Overview
- *Expense Overview

Street CIF Fund

- *Revenue Overview
- *Expense Overview
- *End Fund Balance

Park Impact Fees Fund

- *Revenue Overview
- *End Fund Balance

Community Events, Arts, & Recreation Fund

- *Revenue Overview
- *End Fund Balance

Alternate Route Fund

- *Overview

CIF Alternate Route Fund

- *End Fund Balance

Capital Improvement Fund

- *Overview

CIF Fund

- *End Fund Balance

REET Capital Improvement Fund

- *Overview
- *End Fund Balance

Water Fund

- *Overview
- *Revenue Overview
- *Expense Overview
- *Total Expense

*End Fund Balance

Water CIF Fund

*Overview
*Revenue Overview
*Expense Overview
*End Fund Balance

Sewer Fund

*Overview
*Revenue Overview
*Expense Overview
*End Fund Balance

Sewer CIF Fund

*Revenue Overview
*Expense Overview
*End Fund Balance

Storm Fund

*Overview
*Revenue Overview
*Expense Overview
*End Fund Balance

Storm CIF Fund

*Revenue Overview
*Expense Overview
*End Fund Balance

Solid Waste Fund

*End Fund Balance

2026 Budget Summary

Mayor Matthew Hartman opened the public testimony portion of the public hearing.

No one signed up or chose to speak from the audience.

Mayor Matthew Hartman closed the public testimony portion of the public hearing.

MOTION:	Motion to close the public hearing.
MOVER:	Councilmember Steven Glenn

SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED - UNANIMOUS

8. CURRENT BUSINESS

None.

9. MAYOR'S COMMENT (5 MINUTES)

Mayor Matthew Hartman commented on the following:

- Election results
- Granite Falls High School Band Fundraiser (tomorrow night)

10. COUNCIL COMMENTS (15 MINUTES)

Councilmember Tom FitzGerald commented on the following:

- Did not attend the school board meeting
- One athlete is going to state for cross-country
- Girls team in playoffs for state
- Boys team in first round of playoffs for state

Councilmember Steven Glenn commented on the following:

- Halloween event in downtown
- Blood drive on November 17th at the church 12pm-6pm (across the street from high school)
- Thanked everyone for their hard work

Councilmember David Griggs commented on the following:

- Voting numbers
- Thanked those in attendance this evening
- "*Wreaths Across America*" event December 13th, 9am at the cemetery — looking for sponsors & volunteers

Councilmember Bruce Straughn commented on the following:

- Attended the Halloween event
- Wreaths Across America Sponsorship
- Voter turnout

11. CITY MANAGER (5 MINUTES)

City Manager Jeff Balentine commented on the following:

- Draft Employee Handbook (in review with the union)
- New Annual Performance Review
- Performance Review for City Manager
- Cancel December 17, 2025 Council Meeting
- Budget Amendment (on first meeting in December)
- December 20th @ 6pm (Annual Holiday Party)
- Halloween Event
- Next Year Requirements for AWC (December meeting)
- MRSC Best Practices

12. ADJOURNMENT

With no further business to come before the Council, the meeting was adjourned at 8:52 p.m.

Darla Wilkins, City Clerk

Matthew Hartman, Mayor



CITY COUNCIL AGENDA BILL

Subject: 4.b.

Originating Dept.: City Clerk

Action Recommended: Approval of consent agenda

Approval(s): City Clerk

Meeting Date: January 7, 2026

Date Submitted:

Exhibit(s):

1. 11-19-2025 Meeting

Budgeted Amount: N/A

BARS Code:

Summary Statement:

The city council minutes are the official action taken and direction given at the meetings of the city council. Any councilmember may remove item(s) from the consent agenda for discussion and the item(s) would be voted on separately from the other consent agenda items.

Background:

Recommended Motion:

- 1) Motion to approve the minutes as shown. This can be accomplished as part of the motion to approve the consent agenda.
- 2) Motion to amend the [state date] minutes and approve the minutes as amended.



CITY COUNCIL MEETING MINUTES

**November 19, 2025
7:00 PM
Civic Center**

City Council	Councilmember Matthew Hartman, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Tom FitzGerald, Councilmember Bruce Straughn
City Staff	City Clerk Darla Wilkins, City Manager Brent Kirk, Deputy City Manager Jeff Balentine, Public Works Director Charles White
Consultants	Consultant Police Chief Tom Dalton, Consultant City Attorney Thomas Graafstra

1. CALL TO ORDER (VIA IN-PERSON & ONLINE VIA ZOOM)

Mayor Matthew Hartman called the City Council Meeting to order at 7:00 p.m.

2. FLAG SALUTE

Mayor Matthew Hartman led the Council, Staff and Audience in the Pledge of Allegiance to the flag.

3. ROLL CALL

City Clerk Darla Wilkins verbally called out the Council's names and took note of the meeting attendance.

4. CONSENT AGENDA

Mayor Matthew Hartman added Item 7G to the agenda: Readoption and ratification of Ordinance No. 1065-2025.

MOTION:	Motion to approve consent agenda.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

4.a. AB 120-2025 Approval of November 19, 2025 claims checks #415713 through 415763 and One EFT totaling \$1,813,217.70

4.b. AB 121-2025 Approval of October 16, 2025 through October 31, 2025 Payroll Claims Checks #415664 through 415667 and Tenty-Seven EFT's totaling \$153,905.31

5. STAFF REPORTS

City Clerk Darla Wilkins commented on the following:

- Elected Officials Essentials training
- Public Records Training - Joint Meeting with Planning Commission - January 14, 2026 at 6:00 p.m.
- Civic Plus Software

5.a. Passports

City Manager Jeff Balentine gave an update on the passport office update, including year-end closeout numbers.

5.b. Planning Staff Report

Planning Director Amy Hess commented on the following:

- Emergency Management Plan
- Permitting software and rollout implementation dates
- Code amendments
- Council request (send out link to demo permit software)

5.c. Public Works

Public Works Director Charles White commented on the following:

- Inspection of old water tanks (above Bogart Meadows)
- Closeout of Cascade & Grand St. Project
- Crack sealing on Pine Ct.
- Irrigation systems (winterized)
- Dock repairs
- Old city hall remodel update
- TIB meeting & 2026 grant project funding update/results (tomorrow)

5.d. Consultant Police Chief Report

Consultant Police Chief Thomas Dalton commented on the following:

- Suspicious vehicle stop
- Increase in drugs laced with fentanyl (new test kits)
- Crossroads School incident
- Car chase/bus incident story

6. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON-ACTION ITEMS

(The public is encouraged to submit written comments prior to the meeting by emailing them directly to the city clerk at: darla.wilkins@ci.granite-falls.wa.us; and should be submitted no later than 5PM. Public comment speakers can sign up prior to the meeting, or wait for the public comment section of the meeting to be open by the presiding officer. Individual comments shall be limited to three minutes. Group comments shall be limited to five minutes).

None.

7. NEW BUSINESS

7.a. AB 122-2025 Public Hearing - 7:10 p.m., or soon thereafter, For consideration of the 2026 Final Budget

MOTION:	Motion to open the public hearing.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember David Griggs
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

City Clerk Darla Wilkins entered the following exhibits into the record:

Exhibit 1 - Public Hearing Notice dated October 31, 2025 and November 7, 2025, 1 page

Exhibit 2 - Verification of Public Hearing Posting dated November 7, 2025, 1 page

Exhibit 3 - Affidavit of Publication from the Everett Daily Herald dated November 7, 2025, 2 pages

Exhibit 4 - 2026 Granite Falls Preliminary Budget Presentation, 82 pages

Exhibit 5 - 2026 Preliminary Budget, 28 pages

Exhibit 6 - Ordinance No. 1066-2025, 3 pages

City Manager Jeff Balentine explained the presentation before the Council was the exact same as presented two weeks prior with the caveat of the city positions. He reviewed each of the listed positions and mentioned that they may not be currently filled.

- Non-Exempt Positions
- Exempt Positions
- Budget Summary

Mayor Matthew Hartman opened the public testimony portion of the public hearing.

No one signed up or chose to speak from the audience.

Mayor Matthew Hartman closed the public testimony portion of the public hearing.

MOTION:	Motion to close the public hearing with action to follow.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

MOTION:	Motion to adopt Ordinance No. 1066-2025, an ordinance of the City of Granite Falls, Washington, adopting the 2026 Annual Budget providing estimated revenues and appropriated expenditures for the operation of the City.
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MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

**7.b. AB 123-2025 Public Hearing - 7:20 p.m., or soon thereafter
For consideration of Permit #CPA/ZMA2024-001 Miller Properties
Comprehensive Plan Amendment and Zoning Map, and Future Land
Use Map**

MOTION:	Motion to open the public hearing.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

Planning Director Amy Hess gave a preface of the public hearing.

Planning Consultant Eric Jensen gave a presentation regarding proposed permit #CPA/ZMA2024-001 Miller Properties Comprehensive Plan Amendment and Zoning Map Amendment, and Future Land Use Map. After reviewing items from his council report and answering council questions, he gave a PowerPoint presentation that reviewed the following slides:

- Amendment Proposal (actions to consider)
- Conversion of land for industrial purposes
- Conversion of residential density
- Reflect revised land use designations on the Official Zoning and Future Land Use maps
- Allow Planned Residential Development as a permitted development tool in the R-7200 zone

- Allow Planned Residential Development in R-7200 zone
- Comprehensive Plan Consistency

David Toyer, Toyer Strategic Advisors (Applicant's Representative)

Mr. Toyer provided comment.

*Due to technical audio issues, the City Hearing was halted.

MOTION:	Motion to continue the public hearing to December 3, 2025 at 7:10 p.m., or soon thereafter.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember David Griggs
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs
NAYS:	Councilmember Bruce Straughn
RESULT:	APPROVED

7.c. AB 124-2025 Utility Tax Rate - Amending

MOTION:	Motion to adopt Ordinance No. 1067-2025, an ordinance of the City of Granite Falls, Washington, relating to Utility Taxes on Water and Sewer Utility Services; amending Section 3.10.20 of Chapter 3.10 of the Granite Falls Municipal Code to reduce the Utility Tax Rate on Water and Sewer Utility Services from Twenty Percent (20%) to Ten Percent (10%) for Calendar Year 2026 and Subsequent Years.
MOVER:	Mayor Pro Tem/Councilmember Tom FitzGerald
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None

RESULT:	APPROVED
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7.d. AB 125-2025 2025 Budget Amendment #4

*Note: Councilmember David Griggs left the meeting at 8:40 p.m.

MOTION:	Motion to adopt Ordinance No. 1068-2025, an Ordinance of the City of Granite Falls, Washington, relating to the 2025 City Budget; amending Ordinance No. 1057-2024, adopting the 2025 Budget to adjust revenue estimates and appropriations for funds as included in Exhibit "A".
MOVER:	Councilmember Bruce Straughn
SECONDER:	Mayor Pro Tem/Councilmember Tom FitzGerald
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

7.e. AB 126-2025 Interlocal Agreement for Snohomish County Regional Drug Task Force Cooperation

MOTION:	Motion to authorize the City of Granite Falls to enter into the Interlocal Agreement for Snohomish Regional Drug Task Force Cooperation with Snohomish County, the Washington State Patrol, and the participating municipal jurisdictions identified therein, effective January 1, 2026, and to authorize the City Manager to execute the Agreement on behalf of the City, and further to approve the City's financial contribution for 2026 in the amount of \$1,288.00.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

7.f. AB 127-2025 2026 Legislative Priorities Discussion

City Manager Jeff Balentine reviewed a list of projects for the comprehensive

Legislative Agenda for 2026. This discussion included specific areas/items, discussed the areas/item in detail, what the benefits would be and where the funding source would be from. The following is the specific list of items for consideration:

- Legion Park Outdoor Plaza Funding
- Community Center Renovation
- Parks - Plan to Install New Children's Playground Equipment
- Regional Sports Complex
- School Resource Officer (SRO) Program
- Stormwater Infrastructure
- Park N Ride
- Infrastructure - Conduct a Feasibility Study on Wells

Add *Boys & Girls Alley & Lot to the list

Add this item to the December 3, 2025 Council Agenda for further discussion.

7.g. Readoption and Ratification of Ordinance No. 1065-2025

MOTION:	Motion that the City Council of the City of Granite Falls hereby readopts and ratifies Ordinance No. 1065-2025, an Ordinance of the City of Granite Falls authorizing a levy increase over the actual levy amount from the previous year of \$0.00 which is a percentage increase of 0.0% from the previous year, which authorizes no increase in the regular property tax levy for the 2026 tax year with any excess capacity banked for future use in which directs the City Clerk to certify the levy amount to the Snohomish County Council and other proper County Officials as provided by law.
MOVER:	Councilmember Bruce Straughn
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

8. CURRENT BUSINESS

None.

9. MAYOR'S COMMENT (5 MINUTES)

Mayor Matthew Hartman commented on the following:

- Mayor's Meeting this month (Gang Violence, Flock Cameras)
- No Snohomish County Tomorrow Meeting
- Tree Lighting (December 6th at 5p.m.) city courtyard

10. COUNCIL COMMENTS (15 MINUTES)

Mayor Pro Tem/Councilmember Tom FitzGerald had nothing to report.

Councilmember Steven Glenn commented on the following:

- December 5th - High school Drama Dept (Rudolph)
- December 6th - Boys & Girls Club Holiday Bazaar
- December 6th - Tree Lighting & Activities

Councilmember Bruce Straughn commented on the following:

- Will miss the December 3rd meeting (on vacation)

11. CITY MANAGER (5 MINUTES)

City Manager Jeff Balentine commented on the following:

- Staff are doing an amazing job!
 - *Public works supporting different events
 - *Wastewater Treatment Plant Project (close to substantial completion)
 - *Planning and Permitting (group working on getting things in place prior to moratorium lifting)
 - *Passports getting ready to gear up
- Wastewater Treatment Plant (expect substantial completion - December 15th)
- IT updating security (Joe)
- Dock Grant Completion (Charles)
- December Council Meeting (December 3rd only)
- Community Transit Bylaws - Need Designation Official selected from City
- American Legion - "*Wreaths Across America*" (need sponsors and volunteers on December 13th @ 9am at Legion cemetery)
- Working with WSDOT to add a rapid flashing beacon at roundabout by high school (Charles)
- Two characters for Christmas tree lighting (Bumble (Councilmember FitzGerald) & Yukon Cornelious (Police Chief Dalton))
- America 250 Proclamation (January)
- Looking for a temporary low-cost train decoration for Holidays
- City staff working on performance reviews
- Wastewater Treatment Plant (conducting interviews)
- IT Security (cyber security)

- Flock Camera program initiative
- Recognition of Veteran's Day - November 11th = Thank you!!

12. ADJOURNMENT

With no further business to come before the Council, the meeting was adjourned at 9:24 p.m.

City Clerk Darla Wilkins, MMC

Mayor Matthew Hartman



CITY COUNCIL AGENDA BILL

Subject: 4.c.

Originating Dept.: City Manager

Action Recommended: Approval of consent agenda

Approval(s): City Manager
Finance

Meeting Date: January 7, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount: \$1,161,159.38

BARS Code: 001 Current Expense = \$85,404.87

101 Streets = \$19,652.55

305 Capital Improvement = \$3,000.00

401 Water = \$57,732.33

402 Cif / Water = \$1,414.44

403 Sewer = \$69,935.43

404 Cif / Sewer = \$904,750.34

405 Storm Drainage = \$5,861.15

406 Cif / Storm Drainage = \$12,356.24

630 Trust Agency = \$1,052.03

Summary Statement:

Claims are for December 4, 2025 through December 18, 2025

Background:

N/A

Recommended Motion:

1) Motion to approve the claims as presented. This can be accomplished as part of the motion to approve the consent agenda.

2) Motion to amend the [state date] claims and approve the minutes as amended.



CITY COUNCIL AGENDA BILL

Subject: 4.d.

Originating Dept.: City Manager

Action Recommended: Approval of consent agenda

Approval(s): City Manager
Finance

Meeting Date: January 7, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount: \$110,546.91

BARS Code: 001 Current Expense = \$31,184.23

101 Streets = \$383.97

303 Cif / Streets = \$38,491.20

401 Water = \$5,124.48

403 Water = \$26,107.70

405 Storm Drainage = \$9,255.33

Summary Statement:

Claims are for December 19, 2025 through January 7, 2026.

Background:

N/A

Recommended Motion:

1) Motion to approve the claims as presented. This can be accomplished as part of the motion to approve the consent agenda.

2) Motion to amend the [state date] claims and approve the minutes as amended.



CITY COUNCIL AGENDA BILL

Subject: 4.e.

Originating Dept.: City Manager

Action Recommended: Approval of consent agenda

Approval(s): City Manager
Finance

Meeting Date: January 7, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount: \$139,773.86

BARS Code: 001 Current Expense = \$60,645.23

101 Streets = \$12,521.93

401 Water = \$23,260.20

403 Sewer = \$37,272.48

405 Storm Drainage = \$6,074.02

Summary Statement:

Payroll claims are for November 16, 2025 through November 30, 2025

Background:

N/A

Recommended Motion:

1) Motion to approve the payroll claims as presented. This can be accomplished as part of the motion to approve the consent agenda.

2) Motion to amend the [state change] payroll claims and approve the minutes as amended.



CITY COUNCIL AGENDA BILL

Subject: 4.f.

Originating Dept.: City Manager

Action Recommended: Approval of consent agenda

Approval(s): City Manager
Finance

Meeting Date: January 7, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount: \$88,361.45

BARS Code: 001 Current Expense = \$29,878.06

101 Streets = \$8,796.65

401 Water = \$16,225.86

403 Sewer = \$29,197.26

405 Storm Drainage = \$4,263.62

Summary Statement:

Payroll claims are for December 1, 2025 through December 15, 2025.

Background:

N/A

Recommended Motion:

1) Motion to approve the payroll claims as presented. This can be accomplished as part of the motion to approve the consent agenda.

2) Motion to amend the [state date] payroll claims and approve the minutes as amended.



CITY COUNCIL AGENDA BILL

Subject: 5.a.

Originating Dept.: Planning Department

Action Recommended:

Approval(s):

Meeting Date: January 7, 2026

Date Submitted:

Exhibit(s):

1. 01.07.2026 Planning Staff Report

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:



CITY COUNCIL STAFF REPORT

To: Mayor and City Council

From: Amy Hess, Planning Director

Department: Planning and Community Development

Date: January 7, 2026

Subject: Planning Department Update

1. UPDATES

Staff has completed the kickoff meeting for SmartGov and is ramping up the build-out.

2. DEVELOPMENT ACTIVITY

Development activity remains minimal, with the sewer moratorium still in place.

3. LONG-RANGE PLANNING

The Parks Recreation and Open Space (PROS) Plan, which is a policy document that will align with the goals and policies of the Comp Plan, is underway, with anticipated completion in March. Once in place, this document will support efforts to obtain funding for priority projects.

Staff is working to complete changes to Title 19 to ensure compliance with the 2024 Comp Plan and recent state legislation. These changes are anticipated to be complete by February.

Updates and revisions to the Planned Residential Development code, Subdivision, Binding Site Plan, Boundary Line Adjustment code, Landscape code, and Unit Lot Subdivision code are anticipated to be before you in mid-late January, with possible adoption by early February.

4. POLICY AND PROCESS IMPROVEMENTS

Updating of processes and procedures as well as submittal checklists, has begun. These will be tailored to include use of the new system. With the implementation of SmartGov, it is anticipated that we will see many efficiencies in the permit routing/review process.

5. UPCOMING PRIORITIES

In early 2026, the Planning Department will focus on:

- Development and launch of the online permitting system (expected roll-out is March).
 - Updating forms, checklists, and processes to align with the new permitting software and permit review.
 - Continued efforts to update the code to not only ensure compliance with state legislation, but also to thoughtfully and responsibly guide new growth and development.
-

6. SUMMARY

Staff has been undertaking a large number of projects and updates in anticipation of the moratorium being lifted and implementation of the new permitting software. Once the new software is in place, staff will continue to work to fine-tune it and ensure it is aligning with goals of streamlining and creating efficiencies in the overall permitting process.



CITY COUNCIL AGENDA BILL

Subject: 5.b.

Originating Dept.: Public Works

Action Recommended:

Approval(s):

Meeting Date: January 7, 2026

Date Submitted:

Exhibit(s):

1. PublicWorksStaffReport 1-7-26

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:

Public Works Staff Report

January 7, 2026

SEWER

The Smart cover located in Manhole #7 has been repaired and is back online. Public works replace the sensor and the device responsible for logging sewage levels. The replacement parts were covered under the extended annual warranty.

Pump 1 at the Smoots Lift Station was pulled on 12/6/2025. The station called out while Ben Fidler and I were here for the Christmas tree lighting. Minor debris was removed from the volute (shown below). The pump was sent back down and witness tested to ensure it was functioning properly. The material removed this time was aggregate grit, not elastic.



Staff is currently working with the School District to correct the legal description for the Burn Road Lift Station Property. During the survey tied to the upgrade design, Gray & Osborne caught a discrepancy between the legal lot description and the depicted northern property line. This issue stems from the original ownership transfer from the School District to the City back in the 1990s. The boundary line adjustment (BLA) is awaiting the School Board's approval. If approved, the School District will finalize the BLA and deed documents for recording.

Pump 2 at the Suncrest Lift Station was pulled on 12/22/2025, after Public Works noticed high runtimes. The flush valve mounted to the pump was thought to be the culprit. Once pulled, no issues or obstructions were observed. The pump was lowered back in place, witness tested, and has been running normally since. The age of the valve is thought to be the issue. The pump the flush valve is attached to has 5,000hrs on it and was installed in 2017. A new flush valve will be ordered this year to have on hand. The valve costs around \$2,800, but is interchangeable between all three sites.

Following the power outages from the windstorm on 12/13-14/2025. Public Works reached out to Nelson Petroleum to set a date to refill the fuel tanks for the standby generators. Run times for the outage are as follows:

Burn Rd Lift Station: 14.1 hours
Smoots Lift Station: 13.6 hours
Suncrest Lift Station: .8 hours

Both the Smoots and Burn Rd Lift Station used around ¼ of a tank of fuel.

STREETS

Collaborative efforts to work with the Washington State Department of Transportation (WSDOT) on the installation of rapid rectangular flashing beacons (RRFBs) at the 100th St NE roundabout have discontinued due to cost. After offering to fund and install the RRFBs to improve safety for Granite Falls citizens, WSDOT anticipated it would cost between \$7,000 \$10,000 for permits and review. The School District is aware of this, and hopefully, improvements will be made in the future.

Staff is working on the pedestrian safety improvement project, partially funded by the Transportation Improvement Board (TIB). This project will add eight RRFBs at four intersections. TIB required notification to the Department of Archaeology and Historic Preservation (DAHP) for the project. Notification was submitted, and no comments were made. Public Works will self-perform the installation with placement aid from G&O to ensure ADA compliance.

Center line painting and parking stall striping for the Cascade/Grand St improvements project is tentatively scheduled for January 2026. This is weather-dependent, but this is the only outstanding item left for the project. Once completed, the notice of completion will be filed with the Department of Labor and Industries.

Public Works crack sealed Pine Lane in the Hemming Way neighborhood. Roughly 400' of crack sealing material was torched in after adding sand to the cracks to minimize the amount of material needed. The large cracks allowed water to enter, which could have led to base destabilization.



We received a call from the School District reporting that the flashing school zone lights on N. Alder were not working. After troubleshooting them, the 12-volt batteries were replaced in one of the lights to verify whether or not the issue is with the solar panel. The batteries that were replaced were installed in 2011. Public Works will turn on the lights on January 5, when school resumes, and monitor the battery voltage.

STORMWATER

The scope of work with the Snohomish County Conservation District was reviewed for 2026. They plan to attend Railroad Days and Farmers markets a few times a year. They will continue to present classes at the elementary schools. All the events are aimed at stormwater education, including minimizing pollutants and the impact of runoff. Annually, a report is received that outlines topics and outreach time. This report is submitted as part of the Stormwater Annual Report to cover the outreach and education element of the NPDES permit.

Snohomish County's road crew dropped off sandbags during the recent flooding. The Department of Corrections Community Work Crew helped fill over 400 sandbags. This information was shared with the Department of Emergency Management during a daily Zoom meeting with representatives from many of the surrounding Snohomish County cities to help direct residents affected by flooding.

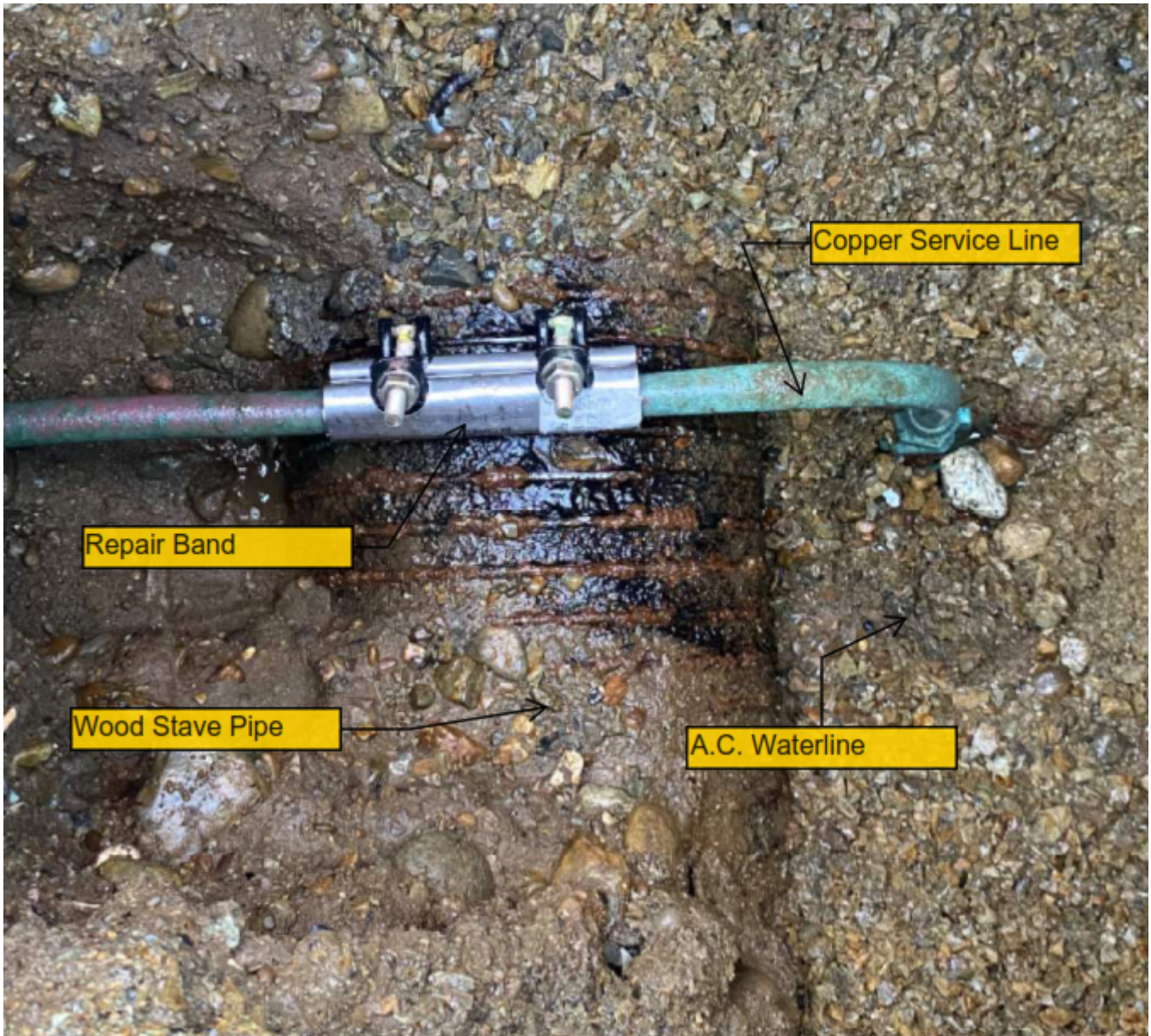
Two representatives from Gray & Osborne and staff walked the Low Impact Development Retrofit Project on S. Kentucky and S. Indiana. All projects are walked through during the late stages of the design to help identify potential challenges and problem areas. Nothing major was identified, but there were a few hurdles discussed, mainly final elevation conflicts between the right-of-way and private property lines. More often than not, this is an issue with most projects.

MISC.

Public Works set up the Christmas tree and trellis decorations. Everything will be broken down on January 7, 2026.

WATER

Staff received a call from a property owner in the 20100 block of Menzel Lake Rd for low water pressure concerns. Public Works checked the pressure-reducing valve on Alder Ave to ensure the issue was isolated to a single service. Pressure and flow readings were collected from multiple services in the area for comparison. After speaking with the homeowner and confirming the issue, the service line was located, and the connection point at the main was excavated. It was thought that this issue may be similar to the recent repair on the 300 block of E. Pioneer, where the saddle separated from the main. Once exposed, a service leak was located, luckily, the saddle was intact, and repairs were made with a repair band. The repairs were completed live under pressure on 12/29/2025, and once completed, the pressure at the house increased from 38 PSI to roughly 60 PSI. During the excavation, the old wood stave waterline that served the area before A.C. pipe replacement in the 1970s was seen, and is shown below.





CITY COUNCIL AGENDA BILL

Subject: 5.c.

Originating Dept.: Passports

Action Recommended:

Approval(s):

Meeting Date: January 7, 2026

Date Submitted:

Exhibit(s):

1. COGF Passport PnL

Budgeted Amount:

BARS Code:

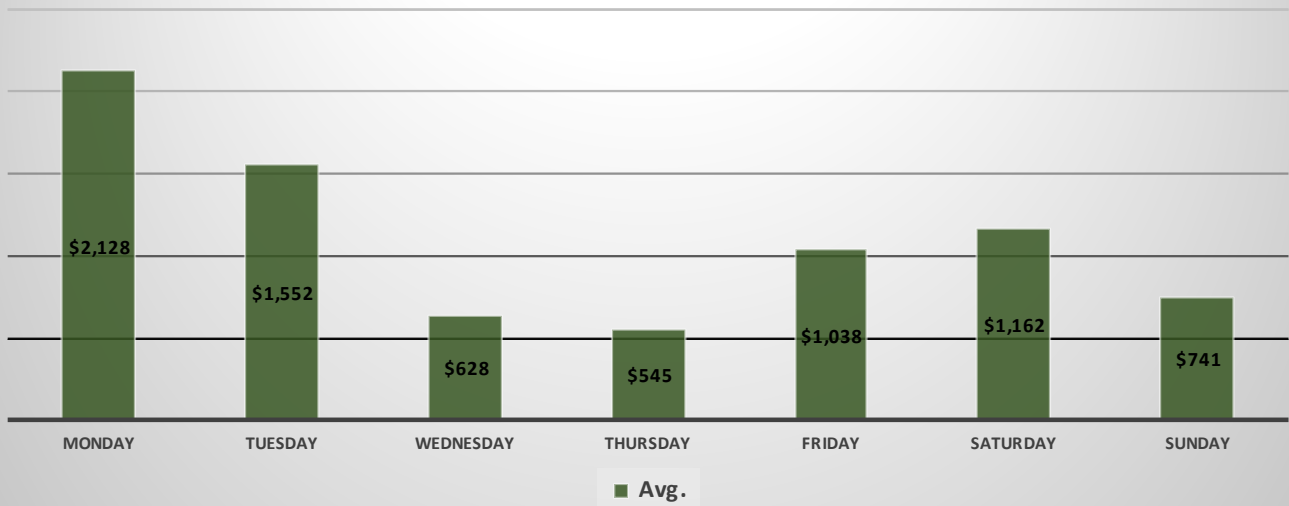
Summary Statement:

Background:

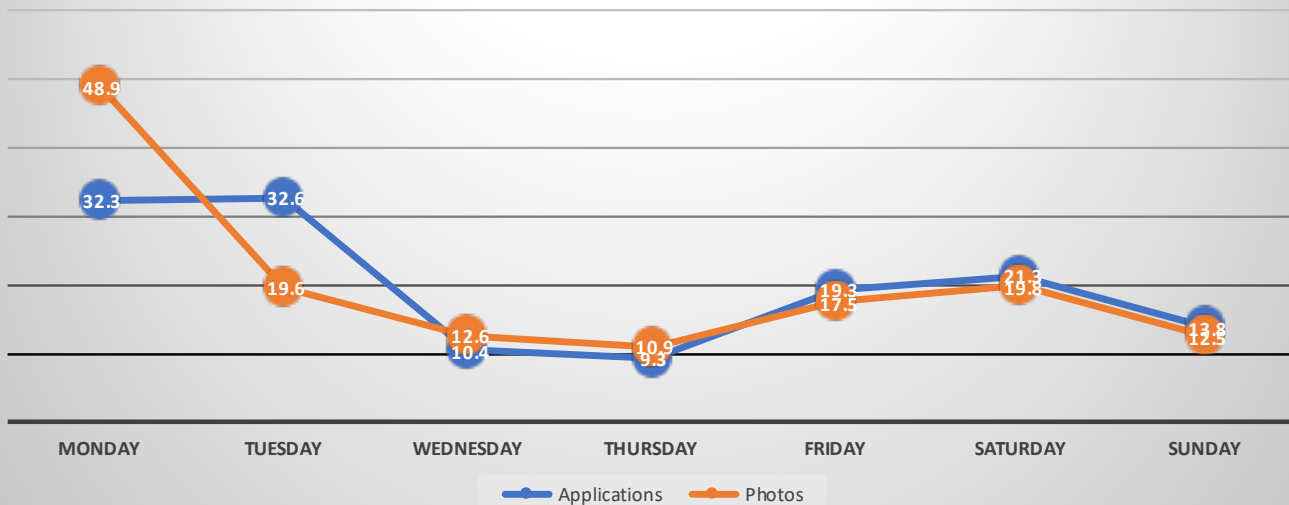
Recommended Motion:

As of December 31, 2025

30-day Statistics By Day



30-day Application & Photo Processing By Weekday



	Revenue since 6-6-2022	Revenue YTD 2025	Gross Margin YTD 2025	
Total Revenue (since 6-6-2022)	\$ 1,232,352.35	\$ 768,606.71	\$ 434,732.54	
30-day Annualized Revenue Trend	\$ 768,606.71		56.6%	
	Gross Margin	% Sales		Revenue Change v prior year
Total Gross Margin (since 6-6-2022)	\$ 547,169.43	44.4%		\$ 310,619.09
30-day Annual Projected Gross Margin	\$ 434,732.54	56.6%		67.8%
	# Processed	Last 30 day Avg. per day	Break Even	
Total Passport Applications Processed	35,692	19.9	15.7	
Total Passport Photos Taken	32,519	20.0	14.3	



CITY COUNCIL AGENDA BILL

Subject: 5.d.

Originating Dept.: City Council

Action Recommended:

Approval(s):

Meeting Date: January 7, 2026

Date Submitted:

Exhibit(s):

1. Finance Staff Report Jan 7 2025
2. 2025 COGF Position Report
3. 2025 COGF Dec Treasurers Report
4. Dec 2025 COGF Bank Statements

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:

To: City Council
From: Jeff Balentine, City Manager/Finance Director
Date: January 2, 2026
RE: December 2025 Treasurer's Report and 2025 Budget Position Report

This report presents the City of Granite Falls' financial position as of December 31, 2025, based on the December Treasurer's Report and the 2025 Budget Position Report. The City ended the year in strong financial condition with total assets of \$14,587,874.95 across all funds, representing an increase of \$1,687,906.25 from the beginning balance of \$12,899,968.70.

Key Highlights:

- Total fund balance increased 12.8% during December 2025
- General Fund (001) ending balance: \$3,718,400.50
- Total investment portfolio: \$12,325,019.40 earning 3.88% interest rates
- Revenue collections at 105.7% of budget in General Fund
- All debt service payments current and on schedule

FINANCIAL OVERVIEW BY FUND

Current Expense Fund (001) - General Fund

Fund Balance Summary:

- Beginning Balance (December 1): \$3,635,928.91
- December Revenues: \$238,326.37
- December Expenditures: \$212,460.90
- Ending Balance (December 31): \$3,661,794.38
- Adjusted Ending Balance (with outstanding items): \$3,718,400.50

Year-to-Date Performance:

- Budgeted Revenues: \$7,182,898.00
- Actual Revenues: \$7,593,986.19 (105.7% of budget)
- Revenue Surplus: \$411,088.19

- Budgeted Expenditures: \$4,326,193
- Actual Expenditures: \$3,932,191.81

Major Revenue Categories:

- Taxes: \$2,653,435.40 (104.6% of budget)
 - o Property Tax: \$590,328.28
 - o Sales Tax: \$984,657.38 (113.8% of budget - exceeding projections)
 - o Utility Taxes: \$961,340.39

- Passport Services: \$768,606.71 (116.9% of budget)

- Passport Fees: \$503,121.71
- Photo Fees: \$265,485.00
- Intergovernmental: \$319,060.71 (163.8% of budget)
 - Notable grants include DOC dock replacement (\$75,660) and Pilchuck Foundation Flock reimbursement (\$3,507)
- Investment Balance: \$3,628,172.23
- Available Cash: \$33,622.15

Streets Fund (101)

Fund Balance Summary:

- Beginning Balance: \$382,947.85
- December Revenues: \$15,707.96
- December Expenditures: \$44,239.00
- Adjusted Ending Balance: \$368,745.70

Year-to-Date Performance:

- Revenues: \$844,213.95 (99.5% of budget)
- Expenditures: \$489,797.14 (\$30,474 under budget)

Key Revenue Sources:

- Property Taxes: \$109,797.78
- Vehicle Fees: \$84,290.47
- Gas Tax/Multimodal: \$87,008.77
- Transfer from General Fund: \$140,000.00
- Investment Balance: \$319,734.36
- Available Cash: \$34,682.45

Major Expenditures:

- Street Maintenance: \$433,023.29 (salaries, materials, striping)
- City Hall Parking Restriping Project: \$81,586.41 of \$140,000 budget
- Street Lighting: \$36,780.04

Water Fund (401)

Fund Balance Summary:

- Beginning Balance: \$627,985.71 (Dec. 1 2025)
- December Revenues: \$75,600.18
- December Expenditures: \$105,606.06
- Adjusted Ending Balance: \$621,878.38

- Investment Balance: \$576,855.63
- Available Cash: \$21,124.20

Water CIF Fund (402) - Capital Improvement

- Ending Balance: \$1,043,955.45
- Investment Balance: \$1,022,153.80

Sewer Fund (403)

Fund Balance Summary:

- Beginning Balance: \$2,547,088.89 (Dec. 1, 2025)
- December Revenues: \$171,421.63
- December Expenditures: \$181,037.56
- Adjusted Ending Balance: \$2,584,878.84
- Investment Balance: \$2,501,255.56
- Available Cash: \$36,217.40

Sewer CIF Fund (404) - Capital Improvement

Fund Balance Summary:

- Beginning Balance: \$2,094,083.68 (Dec. 1, 2025)
- December Revenues: \$2,105,024.29 (DOE WWTP Loan)
- December Expenditures: \$905,124.74
- Ending Balance: \$3,293,983.23
- Investment Balance: \$2,052,324.29
- Available Cash: \$1,241,658.94

Storm Drainage Fund (405)

- Ending Balance: \$1,181,423.67
- Investment Balance: \$1,138,658.20
- Available Cash: \$36,118.61

Storm Drainage CIF Fund (406)

- Ending Balance: \$703,589.63
- Investment Balance: \$688,187.70

Capital Improvement Funds

CIF Streets (303): \$43,192.31

- Received \$355,640.00 in TIB during December
- Previously negative balance now positive

REET Capital Improvement (306): \$703,642.58

- Real Estate Excise Tax collections

Special Funds – End Balances

- Park Impact Fees (102): \$54,510.37
- Community Events, Arts, Recreation (103): \$111,307.00
- Solid Waste (407): \$101,035.83
- Trust Agency (630): \$11,164.23

CASH AND INVESTMENT MANAGEMENT

Account Balances as of December 31, 2025:

- Cash Accounts:
 - o Checking Account: \$2,109,939.64
 - o Cash on Hand: \$200.00
 - o Xpress Billpay: \$3,399.61
 - o Total Cash: \$2,113,539.25
- Investment Accounts:
 - o Local Government Investment Pool (LGIP): \$10,688,331.19
 - o Pacific Premier Bank: \$1,636,688.21
 - o Total Investments: \$12,325,019.40
- Combined Cash and Investments: \$14,438,558.65
- Adjusted Balance (with outstanding items): \$14,587,874.95

Investment Performance:

December interest earnings totaled \$40,659.12 (3.88%) across all funds.

Interest Allocation by Fund:

- Current Expense: \$11,263.82
- Sewer Operations: \$7,890.68
- Sewer CIF: \$6,487.31

- Storm Drainage: \$3,681.01
- Water CIF: \$3,217.52

OUTSTANDING VOUCHERS AND ACCRUALS

- Outstanding Receipts: \$10,873.51
 - o Passport services: \$3,551.20
 - o Utility payments: \$6,797.72
 - o Miscellaneous: \$524.59
- Outstanding Expenditures: \$159,124.89
 - o Claims Outstanding: \$9,290.70
 - Professional services
 - Property tax payment
 - Various operational expenses
- Payroll Outstanding: \$148,662.69
 - o Employee wages and salaries: \$72,058.99
 - o Benefits (health insurance, retirement, L&I): \$76,603.70
 - Health Insurance: \$37,418.60
 - Retirement (PERS): \$21,885.76
 - L&I: \$6,051.35
 - Unemployment: \$1,046.78
 - Paid Family Medical Leave: \$5,921.45
 - Union Pension: \$1,857.50
 - Union Dues: \$691.00

SIGNIFICANT FINANCIAL TRANSACTIONS AND PROJECTS

Capital Projects:

Frank Mason Dock Replacement (Parks):

- Budget: \$265,000.00
- Expended: \$224,561.60 (84.7%)
- Funding sources include DOC grant (\$75,660) and Snohomish County Parks ILA (\$50,000)

City Hall Parking Restriping:

- Budget: \$140,000.00
- Expended: \$81,586.41 (58.3%)

Parks Vehicle Acquisition:

- Budget: \$45,000.00
- Expended: \$45,000.00 (100%)

Streets Capital Equipment:

- Budget: \$30,000.00
- Expended: \$30,000.00 (100%)

Debt Service:

City Hall/Civic Center Bonds:

- Principal payment: \$206,000.00 (paid)
- Interest payment: \$53,926.86 (paid)
- Total 2025 debt service: \$259,926.86
- All payments current and on schedule

Interfund Transfers (Completed):

- General Fund to Water Fund: \$107,802.00
- General Fund to Sewer Fund: \$192,436.00
- General Fund to Streets Fund: \$140,000.00
- General Fund to Community Events Fund: \$42,107.00
- Total transfers: \$482,345.00

FISCAL PERFORMANCE ANALYSIS

Revenue Performance:

Exceeding Projections:

- Sales tax collections at 113.8% of budget
- Passport services at 116.9% of budget
- Gas utility tax at 125.5%
- Investment interest at 186.1% of budget due to higher interest rate environment

Meeting or Near Projections:

- Property taxes at 99.5% of budget
- Utility taxes (water, sewer) at 102.5-102.9% of budget
- Franchise fees at 96-100% of budget

Below Projections:

- Building permits at 63.0% of budget
- Plumbing permits at 11.4% of budget
- Electric utility tax at 88.0% of budget

Expenditure Performance:

Highlights:

- Conservative spending practices throughout the year
- Position vacancies, particularly in Planning (74% utilization)
- Capital project timing with some projects deferred or phased

- Maintenance projects completed under budget

Departments Under Budget:

- Central Services: 67.2% (primarily due to building maintenance projects at 38.9% of budget)
- Planning & Community Development: 79.9%
- Parks Facilities: 82.4%

Departments Near or Over Budget:

- Legal Services: 114.5% (civil legal matters exceeded projections)
- Financial Services: 106.8% (passport operations and bank charges)
- Protective Inspections: 161.8% (contract building inspection fees)
- Police Services: 100.2% (on target)

HIGHLIGHTS AND RECOMMENDATIONS

Strengths:

- Strong Cash Position: The City maintains \$14.6 million in combined cash and investments.
- Revenue Diversification: Multiple revenue streams (property tax, sales tax, utility taxes, passport services).
- Investment Returns: The investment portfolio earned \$40,659 in December.
- Debt Management: All debt service payments are current.
- Enterprise Fund Health: Water, sewer, and storm drainage funds all maintain strong reserve positions.

2025 BUDGET POSITION

City Of Granite Falls

Time: 11:38:28 Date: 01/02/2026

Page: 1

001 Current Expense 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 91 13 00	Beginning Balance - Unassigned	3,434,019.00	3,432,582.95	1,436.05	100.0%
308 Beginning Balances		3,434,019.00	3,432,582.95	1,436.05	100.0%

310 Taxes

311 10 00 00	General Property Tax	596,965.00	590,328.28	6,636.72	98.9%
313 11 00 00	Local Retail Sales & Use Tax	865,048.00	984,657.38	(119,609.38)	113.8%
313 71 00 00	Local Criminal Justice	114,125.00	117,086.75	(2,961.75)	102.6%
316 40 01 00	Utility Tax - Water Fund	215,603.00	221,818.20	(6,215.20)	102.9%
316 40 02 00	Utility Tax - Sewer Fund	384,872.00	394,422.07	(9,550.07)	102.5%
316 40 03 00	Utility Tax - Electric	249,966.00	220,085.30	29,880.70	88.0%
316 40 04 00	Utility Tax - Gas	70,575.00	88,589.39	(18,014.39)	125.5%
316 40 05 00	Utility Tax - Phone	40,758.00	36,425.43	4,332.57	89.4%
337 00 00 00	Excise Tax-Private Harvest	24.00	22.60	1.40	94.2%
310 Taxes		2,537,936.00	2,653,435.40	(115,499.40)	104.6%

320 Licenses & Permits

321 91 01 00	Franchise Fees - Garbage (7%)	84,040.00	83,714.37	325.63	99.6%
321 91 02 00	Franchise Fees - Cable (5%)	54,167.00	48,914.31	5,252.69	90.3%
321 99 00 00	Business Licenses	27,457.00	27,187.49	269.51	99.0%
322 10 00 00	Building Permits	32,639.00	20,557.21	12,081.79	63.0%
322 10 01 00	Plumbing Permits	9,714.00	1,108.50	8,605.50	11.4%
322 10 02 00	Mechanical Permits	9,045.00	4,096.25	4,948.75	45.3%
322 10 03 00	Grading Permits	2,888.00	1,247.41	1,640.59	43.2%
322 30 00 00	Animal Licenses	149.00	130.00	19.00	87.2%
322 91 58 00	Land Use Permits	3,305.00	2,500.00	805.00	75.6%
322 91 58 01	Sign Permits	1,592.00	1,600.00	(8.00)	100.5%
322 91 58 02	Special Event Permit	534.00	415.00	119.00	77.7%
320 Licenses & Permits		225,530.00	191,470.54	34,059.46	84.9%

330 Intergovernmental Revenues

334 04 20 04	DOC 26-96647-151 Dock Replacement	0.00	75,660.00	(75,660.00)	0.0%
334 06 90 01	WATPA Grant	0.00	1,091.00	(1,091.00)	0.0%
335 00 91 00	PUD Privilege Tax	25,409.00	26,618.90	(1,209.90)	104.8%
336 00 98 00	City-County Assistance	17,144.00	11,610.67	5,533.33	67.7%
336 06 21 00	Criminal Justice - Pop	1,836.00	1,923.62	(87.62)	104.8%
336 06 26 00	Criminal Justice - Special Prog.	6,457.00	6,732.47	(275.47)	104.3%
336 06 42 00	Marijuana Excise Tax	18,995.00	19,305.25	(310.25)	101.6%
336 06 51 00	DUI - Cities	200.00	470.39	(270.39)	235.2%
336 06 94 00	Liquor / Beer Excise Tax	33,286.00	31,042.71	2,243.29	93.3%
336 06 95 00	Liquor Control Board Profits	36,685.00	35,599.16	1,085.84	97.0%
337 00 00 06	ILA with SNOCO FD 17 for Accounting Services	54,816.00	54,816.24	(0.24)	100.0%
337 00 01 01	ILA with SnoCo Parks and Rec - Dock Replacement Project	0.00	50,000.00	(50,000.00)	0.0%
337 00 21 01	Community Based Policing Grant	0.00	683.30	(683.30)	0.0%
337 00 21 02	Pilchuck Foundation Flock Reimbursement	0.00	3,507.00	(3,507.00)	0.0%
330 Intergovernmental Revenues		194,828.00	319,060.71	(124,232.71)	163.8%

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001 Current Expense 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining
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340 Charges For Goods And Services

341 81 00 01	Records & Copy Services	1,441.00	1,878.00	(437.00)	130.3%
341 99 00 00	Passport & Naturalization Fee	425,000.00	503,121.71	(78,121.71)	118.4%
341 99 00 01	Passport Photo Fees	230,000.00	265,485.00	(35,485.00)	115.4%
342 10 21 00	Fingerprinting	383.00	110.00	273.00	28.7%
344 50 00 01	Sale of Electricity - Charging Stations	0.00	403.97	(403.97)	0.0%
345 81 00 00	Plan / Engr Land Use Review Fees	2,746.00	1,000.00	1,746.00	36.4%
345 83 00 00	Plan Check Fees	34,791.00	17,957.46	16,833.54	51.6%
340 Charges For Goods And Services		694,361.00	789,956.14	(95,595.14)	113.8%

350 Fines And Penalties

353 10 00 00	Traffic Violations	885.00	8,180.00	(7,295.00)	924.3%
353 10 01 00	District Court Fines	3,970.00	3,862.53	107.47	97.3%
359 00 49 00	NSF Check Fees	0.00	5,083.50	(5,083.50)	0.0%
350 Fines And Penalties		4,855.00	17,126.03	(12,271.03)	352.8%

360 Interest And Other Earnings

361 11 01 00	Interest - Investments	74,133.00	137,997.03	(63,864.03)	186.1%
361 40 00 00	Interest - Local Sales Tax	3,241.00	2,870.28	370.72	88.6%
361 40 01 00	Interest - Property Tax	1,232.00	1,059.56	172.44	86.0%
362 00 00 00	Lease And Rentals	2,795.00	7,738.85	(4,943.85)	276.9%
369 10 00 00	Sale of Surplus	0.00	1,360.00	(1,360.00)	0.0%
369 91 00 00	Other Misc. Revenues	3,612.00	25,081.87	(21,469.87)	694.4%
360 Interest And Other Earnings		85,013.00	176,107.59	(91,094.59)	207.2%

380 Non Revenues

382 10 01 06	Refundable Deposits - Civic Center Rental	0.00	200.00	(200.00)	0.0%
382 30 01 01	PUD Pass-through	0.00	11,453.24	(11,453.24)	0.0%
382 30 01 02	Land Use Deposits Passthrough	6,356.00	1,500.00	4,856.00	23.6%
382 30 01 03	Permit Engineering Passthrough	0.00	995.63	(995.63)	0.0%
388 10 00 01	Prior Period Adjust	0.00	97.96	(97.96)	0.0%
380 Non Revenues		6,356.00	14,246.83	(7,890.83)	224.1%

Fund Revenues:	7,182,898.00	7,593,986.19	(411,088.19)	105.7%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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511 Legislative

511 30 41 00	Official Publication Services	600.00	729.28	(129.28)	121.5%
511 60 10 00	Salaries - Council	17,387.00	17,878.79	(491.79)	102.8%
511 60 20 00	Benefits - Council	1,220.00	1,380.54	(160.54)	113.2%
511 60 31 00	Office / Operating Supplies	600.00	719.34	(119.34)	119.9%
511 60 32 00	Meeting Supplies	0.00	138.31	(138.31)	0.0%
511 60 43 00	Travel	500.00	350.46	149.54	70.1%
511 60 49 00	Training	2,000.00	2,512.81	(512.81)	125.6%
511 70 41 00	Prof. Svs-Lobby Consultant	66,000.00	36,000.00	30,000.00	54.5%

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Expenditures	Amt Budgeted	Expenditures	Remaining
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511 Legislative

511 Legislative	88,307.00	59,709.53	28,597.47	67.6%
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512 Judicial

512 52 41 00	Cascade District Court	9,465.00	13,729.27	(4,264.27)	145.1%
512 60 10 00	Salaries & Wages	24,972.00	24,962.65	9.35	100.0%
512 60 20 00	Benefits	9,326.00	8,424.02	901.98	90.3%

512 Judicial	43,763.00	47,115.94	(3,352.94)	107.7%
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513 Executive

513 10 10 01	Salaries-City Manager	72,944.00	71,780.76	1,163.24	98.4%
513 10 20 01	Benefits-City Manager	19,159.00	16,582.61	2,576.39	86.6%
513 10 31 00	Office / Operating Supplies	0.00	115.72	(115.72)	0.0%
513 10 42 00	Communications - Executive	800.00	324.41	475.59	40.6%
513 10 43 00	Travel	1,000.00	0.00	1,000.00	0.0%
513 10 43 01	Mileage Reimbursement	600.00	781.20	(181.20)	130.2%
513 10 49 00	Training	2,000.00	2,133.46	(133.46)	106.7%
513 10 49 02	Prof. Membership Fees	500.00	910.92	(410.92)	182.2%

513 Executive	97,003.00	92,629.08	4,373.92	95.5%
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514 Financial And Recording

514 20 11 00	Passport Salaries & Wages	173,024.00	207,229.42	(34,205.42)	119.8%
514 20 20 00	Passport Benefits	89,202.00	91,403.84	(2,201.84)	102.5%
514 23 31 01	Office / Operating Supplies - Finance	0.00	1,057.38	(1,057.38)	0.0%
514 23 41 03	Software License And Support	16,270.00	26,040.06	(9,770.06)	160.0%

000	278,496.00	325,730.70	(47,234.70)	117.0%
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514 23 10 00	Salaries & Wages	81,796.00	80,164.80	1,631.20	98.0%
514 23 20 00	Benefits	23,791.00	20,097.23	3,693.77	84.5%
514 23 31 00	Office / Operating Supplies - Passports	9,000.00	13,683.38	(4,683.38)	152.0%
514 23 41 00	Professional Services - Passports	23,839.00	22,925.45	913.55	96.2%
514 23 41 01	Professional Services - Audit	14,863.00	7,554.30	7,308.70	50.8%
514 23 41 02	Professional Services - Finance	350.00	461.29	(111.29)	131.8%
514 23 42 00	Communications - Treasurer	670.00	324.71	345.29	48.5%
514 23 49 00	Membership Fees - Treasurer	75.00	0.00	75.00	0.0%
514 23 49 01	Bank Charges	6,826.00	17,309.93	(10,483.93)	253.6%
514 23 49 04	Training / Staff Development - Treasurer	1,309.00	60.54	1,248.46	4.6%

023 Financial Services	162,519.00	162,581.63	(62.63)	100.0%
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514 25 10 00	Salaries & Wages - Clerk	74,849.00	76,733.85	(1,884.85)	102.5%
514 25 20 00	Benefits - Clerk	27,965.00	25,829.04	2,135.96	92.4%
514 25 31 00	Office / Operating Supplies - Clerk	500.00	1,114.81	(614.81)	223.0%
514 25 41 00	Professional Services - Misc.	500.00	19.52	480.48	3.9%
514 25 41 02	Professional Services - Publishing	2,000.00	1,035.11	964.89	51.8%
514 25 42 00	Communications - Clerk	700.00	324.71	375.29	46.4%
514 25 43 00	Travel - Clerk	750.00	1,515.14	(765.14)	202.0%
514 25 43 01	Mileage Reimbursement - Clerk	300.00	106.40	193.60	35.5%
514 25 49 00	Professional Membership Fees - Clerk	500.00	560.00	(60.00)	112.0%
514 25 49 01	Professional Service - Recording Fees	1,000.00	659.00	341.00	65.9%

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Expenditures	Amt Budgeted	Expenditures	Remaining
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514 Financial And Recording

514 25 49 02	Other Operating Expense - Clerk	100.00	0.00	100.00	0.0%
514 25 49 05	Training / Staff Development - Clerk	1,700.00	495.00	1,205.00	29.1%
025 Records Services		110,864.00	108,392.58	2,471.42	97.8%
514 40 41 00	Election Costs	4,000.00	0.00	4,000.00	0.0%
040 Election Services		4,000.00	0.00	4,000.00	0.0%
514 90 41 00	Voter Registration Costs	9,000.00	6,801.06	2,198.94	75.6%
090 Voter Services		9,000.00	6,801.06	2,198.94	75.6%
514 Financial And Recording		564,879.00	603,505.97	(38,626.97)	106.8%

515 Legal Services

515 41 41 00	Legal Services - Criminal Prosecution	7,000.00	4,711.92	2,288.08	67.3%
515 41 41 02	Legal Services - Civil	55,000.00	75,515.92	(20,515.92)	137.3%
515 93 41 01	Legal Services - Criminal Defense	9,408.00	1,568.00	7,840.00	16.7%
515 Legal Services		71,408.00	81,795.84	(10,387.84)	114.5%

517 Other Admin

517 20 20 00	Health Insurance - LEOFF I	17,000.00	19,081.39	(2,081.39)	112.2%
517 Other Admin		17,000.00	19,081.39	(2,081.39)	112.2%

518 Central Services

518 20 44 00	Taxes/Assessments	2,000.00	3,573.04	(1,573.04)	178.7%
518 30 10 00	Salaries & Wages	19,567.00	22,766.10	(3,199.10)	116.3%
518 30 20 00	Benefits	8,485.00	9,910.76	(1,425.76)	116.8%
518 30 31 00	Office / Operating Supplies - City Hall	14,000.00	27,449.64	(13,449.64)	196.1%
518 30 35 00	Small Tools And Minor Equipment	3,500.00	3,063.22	436.78	87.5%
518 30 41 00	Professional Services - Misc	14,000.00	9,392.70	4,607.30	67.1%
518 30 41 01	Professional Svcs-Custodial	11,246.00	14,534.00	(3,288.00)	129.2%
518 30 41 02	Professional Services-Copier	2,750.00	1,223.18	1,526.82	44.5%
518 30 42 00	Communication	3,200.00	5,879.21	(2,679.21)	183.7%
518 30 42 01	Postage	20,000.00	20,322.58	(322.58)	101.6%
518 30 46 00	Insurance - City Hall	35,225.00	35,906.30	(681.30)	101.9%
518 30 47 00	City Utilities - Water - City Hall	6,200.00	7,405.03	(1,205.03)	119.4%
518 30 47 03	PUD - Old City Hall	5,263.00	3,228.57	2,034.43	61.3%
518 30 47 04	PUD - Decorative Street Lighting	3,000.00	3,040.11	(40.11)	101.3%
518 30 47 05	PUD - New City Hall/Civic Ctr	15,686.00	9,379.29	6,306.71	59.8%
518 30 48 00	Bldg. Repairs & Maint-City Hall	305,708.00	119,039.32	186,668.68	38.9%
518 30 49 00	Annual Agency Membership Fees	8,000.00	9,120.00	(1,120.00)	114.0%
518 61 40 00	Judgements and Settlements	0.00	4,103.36	(4,103.36)	0.0%
518 86 41 00	Professional Services - IT	20,000.00	25,010.04	(5,010.04)	125.1%
518 Central Services		497,830.00	334,346.45	163,483.55	67.2%

521 Law Enforcement

521 00 31 02	Community Based Policing Supplies	0.00	683.21	(683.21)	0.0%
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001 Current Expense 01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining
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521 Law Enforcement

521 10 42 00	Postage	0.00	9.68	(9.68)	0.0%
521 20 42 02	Fire Alarm Moniroing	3,731.00	621.87	3,109.13	16.7%
000		3,731.00	1,314.76	2,416.24	35.2%
521 10 46 00	Insurance	8,349.00	8,229.77	119.23	98.6%
010	Administration	8,349.00	8,229.77	119.23	98.6%
521 20 21 01	Uniforms - Replacement	0.00	169.55	(169.55)	0.0%
521 20 31 00	Office Supplies	0.00	777.21	(777.21)	0.0%
521 20 31 01	Operating Supplies	2,000.00	2,063.38	(63.38)	103.2%
521 20 35 00	Small Tools & Equipment	0.00	1,137.92	(1,137.92)	0.0%
521 20 41 00	Professional Services-Misc	0.00	158.50	(158.50)	0.0%
521 20 41 01	Intergovt-Sheriff Contract	960,885.00	961,760.50	(875.50)	100.1%
521 20 41 03	Intergovt-Animal Services	7,620.00	7,455.00	165.00	97.8%
521 20 41 04	Intergovt-WSP Services	1,100.00	12.00	1,088.00	1.1%
020	Police Operations	971,605.00	973,534.06	(1,929.06)	100.2%
521 30 41 01	Drug Task Force Contribution	1,845.00	1,180.00	665.00	64.0%
521 30 49 00	Crime Prevention	1,000.00	0.00	1,000.00	0.0%
030	Crime Prevention	2,845.00	1,180.00	1,665.00	41.5%
521 40 49 01	Training / Staff Development	500.00	75.00	425.00	15.0%
040	Training	500.00	75.00	425.00	15.0%
521 50 41 01	Professional Svcs-Custodial	6,600.00	1,305.00	5,295.00	19.8%
521 50 47 00	PUD	4,800.00	4,621.94	178.06	96.3%
521 50 47 01	City Utilities - Water	6,563.00	6,420.40	142.60	97.8%
521 50 48 03	Building Repairs & Maintenance	2,500.00	108.00	2,392.00	4.3%
050	Facilities	20,463.00	12,455.34	8,007.66	60.9%
521	Law Enforcement	1,007,493.00	996,788.93	10,704.07	98.9%

522 Fire Control

522 10 44 00	Forest Land Assessment	100.00	122.34	(22.34)	122.3%
010	Administration	100.00	122.34	(22.34)	122.3%
522 30 41 00	Arson Interlocal	1,500.00	0.00	1,500.00	0.0%
030	Fire Prevention & Investigatio	1,500.00	0.00	1,500.00	0.0%
522	Fire Control	1,600.00	122.34	1,477.66	7.6%

523 Jail Costs

523 60 41 00	Jails	50,000.00	43,521.75	6,478.25	87.0%
523	Jail Costs	50,000.00	43,521.75	6,478.25	87.0%

524 Protective Inspections

524 20 41 00	Prof. Svcs - Building Inspections	13,125.00	21,130.00	(8,005.00)	161.0%
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001 Current Expense 01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining
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524 Protective Inspections

524 20 49 00	Miscellaneous	0.00	109.00	(109.00)	0.0%
524 Protective Inspections		13,125.00	21,239.00	(8,114.00)	161.8%

525 Emergency Services

525 60 41 00	Emergency Services	9,000.00	6,876.00	2,124.00	76.4%
525 Emergency Services		9,000.00	6,876.00	2,124.00	76.4%

528 Comm/Alarms/Dispatch

528 00 42 01	SnoPac Dispatch	64,319.00	64,385.04	(66.04)	100.1%
060 Operations - Contracted Servic		64,319.00	64,385.04	(66.04)	100.1%
528 Comm/Alarms/Dispatch		64,319.00	64,385.04	(66.04)	100.1%

553 Conservation

553 70 41 00	Pollution Control	3,588.00	3,665.00	(77.00)	102.1%
553 Conservation		3,588.00	3,665.00	(77.00)	102.1%

557 Community Services

557 30 41 01	Sno.County Tourism - Annual Fee	230.00	0.00	230.00	0.0%
557 30 41 02	Historical Society - Annual Fee	750.00	1,500.00	(750.00)	200.0%
557 Community Services		980.00	1,500.00	(520.00)	153.1%

558 Planning & Community Devel

558 50 10 00	Salaries & Wages-Permits	218,880.00	161,905.45	56,974.55	74.0%
558 50 20 00	Personnel Benefits-Permits	72,655.00	48,633.03	24,021.97	66.9%
558 50 41 01	Prof. Svcs - Plan Review	23,300.00	16,609.87	6,690.13	71.3%
558 60 31 00	Office Supplies-Planning	250.00	546.22	(296.22)	218.5%
558 60 31 02	Operating Supplies	500.00	3,999.48	(3,499.48)	799.9%
558 60 41 00	Planning Consultant	0.00	6,240.00	(6,240.00)	0.0%
558 60 41 01	Prof. Svcs-Special Projects	0.00	300.00	(300.00)	0.0%
558 60 41 02	Advertising	250.00	619.56	(369.56)	247.8%
558 60 41 03	Professional Services - Engineer	4,000.00	8,906.06	(4,906.06)	222.7%
558 60 41 05	Prof Svcs - Misc.	0.00	2,152.80	(2,152.80)	0.0%
558 60 41 06	Prof. Svcs-Hearing Examiner	8,500.00	0.00	8,500.00	0.0%
558 60 41 07	Planning Services IDIQ - AHBL	22,900.00	31,192.50	(8,292.50)	136.2%
558 60 41 09	Planning Services IDIQ - OTAK	0.00	2,609.25	(2,609.25)	0.0%
558 60 41 10	Planning Services IDIQ - Kimley-Horn	3,800.00	0.00	3,800.00	0.0%
558 60 43 01	Planning Mileage Reimbursement	250.00	0.00	250.00	0.0%
558 60 49 01	Training & Conferences	1,500.00	3,042.84	(1,542.84)	202.9%
558 60 49 04	Housing Committee-annual Fee	2,101.00	0.00	2,101.00	0.0%
558 Planning & Community Devel		358,886.00	286,757.06	72,128.94	79.9%

560 Social Services

566 66 41 00	Alcoholism	2,100.00	1,004.12	1,095.88	47.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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560 Social Services

569 69 41 00	Aging/Disability Svcs - Senior Center	750.00	750.00	0.00	100.0%
560 Social Services		2,850.00	1,754.12	1,095.88	61.5%

573 Cultural & Community Activities

573 20 30 01	Community Events - Supplies	0.00	66.99	(66.99)	0.0%
573 20 40 02	Community Event - Frightening Falls	0.00	1,500.00	(1,500.00)	0.0%
573 90 41 00	Community Events	3,500.00	7,473.54	(3,973.54)	213.5%
573 90 42 00	Community Events Training	0.00	1,211.78	(1,211.78)	0.0%
573 Cultural & Community Activities		3,500.00	10,252.31	(6,752.31)	292.9%

576 Park Facilities

576 30 42 00	Communications - Internet	4,338.00	2,149.00	2,189.00	49.5%
576 80 10 00	Salaries & Wages	172,597.00	131,070.86	41,526.14	75.9%
576 80 20 00	Benefits	69,275.00	54,256.30	15,018.70	78.3%
576 80 31 03	Operating Supplies	12,950.00	15,086.29	(2,136.29)	116.5%
576 80 32 00	Fuel	2,500.00	2,609.52	(109.52)	104.4%
576 80 35 00	Small Tools/Minor Equip.	600.00	1,386.06	(786.06)	231.0%
576 80 41 00	Prof. Svcs- DOC Inmates	2,000.00	1,450.06	549.94	72.5%
576 80 47 00	PUD-Utilities-Frank Mason Park	3,299.00	2,009.05	1,289.95	60.9%
576 80 47 01	City Utilities - Water	5,500.00	5,395.77	104.23	98.1%
576 80 47 02	PUD Electrical-Jack Webb	1,000.00	1,234.90	(234.90)	123.5%
576 80 48 00	Repairs & Maintenance	5,000.00	7,018.72	(2,018.72)	140.4%
576 80 49 01	Park Facilities - Frank Mason Dock Replacement	265,000.00	224,561.60	40,438.40	84.7%
576 Park Facilities		544,059.00	448,228.13	95,830.87	82.4%

580 Non Expenditures

582 30 00 00	Payroll Clearing Account	0.00	7,967.30	(7,967.30)	0.0%
582 30 00 01	Developer Costs Passthrough	15,000.00	6,940.91	8,059.09	46.3%
580 Non Expenditures		15,000.00	14,908.21	91.79	99.4%

591 Redemption Of Debt

591 59 70 00	City Hall/Civic Ctr: Principal	206,000.00	206,000.00	0.00	100.0%
592 18 80 00	Interest/Tax City Copier Lease	255.00	0.00	255.00	0.0%
592 59 80 00	City Hall/Civic Ctr Interest	53,926.00	53,926.86	(0.86)	100.0%
591 Redemption Of Debt		260,181.00	259,926.86	254.14	99.9%

594 Capital Expenses

591 18 70 00	City Hall Copier Lease	4,500.00	4,502.82	(2.82)	100.1%
591 18 70 01	Postage Meter Lease-City	1,500.00	909.00	591.00	60.6%
594 18 64 01	Machinery & Equipment-City	2,000.00	1,291.64	708.36	64.6%
594 48 61 01	Warehouse Management System	0.00	34.40	(34.40)	0.0%
594 59 60 02	Capital Expenditure - Land Acquisition Jordan Rd Remanent	75,000.00	0.00	75,000.00	0.0%
594 76 64 01	Parks Mach & Equip	1,077.00	0.00	1,077.00	0.0%

2025 BUDGET POSITION

City Of Granite Falls

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001 Current Expense 01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining
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594 Capital Expenses

594 76 64 02	Mach/Equipment-Vehicle	45,000.00	45,000.00	0.00	100.0%
594 Capital Expenses		129,077.00	51,737.86	77,339.14	40.1%

597 Interfund Transfers

597 00 11 00	Transfer to Water Fund	107,802.00	107,802.00	0.00	100.0%
597 00 15 00	Operating Trf to Sewer Fund (403)	192,436.00	192,436.00	0.00	100.0%
597 00 16 00	Operating Trf To Streets Fund (101)	140,000.00	140,000.00	0.00	100.0%
597 00 18 00	Transfer to Community Events, Arts, and Recreation Fund	42,107.00	42,107.00	0.00	100.0%
597 Interfund Transfers		482,345.00	482,345.00	0.00	100.0%

999 Ending Balance

508 91 13 00	Ending Cash & Investments	2,856,705.00	0.00	2,856,705.00	0.0%
999 Ending Balance		2,856,705.00	0.00	2,856,705.00	0.0%

Fund Expenditures:	7,182,898.00	3,932,191.81	3,250,706.19	54.7%
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Fund Excess/(Deficit):	0.00	3,661,794.38
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2025 BUDGET POSITION

City Of Granite Falls

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101 Streets 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 51 12 00	Estimated Beginning Balance	417,709.00	390,021.04	27,687.96	93.4%
308 Beginning Balances		417,709.00	390,021.04	27,687.96	93.4%

310 Taxes

311 10 01 00	Real & Personal Property Taxes	105,347.00	109,797.78	(4,450.78)	104.2%
317 60 00 00	Vehicle Fees TBD	86,687.00	84,290.47	2,396.53	97.2%
310 Taxes		192,034.00	194,088.25	(2,054.25)	101.1%

320 Licenses & Permits

322 40 00 00	Street & Curb Right-of-Way Permits	3,495.00	3,449.75	45.25	98.7%
320 Licenses & Permits		3,495.00	3,449.75	45.25	98.7%

330 Intergovernmental Revenues

336 00 71 00	Multimodal Transportation	4,672.00	6,027.87	(1,355.87)	129.0%
336 00 87 00	Fuel Tax	83,178.00	80,980.90	2,197.10	97.4%
330 Intergovernmental Revenues		87,850.00	87,008.77	841.23	99.0%

340 Charges For Goods And Services

345 89 00 01	Other Planning And Development - Inspections	0.00	325.00	(325.00)	0.0%
340 Charges For Goods And Services		0.00	325.00	(325.00)	0.0%

360 Interest And Other Earnings

361 11 02 00	Investment Interest	7,500.00	14,056.93	(6,556.93)	187.4%
369 91 01 00	Miscellaneous Revenue	0.00	7,447.32	(7,447.32)	0.0%
360 Interest And Other Earnings		7,500.00	21,504.25	(14,004.25)	286.7%

390 Other Financing Sources

395 10 01 00	Sale Of Assets	0.00	1.00	(1.00)	0.0%
390 Other Financing Sources		0.00	1.00	(1.00)	0.0%

397 Interfund Transfers

397 00 16 00	Operating Transfer From The General Funf (001)	140,000.00	140,000.00	0.00	100.0%
397 Interfund Transfers		140,000.00	140,000.00	0.00	100.0%

398 Insurance Recovery

395 20 00 01	Insurance Recovery	0.00	7,815.89	(7,815.89)	0.0%
398 Insurance Recovery		0.00	7,815.89	(7,815.89)	0.0%

2025 BUDGET POSITION

City Of Granite Falls

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101 Streets 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining	
Fund Revenues:	848,588.00	844,213.95	4,374.05	99.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	

542 Streets - Maintenance

542 30 10 00	Salaries & Wages	159,374.00	192,468.92	(33,094.92)	120.8%
542 30 20 00	Benefits	63,238.00	76,801.49	(13,563.49)	121.4%
542 30 21 00	Uniforms & Clothing	1,000.00	902.96	97.04	90.3%
542 30 31 00	Office Supplies	100.00	431.77	(331.77)	431.8%
542 30 31 01	Operating Supplies	10,559.00	13,022.38	(2,463.38)	123.3%
542 30 32 00	Fuel	5,473.00	4,732.22	740.78	86.5%
542 30 35 00	Small Tool & Equipment	2,168.00	2,511.83	(343.83)	115.9%
542 30 41 09	Prof. Svcs-Asphalt/Potholes	5,000.00	0.00	5,000.00	0.0%
542 30 41 11	Prof. Svcs-Street Light Repairs	1,300.00	639.16	660.84	49.2%
542 30 45 00	Equipment Rentals & Leases	500.00	0.00	500.00	0.0%
542 30 48 00	Repairs & Maintenance	15,000.00	9,955.92	5,044.08	66.4%
542 61 48 00	Sidewalks Repairs & Maintenance	2,000.00	0.00	2,000.00	0.0%
542 63 47 00	PUD - Street Lighting	35,475.00	36,780.04	(1,305.04)	103.7%
542 64 41 00	Restripe City Hall Parking	140,000.00	81,586.41	58,413.59	58.3%
542 64 41 05	Professional Services - Street Striping	12,500.00	10,968.64	1,531.36	87.7%
542 64 48 00	Traffic Control Devices	5,000.00	2,221.55	2,778.45	44.4%
542 66 48 00	Snow & Ice Control	2,000.00	0.00	2,000.00	0.0%
542 70 41 06	Prof. Svcs - Shoulder / Brush Mower	6,000.00	0.00	6,000.00	0.0%
542 Streets - Maintenance		466,687.00	433,023.29	33,663.71	92.8%

543 Streets Admin & Overhead

543 10 41 01	Professional Services - Other (BIAS)	3,200.00	4,385.77	(1,185.77)	137.1%
543 10 41 02	Prof Svcs - DOC Inmates	1,600.00	1,515.73	84.27	94.7%
543 10 43 01	Training / Staff Development	500.00	192.16	307.84	38.4%
543 10 43 02	Mileage Reimbursement	0.00	91.35	(91.35)	0.0%
543 30 42 00	Communications	1,200.00	1,124.44	75.56	93.7%
543 30 46 00	Insurance	13,011.00	12,824.42	186.58	98.6%
543 30 49 01	Membership Fees	100.00	17.92	82.08	17.9%
543 50 48 01	Vehicle / Fleet Maintenance	3,973.00	4,376.59	(403.59)	110.2%
543 Streets Admin & Overhead		23,584.00	24,528.38	(944.38)	104.0%

544 Road & Street Operations

544 40 41 01	Professional Services - Engineering	0.00	2,245.47	(2,245.47)	0.0%
544 Road & Street Operations		0.00	2,245.47	(2,245.47)	0.0%

594 Capital Expenses

594 44 64 01	Capital Exp-Mach & Equip	30,000.00	30,000.00	0.00	100.0%
594 Capital Expenses		30,000.00	30,000.00	0.00	100.0%

999 Ending Balance

508 51 12 00	Ending Cash & Investments	328,317.00	0.00	328,317.00	0.0%
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2025 BUDGET POSITION

City Of Granite Falls

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101 Streets			01/01/2025 To: 12/31/2025	
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance				
999 Ending Balance	328,317.00	0.00	328,317.00	0.0%
Fund Expenditures:	848,588.00	489,797.14	358,790.86	57.7%
Fund Excess/(Deficit):	0.00	354,416.81		

2025 BUDGET POSITION

City Of Granite Falls

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102 Park Impact Fees 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 31 01 00 Beginning Cash & Investments	54,632.00	52,711.35	1,920.65	96.5%
308 Beginning Balances	54,632.00	52,711.35	1,920.65	96.5%

360 Interest And Other Earnings

361 11 00 01 Investment Interest	1,500.00	1,799.02	(299.02)	119.9%
360 Interest And Other Earnings	1,500.00	1,799.02	(299.02)	119.9%

Fund Revenues:	56,132.00	54,510.37	1,621.63	97.1%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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999 Ending Balance

508 31 01 00 Ending Balance	56,132.00	0.00	56,132.00	0.0%
999 Ending Balance	56,132.00	0.00	56,132.00	0.0%

Fund Expenditures:	56,132.00	0.00	56,132.00	0.0%
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Fund Excess/(Deficit):	0.00	54,510.37
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2025 BUDGET POSITION

City Of Granite Falls

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103 Community Events, Arts, Recreation

01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 51 14 00	Estimated Beginning Balance	111,211.00	92,000.00	19,211.00	82.7%
	308 Beginning Balances	111,211.00	92,000.00	19,211.00	82.7%

397 Interfund Transfers

397 00 18 00	Transfer from General Fund	42,107.00	42,107.00	0.00	100.0%
	397 Interfund Transfers	42,107.00	42,107.00	0.00	100.0%

Fund Revenues:	153,318.00	134,107.00	19,211.00	87.5%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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576 Park Facilities

576 80 41 01	Plaza Design Fees	35,000.00	19,000.00	16,000.00	54.3%
	576 Park Facilities	35,000.00	19,000.00	16,000.00	54.3%

594 Capital Expenses

594 73 60 01	Vets Memorial	60,000.00	3,800.00	56,200.00	6.3%
	594 Capital Expenses	60,000.00	3,800.00	56,200.00	6.3%

999 Ending Balance

508 51 14 00	Ending Balance	58,318.00	0.00	58,318.00	0.0%
	999 Ending Balance	58,318.00	0.00	58,318.00	0.0%

Fund Expenditures:	153,318.00	22,800.00	130,518.00	14.9%
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Fund Excess/(Deficit):	0.00	111,307.00
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2025 BUDGET POSITION

City Of Granite Falls

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303 Cif / Streets 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 51 09 00	Beginning Cash & Investment	119,052.00	202,645.55	(83,593.55)	170.2%
308 Beginning Balances		119,052.00	202,645.55	(83,593.55)	170.2%

330 Intergovernmental Revenues

334 03 80 14	TIB Grant - P-P-820(P05)-1 W Stanley St Sidewalk, Jordan Rd to Prospect Ave	0.00	99,144.00	(99,144.00)	0.0%
334 03 80 22	TIB Grant 2-P-820(010)-1 SCMP Crack Sealing	62,100.00	57,342.00	4,758.00	92.3%
334 03 80 23	TIB Grant SCPP 2025 Overlay 2-P-820(011)-1	512,100.00	355,640.00	156,460.00	69.4%
334 03 80 24	TIB Grant C-P-820(001)-1 Stanley Street RRFB	0.00	63,225.00	(63,225.00)	0.0%
330 Intergovernmental Revenues		574,200.00	575,351.00	(1,151.00)	100.2%

340 Charges For Goods And Services

345 84 01 00	Mitigation 60% Developer.	25,000.00	5,550.00	19,450.00	22.2%
345 84 02 00	Mitigation 60% Cemex	15,000.00	10,174.68	4,825.32	67.8%
345 84 05 00	Mitigation 60% Lake Industries	20,000.00	19,229.84	770.16	96.1%
340 Charges For Goods And Services		60,000.00	34,954.52	25,045.48	58.3%

360 Interest And Other Earnings

361 11 04 00	Investment Interest	10,000.00	3,062.82	6,937.18	30.6%
360 Interest And Other Earnings		10,000.00	3,062.82	6,937.18	30.6%

Fund Revenues:	763,252.00	816,013.89	(52,761.89)	106.9%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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544 Road & Street Operations

544 20 41 07	Professional Services - Engineering	2,000.00	920.80	1,079.20	46.0%
544 Road & Street Operations		2,000.00	920.80	1,079.20	46.0%

594 Capital Expenses

595 10 41 04	Sidewalks - Union and Alpine (City Funded)	15,200.00	15,200.16	(0.16)	100.0%
595 30 63 16	TIB Grant - Galena Street Extension - 6-P-820(010)-1	131,368.00	131,827.41	(459.41)	100.3%
595 30 63 19	TIB Grant P-P-820(P05)-1 W Stanley St Sidewalk, Jordan Rd to Prospect Ave	147,692.00	147,692.36	(0.36)	100.0%
595 30 63 22	TIB Grant SCMP Crack Sealing 2-P-820(010)-1	69,000.00	63,713.60	5,286.40	92.3%
595 30 63 23	TIB Grant SCPP Overlay 2-P-820(011)-1	569,100.00	368,775.96	200,324.04	64.8%
595 42 63 20	TIB Grant 2-P-820(009)-1 Alpine St Overlay	10,505.00	10,505.29	(0.29)	100.0%
595 42 63 21	TIB Grant P-P-820(P05)-1 Rectangular Rapid Flashing Beacon (RRFB)	34,186.00	34,186.00	0.00	100.0%

2025 BUDGET POSITION

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303 Cif / Streets 01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining
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594 Capital Expenses

594 Capital Expenses	977,051.00	771,900.78	205,150.22	79.0%
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999 Ending Balance

508 51 09 00 Ending Cash & Investment	(215,799.00)	0.00	(215,799.00)	0.0%
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999 Ending Balance	(215,799.00)	0.00	(215,799.00)	0.0%
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Fund Expenditures:	763,252.00	772,821.58	(9,569.58)	101.3%
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Fund Excess/(Deficit):	0.00	43,192.31
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2025 BUDGET POSITION

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304 Cif / Arterial/alternate Route 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 31 02 00	Beginning Cash & Investment	5,579.00	14,450.99	(8,871.99)	259.0%
308 Beginning Balances		5,579.00	14,450.99	(8,871.99)	259.0%

340 Charges For Goods And Services

345 84 00 01	Mitigation 40% Developer	20,000.00	3,700.00	16,300.00	18.5%
345 84 00 02	Mitigation 40% Cemex	7,500.00	6,783.11	716.89	90.4%
345 84 00 05	Mitigation 40% Lake Industries	5,000.00	12,819.90	(7,819.90)	256.4%
340 Charges For Goods And Services		32,500.00	23,303.01	9,196.99	71.7%

360 Interest And Other Earnings

361 11 05 00	Investment Interest	500.00	815.49	(315.49)	163.1%
360 Interest And Other Earnings		500.00	815.49	(315.49)	163.1%

Fund Revenues:	38,579.00	38,569.49	9.51	100.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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595 Capital Improvements

595 30 63 00	City Share Snohomish Cty	25,000.00	25,000.00	0.00	100.0%
595 Capital Improvements		25,000.00	25,000.00	0.00	100.0%

999 Ending Balance

508 31 02 00	Ending Cash & Investment	13,579.00	0.00	13,579.00	0.0%
999 Ending Balance		13,579.00	0.00	13,579.00	0.0%

Fund Expenditures:	38,579.00	25,000.00	13,579.00	64.8%
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Fund Excess/(Deficit):	0.00	13,569.49
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2025 BUDGET POSITION

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305 Capital Improvement 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 51 11 00 Beginning Cash & Investment	33,003.00	34,442.34	(1,439.34)	104.4%
308 Beginning Balances	33,003.00	34,442.34	(1,439.34)	104.4%

360 Interest And Other Earnings

361 11 06 00 Investment Interest	700.00	1,155.40	(455.40)	165.1%
360 Interest And Other Earnings	700.00	1,155.40	(455.40)	165.1%

Fund Revenues:	33,703.00	35,597.74	(1,894.74)	105.6%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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594 Capital Expenses

594 59 61 00 Capital Expenditures - Land	0.00	3,000.00	(3,000.00)	0.0%
594 Capital Expenses	0.00	3,000.00	(3,000.00)	0.0%

999 Ending Balance

508 51 11 00 Ending Cash & Investments	33,703.00	0.00	33,703.00	0.0%
999 Ending Balance	33,703.00	0.00	33,703.00	0.0%

Fund Expenditures:	33,703.00	3,000.00	30,703.00	8.9%
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Fund Excess/(Deficit):	0.00	32,597.74
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2025 BUDGET POSITION

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306 REET Capital Improvement 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 31 03 00	Beginning Cash & Investment	792,396.00	794,990.45	(2,594.45)	100.3%
308 Beginning Balances		792,396.00	794,990.45	(2,594.45)	100.3%

310 Taxes

318 34 00 01	Real Estate Excise Tax-1st 1/2%	104,010.00	106,543.54	(2,533.54)	102.4%
318 35 00 01	Real Estate Excise Tax-2nd 1/2%	104,010.00	106,543.47	(2,533.47)	102.4%
310 Taxes		208,020.00	213,087.01	(5,067.01)	102.4%

360 Interest And Other Earnings

361 11 00 06	Investment Interest	15,000.00	27,206.22	(12,206.22)	181.4%
360 Interest And Other Earnings		15,000.00	27,206.22	(12,206.22)	181.4%

Fund Revenues:	1,015,416.00	1,035,283.68	(19,867.68)	102.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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594 Capital Expenses

594 73 00 01	Propery Acquisition - American Legion - Park	350,000.00	331,641.10	18,358.90	94.8%
594 Capital Expenses		350,000.00	331,641.10	18,358.90	94.8%

999 Ending Balance

508 31 03 00	Ending Cash & Investment	665,416.00	0.00	665,416.00	0.0%
999 Ending Balance		665,416.00	0.00	665,416.00	0.0%

Fund Expenditures:	1,015,416.00	331,641.10	683,774.90	32.7%
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Fund Excess/(Deficit):	0.00	703,642.58
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2025 BUDGET POSITION

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401 Water 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 51 08 00	Beginning Cash & Investment	722,358.00	736,946.32	(14,588.32)	102.0%
308 Beginning Balances		722,358.00	736,946.32	(14,588.32)	102.0%

340 Charges For Goods And Services

343 40 00 00	Water Sales	1,070,516.00	1,091,788.76	(21,272.76)	102.0%
343 40 01 00	Installations	400.00	0.00	400.00	0.0%
343 40 02 00	Reconnect Fees	7,000.00	3,750.00	3,250.00	53.6%
343 40 03 00	Water Service Inspection	100.00	0.00	100.00	0.0%
343 40 04 00	New Account Setup Fee	0.00	250.00	(250.00)	0.0%
345 89 00 02	Other Planning And Development - Inspections	0.00	575.00	(575.00)	0.0%
340 Charges For Goods And Services		1,078,016.00	1,096,363.76	(18,347.76)	101.7%

350 Fines And Penalties

359 34 04 01	Late Fees	27,000.00	21,315.00	5,685.00	78.9%
350 Fines And Penalties		27,000.00	21,315.00	5,685.00	78.9%

360 Interest And Other Earnings

361 11 07 00	Investment Interest	18,000.00	23,780.90	(5,780.90)	132.1%
369 91 02 00	Other Miscellaneous Revenues	0.00	2.00	(2.00)	0.0%
360 Interest And Other Earnings		18,000.00	23,782.90	(5,782.90)	132.1%

390 Other Financing Sources

395 20 21 02	Insurance Recovery - Capital Assets	0.00	9,906.12	(9,906.12)	0.0%
390 Other Financing Sources		0.00	9,906.12	(9,906.12)	0.0%

397 Interfund Transfers

397 34 64 00	Transfer from the General Fund	107,802.00	107,802.00	0.00	100.0%
397 Interfund Transfers		107,802.00	107,802.00	0.00	100.0%

Fund Revenues:	1,953,176.00	1,996,116.10	(42,940.10)	102.2%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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534 Water Utilities

534 00 10 00	Salaries & Wages	324,998.00	366,192.31	(41,194.31)	112.7%
534 00 20 00	Benefits	119,867.00	130,284.37	(10,417.37)	108.7%
534 00 21 00	Uniforms & Clothing	1,000.00	825.98	174.02	82.6%
534 00 31 00	Office Supplies	900.00	1,052.37	(152.37)	116.9%
534 00 31 01	Operating Supplies	10,000.00	11,280.27	(1,280.27)	112.8%
534 00 32 00	Fuel	1,794.00	2,305.09	(511.09)	128.5%
534 00 35 00	Small Tools / Minor Equipment	3,000.00	1,278.59	1,721.41	42.6%
534 00 41 00	Professional Services - Engineer	20,000.00	575.75	19,424.25	2.9%
534 00 41 01	Professional Services - Lab	5,000.00	3,274.26	1,725.74	65.5%

2025 BUDGET POSITION

City Of Granite Falls

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401 Water 01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining
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534 Water Utilities

534 00 41 03	Prof Svcs - DOC Inmates	1,000.00	253.86	746.14	25.4%
534 00 41 04	Professional Services - Audit	9,383.00	7,554.29	1,828.71	80.5%
534 00 41 06	Professional Services - Misc.	16,000.00	8,484.18	7,515.82	53.0%
534 00 41 07	Utility Locate Fees	250.00	118.73	131.27	47.5%
534 00 41 09	Prof. Svcs - Utility Billing	4,000.00	4,740.21	(740.21)	118.5%
534 00 41 10	Software License And Support	9,000.00	16,657.62	(7,657.62)	185.1%
534 00 42 00	Communications	2,000.00	1,449.22	550.78	72.5%
534 00 42 01	Intergovernmental - PUD Water	406,910.00	450,035.72	(43,125.72)	110.6%
534 00 42 02	Utility Billing Postage	4,200.00	4,072.20	127.80	97.0%
534 00 43 02	Mileage Reimbursement	0.00	91.35	(91.35)	0.0%
534 00 44 00	Intergovernmental - DOR Excise Tax	54,041.00	54,038.85	2.15	100.0%
534 00 44 02	Utility Tax To Current Expense	215,603.00	221,818.20	(6,215.20)	102.9%
534 00 46 00	Insurance	8,970.00	9,143.66	(173.66)	101.9%
534 00 47 00	Utility Service - PUD (electricity)	5,943.00	3,469.90	2,473.10	58.4%
534 00 48 00	Repairs & Maintenance	12,100.00	7,472.92	4,627.08	61.8%
534 00 48 01	Equipment Maintenance	2,500.00	749.77	1,750.23	30.0%
534 00 49 01	Permits & Fees	12,500.00	2,466.50	10,033.50	19.7%
534 00 49 02	Membership Fees	100.00	0.00	100.00	0.0%
534 00 49 03	Service Charges	15,826.00	15,076.91	749.09	95.3%
534 00 49 05	Training / Staff Development	2,000.00	896.11	1,103.89	44.8%
534 Water Utilities		1,268,885.00	1,325,659.19	(56,774.19)	104.5%

591 Redemption Of Debt

591 34 70 00	Sno County PWA Principal	25,556.00	25,555.56	0.44	100.0%
592 34 81 00	Sno County PWA Interest	767.00	766.67	0.33	100.0%
591 Redemption Of Debt		26,323.00	26,322.23	0.77	100.0%

594 Capital Expenses

594 34 64 02	Capital Exp-Mach & Equip	30,000.00	46,154.85	(16,154.85)	153.8%
594 Capital Expenses		30,000.00	46,154.85	(16,154.85)	153.8%

999 Ending Balance

508 51 08 00	Ending Cash & Investments	627,968.00	0.00	627,968.00	0.0%
999 Ending Balance		627,968.00	0.00	627,968.00	0.0%

Fund Expenditures:	1,953,176.00	1,398,136.27	555,039.73	71.6%
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Fund Excess/(Deficit):	0.00	597,979.83
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2025 BUDGET POSITION

City Of Granite Falls

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402 Cif / Water 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 51 02 00	Beginning Cash & Investment	1,578,687.00	1,559,818.08	18,868.92	98.8%
308 Beginning Balances		1,578,687.00	1,559,818.08	18,868.92	98.8%

340 Charges For Goods And Services

343 40 00 01	CIF Water Sales	45,518.00	46,134.98	(616.98)	101.4%
343 40 00 02	General Facilities Charges	0.00	1,362.00	(1,362.00)	0.0%
340 Charges For Goods And Services		45,518.00	47,496.98	(1,978.98)	104.3%

360 Interest And Other Earnings

361 11 08 00	Investment Interest	35,000.00	54,716.92	(19,716.92)	156.3%
369 91 02 01	Misc Rev - Admin Fees	0.00	3.00	(3.00)	0.0%
360 Interest And Other Earnings		35,000.00	54,719.92	(19,719.92)	156.3%

Fund Revenues:	1,659,205.00	1,662,034.98	(2,829.98)	100.2%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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534 Water Utilities

534 20 42 02	General Facilities Charge - PUD	29,160.00	29,160.00	0.00	100.0%
534 20 44 01	Intergovernmental - DOR Excise Tax	1,994.00	2,120.71	(126.71)	106.4%
534 Water Utilities		31,154.00	31,280.71	(126.71)	100.4%

594 Capital Expenses

594 34 63 01	Pressure Relief Valves	15,000.00	0.00	15,000.00	0.0%
594 34 63 14	Water Line Replace-Cascade and Grand Avenue	614,320.00	574,021.09	40,298.91	93.4%
594 34 63 15	Water Line Replacement - Kentucky & Indiana	0.00	1,888.65	(1,888.65)	0.0%
594 34 64 04	Meter Replacement Program	2,000.00	10,803.08	(8,803.08)	540.2%
594 Capital Expenses		631,320.00	586,712.82	44,607.18	92.9%

999 Ending Balance

508 51 02 00	Ending Cash & Investment	996,731.00	0.00	996,731.00	0.0%
999 Ending Balance		996,731.00	0.00	996,731.00	0.0%

Fund Expenditures:	1,659,205.00	617,993.53	1,041,211.47	37.2%
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Fund Excess/(Deficit):	0.00	1,044,041.45
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2025 BUDGET POSITION

City Of Granite Falls

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403 Sewer 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 51 03 00	Beginning Cash & Investment	2,293,226.00	2,229,913.62	63,312.38	97.2%
308 Beginning Balances		2,293,226.00	2,229,913.62	63,312.38	97.2%

340 Charges For Goods And Services

343 50 00 00	Sewer Charge	1,901,109.00	1,962,184.81	(61,075.81)	103.2%
343 50 00 01	Sewer Overage Charge	23,000.00	25,423.54	(2,423.54)	110.5%
343 50 00 03	Sewer Inspections	250.00	0.00	250.00	0.0%
343 50 00 07	New Account Setup Fee	0.00	250.00	(250.00)	0.0%
345 89 00 03	Other Planning And Development - Inspections	0.00	325.00	(325.00)	0.0%
340 Charges For Goods And Services		1,924,359.00	1,988,183.35	(63,824.35)	103.3%

360 Interest And Other Earnings

361 11 09 00	Investment Interest	47,789.00	82,578.04	(34,789.04)	172.8%
369 91 03 00	Other Miscellaneous Revenue	0.00	100.00	(100.00)	0.0%
360 Interest And Other Earnings		47,789.00	82,678.04	(34,889.04)	173.0%

397 Interfund Transfers

397 35 64 00	Transfer from General Fund	192,436.00	192,436.00	0.00	100.0%
397 Interfund Transfers		192,436.00	192,436.00	0.00	100.0%

Fund Revenues:	4,457,810.00	4,493,211.01	(35,401.01)	100.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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535 Sewer Utilities

535 00 10 00	Salaries & Wages	549,825.00	617,710.21	(67,885.21)	112.3%
535 00 20 00	Benefits	207,224.00	203,356.50	3,867.50	98.1%
535 00 21 00	Uniforms & Clothing	1,200.00	2,566.32	(1,366.32)	213.9%
535 00 31 00	Office / Operating Supplies	10,000.00	20,217.65	(10,217.65)	202.2%
535 00 31 02	Process Control / Composting	70,000.00	39,287.75	30,712.25	56.1%
535 00 31 03	Lab Supplies	12,000.00	11,480.00	520.00	95.7%
535 00 31 04	Operating Supplies-Chemicals	17,512.00	26,249.97	(8,737.97)	149.9%
535 00 32 00	Fuel	2,500.00	821.61	1,678.39	32.9%
535 00 35 00	Small Tools & Minor Equipment	4,716.00	2,033.68	2,682.32	43.1%
535 00 41 00	Professional Services - Engineer	23,501.00	4,492.53	19,008.47	19.1%
535 00 41 01	Professional Services - Misc.	15,000.00	8,531.47	6,468.53	56.9%
535 00 41 02	Professional Services Audit	9,961.00	7,554.28	2,406.72	75.8%
535 00 41 06	Utility Locate Fees	150.00	118.76	31.24	79.2%
535 00 41 07	Sampling Requirements	10,000.00	3,944.07	6,055.93	39.4%
535 00 41 08	Prof. Svcs - Utility Billing	4,000.00	4,115.73	(115.73)	102.9%
535 00 41 09	Prof Svcs - DOC Inmates	750.00	171.82	578.18	22.9%
535 00 41 10	Software License And Support	12,000.00	18,999.50	(6,999.50)	158.3%
535 00 42 00	Communications	6,500.00	7,790.36	(1,290.36)	119.9%
535 00 42 01	Utility Billing Postage	4,500.00	4,330.43	169.57	96.2%
535 00 43 00	Travel	1,000.00	0.00	1,000.00	0.0%
535 00 43 02	Mileage Reimbursement	500.00	91.35	408.65	18.3%

2025 BUDGET POSITION

City Of Granite Falls

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403 Sewer 01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining
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535 Sewer Utilities

535 00 44 00	Intergovernmental - DOR Excise Tax	40,064.00	40,449.81	(385.81)	101.0%
535 00 44 01	Utility Tax Current Exp Fund	384,872.00	394,422.07	(9,550.07)	102.5%
535 00 46 00	Insurance	90,000.00	63,698.13	26,301.87	70.8%
535 00 47 00	WWTP Electrical	45,935.00	50,467.47	(4,532.47)	109.9%
535 00 47 01	PUD - Lift Station	6,500.00	6,234.30	265.70	95.9%
535 00 47 02	Utilities - Lift Station	3,500.00	2,904.27	595.73	83.0%
535 00 47 03	WWTP Water	13,000.00	7,616.02	5,383.98	58.6%
535 00 47 04	Maintenance - Sludge Hauling	300,000.00	204,386.10	95,613.90	68.1%
535 00 48 00	Repairs & Maintenance - Treatment Plant	50,000.00	7,347.19	42,652.81	14.7%
535 00 48 01	Repairs & Maintenance - Collection	201,000.00	33,500.00	167,500.00	16.7%
535 00 48 02	Repairs & Maintenance - Lift Station	11,500.00	0.00	11,500.00	0.0%
535 00 48 03	Equipment Maintenance	5,000.00	697.55	4,302.45	14.0%
535 00 48 04	Lift Station Chemicals - Bioxide	0.00	8,230.80	(8,230.80)	0.0%
535 00 49 01	Permits And Fees	9,000.00	9,985.89	(985.89)	111.0%
535 00 49 02	Membership Fees	1,500.00	668.36	831.64	44.6%
535 00 49 03	Service Charges	15,000.00	15,076.85	(76.85)	100.5%
535 00 49 05	Training / Staff Development	2,000.00	1,635.99	364.01	81.8%
535 00 49 06	Filing/record Liens	51.00	0.00	51.00	0.0%
535 Sewer Utilities		2,141,761.00	1,831,184.79	310,576.21	85.5%

591 Redemption Of Debt

591 35 78 02	Loan Payment-PWTF Electrical	47,647.00	47,647.37	(0.37)	100.0%
591 Redemption Of Debt		47,647.00	47,647.37	(0.37)	100.0%

592 Interest & Other Debt Costs

592 35 83 02	PWTF 2013 Loan Interest	1,906.00	1,905.89	0.11	100.0%
592 Interest & Other Debt Costs		1,906.00	1,905.89	0.11	100.0%

594 Capital Expenses

594 35 63 05	Cap Exp - System	15,000.00	0.00	15,000.00	0.0%
594 35 64 01	Cap Exp - Mach & Equip	75,000.00	75,000.00	0.00	100.0%
594 35 64 02	Cap Exp - Lab Equipment	12,813.00	0.00	12,813.00	0.0%
594 Capital Expenses		102,813.00	75,000.00	27,813.00	72.9%

999 Ending Balance

508 51 03 00	Ending Cash & Investment	2,163,683.00	0.00	2,163,683.00	0.0%
999 Ending Balance		2,163,683.00	0.00	2,163,683.00	0.0%

Fund Expenditures:	4,457,810.00	1,955,738.05	2,502,071.95	43.9%
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Fund Excess/(Deficit):	0.00	2,537,472.96
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2025 BUDGET POSITION

City Of Granite Falls

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404 Cif / Sewer 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 51 04 00	Beginning Cash & Investment	2,775,161.00	1,500,981.58	1,274,179.42	54.1%
308 Beginning Balances		2,775,161.00	1,500,981.58	1,274,179.42	54.1%

340 Charges For Goods And Services

343 50 00 04	General Facilities Charges	0.00	26,080.62	(26,080.62)	0.0%
340 Charges For Goods And Services		0.00	26,080.62	(26,080.62)	0.0%

360 Interest And Other Earnings

361 11 10 00	Investment Interest	65,000.00	102,834.24	(37,834.24)	158.2%
360 Interest And Other Earnings		65,000.00	102,834.24	(37,834.24)	158.2%

390 Other Financing Sources

391 80 35 01	DOE Loan Proceeds	20,100,000.00	18,129,086.49	1,970,913.51	90.2%
390 Other Financing Sources		20,100,000.00	18,129,086.49	1,970,913.51	90.2%

Fund Revenues:	22,940,161.00	19,758,982.93	3,181,178.07	86.1%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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594 Capital Expenses

594 35 62 01	Cap Expend -Storage Shed	60,000.00	0.00	60,000.00	0.0%
594 35 63 00	Capital Improvement - Lift Station	125,000.00	118,607.41	6,392.59	94.9%
594 35 63 15	Capital Expenditures/Expenses - WWTP	18,300,000.00	15,217,675.41	3,082,324.59	83.2%
594 35 63 16	WWTP Construction Management	1,800,000.00	1,128,716.88	671,283.12	62.7%
594 Capital Expenses		20,285,000.00	16,464,999.70	3,820,000.30	81.2%

999 Ending Balance

508 51 04 00	Ending Cash & Investment	2,655,161.00	0.00	2,655,161.00	0.0%
999 Ending Balance		2,655,161.00	0.00	2,655,161.00	0.0%

Fund Expenditures:	22,940,161.00	16,464,999.70	6,475,161.30	71.8%
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Fund Excess/(Deficit):	0.00	3,293,983.23
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2025 BUDGET POSITION

City Of Granite Falls

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405 Storm Drainage 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 51 05 00	Beginning Cash & Investment	1,176,704.00	1,040,746.03	135,957.97	88.4%
308 Beginning Balances		1,176,704.00	1,040,746.03	135,957.97	88.4%

330 Intergovernmental Revenues

334 03 10 07	Department of Ecology WQSWCAP-2325-GRAFAL-00103	0.00	130,000.00	(130,000.00)	0.0%
330 Intergovernmental Revenues		0.00	130,000.00	(130,000.00)	0.0%

340 Charges For Goods And Services

343 11 00 00	Storm Drainage Fees	232,234.00	223,746.00	8,488.00	96.3%
345 89 00 04	Other Planning And Development - Inspections	0.00	325.00	(325.00)	0.0%
340 Charges For Goods And Services		232,234.00	224,071.00	8,163.00	96.5%

360 Interest And Other Earnings

361 11 11 00	Investment Interest	23,463.00	39,401.39	(15,938.39)	167.9%
360 Interest And Other Earnings		23,463.00	39,401.39	(15,938.39)	167.9%

398 Insurance Recovery

398 10 00 35	Insurance Recoveries	0.00	3,273.00	(3,273.00)	0.0%
398 Insurance Recovery		0.00	3,273.00	(3,273.00)	0.0%

Fund Revenues:	1,432,401.00	1,437,491.42	(5,090.42)	100.4%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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531 Storm Drainage Utilities

531 00 10 00	Salaries & Wages	81,134.00	97,720.45	(16,586.45)	120.4%
531 00 20 00	Benefits	30,169.00	34,399.00	(4,230.00)	114.0%
531 00 21 00	Uniforms & Gear	1,000.00	870.21	129.79	87.0%
531 00 31 01	Operating Supplies	1,000.00	2,579.72	(1,579.72)	258.0%
531 00 31 02	Office Supplies	2,184.00	1,084.45	1,099.55	49.7%
531 00 32 00	Fuel	3,784.00	2,250.17	1,533.83	59.5%
531 00 35 00	Small Tools & Minor Equipment	3,739.00	1,880.24	1,858.76	50.3%
531 00 41 01	Professional Services - Audit	5,988.00	1,192.78	4,795.22	19.9%
531 00 41 04	Professional Services - Misc.	50,000.00	28,959.32	21,040.68	57.9%
531 00 41 05	Utility Locate Fees	200.00	118.70	81.30	59.4%
531 00 41 06	Professional Services - Lab	500.00	647.00	(147.00)	129.4%
531 00 41 08	Prof Svcs - Software	1,000.00	1,646.56	(646.56)	164.7%
531 00 41 09	Prof Svcs - Doc Inmates	1,250.00	1,350.60	(100.60)	108.0%
531 00 41 10	Professional Services - Kentucky Ave and Indiana LID Improvements	35,000.00	11,183.49	23,816.51	32.0%
531 00 42 00	Communications	1,000.00	1,279.21	(279.21)	127.9%
531 00 42 01	Intergovt Prof Svcs-Tax Billing	6,500.00	4,994.88	1,505.12	76.8%
531 00 43 02	Mileage Reimbursement	0.00	91.35	(91.35)	0.0%
531 00 44 00	Intergovernmental - DOR Excise Tax	3,233.00	3,915.54	(682.54)	121.1%

2025 BUDGET POSITION

City Of Granite Falls

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405 Storm Drainage

01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining
531 Storm Drainage Utilities			
531 00 45 00 Equipment Rental & Lease	1,500.00	0.00	1,500.00 0.0%
531 00 46 00 Insurance	11,583.00	11,806.72	(223.72) 101.9%
531 00 48 01 Vehicle/Fleet Maintenance	10,000.00	5,830.61	4,169.39 58.3%
531 00 48 02 Repairs & Maintenance	5,000.00	6,055.46	(1,055.46) 121.1%
531 00 49 00 Annual Permit Fees	3,500.00	6,485.00	(2,985.00) 185.3%
531 00 49 01 Training / Staff Development	2,050.00	1,469.19	580.81 71.7%
531 00 49 03 Membership Fees	100.00	0.00	100.00 0.0%
531 42 41 00 Professional Services-Engineer	3,983.00	13,287.28	(9,304.28) 333.6%
531 42 47 01 Sweeping/Vactoring Disposal	5,000.00	10,255.92	(5,255.92) 205.1%
531 43 45 00 Equipment Rental & Leases	3,185.00	978.27	2,206.73 30.7%
531 43 47 00 Water - Decant	3,000.00	5,901.86	(2,901.86) 196.7%
531 43 47 02 Electrical Decant	2,000.00	1,480.63	519.37 74.0%
531 Storm Drainage Utilities	278,582.00	259,714.61	18,867.39 93.2%

594 Capital Expenses

594 31 64 00 Capital Expend. - Mach/Equip.	3,000.00	3,000.00	0.00 100.0%
594 Capital Expenses	3,000.00	3,000.00	0.00 100.0%

999 Ending Balance

508 51 05 00 Ending Cash & Investment	1,150,819.00	0.00	1,150,819.00 0.0%
999 Ending Balance	1,150,819.00	0.00	1,150,819.00 0.0%

Fund Expenditures:	1,432,401.00	262,714.61	1,169,686.39 18.3%
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Fund Excess/(Deficit):	0.00	1,174,776.81
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2025 BUDGET POSITION

City Of Granite Falls

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406 Cif / Storm Drainage 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 51 06 00	Beginning Cash & Investment	710,551.00	709,848.39	702.61	99.9%
308 Beginning Balances		710,551.00	709,848.39	702.61	99.9%

360 Interest And Other Earnings

361 11 12 00	Investment Interest	15,000.00	25,839.49	(10,839.49)	172.3%
360 Interest And Other Earnings		15,000.00	25,839.49	(10,839.49)	172.3%

Fund Revenues:	725,551.00	735,687.88	(10,136.88)	101.4%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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594 Capital Expenses

594 31 61 01	Portage Ave Stormwater Infrastructure Improvements	0.00	11,194.33	(11,194.33)	0.0%
594 31 63 09	LID Retrofit Indiana Kentucky WQC-2026-GRAFAL-00200	0.00	20,903.92	(20,903.92)	0.0%
594 31 65 01	Capital Improvements	110,000.00	0.00	110,000.00	0.0%
594 Capital Expenses		110,000.00	32,098.25	77,901.75	29.2%

999 Ending Balance

508 51 06 00	Ending Cash & Investment	615,551.00	0.00	615,551.00	0.0%
999 Ending Balance		615,551.00	0.00	615,551.00	0.0%

Fund Expenditures:	725,551.00	32,098.25	693,452.75	4.4%
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Fund Excess/(Deficit):	0.00	703,589.63
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2025 BUDGET POSITION

City Of Granite Falls

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407 Solid Waste 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 51 07 00	Beginning Cash & Investment	97,942.00	97,448.49	493.51	99.5%
308 Beginning Balances		97,942.00	97,448.49	493.51	99.5%

360 Interest And Other Earnings

361 11 13 00	Investment Interest	2,786.00	3,587.34	(801.34)	128.8%
360 Interest And Other Earnings		2,786.00	3,587.34	(801.34)	128.8%

Fund Revenues:	100,728.00	101,035.83	(307.83)	100.3%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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999 Ending Balance

508 51 07 00	Ending Cash & Investment	100,728.00	0.00	100,728.00	0.0%
999 Ending Balance		100,728.00	0.00	100,728.00	0.0%

Fund Expenditures:	100,728.00	0.00	100,728.00	0.0%
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Fund Excess/(Deficit):	0.00	101,035.83
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2025 BUDGET POSITION

City Of Granite Falls

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630 Trust Agency 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 31 00 00	Estimated Beginning Balance	12,525.00	10,421.52	2,103.48	83.2%
308 Beginning Balances		12,525.00	10,421.52	2,103.48	83.2%

380 Non Revenues

386 30 01 01	Court Remittances-District	6,000.00	4,893.44	1,106.56	81.6%
386 30 02 02	Court Remittances-GFTVB	2,000.00	460.00	1,540.00	23.0%
389 30 03 03	State Building Fee Charges	1,000.00	575.00	425.00	57.5%
389 40 01 01	Fire Inspections Passthrough	2,000.00	64.00	1,936.00	3.2%
389 40 02 02	Firearms Licenses	9,000.00	4,062.00	4,938.00	45.1%
380 Non Revenues		20,000.00	10,054.44	9,945.56	50.3%

Fund Revenues:	32,525.00	20,475.96	12,049.04	63.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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580 Non Expenditures

586 30 02 03	Crime Victims Fees	0.00	116.80	(116.80)	0.0%
586 30 03 04	State Court Fees	8,000.00	6,941.68	1,058.32	86.8%
589 30 00 01	State Building Code Surcharges	1,000.00	732.50	267.50	73.3%
589 30 01 02	Firearms Licenses	9,000.00	2,036.75	6,963.25	22.6%
589 40 01 02	Fire Inspection Costs Passthrough	2,000.00	0.00	2,000.00	0.0%
580 Non Expenditures		20,000.00	9,827.73	10,172.27	49.1%

999 Ending Balance

508 31 00 00	Ending Balance	12,525.00	0.00	12,525.00	0.0%
999 Ending Balance		12,525.00	0.00	12,525.00	0.0%

Fund Expenditures:	32,525.00	9,827.73	22,697.27	30.2%
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Fund Excess/(Deficit):	0.00	10,648.23
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2025 BUDGET POSITION TOTALS

City Of Granite Falls

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Current Expense	7,182,898.00	7,593,986.19	105.7%	7,182,898.00	3,932,191.81	55%
101 Streets	848,588.00	844,213.95	99.5%	848,588.00	489,797.14	58%
102 Park Impact Fees	56,132.00	54,510.37	97.1%	56,132.00	0.00	0%
103 Community Events, Arts, Recreatic	153,318.00	134,107.00	87.5%	153,318.00	22,800.00	15%
303 Cif / Streets	763,252.00	816,013.89	106.9%	763,252.00	772,821.58	101%
304 Cif / Arterial/alternate Route	38,579.00	38,569.49	100.0%	38,579.00	25,000.00	65%
305 Capital Improvement	33,703.00	35,597.74	105.6%	33,703.00	3,000.00	9%
306 REET Capital Improvement	1,015,416.00	1,035,283.68	102.0%	1,015,416.00	331,641.10	33%
401 Water	1,953,176.00	1,996,116.10	102.2%	1,953,176.00	1,398,136.27	72%
402 Cif / Water	1,659,205.00	1,662,034.98	100.2%	1,659,205.00	617,993.53	37%
403 Sewer	4,457,810.00	4,493,211.01	100.8%	4,457,810.00	1,955,738.05	44%
404 Cif / Sewer	22,940,161.00	19,758,982.93	86.1%	22,940,161.00	16,464,999.70	72%
405 Storm Drainage	1,432,401.00	1,437,491.42	100.4%	1,432,401.00	262,714.61	18%
406 Cif / Storm Drainage	725,551.00	735,687.88	101.4%	725,551.00	32,098.25	4%
407 Solid Waste	100,728.00	101,035.83	100.3%	100,728.00	0.00	0%
630 Trust Agency	32,525.00	20,475.96	63.0%	32,525.00	9,827.73	30%
	43,393,443.00	40,757,318.42	93.9%	43,393,443.00	26,318,759.77	60.7%

TREASURER'S REPORT

Fund Totals

City Of Granite Falls

Time: 11:37:34 Date: 01/02/2026

12/01/2025 To: 12/31/2025

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Current Expense	3,635,928.91	238,326.37	212,460.90	3,661,794.38	8,476.97	51,681.35	-3,552.20	3,718,400.50
101 Streets	382,947.85	15,707.96	44,239.00	354,416.81	0.00	14,333.89	-5.00	368,745.70
102 Park Impact Fees	54,342.02	168.35		54,510.37	0.00	0.00	0.00	54,510.37
103 Community Events, Arts, Recreation	111,307.00	0.00		111,307.00	0.00	0.00	0.00	111,307.00
303 Cif / Streets	-312,447.69	355,640.00		43,192.31	0.00	0.00	0.00	43,192.31
304 Cif / Arterial/alternate Route	13,527.58	41.91		13,569.49	0.00	0.00	0.00	13,569.49
305 Capital Improvement	35,487.80	109.94	3,000.00	32,597.74	0.00	0.00	0.00	32,597.74
306 REET Capital Improvement	691,970.66	11,671.92		703,642.58	0.00	0.00	0.00	703,642.58
401 Water	627,985.71	75,600.18	105,606.06	597,979.83	68.00	25,151.70	-1,321.15	621,878.38
402 Cif / Water	1,038,607.81	6,848.08	1,414.44	1,044,041.45	0.00	0.00	-86.00	1,043,955.45
403 Sewer	2,547,088.89	171,421.63	181,037.56	2,537,472.96	229.73	50,848.89	-3,672.74	2,584,878.84
404 Cif / Sewer	2,094,083.68	2,105,024.29	905,124.74	3,293,983.23	0.00	0.00	0.00	3,293,983.23
405 Storm Drainage	1,188,218.47	3,681.01	17,122.67	1,174,776.81	0.00	6,646.86	0.00	1,181,423.67
406 Cif / Storm Drainage	713,734.77	2,211.10	12,356.24	703,589.63	0.00	0.00	0.00	703,589.63
407 Solid Waste	100,723.81	312.02		101,035.83	0.00	0.00	0.00	101,035.83
630 Trust Agency	10,667.58	1,032.68	1,052.03	10,648.23	516.00	0.00	0.00	11,164.23
	12,934,174.85	2,987,797.44	1,483,413.64	14,438,558.65	9,290.70	148,662.69	-8,637.09	14,587,874.95

TREASURER'S REPORT

Account Totals

City Of Granite Falls

Time: 11:37:34 Date: 01/02/2026

12/01/2025 To: 12/31/2025

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	642,137.05	2,953,852.01	1,486,049.42	2,109,939.64	-10,873.51	159,124.89	2,258,191.02
2	Cash On Hand	200.00	0.00	0.00	200.00	0.00	0.00	200.00
30	Xpress Billpay	7,477.52	83,994.29	88,072.20	3,399.61	-2,439.67	3,504.59	4,464.53
Total Cash:		649,814.57	3,037,846.30	1,574,121.62	2,113,539.25	-13,313.18	162,629.48	2,262,855.55
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
7	Local Gov Inv Pool #00900	10,653,259.85	35,071.34	0.00	10,688,331.19	0.00	0.00	10,688,331.19
34	Pacific Premier Bank #48483606	1,631,100.43	5,587.78	0.00	1,636,688.21	0.00	0.00	1,636,688.21
Total Investments:		12,284,360.28	40,659.12	0.00	12,325,019.40	0.00	0.00	12,325,019.40
		12,934,174.85	3,078,505.42	1,574,121.62	14,438,558.65	-13,313.18	162,629.48	14,587,874.95

TREASURER'S REPORT
Fund Investments By Account

City Of Granite Falls

12/01/2025 To: 12/31/2025

Time: 11:37:34 Date: 01/02/2026

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 Current Expense	2,638,876.49		9,715.83	9,715.83		2,648,592.32
101 000 Streets	306,359.97		1,023.30	1,023.30		307,383.27
102 000 Park Impact Fees	5,869.02		145.21	145.21		6,014.23
303 000 Cif / Streets	-374,253.27					-374,253.27
304 000 Cif / Arterial/alternate Route	375.21		36.15	36.15		411.36
305 000 Cif / Current Expense	2,514.63		94.83	94.83		2,609.46
306 000 REET Capital Improvement	604,678.14		1,849.07	1,849.07		606,527.21
401 000 Water	337,564.61		1,678.09	1,678.09		339,242.70
402 000 Cif / Water	830,380.86		2,775.34	2,775.34		833,156.20
403 000 Sewer	2,453,291.68		6,806.26	6,806.26		2,460,097.94
404 000 Cif / Sewer	2,005,789.94		5,595.76	5,595.76		2,011,385.70
405 000 Storm Drainage	1,087,305.55		3,175.13	3,175.13		1,090,480.68
406 000 Cif / Storm Drainage	667,144.47		1,907.23	1,907.23		669,051.70
407 000 Solid Waste	87,639.46		269.14	269.14		87,908.60
7 - Local Gov Inv Pool #00900	10,653,536.76	0.00	35,071.34	35,071.34		10,688,608.10
001 000 Current Expense	978,031.92		1,547.99	1,547.99		979,579.91
101 000 Streets	12,188.05		163.04	163.04		12,351.09
102 000 Park Impact Fees	7,033.86		23.14	23.14		7,057.00
303 000 Cif / Streets	42,426.71					42,426.71
304 000 Cif / Arterial/alternate Route	139.42		5.76	5.76		145.18
305 000 Cif / Current Expense	488.01		15.11	15.11		503.12
306 000 REET Capital Improvement	12,856.88		294.60	294.60		13,151.48
401 000 Water	237,345.57		267.36	267.36		237,612.93
402 000 Cif / Water	188,555.42		442.18	442.18		188,997.60
403 000 Sewer	40,073.20		1,084.42	1,084.42		41,157.62
404 000 Cif / Sewer	40,047.04		891.55	891.55		40,938.59
405 000 Storm Drainage	47,671.64		505.88	505.88		48,177.52
406 000 Cif / Storm Drainage	18,832.13		303.87	303.87		19,136.00
407 000 Solid Waste	5,410.58		42.88	42.88		5,453.46
34 - Pacific Premier Bank #48483	1,631,100.43	0.00	5,587.78	5,587.78		1,636,688.21
	12,284,637.19	0.00	40,659.12	40,659.12		12,325,296.31

TREASURER'S REPORT

Fund Investment Totals

City Of Granite Falls

12/01/2025 To: 12/31/2025

Time: 11:37:34 Date: 01/02/2026

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 Current Expense	3,616,908.41		11,263.82	11,263.82		3,628,172.23	33,622.15
101 Streets	318,548.02		1,186.34	1,186.34		319,734.36	34,682.45
102 Park Impact Fees	12,902.88		168.35	168.35		13,071.23	41,439.14
103 Community Events, Arts, Recreation						0.00	111,307.00
303 Cif / Streets	-331,826.56					-331,826.56	375,018.87
304 Cif / Arterial/alternate Route	514.63		41.91	41.91		556.54	13,012.95
305 Capital Improvement	5,402.64		109.94	109.94		5,512.58	27,085.16
306 REET Capital Improvement	617,535.02		2,143.67	2,143.67		619,678.69	83,963.89
401 Water	574,910.18		1,945.45	1,945.45		576,855.63	21,124.20
402 Cif / Water	1,018,936.28		3,217.52	3,217.52		1,022,153.80	21,887.65
403 Sewer	2,493,364.88		7,890.68	7,890.68		2,501,255.56	36,217.40
404 Cif / Sewer	2,045,836.98		6,487.31	6,487.31		2,052,324.29	1,241,658.94
405 Storm Drainage	1,134,977.19		3,681.01	3,681.01		1,138,658.20	36,118.61
406 Cif / Storm Drainage	685,976.60		2,211.10	2,211.10		688,187.70	15,401.93
407 Solid Waste	93,050.04		312.02	312.02		93,362.06	7,673.77
630 Trust Agency						0.00	10,648.23
	<u>12,287,037.19</u>		<u>40,659.12</u>	<u>40,659.12</u>		<u>12,327,696.31</u>	<u>2,110,862.34</u>

Ending fund balance (Page 1) - Investment balance = Available cash.

14,438,558.65

TREASURER'S REPORT

Outstanding Vouchers

City Of Granite Falls

12/01/2025 To: 12/31/2025

As Of: 12/31/2025 Date: 01/02/2026

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	7630	12/30/2025	Tr Rec	1		Passport Customer	2,295.60	Passports 12-30-2025
2025	7638	12/30/2025	Util Pay	1		Xpress Solutions	1,914.49	Xpress Import - CC - 12-30-2025__daily_batch.csv
2025	7613	12/31/2025	Deposit	1		Key Bank Checking	3,504.59	Deposit from Xpress
2025	7631	12/31/2025	Tr Rec	1		Passport Customer	55.00	Passport fee / Photo - Ruslana
2025	7632	12/31/2025	Tr Rec	1		Passport Customer	5.00	Globes - Mohanna
2025	7670	12/31/2025	Tr Rec	1		Passport Customer	166.20	Passport fee + photo + copies - Gessaman
2025	7672	12/31/2025	Tr Rec	1		Passport Customer	20.00	Passport photo
2025	7674	12/31/2025	Tr Rec	1		Passport Customer	20.00	Passport photo - Anderson
2025	7678	12/31/2025	Tr Rec	1		Misc. Customer	15.00	Notary
2025	7679	12/31/2025	Util Pay	1		Utility Batch Receipt	254.17	
2025	7681	12/31/2025	Tr Rec	1		Passport Customer	995.40	Passports 12-31-2025
2025	7687	12/31/2025	Util Pay	1		Xpress Solutions	1,628.06	Xpress Import - CC - 12-31-2025__daily_batch.csv
Receipts Outstanding:							10,873.51	
2025	7651	12/31/2025	Payroll	1	EFT	Steven A Glenn	207.04	
2025	7652	12/31/2025	Payroll	1	EFT	Mohanna Goravanchi	3,448.34	
2025	7653	12/31/2025	Payroll	1	EFT	Jordan M Grenier	2,034.44	
2025	7654	12/31/2025	Payroll	1	EFT	David L Griggs	207.04	
2025	7655	12/31/2025	Payroll	1	EFT	Joseph A Harmon	2,702.98	
2025	7657	12/31/2025	Payroll	1	EFT	Amy K Hess	4,000.37	
2025	7658	12/31/2025	Payroll	1	EFT	Darin B Jackson	3,769.96	
2025	7659	12/31/2025	Payroll	1	EFT	Brent Kirk	6,400.91	
2025	7661	12/31/2025	Payroll	1	EFT	Nathaniel R Stoneking	4,667.14	
2025	7685	12/31/2025	Payroll	1	EFT	Employment Security Dept.	5,921.45	Pay Cycle(s) 10/01/2025 To 12/31/2025 - WA Paid Family / Medical Leave / CARES
2025	7406	12/18/2025	Ser Chge	1	EFT	Chase Paymentech	1,171.50	Nov 2025 Chase Paymentech Service Fees
2025	7663	12/31/2025	Payroll	1	EFT	Brittany N. Thistlewood	3,110.75	
2025	7664	12/31/2025	Payroll	1	EFT	Charles R White	5,788.64	
2025	7665	12/31/2025	Payroll	1	EFT	Darla A Wilkins	3,954.57	
2025	7666	12/31/2025	Payroll	1	EFT	Carole L Williams	3,259.40	
2025	7667	12/31/2025	Payroll	1	EFT	Michael R Wood	2,735.66	
2025	7669	12/31/2025	Payroll	1	EFT	Washington State Support Registry	400.90	Pay Cycle(s) 12/16/2025 To 12/31/2025 - Child Support
2025	7671	12/31/2025	Payroll	1	EFT	Washington Teamsters Welfare Trust	37,418.60	Pay Cycle(s) 12/01/2025 To 12/31/2025 - Dental; Pay Cycle(s) 12/01/2025 To 12/31/2025 - Vision; Pay Cycle(s) 12/01/2025 To 12/31/2025 - Health Insurance - Teamsters(Increased by 83.90/employee for Jan
2025	7644	12/31/2025	Payroll	1	EFT	Travis A Ames	3,139.27	
2025	7645	12/31/2025	Payroll	1	EFT	Susel Ayuso-Morales	1,841.04	

TREASURER'S REPORT

Outstanding Vouchers

City Of Granite Falls

12/01/2025 To: 12/31/2025

As Of: 12/31/2025 Date: 01/02/2026

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	7647	12/31/2025	Payroll	1	EFT	Lyle Bjornson	5,953.92	
2025	7676	12/31/2025	Payroll	1	EFT	WA Dept Of Retirement Systems	21,885.76	Pay Cycle(s) 12/16/2025 To 12/31/2025 - Deferred; Pay Cycle(s) 12/01/2025 To 12/31/2025 - PERS 2; Pay Cycle(s) 12/01/2025 To 12/31/2025 - PERS 3
2025	7677	12/31/2025	Payroll	1	EFT	WA State Dept. Of L&I	6,051.35	4TH Quarter L&I: 10/01/2025 - 12/31/2025
2025	7680	12/31/2025	Payroll	1	EFT	Employment Security Dept.	1,046.78	4th Quarter Unemployment: 10/01/2025 - 12/31/2025
2025	7646	12/31/2025	Payroll	1	EFT	Jeffrey Alan Balentine	7,513.26	
2025	7662	12/31/2025	Payroll	1	EFT	Bruce A Straughn	207.04	
2025	7660	12/31/2025	Payroll	1	EFT	Tyler M Leslie	3,059.44	
2025	7650	12/31/2025	Payroll	1	EFT	Tom FitzGerald	107.04	
2025	7649	12/31/2025	Payroll	1	EFT	Benjamin C Fidler	2,215.33	
2025	7648	12/31/2025	Payroll	1	EFT	Brian J Downie	2,858.73	
2023	1782	04/05/2023	Claims	1	413257	Micheal Huber & Melinda Occupant/ Gunderson	145.00	Infraction Refund
2024	5026	10/02/2024	Claims	1	414678	Matt Wysocki	243.20	Utility Reimbursement
2025	5379	09/03/2025	Claims	1	415542	Snohomish County Treasurer - 501	1,618.40	2025 Real Estate Tax
2025	7412	12/18/2025	Claims	1	415805	Capitol Path Consulting LLC	3,000.00	Consulting Services
2025	7419	12/18/2025	Claims	1	415812	Mohanna Goravanchi	43.75	Expense Claim - Reimbursement for Amazon Echo Dot
2025	7420	12/18/2025	Claims	1	415813	Granite Falls Auto Parts	54.53	Motor Oil / Suncrest Lift Station
2025	7438	12/18/2025	Claims	1	415831	The Daily Herald	265.92	Annual Renewal
2025	7439	12/18/2025	Claims	1	415832	The Honest Arborist LLC	3,403.90	Dog Park Tree Removal
2025	7445	12/18/2025	Claims	1	415838	WA State Dept. Of Licensing	516.00	CPLs
2025	7656	12/31/2025	Payroll	1	415842	Matt Hartman	207.04	
2025	7673	12/31/2025	Payroll	1	415843	Western Conf. of Teamsters Pension Trust	1,857.50	Pay Cycle(s) 12/01/2025 To 12/31/2025 - Teamsters Pension Trust
2025	7675	12/31/2025	Payroll	1	415844	Local # 763	691.00	Pay Cycle(s) 12/01/2025 To 12/31/2025 - Union Dues
							159,124.89	
2025	7639	12/30/2025	Util Pay	30		Xpress Solutions	264.64	Xpress Import - EFT - 12-30-2025__daily_batch.csv
2025	7640	12/30/2025	Util Pay	30		Xpress Solutions	177.32	Xpress Import - Metavante - 12-30-2025__daily_batch.csv
2025	7641	12/30/2025	Util Pay	30		Xpress Solutions	146.28	Xpress Import - iPay - 12-30-2025__daily_batch.csv
2025	7642	12/30/2025	Util Pay	30		Xpress Solutions	396.15	Xpress Import - CheckFree - 12-30-2025__daily_batch.csv
2025	7688	12/31/2025	Util Pay	30		Xpress Solutions	1,295.28	Xpress Import - EFT - 12-31-2025__daily_batch.csv
2025	7689	12/31/2025	Util Pay	30		Xpress Solutions	40.00	Xpress Import - iPay - 12-31-2025__daily_batch.csv
2025	7690	12/31/2025	Util Pay	30		Xpress Solutions	120.00	Xpress Import - CheckFree - 12-31-2025__daily_batch.csv

Receipts Outstanding: 2,439.67

TREASURER'S REPORT

Outstanding Vouchers

12/01/2025 To: 12/31/2025

As Of: 12/31/2025 Date: 01/02/2026

Time: 11:37:34 Page: 7

City Of Granite Falls

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
------	--------	------	------	-------	------	--------	--------	------

159,124.89

Fund	Claims	Payroll	Total
001 Current Expense	8,476.97	51,681.35	60,158.32
101 Streets	0.00	14,333.89	14,333.89
401 Water	68.00	25,151.70	25,219.70
403 Sewer	229.73	50,848.89	51,078.62
405 Storm Drainage	0.00	6,646.86	6,646.86
630 Trust Agency	516.00	0.00	516.00
	9,290.70	148,662.69	157,953.39

TREASURER'S REPORT

Signature Page

City Of Granite Falls

12/01/2025 To: 12/31/2025

Time: 11:37:34 Date: 01/02/2026

Page: 8

We the undersigned officers for the City of Granite Falls have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
Treasurer City Clerk or City Manager



KeyBank
P.O. Box 93885
Cleveland, OH 44101-5885

Public Sector Statement
December 31, 2025
page 1 of 6

1410103598

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CITY OF GRANITE FALLS
PO BOX 1440
GRANITE FALLS WA 98252-1440

Reconciled
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Questions or comments?
Call our Key Business Resource Center
1-888-KEY4BIZ (1-888-539-4249)
Dial 711 for TTY/TRS

Public Transaction 1410103598
CITY OF GRANITE FALLS

Beginning balance 11-30-25	\$1,027,596.60
117 Additions	+2,950,539.30
100 Subtractions	-1,719,918.10
Net fees and charges	-26.78
Ending balance 12-31-25	\$2,258,191.02

21,719,941.88-

Additions

Deposits	Date	Serial #	Source	
12-1			Deposit Branch 0293 Washington	
12-1			Paymenttech Deposit 5212341	\$3,956.71
12-1			City of Granite Credits	1,166.45
12-2			Paymenttech Deposit 5212341	997.41
12-2			City of Granite Credits	2,180.36
12-2			Paymenttech Deposit 6625169	1,157.94
12-2			Paymenttech Deposit 5212341	1,125.40
12-2			Paymenttech Deposit 6625169	976.82
12-2			Paymenttech Deposit 5212341	698.00
12-2			Deposit Branch 0293 Washington	376.02
12-3			WA St Tib Vendor Pay406140!	172.40
12-3			Paymenttech Deposit 5212341	355,640.00
12-3			City of Granite Credits	4,388.77
12-3			Paymenttech Deposit 6625169	4,364.30
12-3			Deposit Branch 0293 Washington	1,266.80
12-3			WA St Treasurer Revdistrib	526.34
12-4			WA St Ecology Vendor Pay411014!	307.50
12-4			Deposit Branch 0293 Washington	1,240,542.00
12-4			Paymenttech Deposit 5212341	1,582.64
12-4			Paymenttech Deposit 6625169	1,408.83
12-5			City of Granite Credits	1,333.60
12-5			Deposit Branch 0293 Washington	5,171.57
12-5			Paymenttech Deposit 5212341	4,813.49
12-5			Paymenttech Deposit 6625169	1,968.02
				438.80

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Additions
(con't)

Deposits	Date	Serial #	Source	
	12-5		WA St Treasurer Revdistrib	
	12-8		Paymentech Deposit 5212341	315.00 ~
	12-8		Deposit Branch 0293 Washington	3,210.24 ~
	12-8		City of Granite Credits	2,723.63 ~
	12-8		Paymentech Deposit 6625169	938.85 ~
	12-9		Deposit Branch 0293 Washington	702.80 ~
	12-9		Paymentech Deposit 5212341	3,545.30 ~
	12-9		City of Granite Credits	2,697.87 ~
	12-9		Paymentech Deposit 6625169	1,442.00 ~
	12-9		Paymentech Deposit 6625169	1,043.60 ~
	12-9		Paymentech Deposit 5212341	923.40 ~
	12-9		Paymentech Deposit 5212341	915.77 ~
	12-9		Paymentech Deposit 6625169	813.24 ~
	12-10		Snohomish CO 00 Cash Disb	311.20 ~
	12-10		Paymentech Deposit 5212341	19,251.20 ~
	12-10		Deposit Branch 0293 Washington	2,123.51 ~
	12-10		City of Granite Credits	1,572.08 ~
	12-10		Paymentech Deposit 6625169	1,436.64 ~
	12-10		WA St Treasurer Revdistrib	886.20 ~
	12-11		City of Granite Credits	495.00 ~
	12-11		Deposit Branch 0293 Washington	4,108.37 ~
	12-11		Paymentech Deposit 5212341	3,589.15 ~
	12-11		Paymentech Deposit 6625169	2,374.71 ~
	12-12		Paymentech Deposit 5212341	689.30 ~
	12-12		Paymentech Deposit 6625169	2,679.27 ~
	12-12		Deposit Branch 0293 Washington	1,899.81 ~
	12-12		WA St Treasurer Revdistrib	1,714.51 ~
	12-15		Paymentech Deposit 5212341	90.00 ~
	12-15		Paymentech Deposit 6625169	1,651.46 ~
	12-16		Deposit Branch 0293 Washington	556.60 ~
	12-16		City of Granite Return	4,876.23 ~
	12-16		Paymentech Deposit 5212341	2,530.78 ~
	12-16		Paymentech Deposit 6625169	2,503.39 ~
	12-16		Deposit Branch 0293 Washington	1,768.20 ~
	12-16		Paymentech Deposit 5212341	1,467.92 ~
	12-16		Paymentech Deposit 6625169	1,070.37 ~
	12-16		Paymentech Deposit 6625169	1,023.55 ~
	12-16		Paymentech Deposit 5212341	717.60 ~
	12-17		Paymentech Deposit 5212341	616.00 ~
	12-17		City of Granite Credits	13,550.39 ~
	12-17		Deposit Branch 0293 Washington	6,403.90 ~
	12-17		WA St Treasurer Revdistrib	1,260.71 ~
	12-17		Paymentech Deposit 6625169	285.00 ~
	12-18		City of Granite Credits	76.00 ~
	12-18		Deposit Branch 0293 Washington	2,568.45 ~
	12-18		Paymentech Deposit 5212341	2,387.72 ~
	12-18		Paymentech Deposit 6625169	2,253.38 ~
	12-19		Deposit Branch 0293 Washington	537.40 ~
	12-19		City of Granite Credits	9,371.64 ~
	12-19		Paymentech Deposit 5212341	6,779.48 ~
				3,222.50 ~

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Additions
(con't)

Deposits	Date	Serial #	Source	
	12-19		Paymentech Deposit 6625169	
	12-19		WA St Treasurer Revdistrib	343.60 ~
	12-22		Deposit Branch 0293 Washington	315.00 ~
	12-22		Paymentech Deposit 5212341	79,235.04 ~
	12-22		City of Granite Credits	5,661.18 ~
	12-22		Paymentech Deposit 6625169	3,756.19 ~
	12-23		WA St Ecology Vendor Pay463081!	488.40 ~
	12-23		Paymentech Deposit 5212341	857,994.98 ~
	12-23		Paymentech Deposit 5212341	27,435.96 ~
	12-23		City of Granite Credits	8,863.87 ~
	12-23		Deposit Branch 0293 Washington	4,036.21 ~
	12-23		Paymentech Deposit 6625169	1,751.28 ~
	12-23		Paymentech Deposit 6625169	1,145.40 ~
	12-23		Paymentech Deposit 6625169	1,144.80 ~
	12-23		Paymentech Deposit 5212341	1,071.81 ~
	12-23		Paymentech Deposit 6625169	445.60 ~
	12-24		City of Granite Credits	9,828.79 ~
	12-24		Paymentech Deposit 5212341	2,009.54 ~
	12-24		Paymentech Deposit 6625169	1,460.00 ~
	12-24		Deposit Branch 0293 Washington	236.40 ~
	12-24		WA St Treasurer Revdistrib	153.75 ~
	12-26		City of Granite Credits	28,615.42 ~
	12-26		Deposit Branch 0293 Washington	3,435.51 ~
	12-26		Paymentech Deposit 6625169	2,594.00 ~
	12-26		Paymentech Deposit 5212341	2,272.06 ~
	12-26		Paymentech Deposit 6625169	1,643.75 ~
	12-26		Paymentech Deposit 5212341	612.93 ~
	12-26		WA St Treasurer Revdistrib	90.00 ~
	12-29		Paymentech Deposit 5212341	3,384.08 ~
	12-29		Deposit Branch 0293 Washington	3,023.95 ~
	12-29		City of Granite Credits	960.28 ~
	12-30		Paymentech Deposit 5212341	4,812.48 ~
	12-30		Paymentech Deposit 5212341	2,103.01 ~
	12-30		Deposit Branch 0293 Washington	1,933.01 ~
	12-30		Paymentech Deposit 5212341	1,513.90 ~
	12-30		Paymentech Deposit 6625169	884.80 ~
	12-30		Paymentech Deposit 6625169	725.80 ~
	12-30		Paymentech Deposit 6625169	689.00 ~
	12-30		City of Granite Credits	158.22 ~
	12-31		WA St Treasurer Revdistrib	106,623.02 ~
	12-31		WA St Treasurer Revdistrib	4,600.59 ~
	12-31		City of Granite Credits	2,841.00 ~
	12-31		Paymentech Deposit 5212341	1,855.10 ~
	12-31		Paymentech Deposit 6625169	1,258.10 ~
			Total additions	\$2,950,539.30

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Subtractions

Paper Checks

* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
415679	12-2	\$300.20	415780	12-9	155.14	415809	12-31	208.00
*415716	12-4	6,000.00	415781	12-9	305.00	415810	12-30	2,572.35
*415718	12-1	232,963.43	415782	12-9	863.22	415811	12-30	4,382.40
*415727	12-4	995.51	415783	12-12	225.84	*415814	12-29	103,988.81
*415732	12-2	80.61	415784	12-22	2,454.75	415815	12-30	3,266.20
*415739	12-4	40,257.90	415785	12-8	545.00	415816	12-26	197.25
415740	12-2	124.56	415786	12-9	981.90	415817	12-31	549.50
*415745	12-2	282.31	415787	12-11	139.12	415818	12-30	361.29
*415748	12-3	25,000.00	415788	12-8	4,762.40	415819	12-29	392.22
*415753	12-2	400.00	415789	12-10	51.00	415820	12-29	666.15
*415755	12-2	21,656.83	415790	12-9	56.76	415821	12-30	227.25
*415757	12-1	3,471.73	415791	12-9	459.93	415822	12-30	1,217.49
*415759	12-1	1,293.34	415792	12-8	604.67	415823	12-29	878.26
*415762	12-30	128.83	415793	12-12	729.03	415824	12-29	2,752.58
*415764	12-4	310.55	415794	12-10	122.34	415825	12-30	5,365.42
415765	12-1	1,447.00	415795	12-10	1,643.31	415826	12-26	1,510.53
415766	12-2	641.00	415796	12-15	19,674.32	415827	12-29	11,625.18
415767	12-9	97.74	415797	12-11	252.70	415828	12-29	9.12
415768	12-9	17,982.50	415798	12-24	3,000.00	415829	12-30	91.16
415769	12-10	372.00	415799	12-17	2,530.78	415830	12-30	25,560.63
415770	12-8	1,128.21	415800	12-29	419.80	*415833	12-31	9,870.30
*415772	12-11	32.00	415801	12-30	8,293.75	415834	12-31	5,590.83
415773	12-9	207.67	415802	12-26	5,287.62	415835	12-29	142.01
415774	12-9	670.97	415803	12-30	131.74	415836	12-29	21.60
415775	12-9	1,498.95	415804	12-26	79,036.61	415837	12-30	328.26
415776	12-10	629.80	*415806	12-22	47,601.57	*415839	12-30	526.91
415777	12-10	361.12	415807	12-22	1,680.97	415840	12-31	132.00
415778	12-16	38.65	415808	12-31	1,365.00	415841	12-29	63.28
415779	12-10	34.60						

Paper Checks Paid

\$724,279.26

Withdrawals	Date	Serial #	Location	
	12-1		WA Dept Ret Sys Drs Epay	\$21,279.71
	12-1		Washington-Dshs WA53000000	400.90
	12-3		WA Teamsters Wel Ins Prem	33,939.00
	12-3		Paymentech Fee 5212341	1,171.50
	12-3		Paymentech Fee 6625169	525.15
	12-5		Xpress Bill Pay Billing	1,613.19
	12-8		Chargeback	20.00
	12-8	643119	Wire Withdrawal Harbor Pacific C 5316	818,087.35
	12-15		Irs Usataxpymt	20,557.47
	12-16		City of Granite Payroll	65,611.49
	12-17		WA Dept Ret Sys Drs Epay	1,791.59
	12-17		Washington-Dshs WA53000000	400.90
	12-29		WA Dept Revenue Tax Pymt	6,473.89
	12-30		Paymentech Chargeback5212341	125.34
	12-31		Irs Usataxpymt	23,641.36
Total subtractions				\$1,719,918.10



1410103598

**Fees and
charges**

Date		Quantity	Unit Charge	
12-8-25	Nov Analysis Service Chg	1	26.78	-\$26.78
Fees and charges assessed this period				-\$26.78

See your Account Analysis statement for details.

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City of Granite Falls

Xpress Deposit Account Statement - December 2025

Funds Available Date	Description	Debit	Credit	Balance
	Balance Forward			\$2,155.35
12/01/2025	Account Transfers for date: 11/26/2025	\$-997.41		\$1,157.94
12/01/2025	Metavante Transactions for date: 11/26/2025		\$85.90	\$1,243.84
12/01/2025	CheckFree Transactions for date: 11/26/2025		\$155.00	\$1,398.84
12/01/2025	Online Transactions for date: 11/26/2025		\$2,947.28	\$4,346.12
12/01/2025	Online Transactions for date: 11/27/2025		\$1,176.12	\$5,522.24
12/02/2025	Account Transfers for date: 11/28/2025	\$-1,157.94		\$4,364.30
12/02/2025	Metavante Transactions for date: 11/28/2025		\$45.00	\$4,409.30
12/02/2025	iPay Transactions for date: 11/28/2025		\$40.00	\$4,449.30
12/02/2025	CheckFree Transactions for date: 11/28/2025		\$320.00	\$4,769.30
12/02/2025	Online Transactions for date: 11/28/2025		\$854.49	\$5,623.79
12/02/2025	Online Transactions for date: 11/29/2025		\$275.11	\$5,898.90
12/02/2025	Online Transactions for date: 11/30/2025		\$420.68	\$6,319.58
12/03/2025	Account Transfers for date: 12/01/2025	\$-4,364.30		\$1,955.28
12/03/2025	iPay Transactions for date: 12/01/2025		\$290.68	\$2,245.96
12/03/2025	CheckFree Transactions for date: 12/01/2025		\$135.81	\$2,381.77
12/03/2025	Online Transactions for date: 12/01/2025		\$2,789.80	\$5,171.57
12/04/2025	CheckFree Transactions for date: 12/02/2025		\$176.34	\$5,347.91
12/04/2025	Online Transactions for date: 12/02/2025		\$762.51	\$6,110.42
12/05/2025	Account Transfers for date: 12/03/2025	\$-5,171.57		\$938.85
12/05/2025	Metavante Transactions for date: 12/03/2025		\$261.15	\$1,200.00
12/05/2025	iPay Transactions for date: 12/03/2025		\$125.34	\$1,325.34
12/05/2025	CheckFree Transactions for date: 12/03/2025		\$380.66	\$1,706.00
12/05/2025	Online Transactions for date: 12/03/2025		\$674.85	\$2,380.85
12/08/2025	Account Transfers for date: 12/04/2025	\$-938.85		\$1,442.00
12/08/2025	Metavante Transactions for date: 12/04/2025		\$128.83	\$1,570.83
12/08/2025	CheckFree Transactions for date: 12/04/2025		\$287.64	\$1,858.47
12/08/2025	Online Transactions for date: 12/04/2025		\$1,020.17	\$2,878.64
12/09/2025	Account Transfers for date: 12/06/2025	\$-1,442.00		\$1,436.64
12/09/2025	Metavante Transactions for date: 12/05/2025		\$177.00	\$1,613.64
12/09/2025	iPay Transactions for date: 12/05/2025		\$421.39	\$2,035.03
12/09/2025	CheckFree Transactions for date: 12/05/2025		\$1,019.71	\$3,054.74
12/09/2025	Online Transactions for date: 12/05/2025		\$686.26	\$3,741.00
12/09/2025	Online Transactions for date: 12/06/2025		\$536.26	\$4,277.26
12/09/2025	Online Transactions for date: 12/07/2025		\$1,267.75	\$5,545.01
12/10/2025	Account Transfers for date: 12/08/2025	\$-1,436.64		\$4,108.37

12/10/2025	Metavante Transactions for date: 12/08/2025			
12/10/2025	iPay Transactions for date: 12/08/2025		\$124.00	— \$4,232.37
12/10/2025	CheckFree Transactions for date: 12/08/2025		\$170.71	— \$4,403.08
12/10/2025	Online Transactions for date: 12/08/2025		\$784.36	— \$5,187.44
12/11/2025	Account Transfers for date: 12/09/2025		\$309.98	— \$5,497.42
12/11/2025	iPay Transactions for date: 12/09/2025	\$-4,108.37	—	\$1,389.05
12/11/2025	CheckFree Transactions for date: 12/09/2025		\$348.94	— \$1,737.99
12/11/2025	Online Transactions for date: 12/09/2025		\$376.02	— \$2,114.01
12/12/2025	Metavante Transactions for date: 12/10/2025		\$595.25	— \$2,709.26
12/12/2025	CheckFree Transactions for date: 12/10/2025		\$161.68	— \$2,870.94
12/12/2025	Online Transactions for date: 12/10/2025		\$412.13	— \$3,283.07
12/15/2025	Metavante Transactions for date: 12/11/2025		\$846.49	— \$4,129.56
12/15/2025	Online Resources Transactions for date: 12/11/2025		\$246.15	— \$4,375.71
12/15/2025	iPay Transactions for date: 12/11/2025		\$250.68	— \$4,626.39
12/15/2025	CheckFree Transactions for date: 12/11/2025		\$275.11	— \$4,901.50
12/15/2025	Online Transactions for date: 12/11/2025		\$548.17	— \$5,449.67
12/16/2025	Metavante Transactions for date: 12/12/2025		\$954.23	— \$6,403.90
12/16/2025	iPay Transactions for date: 12/12/2025		\$302.02	— \$6,705.92
12/16/2025	CheckFree Transactions for date: 12/12/2025		\$125.34	— \$6,831.26
12/16/2025	Online Transactions for date: 12/12/2025		\$1,514.39	— \$8,345.65
12/16/2025	Online Transactions for date: 12/13/2025		\$501.36	— \$8,847.01
12/17/2025	Account Transfers for date: 12/15/2025		\$125.34	— \$8,972.35
12/17/2025	CheckFree Transactions for date: 12/15/2025	\$-6,403.90	—	\$2,568.45
12/17/2025	Online Transactions for date: 12/15/2025		\$450.68	— \$3,019.13
12/17/2025	Online Returned Transaction for date: 12/17/2025 View		\$6,579.48	— \$9,598.61
12/18/2025	Account Transfers for date: 12/16/2025	\$-250.68	—	\$9,347.93
12/18/2025	Metavante Transactions for date: 12/16/2025	\$-2,568.45	—	\$6,779.48
12/18/2025	Online Resources Transactions for date: 12/16/2025		\$254.17	— \$7,033.65
12/18/2025	iPay Transactions for date: 12/16/2025		\$224.41	— \$7,258.06
12/18/2025	CheckFree Transactions for date: 12/16/2025		\$876.95	— \$8,135.01
12/18/2025	Online Transactions for date: 12/16/2025		\$695.04	— \$8,830.05
12/18/2025	Online Returned Transaction for date: 12/18/2025 View		\$1,970.26	— \$10,800.31
12/18/2025	Online Returned Transaction for date: 12/18/2025 View	\$-139.30	—	\$10,661.01
12/19/2025	Account Transfers for date: 12/17/2025		\$-125.34	— \$10,535.67
12/19/2025	Metavante Transactions for date: 12/17/2025	\$-6,779.48	—	\$3,756.19
12/19/2025	iPay Transactions for date: 12/17/2025		\$517.90	— \$4,274.09
12/19/2025	CheckFree Transactions for date: 12/17/2025		\$270.58	— \$4,544.67
12/19/2025	Online Transactions for date: 12/17/2025		\$1,054.64	— \$5,599.31
12/22/2025	Account Transfers for date: 12/18/2025		\$2,193.09	— \$7,792.40
12/22/2025	Metavante Transactions for date: 12/18/2025	\$-3,756.19	—	\$4,036.21
12/22/2025	iPay Transactions for date: 12/18/2025		\$148.14	— \$4,184.35
12/22/2025	CheckFree Transactions for date: 12/18/2025		\$174.20	— \$4,358.55
12/22/2025	Online Transactions for date: 12/18/2025		\$423.07	— \$4,781.62
12/23/2025	Account Transfers for date: 12/19/2025		\$9,083.38	— \$13,865.00
12/23/2025	Metavante Transactions for date: 12/19/2025	\$-4,036.21	—	\$9,828.79
12/23/2025	iPay Transactions for date: 12/19/2025		\$125.34	— \$9,954.13
12/23/2025	CheckFree Transactions for date: 12/19/2025		\$623.21	— \$10,577.34
12/23/2025	Online Transactions for date: 12/19/2025		\$1,350.47	— \$11,927.81
12/23/2025	Online Transactions for date: 12/19/2025		\$5,290.02	— \$17,217.83

12/23/2025	Online Transactions for date: 12/20/2025			
12/23/2025	Online Transactions for date: 12/21/2025		\$20,212.69	— \$37,430.52
12/24/2025	Account Transfers for date: 12/22/2025		\$1,013.69	— \$38,444.21
12/24/2025	Metavante Transactions for date: 12/22/2025	\$-9,828.79	—	\$28,615.42
12/24/2025	iPay Transactions for date: 12/22/2025		\$481.26	— \$29,096.68
12/24/2025	CheckFree Transactions for date: 12/22/2025		\$251.34	— \$29,348.02
12/24/2025	Online Transactions for date: 12/22/2025		\$253.83	— \$29,601.85
12/24/2025	Online Returned Transaction for date: 12/24/2025 View		\$100.00	— \$29,701.85
12/26/2025	Account Transfers for date: 12/23/2025	\$-126.15	—	\$29,575.70
12/26/2025	CheckFree Transactions for date: 12/23/2025	\$-28,615.42	—	\$960.28
12/26/2025	Online Transactions for date: 12/23/2025		\$65.00	— \$1,025.28
12/26/2025	Online Returned Transaction for date: 12/26/2025 View		\$250.68	— \$1,275.96
12/29/2025	Account Transfers for date: 12/24/2025	\$-157.46	—	\$1,118.50
12/29/2025	Metavante Transactions for date: 12/24/2025	\$-960.28	—	\$158.22
12/29/2025	iPay Transactions for date: 12/24/2025		\$389.18	— \$547.40
12/29/2025	Online Transactions for date: 12/24/2025		\$153.20	— \$700.60
12/29/2025	Online Transactions for date: 12/25/2025		\$1,297.64	— \$1,998.24
12/30/2025	Account Transfers for date: 12/26/2025		\$1,000.98	— \$2,999.22
12/30/2025	CheckFree Transactions for date: 12/26/2025	\$-158.22	—	\$2,841.00
12/30/2025	Online Transactions for date: 12/26/2025		\$350.00	— \$3,191.00
12/30/2025	Online Transactions for date: 12/27/2025		\$2,039.02	— \$5,230.02
12/30/2025	Online Transactions for date: 12/28/2025		\$457.46	— \$5,687.48
12/31/2025	Account Transfers for date: 12/29/2025		\$658.11	— \$6,345.59
12/31/2025	Metavante Transactions for date: 12/29/2025	\$-2,841.00	—	\$3,504.59
12/31/2025	iPay Transactions for date: 12/29/2025		\$77.30	— \$3,581.89
12/31/2025	CheckFree Transactions for date: 12/29/2025		\$125.34	— \$3,707.23
12/31/2025	Online Transactions for date: 12/29/2025		\$405.81	— \$4,113.04
12/31/2025	Online Returned Transaction for date: 12/31/2025 View		\$501.49	— \$4,614.53
		\$-150.00	—	\$4,464.53
Monthly Totals:		\$-86,513.95	\$88,823.13	

Ending Balance: \$4,464.53

7521

7571



PACIFIC PREMIER BANK®

STATEMENT OF ACCOUNT ACTIVITY

866-353-1476
www.ppbi.com

CITY OF GRANITE FALLS
PO BOX 1440
GRANITE FALLS WA 98252-1440

Reconciled
1-1-26
[Signature]

Page 1 of 1
Branch 177
Account Number: 48483606
Date 12/31/2025
EM

Pacific Premier Bank is now Columbia Bank. As a result, you will enjoy access to a broader suite of services to support the growth of your business and family. The transition of Pacific Premier systems and services to those offered by Columbia Bank is expected to take place in January 2026. There is nothing you need to do at this time-your accounts, cards, and all digital banking services continue to function as they always have. Expect regular updates, plenty of advance notice, and guidance to ensure a smooth experience. Please visit the Merger Information Center at www.columbiabank.com/pacific for details. We value your business and look forward to building an even stronger partnership in the years to come.

PUBLIC INTEREST CKG		Acct	48483606
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Summary of Activity Since Your Last Statement

Beginning Balance	12/01/25	1,631,100.43
Deposits / Misc Credits	1	5,587.78
Withdrawals / Misc Debits	0	.00
** Ending Balance	12/31/25	1,636,688.21 **
Service Charge		.00
Interest Paid Thru 12/31/25		5,587.78
Interest Paid Year To Date		70,042.05
Average Collected Balance		1,631,100
Average Rate / Cycle Days		4.02690 / 31

Deposits and Credits

Date	Deposits	Withdrawals	Activity Description
12/31	5,587.78		INTEREST EARNED

Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
12/31	1,636,688.21				

CHANGE OF ADDRESS FOR EXISTING ACCOUNTS

ENTER NAME AND CORRECT ADDRESS BELOW, THEN CUT OFF THIS PORTION AND RETURN IT TO THE ADDRESS BELOW		CHECKING ACCOUNT NUMBER:	
		IF YOU HAVE ANY OTHER ACCOUNTS, PLEASE LIST BELOW.	
NAME		TYPE	ACCOUNT NUMBER
NAME			
STREET ADDRESS			
CITY			
STATE	ZIP CODE		
TAX PAYER'S IDENTIFYING NO.	PHONE		
SIGNATURE			

Detach And Return To Bank

[illegible]

PLEASE REVIEW YOUR STATEMENT AND REPORT ANY ERRORS OR OMISSIONS AS SOON AS POSSIBLE. YOU WILL BE PRECLUDED FROM ASSERTING ANY ERROR OR UNAUTHORIZED TRANSACTION THAT YOU DO NOT REPORT TO US WITHIN THE TIME PERIOD(S) SET FORTH IN OUR ACCOUNT AGREEMENT. SEE OUR ACCOUNT AGREEMENT FOR DETAILS. NOTE: DIFFERENT RULES APPLY TO CERTAIN ELECTRONIC FUND TRANSFERS.

*Printed check charges include tax and shipping

If your checkbook and statement do not balance, have you:

- ☐ Accounted for bank charges? ☐ Verified additions and subtractions in your checkbook ☐ Compared cancelled/images checks to checkbook ☐ Compared deposit amounts on statement to your checkbook?

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

If you have any concerns or questions about the accuracy of your statement or receipt, please contact us at 866.353.1476 or write us at the address below. To correct errors, you must contact the Bank no later than 60 days after issue of the FIRST statement on which the error or problem appeared.

Pacific Premier Bank
Attn: Banker Support
P.O. Box 25171
Santa Ana, CA 92799-9810

In your correspondence, please include:

1. Your name and account number (if any).
2. Describe the error or concern, and explain as clearly as you can why you believe it is an error or why you need more information.
3. Dollar amount of the suspected error.

Your concern will be investigated and any errors corrected promptly. If the investigation takes longer than 10 business days from the date of your notification, your account will be temporarily credited for the amount in question, while we complete our investigation.

As a consumer, additional information on a summary of your rights and responsibilities is included in the Deposit Account Agreement and Information Brochure. To report a lost or stolen card during non-business hours, call 866.353.1476.

INVESTMENT INTEREST WORKSHEET

City Of Granite Falls

For Balances As Of: 11/30/2025

Time: 16:09:16 Date: 01/01/2026

Page: 1

Fund	Account	Fund Balance	% Of Total	Interest
001 Current Expense	361 11 01 00	3,635,928.91	27.70306	1,547.99
101 Streets	361 11 02 00	382,947.85	2.91778	163.04
102 Park Impact Fees	361 11 00 01	54,342.02	0.41405	23.14
304 Cif / Arterial/alternate Route	361 11 05 00	13,527.58	0.10307	5.76
305 Cif / Current Expense	361 11 06 00	35,487.80	0.27039	15.11
306 REET Capital Improvement	361 11 00 06	691,970.66	5.27230	294.60
401 Water	361 11 07 00	627,985.71	4.78478	267.36
402 Cif / Water	361 11 08 00	1,038,607.81	7.91341	442.18
403 Sewer	361 11 09 00	2,547,088.89	19.40691	1,084.42
404 Cif / Sewer	361 11 10 00	2,094,083.68	15.95535	891.55
405 Storm Drainage	361 11 11 00	1,188,218.47	9.05334	505.88
406 Cif / Storm Drainage	361 11 12 00	713,734.77	5.43813	303.87
407 Solid Waste	361 11 13 00	100,723.81	0.76743	42.88
		<u>13,124,647.96</u>		<u>5,587.78</u>

Local Government Investment Pool
Statement of Account for No: 00900
 Primary Account
 December 2025

FINANCE DIRECTOR
 CITY OF GRANITE FALLS
 PO BOX 1440
 GRANITE FALLS, WA 98252-8252

Reconciled
1-2-26
JAS

Date	Description	Comment	Deposits	Withdrawals	Balance
12/01/2025	Beginning Balance				10,653,259.85
12/31/2025	Month End Balance				10,653,259.85
	December Earnings	Daily Factor Earnings	35,071.34		
	Net Ending Balance				10,688,331.19

Account Summary

Beginning Balance:	10,653,259.85	Gross Earnings:	35,123.43
Deposits:	0.00	Administrative Fee:	52.09
Withdrawals:	0.00	Net Earnings:	35,071.34
Month End Balance:	10,653,259.85		
Administrative Fee Rate:	0.0058 %	Net Ending Balance:	10,688,331.19
Gross Earnings Rate:	3.8819 %		
Net Earnings Rate:	3.8762 %	Average Daily Balance:	10,653,259.85

WASHINGTON STATE LOCAL GOVERNMENT INVESTMENT POOL

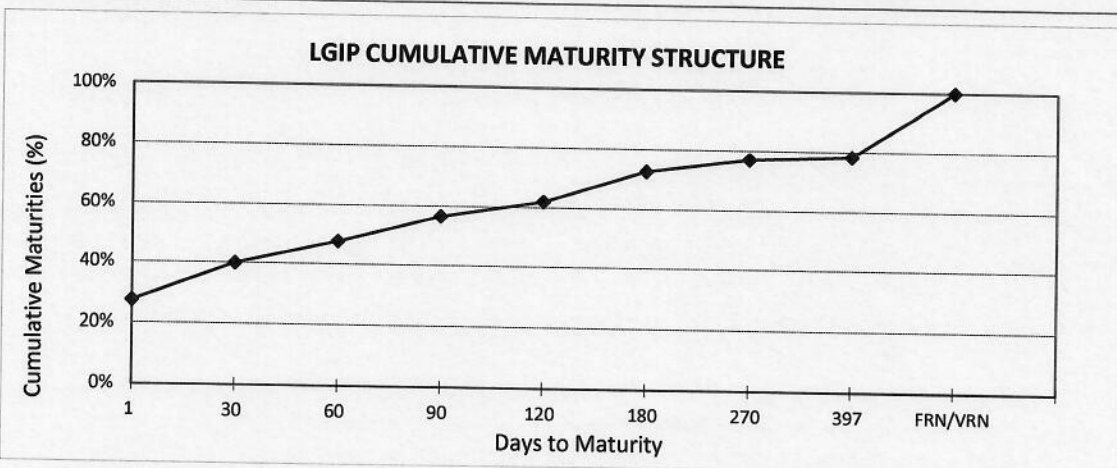
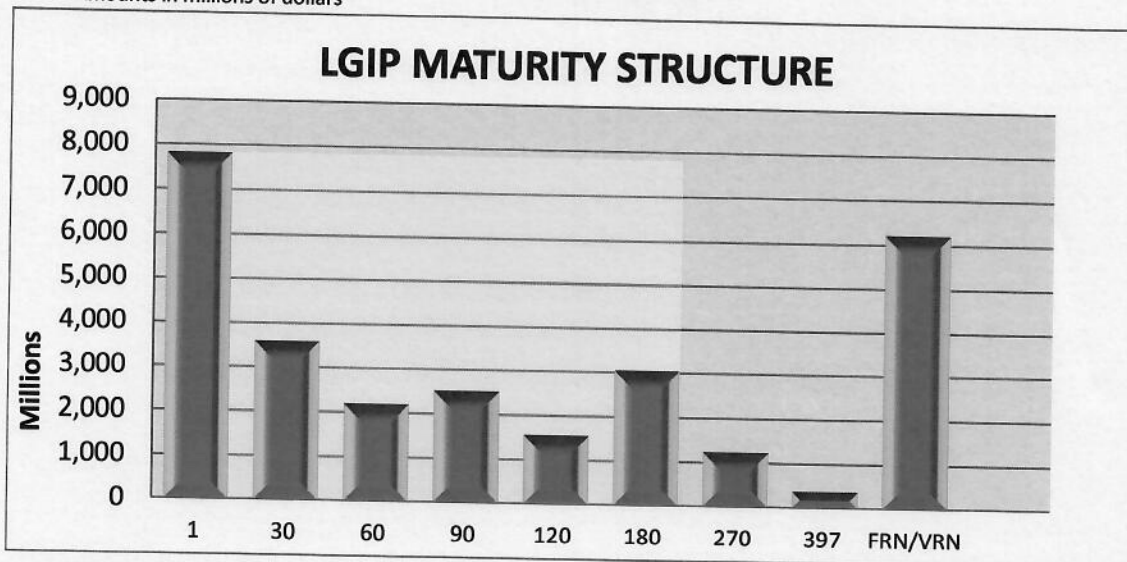
December 31, 2025

<u>DAYS TO MATURITY</u>	<u>\$ MATURING (PAR VALUE)*</u>	<u>% MATURING</u>	<u>CUMULATIVE % MATURING</u>
1	7,815.86	27.3%	27.3%
2-30	3,595.00	12.6%	39.9%
31-60	2,205.00	7.7%	47.6%
61-90	2,525.00	8.8%	56.5%
91-120	1,570.00	5.5%	61.9%
121-180	3,055.10	10.7%	72.6%
181-270	1,235.00	4.3%	77.0%
271-397	375.00	1.3%	78.3%
FRN/VRN	6,213.00	21.7%	100.0%

PORTFOLIO TOTAL:

28,588.96

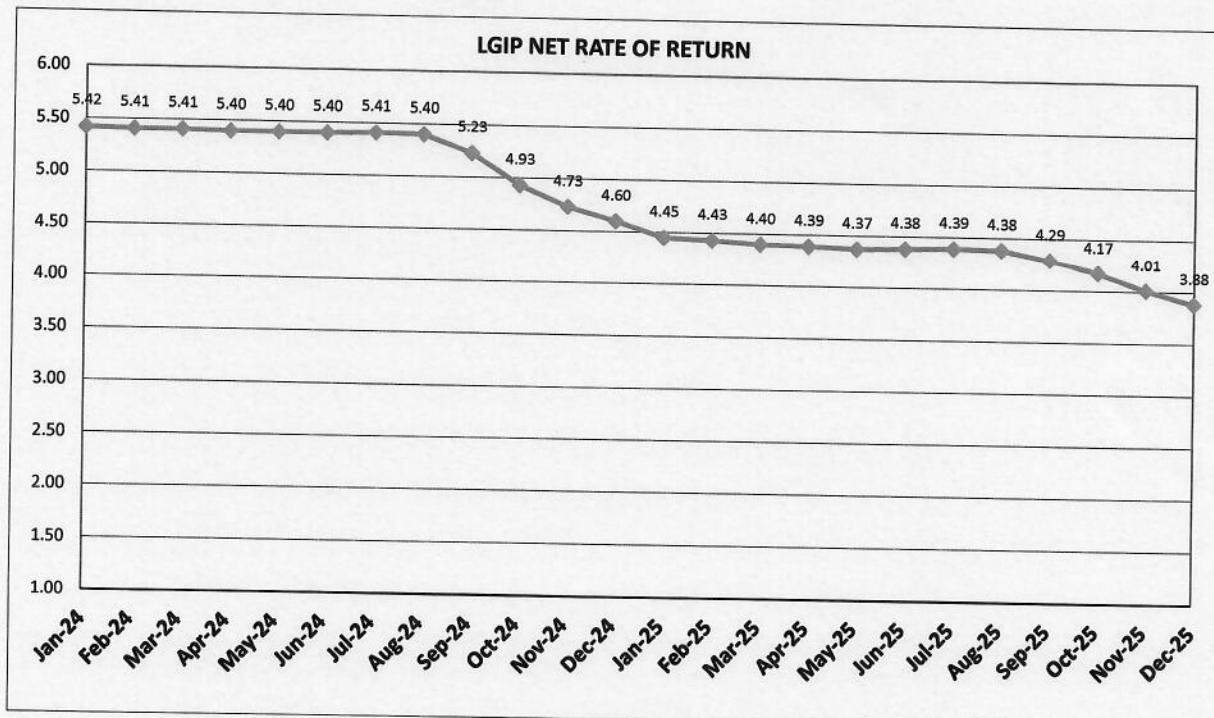
* Amounts in millions of dollars



**WASHINGTON STATE
LOCAL GOVERNMENT INVESTMENT POOL
December 31, 2025**

Investment Type	Average Balance <u>Dec-25</u>	Dec-25 <u>Percentage</u>	Average Balance <u>CY 2025</u>	2025 <u>Percentage</u>
Agency Bullets	0.00	0.00%	0.00	0.00%
Agency Discount Notes	1,492,949,142.80	5.41%	722,743,982.27	2.76%
Agency Floating Rate Notes	6,253,259,901.19	22.64%	5,897,836,389.90	22.49%
Agency Variable Rate Notes	0.00	0.00%	0.00	0.00%
Certificates of Deposit	120,000,000.00	0.43%	125,286,301.37	0.48%
IB Bank Deposit	2,577,635,665.51	9.33%	4,349,359,907.40	16.58%
Repurchase Agreements	5,921,612,903.22	21.44%	5,524,213,698.53	21.06%
SOFR Floating Rate Notes	0.00	0.00%	0.00	0.00%
Supras - Bullets	0.00	0.00%	42,241,113.01	0.16%
Supras - Discount Notes	0.00	0.00%	147,718,233.18	0.56%
Supras- Floating Rate Notes	0.00	0.00%	0.00	0.00%
Supras - Variables	0.00	0.00%	0.00	0.00%
Term Repurchase Agreements	1,164,516,129.03	4.22%	826,575,342.46	3.15%
U.S. Treasury Bills	9,952,594,160.57	36.03%	8,160,724,205.27	31.12%
US Treasury Coupons	138,143,847.02	0.50%	46,535,733.38	0.18%
US Treasury Floating Rate Notes	0.00	0.00%	381,551,522.68	1.45%
Total Avg Daily Balance	27,620,711,749.34	100.00%	26,224,786,429.45	100.00%

Avg Days to Maturity 43 days



* Rates are calculated on a 365-day basis

INVESTMENT INTEREST WORKSHEET

City Of Granite Falls

Time: 07:07:55 Date: 01/02/2026

For Balances As Of: 11/30/2025

Page: 1

Fund	Account	Fund Balance	% Of Total	Interest
001 Current Expense	361 11 01 00	3,635,928.91	27.70306	9,715.83
101 Streets	361 11 02 00	382,947.85	2.91778	1,023.30
102 Park Impact Fees	361 11 00 01	54,342.02	0.41405	145.21
304 Cif / Arterial/alternate Route	361 11 05 00	13,527.58	0.10307	36.15
305 Cif / Current Expense	361 11 06 00	35,487.80	0.27039	94.83
306 REET Capital Improvement	361 11 00 06	691,970.66	5.27230	1,849.07
401 Water	361 11 07 00	627,985.71	4.78478	1,678.09
402 Cif / Water	361 11 08 00	1,038,607.81	7.91341	2,775.34
403 Sewer	361 11 09 00	2,547,088.89	19.40691	6,806.26
404 Cif / Sewer	361 11 10 00	2,094,083.68	15.95535	5,595.76
405 Storm Drainage	361 11 11 00	1,188,218.47	9.05334	3,175.13
406 Cif / Storm Drainage	361 11 12 00	713,734.77	5.43813	1,907.23
407 Solid Waste	361 11 13 00	100,723.81	0.76743	269.14
		<u>13,124,647.96</u>		<u>35,071.34</u>



CITY COUNCIL AGENDA BILL

Subject: 5.e.

Originating Dept.: City Clerk

Action Recommended:

Approval(s): City Clerk

Meeting Date: January 7, 2026

Date Submitted:

Exhibit(s):

1. 01-07-2026 City Clerk Report

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

I was not able to complete the minutes for December prior to the council packet going out this evening. I will have the minutes for the December 3, 2025 meeting completed and emailed out to you prior to the meeting, so we can completely close out the 2025.

Recommended Motion:

**City Clerk Staff Report
January 7, 2026**

Business Licenses (Inside City):

Northwest Shrub and Tree (Scott, William J.)
1010 Mountain Loop Hwy., Apt. #4
Granite Falls, WA 98252-9174
Business license application is for: Landscape maintenance. Yard work

GFPD Outreach and Support
503 N. Indiana Ave.
Granite Falls, WA 98252-8491
Business license application is for: Nonprofit charity organization

Rags and Wags LLC
9615 Hawkins Ave.
Granite Falls, WA 98252-8835
Business license application is for: Home cleaning and pet services

Outdoor Light Solutions LLC
110 Noble Way
Granite Falls, WA 98252-8716
Business license application is for: Contractor, construction, specialty contractor

Wildflower Nails LLC
101 E Stanley St., Ste. B
Granite Falls, WA 98252-8493
Business license application is for: Nails, manicurist

A-Z Transmission Repair LLC
105 S. Indiana Ave.
Granite Falls, WA 98252-4084
Business license application is for: Build auto transmissions for wholesale and retail

Timbercrest U.S.A Professional LLC
511 Wabash Ave.
Granite Falls, WA 98252-8746
Business license application is for: Landscaping, cutting grass, weeding gardens, maybe planting some trees

Kristin Wood Family Photography
18001 Mill Valley Rd.
Granite Falls, WA 98252-9072
Business license application is for: Photographer

Pen & Pain Tattoo (Pen & Pain Studio LLC)
101 E Stanley St., Unit A
Granite Falls, WA 98252-8493
Business license application is for: Tattoo artist

-Continued-

J2 Investments LLC

219 Raybird Ave.

Granite Falls, WA 98252-8600

Business license application is for: Real estate management, real estate investment, real estate rental-short term residential (under 30 days). NAICS-541611 (Administrative and General)

21st Century AI (RJ Experience LLC)

921 Hughes Lane

Granite Falls, WA 98252-5003

Business license application is for: Business consulting, online sales

Business Licenses (Outside City):

The Honest Arborist LLC

822 Cassandra Ct.

Burlington, WA 98223

Business license application is for: Tree pruning including thinning, crown cleaning, elevation, view, etc. Static and dynamic cabling, planting and removal

Haggard Electrical Contracting Inc.

415 Maple Ave.

Snohomish, WA 98290-2527

Business license application is for: Electrical installations and repairs

PNT Construction LLC (Projects No Time Construction LLC)

7603 278th PL NW

Stanwood, WA 98292-4722

Business license application is for: Construction remodeling, installation, painting

Wartel Electrical Contractor

100 140th St. NE, Lot 100

Tulalip, WA 98271-6721

Business license application is for: Electrical contractor

Ironsanctuary LLC

20108 Menzel Lake Rd.

Granite Falls, WA 98252-9721

Business license application is for: Online sales

University Mechanical Contractors, Inc.

19020 33rd Ave. W., Ste. 400

Lynnwood, WA 98036-4738

Business license application is for: HVAC and Plumbing

Intrepid Mechanical Solutions LLC

914 N. Machias Rd.

Lake Stevens, WA 98258

Business license application is for: Contracted plumbing services for residential and small business

Shadowhawk 12 Engraving (Dennis, Anthony)

11231 172nd Dr. NE

Granite Falls, WA 98252-9626

Business license application is for: Engraving

-Continued-

Scientific Lab Technology, Inc.
4275 SE Mile Hill Dr., Ste. C
Port Orchard, WA 98366

Business license application is for: Service installation of laboratory countertops and cabinets

Knock Lending, LLC
309 E Paces Ferry Rd. NE, Ste. 400
Atlanta, GA 30305-2319

Business license application is for: Real estate management

Avion Services LLC
3731 195th PL SE
Bothell, WA 98012-7588

Business license application is for: Carpet cleaning services and some sales services

Horizon Backflow Services LLC
14121 84th St. NE
Lake Stevens, WA 98258-8846

Business license application is for: Backflow prevention, water

Building Permits Issued:

City of Granite Falls
301 S. Granite Ave.
Permit: Demolition of existing commercial building
Issued on: 12/10/2025

Building Permit #2025-053

Sno-Isle Library Regional System
815 E. Galena St.
Permit: Commercial - Furnish and Install (1) Trane 5t 5TEM6D06AV41, 5TWR7060A1, R454B AND
Furnish and install (1) Trane 4t 5TEM6D06AV41, 5TWR5048A1, R454B
Issued on: 12/10/2025

Building Permit #2025-064

Snohomish County FD #17
20217 Gun Club Rd.
Permit: Installation of 2" gas pipe
Issued on: 12/12/2025

Building Permit #2025-069

Reymund Reola
506 Cedar Ct
Permit: Residential hot water heater
Issued on: 12/23/2025

Building Permit #2025-071



CITY COUNCIL AGENDA BILL

Subject: 7.a.

Originating Dept.: Planning Department

Action Recommended: Approve contract with Granicus for implementation and annual subscription for SmartGov Permitting module permitting software, and authorize the City Manager to execute the agreement on behalf of the City.

Approval(s): City Manager
Finance
Attorney

Meeting Date: January 7, 2026

Date Submitted:

Exhibit(s):

1. Granicus Contract

Budgeted Amount: \$30,000

BARS Code: 558 60 41 05

Summary Statement:

The City of Granite Falls recently completed a thorough review process to find the best permitting software solution for our community. After reviewing proposals, demos, and overall fit, staff is recommending that the City move forward with Granicus, utilizing the SmartGov Permitting Module.

Choosing Granicus gives the City a flexible, user-friendly system enhancing services to applicants, increasing transparency, and streamlining workflows - key priorities as the City prepares for increased development activity once the sewer moratorium is lifted. Granicus offers modern, cloud-based permitting software to support the City's development review.

Background:

To ensure the City selected a solution that best meets community expectations and operational needs, staff conducted a comparative review of five different permitting

software vendors. Evaluation criteria included system functionality, user interface quality, integration with existing City systems, implementation timeline, customer support, cost, and overall adaptability for future growth.

Following this comprehensive assessment, Granicus emerged as the most effective and reliable solution based on our needs. The platform offers an intuitive public-facing portal that simplifies the permit application process for residents, contractors, and businesses. Major benefits include automated workflows for staff and contracted reviewers, improved transparency, and reporting tools that will streamline internal operations and reduce processing times, and ensure compliance with State-mandated permitting timelines and reporting. The online platform allows users to apply for permits, make payments, view submittal documents, and track progress and status of active permits at any time.

The contract includes full implementation services, including process analysis and recommendations based on Granite Falls' particular needs, training, as well as ongoing product support, enhancements, and additional modules should the City choose to expand use of it in the future.

Recommended Motion:

1) Motion to approve the contract with Granicus for the implementation and annual subscription for SmartGov Permitting Module software, and authorize the City Manager to execute the agreement on behalf of the City.

Granicus Proposal for Granite Falls, WA

ORDER DETAILS

Prepared By: Taylor Brodersen
Phone: (814) 720-4368
Email: taylor.brodersen@granicus.com
Order #: Q-499360
Prepared On: 25 Nov 2025
Expires On: 31 Dec 2025

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 12 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
SmartGov Training	Upon Delivery	1 Each	\$3,040.80
SmartGov Custom Implementation	Upon Delivery	1 Each	\$0.00
Project Management - SmartGov	Upon Delivery	1 Each	\$3,631.01
Map Connector Configuration	Upon Delivery	1 Each	\$1,312.50
Parcel Connector Configuration	Upon Delivery	1 Each	\$3,281.25
Portal Configuration	Upon Delivery	1 Each	\$1,312.50
Fees Configuration (Pages)	Upon Delivery	8 Each	\$4,460.40
General Config	Upon Delivery	1 Each	\$2,625.00
Workflow template customization	Upon Delivery	1 Each	\$3,711.75
Existing Merchant Connector Configuration	Upon Delivery	1 Each	\$1,575.00
Contractor Connector Configuration	Upon Delivery	1 Each	\$1,312.50
BlueBeam Connector Configuration	Upon Delivery	1 Each	\$1,575.00
SUBTOTAL:			\$27,837.71

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
SmartGov - Core	Annual	1 Each	\$7,198.80
SmartGov Permitting	Annual	1 Each	\$0.00
SmartGov Connector Merchant	Annual	1 Each	\$1,440.60
SmartGov Connector Contractor	Annual	1 Each	\$1,440.60
SmartGov Connector BlueBeam	Annual	1 Each	\$1,440.60
SUBTOTAL:			\$11,520.60

PRODUCT DESCRIPTIONS

Solution	Description
SmartGov Permitting	Annual subscription for SmartGov Permitting Module for building and planning permits, inspections, and contacts.
SmartGov Training	Includes up to two (2) hours of User Acceptance Training to prepare primary users for Validation, focused on navigation and testing best practices. Go-Live training will span a one (1) week period, provided in three (3) hour sessions focused on Permit/Application Intake, Review, Inspections and Code Enforcement processes (as needed).
Project Management - SmartGov	Project Management: Company Project Manager will act as an extension of the Subscriber's team and manage the implementation from start to finish. The Subscriber will have access to a personalized timeline which will be reviewed on a regular cadence. The Project Manager will partner with the Subscriber to coordinate all services, management of the project timeline, and help identify risks and/or issues. Project Management Services include: • Project planning and kickoff meetings. • Project schedule developed and maintained according to the SOW tasks, deliverables, dependencies, and resource assignments. • Status reporting and coordination of status meetings, bi-weekly, or as required. • Schedule monitoring and scope management. • Risk Management planning to identify, analyze, and mitigate risks. • Action Item and decision tracking, as well as resolving and escalating issues. • Change control management and issue tracking. • Company project resource management. • Verify product and deliverable acceptance with Subscriber. • Facilitating transition to Support. • Company's Project Manager will serve as the single point of contact for the project related to this SOW.
Portal Configuration	Company will customize Subscriber's Portal by: • Loading Subscriber logo. • Exposing all permits/business licenses identified in Configuration

Solution	Description
	workbook in which citizens will have access. • Advising on best practices for public release timeline and access code configuration. • Load Subscriber custom verbiage into limited fields. • Provide the access URL (Uniform Resource Locator) for Subscriber to add link to jurisdiction web pages. Includes consultant-led end-to-end walkthrough and demonstration of UAT/Validation process to Subscriber to confirm functionality meets configuration requirements.
Fees Configuration (Pages)	Subscriber Fees configured based on provided Fee schedule and according to Configuration Workbook. Based on Subscriber fee schedule, defined in the Order Form, Company will: • Setup Subscriber fee code calculations. • Load Subscriber FMS (Financial Management System) / GL (General Ledger Code) (according to Configuration Workbook). • Load Subscriber Valuation table (according to Configuration Workbook or ICC (International Chamber of Commerce) table). Setup Subscriber fixture costs (according to Configuration Workbook). • Load other Subscriber custom attributes / details as required for Subscriber fee calculations (according to Configuration Workbook).
General Config	General Configuration: As part of the General Configuration, Company will: • Create Subscriber database with best practice defaults. • Provide Validation environment access to Subscriber. • Load Subscriber users with Company standard permissions (according to Configuration Workbook). • Configure system values (locality, time zone, header and footer detail, standard report settings). • Load Client Code References/Violation types (according to Configuration Workbook). • Set up General Ledger accounts. • Load Subscriber logo. • Provide access to over 100 reports and output document templates. Subscriber receives credentials for environment when initial configuration items under General Configuration deliverable

Solution	Description
	are completed.
Workflow template customization	Workflow Template Configuration: Company will configure process templates as defined in the Business Process Analysis phase for each department in scope: Building/Permits, Code Enforcement, Licensing and/or Recurring Inspections. Company will: Load Subscriber Code References/Violation types (according to Configuration Workbook). Load custom attributes/details within the limited fields available (not associated with fees, according to Configuration Workbook). Configure workflow to meet business requirements defined in Configuration Workbook. Consultant-led end-to-end walkthrough and demonstration of UAT/Validation process to Subscriber to confirm functionality meets configuration requirements. Completed upon configuration according to documentation in the Configuration Workbook Percentage: 100%
Existing Merchant Connector Configuration	Configure merchant connection. Test and troubleshoot connection during test process. Subscriber to provide the required linking information for Company to complete the setup. These will often include connection URLs, Login IDs, and Transaction Keys. Requirements vary slightly depending on the selected Merchant. SmartGov will not test in Production environments.

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms and conditions attached hereto and incorporated herein by reference as follows:
Exhibit A - Subscription and Services Agreement
Exhibit B - Service Level Agreement
Exhibit C - Product-Specific Terms
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-499360 dated 25 Nov 2025 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Granite Falls, WA to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[] - No [] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-499360 dated 25 Nov 2025 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Granite Falls, WA	
Signature:	
Name:	
Title:	
Date:	

Granicus LLC	
Signature:	
Name:	
Title:	
Date:	



Exhibit A

Subscription and Services Agreement US/Canada

This Subscription and Services Agreement ("**Agreement**") is effective as of the date an Order or SOW (as defined below) commences that references this Agreement ("**Effective Date**"), and is a contract between the party procuring Granicus Products and/or Services named in the Order or SOW ("**Client**") and Granicus, LLC, a Minnesota Limited Liability Company for those Clients located in the US, or Granicus Canada Holdings, U.L.C., an unlimited liability corporation for those Clients located in Canada ("**Granicus**").

1. Definitions. For the purpose of this Agreement, the following terms have the corresponding definitions:

"Content" means any material or data: (i) displayed or published on Client's website; (ii) provided by Client to Granicus to perform the Services; or (iii) uploaded into Products by Client or on Client's behalf. Content expressly excludes Granicus Data;

"Deliverable(s)" means any computer software, and related written documentation, reports or materials developed by Granicus as part of a Services engagement;

"Granicus Data" means data owned, generated or collected by Granicus separately from Content provided by Client, including data generated by use of the Products or personal information related to individuals who use the Products or Services, which is collected and used in accordance with applicable law and in conformance with publicly posted privacy policies;

"IP Rights" means all current and future worldwide statutory or other proprietary rights, whether registered or unregistered, including but not limited to, moral rights, copyright, trademarks, rights in designs, patents, rights in computer software data base rights, rights in know-how, mask work, trade secrets, inventions, domain or company names and any application for the foregoing, including registration rights.

"Order" means a binding proposal, written order, or purchasing document setting forth the Products made available to Client under the terms of this Agreement either directly with Granicus or through an authorized third party reseller;

"Products" means the: (i) online or cloud subscription services; (ii) on premise software; (iii) embedded software; and (iv) Granicus Data, licensed to Client, and hardware components purchased by Client under this Agreement, as applicable and as set forth in the Order or SOW;

"Services" means the consulting, integration, installation, and/or implementation services to be performed by Granicus as described in the SOW; and

"SOW" means a statement of work agreed to by the parties that references this Agreement and describes the Services and Deliverables provided as part of a Services engagement pursuant to the Services provisions set forth in this Agreement.

2. Intellectual Property Ownership and Use Rights.

a) **Intellectual Property Ownership.** Granicus and its licensors own all IP Rights in the Products and Granicus Data. Client and its authorized users have no right, title or interest in the Products or Granicus Data other than the license rights expressly granted herein. All rights not expressly granted herein are reserved by Granicus and its licensors.

b) **License to Products.** Granicus hereby grants Client a non-exclusive, non-transferable license to access and use the Products identified in the Order during the Term set forth therein. In addition to the terms of this Agreement and the Order, product-specific license terms applicable to certain of the Products and Granicus Data can be found at www.Granicus.com/legal/licensing and are hereby incorporated into this Agreement by reference.

c) **Third Party Contractors.** Client may permit its third-party contractors to access and use the Products solely on behalf of and for the benefit of Client, so long as: (i) such contractor agrees to comply with this Agreement as if it were Client; (ii) Client remains responsible for each contractor's compliance with this Agreement and any breach thereof; and (iii) all volume or transaction-based use of the Products includes use by contractors. All rights granted to any contractor terminate immediately upon conclusion of the Services rendered to Client that give rise to such right. Upon termination of such rights, contractor will immediately cease all use of the Products and uninstall and destroy all confidential or proprietary Granicus information in its possession. Client will certify compliance with this section in writing upon Granicus' request.

d) **Data Sources.** Client may only upload data related to individuals that originates with or is owned by Client. Client shall not upload data purchased from third parties without Granicus' prior written consent and list cleansing Services provided by Granicus for an additional fee.

e) **Content.** Client can only use Products to share Content that is created by or owned by Client and/or Content for affiliated organizations, provided that use by Client for affiliated organizations is in support only, and not as a primary communication vehicle for such organizations that do not have their own license to the Products. Granicus does not own the Content submitted by Client nor is Granicus responsible for any Content used, uploaded or migrated by Client or any third party. Granicus will not sell, use, or disclose any Content for any purpose other than performing Services subject to this Agreement. For clarification, the fact that Content and Granicus Data may contain the same or similar information does not minimize or limit the ownership or use rights of either party as it relates to Content on the part of Client, or Granicus Data on the part of Granicus.

f) **Advertising.** Client shall not use Products to promote products or services available for sale through Client or any third party without Granicus' prior written consent.

g) **Restrictions.** Client shall not:

- (i) Use or permit any end user to use the Products to store or display adult content, promote illegal or immoral activities, send or store infringing, obscene, threatening or unlawful or

tortious material or disrupt others use of the Products, network services or network equipment, including unsolicited advertising or chain letters, propagation of computer worms and viruses, or use of the Products to make unauthorized entry into any other device accessible via the network or Products;

- (ii) Disassemble, decompile, reverse engineer or make derivative works of the Products;
- (iii) Rent, lease, lend, or host the Products to or for any third party, or disclose the Products to any third party except as otherwise permitted in this Agreement or an Order or SOW;
- (iv) Use the Products in violation of any applicable law, rule, or regulation, including violation of laws regarding the processing, use, or disclosure of personal information, or violation of any United States export control or regulation, United States embargo, or denied or sanctioned parties prohibitions; or
- (v) Modify, adapt, or use the Products to develop any software application intended for resale which uses or competes with the Products in whole or in part.

3. **Term; Termination.**

a) **Agreement Term.** This Agreement begins on the Effective Date and remains in effect for the period set out in the Order ("**Initial Term**"). Thereafter, this Agreement will continue in effect until all Orders or SOWs have expired or been terminated.

b) **Order Term.** Each Order will be effective on the date set out therein and will remain in effect during the Initial Term identified in the Order. Each Order will automatically renew for twelve (12) month terms (each, a "**Renewal Term**") unless either party gives the other party notice of non-renewal within thirty (30) days of notification of price change as described in Section 4.d., or within sixty (60) days prior to the start of the next Renewal Term, whichever is later. The Initial Term and all Renewal Terms are collectively, the "**Term**".

c) **SOW Term.** Each SOW will begin on the effective date of the SOW and will remain in effect until the Services are completed, this Agreement is terminated, or the termination date set out in the SOW (the "**Termination Date**"), whichever is later. If no specific Termination Date is designated in the SOW, Client may terminate the SOW upon thirty (30) days written notice to Granicus.

d) **Subscription Term.** The annual term for all Products licensed to Client on a subscription basis begins upon the Effective Date of the applicable Order and are based on subscription term and not actual usage. Products licensed on a subscription basis are deemed delivered upon Initial Availability. Initial Availability of a Product means the earlier of: (i) the issuance of a user name and password to Client to access the Product; (ii) the provision of the Product in its hosted environment on behalf of Client by Granicus technical personnel; or (iii) access to the Product by Granicus or third-party services personnel in order to commence configuration or implementation Services on behalf of Client.

e) **Termination for Default.** Either party may terminate this Agreement or any Order or SOW by written notice if the other party commits a material breach of this Agreement or the applicable Order or SOW and fails to cure such breach within thirty (30) days after receipt of such notice, or an additional period of time as agreed to by the parties.

f) **Non-Appropriation.** Client may terminate this Agreement or any Order or SOW by providing Granicus written notice during the then-current Term for lack of appropriation of funds for the Renewal

Term so long as Client has made best efforts to secure the necessary consents for renewal and obtain appropriate funds for payment of the fees.

g) **Effect of Termination.** Upon expiration or termination of an Order or SOW for any reason: (i) Client's right to access and use the Products will immediately cease (except for perpetual licenses granted under an Order, which will continue to be governed by this Agreement for the duration of the license); (ii) Client will promptly remit any fees due to Granicus under all Orders and SOWs; (iii) Granicus will promptly cease performance of any Services; and (iv) the parties will return or destroy any Confidential Information of the other party in its possession, and certify upon request to the other party of compliance with the foregoing. Client will have thirty (30) days from the expiration date of a subscription to extract or download any Content stored in the Products. Granicus has no obligation to retain any Content after such thirty (30)-day period nor is Granicus responsible for extracting the data on Client's behalf absent separate written agreement and the payment of additional fees.

h) **Survival.** Sections 4 (Fees, Payment), 9 (Confidentiality), 10 (Indemnification), 11 (Limitation of Liability), 13 (Governing Law) and any other clause that by its nature is intended to survive will survive termination of this Agreement indefinitely or to the extent set out therein.

4. Fees; Payment.

a) **Fees.** Client will pay all fees, costs and other amounts as specified in each Order or SOW. Annual or subscription fees are due upfront at the beginning of each annual Term. Services fees and one-time fees are due according to the billing frequency specified in each Order or SOW. Absent any specific billing frequency, Client will pay fees for Services on a monthly basis in arrears for time and materials engagements, or milestone basis as billed upon delivery of each milestone. GXG Services are billed up front annually prior to the then-current term. Hardware will be invoiced to Client upon shipment. Granicus may suspend Client's access to any Products if there is a lapse in payment not remedied promptly upon notice to Client. A lapse in the Term of each Order or SOW will require the payment of a setup fee to reinstate the subscription. All fees are exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is Client's responsibility to provide applicable exemption certificate(s).

b) **Payment.** Client will remit payment of the fees due within thirty (30) days of receipt of an accurate invoice from Granicus or its authorized reseller, or if Client is subject to different payment terms imposed by applicable regulation, such required payment duration. Any disputed amounts will be identified in writing to Granicus within the payment period or be deemed accurate and payable. With respect to any amount due to Granicus which is not paid within the payment period, Granicus may apply interest at the rate of one and half percent (1.5%) per month, or such lesser amount required by law, assessed from the due date through the date of payment. Client acknowledges and agrees that orders placed by Client for Products and Services will be non-cancellable and the fees paid are non-refundable unless otherwise expressly stated in the Agreement.

c) **Purchase Orders.** Upon request, Granicus will reference a purchase order number on its invoices if Client provides the corresponding purchase order information to Granicus prior to generating the invoice. Client agrees that a failure to provide Granicus with purchase order information will not relieve Client of its obligations to provide payment in accordance with this section.

d) **Price Changes.** Subject to any price schedule or pre-negotiated fees to which this Agreement or an Order may be subject, Granicus will provide notice of any price changes prior to the end of the current Term, which subject to Section 3.b, will become effective as of the next Renewal Term. Such notification may be made via Order, email, or invoice provided by Granicus. Renewals at the same volume amount will not increase more than ten percent (10%) over the prior year's fees. Purchases of additional Products will be at Granicus' then-current price and licenses, subject to volume or transaction metrics, and will be reviewed annually prior to commencement of the Renewal Term, with fees adjusted to cover increases in Client's use.

e) **Cooperative Purchasing.** To the extent permitted by law the terms of this Agreement may be extended for use by other municipalities, school districts and governmental agencies. Orders and SOWs entered into by such third parties are independent agreements between the third party and Granicus and do not affect this Agreement or any Order or SOW between Granicus and Client.

f) **Overages.** For any Products or Services purchased in tiers, with volume caps, specified number of users, or other measured metrics, it is the Client's responsibility to purchase up to the level of use needed by Client. Any overage will be charged to Client at the then-current rate for such tier or volume, or the rate set forth in Client's pricing arrangements with Granicus or Granicus resellers. Payment for such overages must be made in the then-current term unless otherwise agreed to by the parties in writing.

g) **Resellers.** If Client has entered into a separate agreement with an authorized distributor or reseller of Products and/or Services, the terms of such third-party agreement will supersede conflicting terms contained herein solely as they relate to payment schedules and pricing as negotiated between Client and the reseller.

5. Client Responsibilities.

a) **Content.** Client will be solely responsible for the Content submitted to the Products and will comply with all laws, rules and regulations relating to the use, disclosure and transmission of such Content, including providing such to Granicus. Client represents and warrants it has the legal right to provide the Content to Granicus and that such use or disclosure does not violate the intellectual property, privacy or other legal rights of any third party. Client grants Granicus a limited, non-exclusive right during the Term to access and use the Content to provide the Products and Services. Content does not include user feedback related to the Products or Services, which Granicus is free to use without any further permission or consideration to Client.

b) **Data Backup and Protection.** Client will maintain a back-up of any data or data files provided to Granicus. For certain Products, Granicus offers functionality that requires subscribers to enable password protection of subscriber profiles and associated data. Client assumes all responsibility for implementing and enforcing this security functionality in its sole discretion.

c) **Passwords.** Sign-on credentials used to access the Products are non-transferable. Client is responsible for keeping all passwords secure and for all use of the Products through Client's sign in credentials.

d) **Cooperation.** Client will provide any assistance reasonably required by Granicus to perform the Services, including timely review of plans and schedules for the Services and reasonable access to Client's

offices for Services performed onsite. Services delayed or unable to be performed due to lack of Client cooperation or communication will be deemed delivered and no refunds will be issued for such services.

e) **Third-Party Technology.** Client will be responsible for securing all licenses for third party technology necessary for Granicus to perform the Services (including the right for Granicus to use such technology) and will be responsible for the performance of any third-party providing goods or services to Client related to the Services, including such third party's cooperation with Granicus.

f) **Use of Messaging Services.** Client may use Products to send emails and messages to users and third parties. Client is solely responsible for any such message and their content, including securing the legal right to send the message. Messages may be blocked, delayed, or prevented from being delivered by destination servers and other reasons outside of Granicus' control, and there is no warranty that messages will reach their intended destination in a given timeframe.

6. **Support.** Basic support and maintenance services provided to Client for Products ("Support") is included in the fees paid for the Granicus Product subscription or maintenance during the Term and will be provided in accordance with the Service Level Agreement set forth at www.granicus.com/legal/licensing. Granicus may update its Support obligations under this Agreement, so long as the level of Support agreed to by the parties is not materially diminished due to such modification.

7. **Representations; Warranties; Disclaimers.**

a) **Representations.** Each Party represents that it has validly entered into this Agreement and has the legal power to do so.

b) **Warranties:**

(i) Each party warrants that it has the rights necessary to grant to the other party the licenses granted in this Agreement.

(ii) Granicus warrants that it will perform its obligations in a professional and workmanlike manner in accordance with industry standards.

(iii) Client's sole and exclusive remedy and Granicus' sole obligation for breach of the warranties in this Section are as follows: (i) for a breach of the warranty in Section 7.b.(i), the indemnity in Section 10 of this Agreement; and (ii) reperformance of the non-conforming Services for a breach of the warranty in Section 7.b.(ii), provided that Client notifies Granicus of a non-conformity in this Section during the thirty (30) day period following Granicus' completion of the applicable Services.

c) **Disclaimers.** EXCEPT AS EXPRESSLY STATED IN THIS THIS SECTION, THE PRODUCTS AND SERVICES ARE PROVIDED "AS IS" AND GRANICUS DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, NON-INFRINGEMENT, AND FITNESS FOR A PARTICULAR PURPOSE. GRANICUS DOES NOT WARRANT THAT PRODUCTS OR SERVICES WILL MEET CLIENT'S REQUIREMENTS OR THAT THE OPERATION THEREOF WILL BE UNINTERRUPTED OR ERROR FREE.

8. Services.

a) Granicus will perform Services in accordance with this Agreement and the SOW. Granicus is not obligated to provide any Services unless set out in the SOW. Unless otherwise set out in the SOW or as agreed to by the parties the Services will be performed remotely. Any estimates provided in the SOW, including expected hours to complete the Services and any timeline provided by Granicus, are based on known functional requirements and technical environments as of the effective date of the SOW. Changes or delays in the work schedule originating with Client are subject to the project change procedure and may result in an increase in fees.

b) Granicus grants Client a non-exclusive, non-transferable, royalty-free, perpetual license to use the Deliverables on behalf of and for the benefit of Client independently and with the Products. Granicus retains all right, title and interest to the Deliverables except for those rights expressly granted to Client. Deliverables and Services are deemed accepted upon delivery unless otherwise set forth in a SOW.

c) Any modifications to the Services must be in writing and signed by authorized representatives of each party. Granicus personnel performing Services at Client's offices will comply with Client's policies and procedures in effect at such location.

d) If agreed to by the Parties in the SOW, Client will also pay for all reasonable travel-related and out-of-pocket expenses incurred by Granicus in the performance of the Services in accordance with Client's travel and expense policy which will be provided to Granicus in writing (or Granicus' policy if none is provided by Client) and which will be billed monthly and due thirty (30) days following date of invoice.

9. Confidentiality. During performance of the Services, each party may receive Confidential Information of the other party.

a) **"Confidential Information"** means all confidential and/or trade secret information of either party (**"Disclosing Party"**), including but not limited to: (i) Granicus' Products; (ii) non-public information if it is clearly and conspicuously marked as "confidential" or with a similar designation at the time of disclosure; (iii) non-public information of the Disclosing Party if it is identified as confidential and/or proprietary before, during, or promptly after presentation or communication; and (iv) any information that should be reasonably understood to be confidential or proprietary given the nature of the information and the context in which disclosed, in each case that is disclosed to the other party (**"Receiving Party"**) or to which the Receiving Party gains access in connection with performance of the Services.

b) Subject to freedom of information, government transparency, or similar applicable law, each Receiving Party will receive and hold any Confidential Information in strict confidence and will: (i) protect and safeguard the Confidential Information against unauthorized use, publication or disclosure; (ii) not reveal, report, publish, disclose, transfer, copy or otherwise use any Confidential Information except as specifically authorized by the Disclosing Party; (iii) not use any Confidential Information for any purpose other than in performance of this Agreement; (iv) restrict access to Confidential Information to those of its advisors, officers, directors, employees, agents, consultants, contractors and lobbyists who have a need to know, who have been advised of the confidential nature thereof, and who are under express written obligations of confidentiality or under obligations of confidentiality imposed by law or rule; and (v) exercise at least the same standard of care and security to protect the confidentiality of the Confidential Information received by it as it protects its own confidential information, but no less than a reasonable degree of care.

c) If a Receiving Party is requested or required in a judicial, administrative, or governmental proceeding to disclose any Confidential Information, it will notify the Disclosing Party as promptly as practicable so that the Disclosing Party may seek an appropriate protective order or waiver for that instance, unless such notification is prohibited by law or judicial order.

d) The foregoing obligations do not apply to information that: (i) is already public or becomes available to the public through no breach of this section; (ii) was in the Receiving Party's lawful possession before receipt from the Disclosing Party; (iii) is lawfully received independently from a third party who is not bound by a confidentiality obligation; or (iv) is independently developed by or on behalf of the Receiving Party without use of any Confidential Information.

e) Upon written request of the Disclosing Party, the Receiving Party agrees to promptly return or destroy all Confidential Information in its possession, and certify its destruction in writing, provided that the Receiving Party may retain a copy of the returned or destroyed items for archival purposes in accordance with its records retention policies and subject to this section.

f) Disclosing Party may be irreparably damaged if the obligations under this section are not enforced and as such may not have an adequate remedy in the event of a breach by Receiving Party of its obligations hereunder. The parties agree, therefore, that Disclosing Party is entitled to seek, in addition to other available remedies, an injunction restraining any actual, threatened or further breaches of the Receiving Party's obligations under this section or any other appropriate equitable order or decree.

10. Indemnification.

a) Granicus will defend, indemnify and hold Client harmless from and against all losses, liabilities, damages and expenses including reasonable attorney fees (collectively, "Losses") arising from any claim or suit by an unaffiliated third party that the Products or Deliverables, as delivered to Client and when used in accordance with this Agreement and the applicable Order or SOW, infringes a valid U.S. copyright or U.S. patent issued as of the date of the applicable Order or SOW (a "Claim").

b) To the extent permitted by applicable law, Granicus will have control of the defense and reserves the right to settle any Claim. Client must notify Granicus promptly of any Claim and provide reasonable cooperation to Granicus, upon Granicus' request and at Granicus' cost, to defend such Claim. Granicus will not agree to any settlement which requires acknowledgment of fault or an incurred liability on the part of an indemnified party not otherwise covered by this indemnification without indemnified party's prior consent. Client may elect to participate in the defense of any claim with counsel of its choosing at its own expense.

c) If the Products or Deliverables are subject to a claim of infringement or misappropriation, or if Granicus reasonably believes the Products or Deliverables may be subject to such a Claim, Granicus reserves the right, in its sole discretion, to: (i) replace the affected Products or Deliverable with non-infringing functional equivalents; (ii) modify the affected Products or Deliverable to render it non-infringing; or (iii) terminate this Agreement or the applicable Order or SOW with respect to the affected Granicus Product or Deliverable and refund to Client any prepaid fees for the then-remaining portion of the Order or SOW Term.

d) Granicus will have no obligation to indemnify, defend, or hold Client harmless from any Claim to the extent it is based upon: (i) a modification to the Granicus Product or Deliverable by anyone other than Granicus; (ii) a modification made by Granicus pursuant to Client's required instructions or specifications or in reliance on materials or information provided by Client; (iii) combination with the Products or Deliverable with non-Granicus software or data; or (iv) Client's (or any authorized user of Client) use of any Products or Deliverables other than in accordance with this Agreement.

e) This section sets forth Client's sole and exclusive remedy, and Granicus' entire liability, for any Claim that the Products, Deliverables or any other materials provided by Granicus violate or infringe upon the rights of any third party.

11. Limitation of Liability.

a) EXCEPT FOR LIABILITY THAT CANNOT BE LIMITED OR EXCLUDED UNDER APPLICABLE LAW, UNDER NO CIRCUMSTANCES WILL EITHER PARTY BE LIABLE FOR ANY: (I) SPECIAL, INDIRECT, PUNITIVE, INCIDENTAL, OR CONSEQUENTIAL DAMAGES; OR (II) LOSS OR DAMAGE TO DATA, LOST PROFITS, SALES, BUSINESS, GOODWILL OR ANTICIPATED SAVINGS, WHETHER AN ACTION IS IN CONTRACT OR TORT (INCLUDING NEGLIGENCE) AND REGARDLESS OF THE THEORY OF LIABILITY, EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

b) IN NO EVENT, EXCEPT FOR CLIENT'S OBLIGATIONS TO PAY AMOUNTS DUE UNDER THE ORDER OR SOW, OR GRANICUS' INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 10 (INDEMNIFICATION), WILL EITHER PARTY'S MAXIMUM AGGREGATE LIABILITY FOR ALL CLAIMS ARISING IN CONNECTION WITH THIS AGREEMENT (IN TORT (INCLUDING NEGLIGENCE), CONTRACT OR OTHERWISE) EXCEED THE AMOUNT OF FEES PAID BY CLIENT TO GRANICUS OR GRANICUS' RESELLER, AS APPLICABLE, IN THE SIX (6) MONTHS IMMEDIATELY PRECEDING THE DATE THE DAMAGED PARTY NOTIFIES THE OTHER PARTY IN WRITING OF THE CLAIM. HOWEVER, IF CLIENT HAS PAID NO FEES UNDER THE TERMS OF AN ORDER IN THE TWELVE (12) MONTH PERIOD PRECEDING THE DATE OF THE INCIDENT GIVING RISE TO THE CLAIM, THE AGGREGATE LIABILITY OF GRANICUS TO CLIENT FOR SUCH CLAIM SHALL NOT EXCEED FIVE THOUSAND DOLLARS (\$5,000).

12. General.

a) **Force Majeure.** With the exception of payment obligations, any delay in the performance by either party of its obligations hereunder will be excused when such delay in performance is due to any cause or event of any nature whatsoever beyond the reasonable control of such Party, including, without limitation, any act of God; any fire, flood, or weather condition; any computer virus, worm, denial of service attack; any earthquake; any act of a public enemy, war, insurrection, riot, explosion or strike; provided, that written notice thereof must be given by such Party to the other Party within twenty (20) days after occurrence of such cause or event.

b) **Independent Contractor.** Each party is an independent contractor and employees of each party are not considered to be employees of the other party. No agency, partnership, joint venture or other joint relationship is created by this Agreement. The parties shall not make any commitments binding on the other or make any representation that they are acting for, or on behalf of, the other. Each party assumes full responsibility for the actions of its personnel while performing the Services and such party will be solely responsible for the supervision, daily direction, control of its personnel, and for the payment of all of their compensation and any taxes related thereto.

c) **Publicity.** Neither party will use the name of the other party in publicity releases or similar activity without the consent of the other party, except Granicus may include Client's name and logo in client lists and similar communications.

d) **Waiver.** No waiver of any breach of any provision of this Agreement or the SOW by either party or the failure of either party to insist on the exact performance of any provision of this Agreement or the SOW will constitute a waiver of any prior, concurrent or subsequent breach of performance of the same or any other provisions hereof, and no waiver will be effective unless made in writing.

e) **Notices.** Other than routine administrative communications, which may be exchanged by the Parties via email or other means, all notices, consents, and approvals hereunder will be in writing and will be deemed to have been given upon: (i) personal delivery; (ii) the day of receipt, as shown in the applicable carrier's systems, if sent via FedEx, UPS, DHL, or other nationally recognized express carrier; (iii) the third business day after sending by U.S. Postal Service, First Class, postage prepaid, return receipt requested; or (iv) sending by email, with confirmed receipt from the receiving party. Either Party may provide the other with notice of a change in mailing or email address in which case the mailing or email address, as applicable, for that Party will be deemed to have been amended. The mailing and email addresses of the Client are as set forth in the Order or SOW, for Granicus as follows:

Granicus
Contracts
1152 15 th Street NW, Suite 800 Washington DC 20005
1-800-314-0147
contracts@granicus.com

f) **Severability.** If any provision of this Agreement, Order, or SOW, or portion thereof, is held to be invalid, illegal or unenforceable by a court of competent jurisdiction, such provision will be severed and the remaining provisions of the Agreement, Order or SOW will remain in full force and effect.

g) **Assignment.** Neither Party may assign, delegate, or otherwise transfer this Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party (such consent not to be unreasonably withheld). Notwithstanding the foregoing, either Party may assign this Agreement with reasonable notice to the other party to an affiliate or to a successor in interest resulting from acquisition of all, or substantially all, of the assigning party's business by means of merger, stock or asset purchase, or otherwise. Any assignment or attempted assignment in violation of this Agreement will be null and void. This Contract will bind and inure to the benefit of each party's permitted successors and assigns.

h) **Amendment.** This Agreement may not be amended or modified except by a written instrument signed by authorized representatives of both Parties.

j) **Applicable Law.** Each party will, at all times, exercise its rights and perform its obligations under this Agreement in compliance with all applicable law, rules, and regulations including all applicable local, state and federal laws and regulations prohibiting discrimination and harassment.

k) **Headings.** The various section headings of this Agreement are inserted only for convenience of reference and are not intended, nor will they be construed to modify, define, limit, or expand the intent of the Parties.

l) **No Third-Party Beneficiaries.** This Agreement is binding upon and insures solely to the benefit of the Parties hereto and their respective permitted successors and assigns; there are no third-party beneficiaries to this Agreement.

m) **Conflict of Interest.** Granicus certifies that it is not engaged in any current project or business transaction, directly or indirectly, nor has it any interest, direct or indirect, with any person or business that might result in a conflict of interest in the performance of the Agreement, Order, or SOW.

n) **Anti-Corruption.** Neither Party has received or been offered any illegal or improper bribe, kickback, payment, gift, or item of value from an employee or agent of the other Party in connection with this Agreement. If Client learns of any violation of the above restriction, Client shall immediately notify Granicus.

13. Governing Law. If Client is a public entity (a state or any agency or authority thereof, or county, city or town, public educational institution or other entity that serves a public purpose), this Agreement will be governed by and construed in accordance with the laws of the state in which the public entity is located, with venue being a court of competent jurisdiction within such state. If Client is the Federal government of the United States or any branch or agency thereof, this Agreement will be governed by the laws of the United States with venue being any Federal district court of competent jurisdiction. If Client is a private or commercial entity, this Agreement will be governed by the laws of the state of New York, without reference to the state's conflict of law principles, with exclusive jurisdiction of the state and federal courts located in the borough of Manhattan, New York, New York. If Client is located in Canada, this Agreement will be governed by the laws of the Province of Ontario with suit brought only in the General Division of the Ontario Court of Justice. No applicable principals of conflicts of laws, imputed terms of the Uniform Commercial Code, or the United Nations Convention on contracts for the international sale of goods will apply to this Agreement.

14. Entire Agreement. This Agreement and Orders and SOWs governed by this Agreement constitutes the entire agreement between Granicus and Client, and supersedes all prior agreements, requests for proposals or pricing and the corresponding responses, understandings, representations or correspondence relevant to the subject matter hereof. Perpetual licenses granted to Client under prior agreements remain in full force and effect. If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of this Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable. Inconsistencies between documents will be resolved in the following order: (i) this Agreement; (ii) Orders and SOWs; (iii) all other purchase documents executed by the parties (except for any pre-printed or standard terms contained on purchase orders which shall have no force or effect); (iv) Granicus'

response to Client's RFI, RFP, RFQ; and (v) Client's RFI, RFP, RFQ. Client has not been induced to enter into this Agreement or the SOW by any representations or promises not specifically stated herein. This Agreement may be updated from time to time at Granicus' sole discretion. Notification to Client will be via email or posting to the Granicus website.

REGIONAL HOURS OF AVAILABILITY AND SUPPORT CONTACT CHANNELS

Region	Regular Support Hours	Support Contact Channels
USA	Monday - Friday 8:00 AM-8:00 PM EST Excluding Federal Holidays	support.granicus.com 1-800-314-0147
Canada	Monday - Friday 8:00 AM-8:00 PM EST Excluding Statutory Holidays	support.granicus.com 1-800-314-0147
Europe	Monday - Friday 9:00 AM-5:00 PM GMT Excluding Statutory Holidays	support.granicus.com +44 (0) 800 032 7764
Australia & New Zealand	Monday - Friday 9:00 AM-5:30 PM AEST Excluding National Holidays and Victorian public holidays	support.granicus.com +61 3 9913 0020
Subscribers govDelivery Help	Monday - Friday 8:00 AM-8:00 PM EST Excluding US Federal Holidays	subscriberhelp.granicus.com subscriberhelp@granicus.com 1-800-439-1420 USA +44 (0) 808 234 7450 Europe
Emergency Support	Emergency technical support is available 24/7 by phone only for customers experiencing a Level 1 outage as defined below	

TECHNICAL SUPPORT SEVERITY LEVEL DEFINITIONS

Severity Level	Description	Time to 1 st Response	Granicus Action
Level 1 EMERGENCY	Incident represents complete unavailability of the Granicus Products for all users and no workaround is available	Within two (2) hours	Incident response process is initiated upon verification. Work on a resolution begins immediately (24/7/365). Notifications and updates of resolution or work arounds are provided to affected clients via case, or if several clients are affected, via status.granicus.com.
Level 2 SEVERELY IMPAIRED	Incident occurs when a major feature of the product is not working or fails repeatedly and there is no workaround available	Within four (4) hours	Incident response process is initiated upon verification. Case is evaluated whether a solution or acceptable work around can be achieved. Notifications and updates of resolutions or work arounds are provided to affected clients via case, or if several clients are affected, via status.granicus.com
Level 3 IMPAIRED	Incident occurs when a primary feature of the product is not working as expected and an acceptable workaround is available	Within one (1) business day	Upon verification case is assigned and work on resolution begins within 1 business day. If the issue is reported after hours, it will not be assigned until the next business day.
Level 4 LOW IMPACT	Incident that has a limited business impact; primary functionality is unaffected	Within three (3) business days	Upon verification case is assigned and work on resolution begins within 3 business days. If the issue is reported after hours, it will not be assigned until the next business day.

Granicus shall use commercially reasonable efforts to resolve incidents affecting Granicus Products. Incidents that require debugging of programming code may need to be corrected during the next regular update cycle. Resolution time will be based on the details and severity of an incident. Regular follow-ups will be communicated with the customer until final resolution is reached

PRODUCT AVAILABILITY

Granicus will use commercially reasonable efforts to make the Granicus Products Available 99.9% of the Available Hours of Operation, calculated on a calendar quarter basis, as follows:

$$\frac{[(\text{Total time in a quarter} - \text{Unexpected Downtime} - \text{Scheduled Downtime} - \text{Service Disruption}) / (\text{Total time in a quarter} - \text{Schedule Downtime} - \text{Service Disruption})] * 100}$$

Reasonable efforts are made to avoid Scheduled Downtime to perform maintenance, however, in circumstances where Scheduled Downtime is required, notification will be posted at least 10 days in advance for all Product Suites, scope of maintenance activities may be refined to ensure adherence to published schedule. Customers can subscribe to product specific email notifications on the status page status.granicus.com

Notifications for Granicus Products of any system-wide outages will be posted to status.granicus.com and will occur within one (1) hour from the time the issues are first recognized by Granicus.

Reports of Unscheduled Downtime will be provided upon request up to once per calendar quarter.

Term	Definition
Availability	ability of a user to access the Granicus Product via the internet. Granicus uses industry-standard third-party monitoring to measure Availability through URL monitoring (HTTP)
Available Hours of Operation	twenty-four hours a day, seven days per week, minus Scheduled Downtime
Maintenance	updates, upgrades, bug fixes, and patches to the Granicus Products. Maintenance times vary by Product. An up-to-date maintenance schedule can be found at status.granicus.com .
Scheduled Downtime	is the period when the Granicus Product may be inaccessible to permit Granicus to perform Maintenance services
Service Disruption	is the downtime arising from causes beyond the reasonable direct control of Granicus, such as events caused by Client's action or inaction, force majeure, interruption or failure of digital transmission links or telecommunications, certificate expirations, hostile network attacks, issues arising with customer Domain Name Systems (DNS), or Client Web Application Firewall (WAF).
Unscheduled Downtime	is any time after the first five minutes of downtime where the Granicus Product is not Available in any way.

OUTAGE CREDIT

Any credit provided within this Technical Support and Availability document will be referred to as an **Outage Credit**. The Outage Credit shall be applied as credit to the customer's following renewal term for the customer's affected Granicus Product and will be added to the end of the then-current period of performance and shall be provided upon the customer's request.

Outage Credit is available solely to the extent Unscheduled Downtime created unavailability of the entire Granicus product. Unscheduled Downtime **does not include** Service Disruption. In no event shall any credit for a calendar quarter exceed the seven (7) days of Outage Credit. Granicus shall have the ability to determine at its reasonable discretion whether Unscheduled Downtime has occurred.

Per calendar quarter, Granicus will provide Outage Credit as follows:

Site Outage per Quarter (Unless Otherwise Specified Below)	Amount of Outage Credit (Unless Otherwise Specified Below)
>99.9%	No Outage Credit
99.8-98.0%	1 day credit
97.9-97.0%	3 days credit
96.9% or less	7 days credit

SmartGov. Notwithstanding anything to the contrary in the Agreement, Client acknowledges and agrees to the following:

1. **Account Setup.** To subscribe to the Products, Client must establish its account, which may only be accessed and used by Client in accordance with any number and categories of users set forth on the Order. To setup an authorized Client User ("User") within the Product, Client agrees to provide true and accurate information for such User. Each User must establish and maintain personal, non-transferable access credentials, which shall not be shared with, or used by, any other individual. Client must not create User(s) in a manner that intends to or has the effect of avoiding fees, circumventing thresholds with the Product or intends to violate the Agreement. Client acknowledges that Users that submit declarations, notifications, or Orders to the Granicus are acting on Client's behalf.
2. **Use of Messaging Services.** Client may use Products to send emails and messages to users and third parties. Client is solely responsible for any such message and their content. Messages may be blocked, delayed, or prevented from being delivered by destination servers and other reasons outside Granicus' control, and there is no warranty that messages will reach their intended destinations in a given time frame.
3. **Relationship to Third Parties.** In connection with Client's use of the Product, at Client's discretion, Client may: (i) participate in third party promotions through the Product; (ii) purchase thirds party goods and/or services, including implementation, customization, content, forms, schedules, integration and other services; (iii) exchange data, integrate, or interact between Client's Product account, the Product, its application programming interface ("API") and a Third Party provider; (iv) receive additional functionality within the user interface of the Product through use of API; and/or (v) receive content, knowledge, subject matter expertise in the creation of forms, content and schedules. Any such activity, and any terms conditions, warranties or representations associated with such third party activity, shall be solely between Client and the applicable third party. Granicus shall have no liability, obligation or responsibility for any such third party correspondence, purchase, promotion, data exchange, integration or interaction. Granicus does not warrant any third party providers or any of their products or services, whether or not such products or services are designated by Granicus as "certified", "validated", "premier" and/or any

sother designation. Granicus does not endorse any sites on the internet that are linked thorough the Product.

4. **InsightSoftware.** In the event Client utilizes at any point InsightSoftware within the Product the Client agrees to the following:
- a) **DEPLOYMENT LICENSE.** This Section 4.a applies to Orders that indicate InsightSoftware has granted a Deployment License to Client. Subject to the terms and conditions of the Agreement, Client is granted during the Term (i) a non-exclusive, non-transferable, non-sublicenseable revocable right and license to install and operate the Logi Analytics Software in accordance with the Documentation, solely as part of an Integrated Product and solely in machine-readable, executable, object-code or bytecode format, as applicable, on one (1) or more computer servers that are owned or operated by or on behalf of Client for such Client's internal business purposes only, or (ii) any subset of, or lesser rights than, the foregoing rights and licenses; provided however, that no sublicense granted under this Section shall permit any Client to provide the Logi Analytics Software or Integrated Product in a time-sharing, service bureau, application service provider or software-as-a-service arrangement.
 - b) **RESTRICTIONS.** Client's access to and use of the Logi Analytics Software is restricted to machine readable, executable, object-code or bytecode form only. Client's use of the Logi Analytics Software by any third party other than the Client for internal business purposes is prohibited. Client's use of the Logi Analytics Software in any time-sharing, service bureau, application service provider or software-as-a-service arrangements or services, including any use to provide services or process data for the benefit of, or on behalf of, any third party is prohibited. Client is prohibited from the transference or conveyance of their rights or licenses in and to the InsightSoftware. Client is prohibited from causing or permitting the reverse engineering, disassembly or decompilation of the Logi Analytics Software.
 - c) InsightSoftware is a third party beneficiary of Granicus' rights under the Agreement with respect to the Client's use of, or obligations with respect to, the Logi Analytics Software. with full authority to enforce such rights against the Client. InsightSoftware Disclaims any and all warranties to the Client for any losses or damages, whether direct or indirect, including

incidental or consequential damages, arising from the use of the Logi Analytics Software.

- d) Client acknowledges that it has not acquired, and shall not acquire, any right, title or interest in or to any InsightSoftware Mark. Client shall not use any mark, word or design confusingly similar to any InsightSoftware Mark and shall not register or attempt to register any InsightSoftware Mark or any trademark confusingly similar to any InsightSoftware Mark. InsightSoftware shall retain the exclusive right to apply for and obtain registrations for any InsightSoftware Mark throughout the world.



CITY COUNCIL AGENDA BILL

Subject: 7.b.

Originating Dept.: Planning Department

Action Recommended: Consider Approval of Resolution promulgating the Comprehensive Emergency Management Plan Annex.

Approval(s): City Manager
Planning
Attorney

Meeting Date: January 7, 2026

Date Submitted:

Exhibit(s):

1. Resolution 2026-01 - Comprehensive Emergency Management Plan
2. 2025 Granite Falls CEMP Annex Draft

Budgeted Amount:

BARS Code:

Summary Statement:

This resolution will promulgate the Comprehensive Emergency Management Plan (CEMP) Annex tailored specifically to the City. The Annex provides an all-hazards framework for how Granite Falls prepares for, responds to, mitigates, and recovers from major emergencies and disasters. It defines coordination processes with Snohomish County DEM and partner agencies, outlines roles and responsibilities for City departments, and supports a whole-community approach to emergency management.

Background:

As we have done historically in past update cycles, the City of Granite Falls has partnered with the Snohomish County Department of Emergency Management to develop a Comprehensive Emergency Management Plan (CEMP), which is adopted by both agencies as an "Annex" to the County's plan, but is tailored specifically to the City. This Annex provides an all-hazards framework outlining how Granite Falls prepares for, responds to, mitigates, and recovers from emergencies and disasters that exceed

normal day-to-day capabilities.

The Annex details key coordination and communication processes between the City of Granite Falls, Snohomish County DEM, and other partner agencies, including procedures for activating the County's Emergency Operations Center (EOC) during major incidents. It also establishes clear roles and responsibilities for City departments, identifies the City's EOC, strategies to reduce local hazard vulnerabilities, and supports a whole-community approach that engages residents, businesses, and community organizations in preparedness efforts.

Adopting the CEMP Annex marks a significant step forward in strengthening Granite Falls' preparedness and resilience. The next phase of the City's emergency management planning will include participation in the regional update of the Snohomish County Hazard Mitigation Plan (HMP), anticipated in 2026. This effort will further identify local risks and develop mitigation strategies to reduce long-term impacts from hazards such as flooding, wildfires, and severe storms. The City's HMP is currently being developed in conjunction with the University of Washington graduate student Livable City Year (LCY) program and City staff is looking forward to providing a robust plan with the help of these students.

Recommended Motion:

1) Move to approve Resolution 2026-01, a Resolution of the City Council of the City of Granite Falls, Washington, adopting the Comprehensive Emergency Management Plan Annex, and authorize the Mayor to sign.

**CITY OF GRANITE FALLS
RESOLUTION NO. 2026-01**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRANITE FALLS,
WASHINGTON, ADOPTING A COMPREHENSIVE EMERGENCY MANAGEMENT
PLAN (CEMP) ANNEX IN COORDINATION WITH SNOHOMISH COUNTY
DEPARTMENT OF EMERGENCY MANAGEMENT**

WHEREAS all people and property within City of Granite Falls are at risk to a wide range of natural, technological, and human-caused hazards; and

WHEREAS the Chapter 38.52 Revised Code of Washington and the Washington Administrative Code require a Comprehensive Emergency Management Plan be in place to address local emergency operations; and

WHEREAS, when an incident occurs; local response agencies will use the National Incident Management System (NIMS) to plan, train, exercise and respond in a coordinated manner to protect people and natural resources; and to minimize property damage within the community; and

WHEREAS, this Annex to the Snohomish County Comprehensive Emergency Management Plan (CEMP) coordinates the response of emergency personnel and supporting services of all City of Granite Falls agencies in the event of an emergency or disaster and during the aftermath thereof; and

WHEREAS, named organizations have the responsibility to prepare and maintain standard operating procedures and commit to the training and exercises required to support this Annex and the Snohomish County Comprehensive Emergency Management Plan;

NOW, THEREFORE, the City Council of the City of Granite Falls, Washington by virtue of the power and authority vested in us by the laws of this State do hereby resolve and adopt the City of Granite Falls Annex to the Snohomish County Comprehensive Emergency Management Plan and said Annex and County plan are adopted as the Comprehensive Emergency Plan of the City of Granite Falls, Washington. The County plan is dated December 11, 2020. The City annex is dated January 7, 2026. The plan and the annex are on file with the City Clerk of the City of Granite Falls. The plan and annex on file with the City Clerk, adopted by this Resolution supersede any other earlier CEMP of the City. The City Manager, the Mayor and/or their designees are authorized to take actions in accordance with the plan and Annex in the event of an emergency.

PASSED by the City Council this 7th day of January 2026.

APPROVED by the Mayor this 7th day of January 2026.

Matthew Hartman, Mayor

Attest:

Darla Wilkins, MMC, City Clerk

Approved as to form:

Thomas H. Graafstra, City Attorney
Emily Guildner, City Attorney

CITY OF GRANITE FALLS CEMP ANNEX

This Annex is a part of the Snohomish County Comprehensive Emergency Management Plan (CEMP) and provides specific information for City of Granite Falls.

Promulgation Date:
January 7, 2026

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Promulgation

CITY OF GRANITE FALLS RESOLUTION NO. 2026-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRANITE FALLS, WASHINGTON, ADOPTING COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) ANNEX IN COORDINATION WITH SNOHOMISH COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT

WHEREAS all people and property within City of Granite Falls are at risk to a wide range of natural, technological, and human-caused hazards; and

WHEREAS the Revised Code of Washington and the Washington Administrative Code require a Comprehensive Emergency Management Plan be in place to address local emergency operations; and

WHEREAS, when an incident occurs; local response agencies will use the National Incident Management System (NIMS) to plan, train, exercise and respond in a coordinated manner to protect people and natural resources; and to minimize property damage within the community; and

WHEREAS, this Annex to the Snohomish County Comprehensive Emergency Management Plan (CEMP) coordinates the response of emergency personnel and supporting services of all City of Granite Falls agencies in the event of an emergency or disaster and during the aftermath thereof; and

WHEREAS, named organizations have the responsibility to prepare and maintain standard operating procedures and commit to the training and exercises required to support this Annex and the Snohomish County Comprehensive Emergency Management Plan;

NOW, THEREFORE, we the undersigned, by virtue of the power and authority vested in us by the laws of this State do hereby adopt the City of Granite Falls Annex to the Snohomish County Comprehensive Emergency Management Plan. This Annex can be put into action by the undersigned.

PASSED by the City Council this 7th day of January 2026.

APPROVED by the Mayor this 7th day of January 2026.

Matthew Hartman, Mayor

Attest:

Darla Wilkins, MMC, City Clerk

Approved as to form:

Thomas H. Graafstra, City Attorney
Emily Guildner, City Attorney

1. Forward

1.1 Approval and Implementation

The City of Granite Falls' CEMP Annex establishes an all-hazards approach to enhance the City of Granite Falls' ability to manage emergencies and disasters. It defines how emergency management will be coordinated within the City of Granite Falls in order to save lives; protect public health, safety, property, the economy, and the environment; and foster a return to a normal way of life. It does this by:

- Identifying how organizations within the City of Granite Falls coordinate to prepare for and mitigate against hazards of all kinds.
- Assigning responsibilities to organizations and individuals during emergencies that exceed the routine capability of any one agency.
- Setting forth lines of authority and organizational relationships.
- Describing how multi-agency actions will be coordinated.
- Identifying personnel, equipment, facilities, supplies, and other resources available within the City of Granite Falls or by agreement with other jurisdictions.

This Annex was developed through collaborative efforts of the City of Granite Falls' departments, public safety agencies, Snohomish Fire District 17, Snohomish County Sheriff's Office, and Snohomish County Department of Emergency Management (DEM). This Annex applies to emergency management activities coordinated by City of Granite Falls.

This version dated January 7, 2026 supersedes all previous editions.

2. Introduction

2.1 Purpose

This Annex (“Annex”) is an all-hazards annex to the Snohomish County (“County”) Comprehensive Emergency Management Plan (CEMP) for the City of Granite Falls (City). The Annex describes how the City of Granite Falls’ preparedness, response, and recovery activities are coordinated. The Annex may be applied to any incident, natural or human caused, that involves the response of multiple departments or agencies outside the scope of normal operations or has the potential to exceed normal capabilities.

The Annex describes how the City of Granite Falls:

- Plans, trains, and exercises in preparation for disasters and emergencies.
- Partners with external stakeholders and community members to take an all-hazards, whole community approach to disaster preparedness, mitigation, response, and recovery.
- Identifies and implements mitigation strategies that reduce vulnerability to hazards.
- Establishes and enacts lines of authority and partnerships to execute tasks and responsibilities.
- Clarifies functions and responsibilities of participating and cooperating departments, agencies, municipalities, organizations, and individuals.
- Develops processes to effectively return the City of Granite Falls to normal as soon as possible.

2.2 Scope

This Annex coordinates prevention, response, and recovery efforts to disasters and emergencies impacting the incorporated area of City of Granite Falls. As an annex to Snohomish County’s CEMP, the Annex also describes the coordination between City of Granite Falls and Snohomish County through the Department of Emergency Management (DEM) and the County’s Emergency Operations Center (EOC).

Each department and responsible entity identified in this Annex will use the annex and the County’s CEMP as the basis for development and implementation of plans, policies, procedures, and guides to direct response and recovery in the event of a disaster or emergency to the City of Granite Falls.

3. Situation

3.1 Jurisdiction Profile and Demographics

Granite Falls is located between the Pilchuck and Stillaguamish Rivers in the western foothills of the Cascade Mountain Range. The city covers an area of 2.21 square miles and lies near the center of Snohomish County, northeast of Everett, Lake Stevens, and Marysville. The surrounding area includes notable natural features such as the Granite Falls on the South Fork Stillaguamish River, the Mountain Loop Highway, and nearby access to Mount Pilchuck State Park and the Henry M. Jackson Wilderness. These areas are characterized by forested terrain, river valleys, and steep mountain slopes that contribute to both the scenic value and potential natural hazards of the region. According to the 2024 Snohomish County Growth Monitoring Report, the population of Granite Falls is 4,917 residents.

Granite Falls has multiple roads and connection points, Highway 92 leads to Highway 9, Jordan Road connects to Arlington and Highway 530, and the City is part of Mountain Loop Highway.

Major utility providers include Snohomish County PUD, providing both power and drinking water to the City, Puget Sound Energy providing natural gas, and the City providing sanitary sewer. The City's nearly complete upgraded wastewater treatment plant processes wastewater for City residents and public infrastructure. The City's proximity to mountains and local rivers present vulnerabilities such as flooding and transportation disruptions.

3.2 Hazard Identification and Risk Assessment (HIRA)

The Snohomish County Hazard Mitigation Plan (HMP) is published separately, and the accompanying risk assessment provides information on potential natural, technological, and human caused hazards throughout the County. The dynamic and cascading variables of a disaster may alter this assessment.

The Hazard Identification and Risk Assessment (HIRA) identifies Snohomish County's hazards and their potential and estimated consequences (including impacts to residents, buildings and infrastructure, the economy, and the natural environment.) The HIRA identifies those hazards the County is at risk from as the basis for an all-hazards approach to preparedness, mitigation, response, and recovery. The table below is the ranking of the 13 hazards, from highest to lowest, that Granite Falls faces. For more information on each hazard, please refer to the City of Granite Falls' Annex in the Snohomish County Hazard Mitigation Plan.

Ranked Hazards	Local Description of Exposure and Vulnerability
Earthquake & Tsunami	Granite Falls can experience shaking from regional faults or the Cascadia Subduction Zone. While tsunami risk is negligible due to its inland location, a major quake could disrupt transportation routes and utilities. Cascading effects could include structural damage, flooding from altered river channels, limited transportation due to damaged roadways, and long-term economic disruption.

Mass Earth Movement	Steep terrain and unstable slopes increase the risk of landslides during heavy rain or seismic events. Direct impacts could damage homes, roads, and utilities. Cascading effects could include blocked evacuation routes, river blockages, and secondary flooding.
Severe Weather Events	Severe storms can bring high winds, heavy rain, and snow, leading to power outages and property damage. Fallen trees and debris can block roads and hinder emergency response. Cascading impacts may include localized flooding, extended service outages, increased strain on emergency services, and communication disruptions.
Extreme Heat & Drought	Extended heat waves could affect vulnerable populations, strain local water supplies, and stress outdoor workers. Granite Falls' water supply comes from a local watershed. Reduced river flows may increase wildfire risk and affect local ecosystems. Cascading impacts include public health emergencies, agricultural impacts, increased demand on utilities, and higher demand for emergency services.
Wildfire	Granite Falls is surrounded by forested areas that are vulnerable to wildfires during dry conditions. Direct impacts could include loss of structures, property damage, and poor air quality. Cascading effects include evacuation challenges, economic disruption, and strain on emergency services.
Cyber Security	Cyber threats can affect municipal systems, emergency services, and utilities. Direct impacts include service outages, compromised data, and delays in operations. Cascading effects could involve public confusion, financial loss, and reduced trust in local government systems.
Disease Outbreak	An outbreak could spread quickly in the community, impacting schools, workplaces, and public gatherings. Direct impacts include illness, loss of life, and healthcare system strain. Cascading effects could include economic losses, reduced workforce availability, and social disruption.
Active Assailant	Granite Falls has limited local police staffing. While mutual aid from county and regional partners is available, response times may be longer. Emergency medical services are provided by nearby county EMS; definitive trauma care is at regional hospitals outside the city. There are several older buildings with limited controlled access, and a civic campus, where people congregate during evenings and local events.
Flood	The South Fork of the Stillaguamish River flows directly past Granite Falls. Additionally, Pilchuck River flows adjacent to Hwy 92 and other transportation corridors serving Granite Falls. Direct impacts could include infrastructure damage, impacts to local and state roadways, limited emergency access, and property damage. Cascading effects could include bank erosion, water contamination

Hazardous Materials	Hazardous material risks in Granite Falls are primarily tied to transportation routes and nearby industrial activity. Direct impacts could include spills affecting residents, property, or the environment. Cascading effects include water and soil contamination, evacuations, and expensive cleanup operations.
Aircraft Accident	While rare, the presence of a small local airport just outside of City limits and flight paths means there is some exposure to risk. Direct impacts could include damage to buildings, vehicles, and casualties. Cascading effects could involve localized emergency strain and traffic disruptions.
Dam Failure	There are no large dams upstream from Granite Falls. A diversion dam located southeast of the City has been decommissioned and is planned to be demolished in the near future.
Volcano	While Granite Falls is not near an active volcano, ash from a distant eruption could impact air quality. This could cause respiratory health issues, particularly for vulnerable populations. Cascading effects could include temporary closures of schools and businesses, as well as reduced transportation visibility.

3.3 Economy

Granite Falls economy is based on gravel and subassembly manufacturing, light and heavy industrial manufacturing, and retail that serves residents and tourists traveling along the Mountain Loop Recreation Area. According to the 2022 Census Data, 2,001 residents commute outside of Granite Falls for work, 818 commute to Granite Falls for employment, and 121 are employed and live in Granite Falls. Iron Mountain Quarry, one of the largest businesses in Granite Falls, employs approximately 60 employees. A majority of the Quarry resides just outside of the city limits, but the soil remediation/asphalt plant facility is located on a parcel within the city. Public administration and accommodation and food services make up a substantial portion of the city's employment base, supported by institutions such as the Granite Falls School District and local government. These sectors provide stable jobs and play a key role in sustaining the community.

The largest annual event in Granite Falls is the October Railroad Days, which can bring in upwards of 2,500 people per year. A seasonal Farmers Market provides locals with a venue to sell and shop for local goods and brings in visitors. The annual Christmas Tree lighting festival reinforces the City's investment in community and commitment to its residents. The Annual Show 'N Shine car show in August also attracts an ever-increasing number of visitors, helping to support local businesses.

3.4 Government Structure

Granite Falls is a non-charter code city with a strong council-manager system of government. The five city council members are elected to four-year terms and function as the legislative body of the City. Councilmembers serve as the voice of the Granite Falls residents. A ceremonial mayor is selected from the council to manage the council meetings.

A five-member Planning Commission serves as an advisory committee to the City Council.

Judicial services for the City of Granite Falls are provided by Snohomish County. Consequently, municipal court functions—including prosecution, court administration, and related judicial services—are managed through the county’s judicial system, which encompasses both District and Superior Courts. This collaborative arrangement enables Granite Falls to focus its resources on essential city services while leveraging the county’s established legal and judicial infrastructure.

Daily operations are overseen by the City Manager who is appointed by the council. City services include a clerk’s office, finance office, planning/development services, and public works. These departments provide services directly to the community. Police services are contracted through the Snohomish County Sheriff’s Office. Granite Falls fire serves as local fire and emergency medical services.

3.5 Operations

The City of Granite Falls emergency operations would be led by the City Manager and supported by its Deputy City Manager and Public Works Director. The primary EOC will be Fire Station 86, where city leadership would meet, virtually or in-person, to fill similar functions and address impacts of a disaster or emergency affecting Granite Falls.

All operations will align with the Snohomish County Emergency Operations Plan (EOP), which outlines activation procedures, EOC roles and responsibilities, coordination mechanisms, and includes relevant forms and job aids to guide EOC staff and decision makers.

3.6 Whole Community

The whole community approach to emergency management refers to a commitment to incorporating participation and input from partners in the private and nonprofit sectors, including nongovernmental organizations and the public into emergency preparedness activities. The importance of the whole community in emergency management planning is that individuals, families, businesses, government, nonprofit and faith-based organizations come together to prepare for disasters and represent the needs of their respective communities. This includes those with limited English proficiency, access and functional needs, aging populations, children, and those from culturally diverse backgrounds. This Annex endeavors to engage the whole community during the planning process.

Whole community also includes a determination of the best ways to organize and strengthen resources, capacities, and interests. Engaging in whole community emergency management planning builds a more effective path to societal security and resilience. This Annex supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities and those with other access and functional needs.

- Engage and empower all parts of the community to assist in all phases of the disaster cycle, including those who do not speak English as a primary or native language.
- Strengthen activities that work well daily to be leveraged in a disaster response.

In keeping with the whole community approach, this Annex was developed with the guidance of representatives from Granite Falls Fire (provided by Snohomish County Fire District 17), Granite Falls Police Department (contracted through Snohomish County Sheriff's Office), the Granite Falls school District, and from City of Granite Falls' City departments, emergency management, the access and functional needs communities, and various other stakeholders.

3.7 Planning Assumptions

The following assumptions apply to this Annex:

- Local authorities maintain operational control and responsibility for emergency management activities within their jurisdiction, unless otherwise superseded by statute or delegation of authority.
- Some emergencies or disasters will occur with enough warning that appropriate notification can be achieved to ensure some level of preparation. Other situations will occur with no advanced warning.
- Priority of response and recovery will be to protect life, property, the environment, and the economy.
- An incident may overwhelm the capabilities of the jurisdiction or the County to provide prompt and effective emergency response and recovery.
- Nearby unincorporated County residents will seek support from Granite Falls during an emergency or disaster.
- If the situation is beyond the response or recovery capabilities of the jurisdiction or county department, then the jurisdiction, county department, or outside agency will request activation of the County's Emergency Operations Center who, as available and appropriate, will coordinate with other city, town, tribal, county, State, and Federal emergency management agencies and responders.
- Response and recovery are best coordinated at the lowest level of government.
- Infrastructure damage after a major disaster could cut parts of the county off from assistance. County residents, businesses, and industries need to be prepared to be self-sufficient following a disaster for a minimum of fourteen days.
- Communications systems may be overloaded and/or suffer physical disruption from incident damage and/or loss of staff.
- Emergency personnel may be casualties of the incident, preventing them from performing their assigned emergency duties.
- Separate or cascading incidents may complicate response and recovery operations.

- Survivors may be in life-threatening situations requiring immediate rescue and medical care. Resources for these rescues may not be available.
- Damage to lifeline infrastructure such as roads, rail, air transportation facilities, ports, seaport terminals, communications systems, and utilities (water, power, gas) may hinder emergency response efforts, as well as impact normal distribution of public/private resources (food, fuel, water, etc.).
- The County may be unable to satisfy all emergency resource requests during an emergency or disaster. The arrival of state and/or federal assistance may be delayed dependent upon the magnitude of the disaster.
- Emergency management activities are accomplished using the National Incident Management System (NIMS).
- Before requesting EOC resources, normal operational and mutual aid requests must be exhausted or are forecasted to be exhausted.
- The Annex and activities will align with State and Federal plans unless they inhibit the response and recovery efforts of activities at the local level.
- Department and agency supporting plans and procedures are updated and maintained by responsible parties but align with this Annex.
- The Annex may not cover all aspects of every disaster but provides a framework response to all hazards.
- Vulnerable populations (including but not limited to those who may have special health or medical conditions, disabilities, access and functional needs, limited English proficiency, children, or those that may be experiencing homelessness) have unique needs and may require additional assistance before, during, and after a disaster.
- Mitigation activities conducted prior to an emergency or disaster may reduce loss of life, injuries, and damage.

4. Organization, Roles, and Responsibilities

4.1 Responsibilities and Tasks by Phase

Phase of Emergency Management	City of Granite Falls City Manager
Preparedness	• Participate in training related to emergency response, recovery, or emergency operations.

Response	• Proclaim local emergency. • Provide visible leadership to the community and interact with the media through the Joint Information System. • Request assistance from Snohomish County DEM, including the Joint Information Center, if necessary. • Execute emergency activities authorized by City Code. • Carry out the duties of the Office of the City Manager. • Maintain continuity of government. • Request activation of, attend, or assign designee to, the Countywide Policy Group, to discuss multi-jurisdictional coordination of policy changes during a disaster that require broad input and coordination.
Recovery	• Represent Granite Falls' interest in short and long-term recovery. • Coordinate with County, State, and Federal partners for resource support of funding.
Emergency Operations Center	• Provide policy direction. • Activate EOC, depending on type/scale of emergency.
Phase of Emergency Management	City of Granite Falls Council
Preparedness	• Participate in training related to emergency response, recovery, or emergency operations.
Response	• Appropriate emergency funds to meet community needs. • Maintain continuity of government.
Recovery	• Provide support at community gathering locations as needed.
Emergency Operations Center	• Provide support at EOC as needed.
Phase of Emergency Management	City of Granite Falls Emergency Management Coordinator (City Manager)
Preparedness	• Designate local responsibility for updating this Annex. • Coordinate emergency management program. • Coordinate activities of local agencies in preparing and responding to disasters. • Participate in training related to emergency response, recovery, or emergency operations. • Communicate training needs of the jurisdiction to Snohomish County DEM for inclusion in the countywide Integrated Preparedness Plan.

	Attend DEM quarterly EOC trainings to maintain EOC skills.
Response	- Provide communication coordination for response agencies during a disaster. - Warn the public of impending disasters and provide adequate instructions before, during, and after an emergency. - Assist the City Clerk with public information in coordination with the Joint Information System during response. - Collect and share damage observations, incident reports, or other disaster analysis reports with the County EOC, if activated. - Maintain local operational coordination of disaster response.
Recovery	- Act as point of contact for requesting disaster assistance, other than mutual aid, from other governmental agencies. - Collect damage assessments, incident reports, or other disaster analysis reports as necessary. - Submit damage assessment information to DEM for potential public and individual assistance programs.
Emergency Operations Center	- Coordinate facilities, staff, and equipment availability and use. - Coordinate with the Snohomish County EOC.
Phase of Emergency Management	City of Granite Falls Finance Director (City Manager)
Preparedness	- Prepare and maintain disaster spending policies. - Participate in training related to emergency response, recovery, or emergency operations. - Coordinate with department heads on continuity of operations planning for financial and records systems.
Response	- Ensure disaster related expenditures are made in accordance with applicable laws, regulations, and accounting procedures. - Secure public records as necessary. - Track and document emergency time and expenditures for potential reimbursement.
Recovery	- Participate in potential public and individual assistance programs in coordination with the County. - Coordinate with Snohomish County DEM for cost recovery documentation and submission to FEMA or Washington State.
Emergency Operations Center	- Document emergency related costs and activities. - Serve as point of contact for financial tracking and records coordination.

Phase of Emergency Management	City of Granite Falls Public Works
Preparedness	• Participate in training related to emergency response, recovery, or emergency operations.
Response	• Provide information on current road conditions. • Maintain and/or repair major thoroughfares and bridges for emergency vehicles. • Coordinate for debris removal and disposal. • Keep storm, sewer, and water systems sanitary and operational. • Provide barricades and other traffic control equipment as needed. • Provide equipment and operators to assist in emergency situations. • Collect damage observation information. • Assist with utility shutdown and reactivation as necessary.
Recovery	• Assess damage to infrastructure and utilities. • Coordinate long-term repair or reconstruction of public facilities. • Provide damage reporting for claim reimbursement.
Emergency Operations Center	• Coordinate with Snohomish County DEM. • Serve as subject matter expert for city infrastructure and utilities. • Provide situational reports and status updates.
Phase of Emergency Management	Law Enforcement
Preparedness	• Snohomish County Sheriff's Office provides law enforcement services for City of Granite Falls. • Participate in training related to emergency response, recovery, or emergency operations.
Response	• Provide command and control for law enforcement field operations through established Incident Command Posts. • Provide guidance for emergency traffic control. • Direct or support evacuation efforts as appropriate. • Provide support to the Snohomish County Medical Examiner for identification of the deceased. • Provide support to the Emergency Management Coordinator in the dissemination of emergency warning information to the public. • Participate in initial jurisdiction-wide damage observation as appropriate. • Provide support to other departments in traffic control, emergency warnings, road closure and protection of property as appropriate.
Recovery	• Participate in the damage assessment process. • Provide support to ensure safety of community.

Emergency Operations Center	Coordinate with Snohomish County DEM.
Phase of Emergency Management	Fire/Emergency Medical Service
Preparedness	- Granite Falls Fire District 17 provides fire prevention services, fire suppression services, and emergency medical services, for the protection of life and property under RCW 52.02.020(1) in City of Granite Falls. - Participate in training related to emergency response, recovery, or emergency operations. - Attend in-person County EOC quarterly trainings - Coordinate with the City on services needed in the event of an emergency.
Response	- Provide command and control for fire/hazmat field operations for emergency incidents using the Incident Command System. - Provide wildfire and structural fire suppression services. - Provide hazardous materials incident command and radiological monitoring. Provide hazardous materials response operations up to the level trained, which may include containment, diking, diverting, entry denial, and evacuation operations. Coordinate with other government agencies as appropriate. - Provide light and heavy rescue response. Coordinate with other government agencies as appropriate. - Provide water rescue response. Coordinate with other government agencies as appropriate. - Provide emergency medical services. When necessary and resources are available, coordinate the establishment of first aid stations, temporary medical treatment facilities and morgues within the jurisdiction. Coordinate transportation to hospitals. - Direct or support evacuation efforts as appropriate. - Provide support to the Emergency Management Coordinator in the dissemination of emergency warning information to the public. - Provide support to other departments in traffic control, emergency warnings, road closure and protection of property as appropriate. - Provide initial jurisdiction-wide damage observation as appropriate, including, the observation of department facilities, as well as ongoing assessments as necessary. - Coordinate with other Snohomish County ESFs (e.g. ESF 6-Mass Care; ESF 8-Public Health; and ESF 9-SAR) to ensure a comprehensive response.
Recovery	Participate in long-term recovery operations within your service area as warranted.

Emergency Operations Center	• Via the Fire Chief's Association, provide staffing to the County EOC for the ESF 4 role. • Provide appropriate staffing to local/own jurisdiction EOCs (when stood up) and coordinate directly with the County EOC/DEM Duty Officer.
Phase of Emergency Management	City of Granite Falls Planning/Community Development
Preparedness	• Develop emergency evacuation plans for municipal buildings. Develop plans to address land use, environmental impact and related mitigation activities following a disaster. • Participate in the countywide hazard mitigation planning process. • Participate in training related to emergency response, recovery, or emergency operations.
Response	• Coordinate and compile initial damage observation and safety evaluation of essential municipal buildings following disaster.
Recovery	• Provide for streamlined permitting process in the wake of disaster to facilitate recovery efforts.
Emergency Operations Center	• Coordinate building inspection teams. • Analyze, map, and disseminate damage observations and safety evaluations to local officials and the Snohomish County EOC.

4.2 Support Agency Responsibilities and Tasks

Support Agency	Roles and Responsibilities
Granite Falls Boys and Girls Club	Purpose Statement: The Granite Falls Boys and Girls Club is included in the Annex because it can act as a community hub offering a gathering space to disseminate information, as well as providing shelter and other amenities, provided utilities have not been interrupted. It also serves as the secondary EOC. Tasks: • Provide internet access, sources for charging phones for communication, and other items requiring power. • Serve as a center for posting bulletins, maps, and updates. • Offer limited sheltering space and sanitary facility access if other centers are unavailable.

Granite Falls School District	Purpose Statement: The Granite Falls School District is included in the Annex because its facilities and staff provide critical infrastructure and communication capacity during an emergency. The District is adept at disseminating information to families, providing for large scale transportation, coordinating shelter, and supporting community nutritional needs. Tasks: • Coordinate with city officials to use school facilities as temporary shelters or distribution hubs. • Support student and family communications (e.g. emergency alerts used by the District, outreach via bus routes). • Provide child nutrition services or coordinate meal delivery during prolonged disruption. • Assist with health screenings or first aid coordination using school nurses and staff.
Granite Falls Community Coalition	Purpose Statement: The Granite Fall Community Coalition is included because it houses the Granite Falls Food Bank, Diaper Bank, and Meals ‘til Monday program. It cultivates a safe community space for vulnerable populations. During emergencies, the GFCC is uniquely positioned to assist with food and basic needs distribution and serve as gathering place. Tasks: • Serve as a center for posting bulletins, maps, and updates. • Support community communication. • Provide nutritional services/distribution.
Faith-based organizations	Purpose Statement: Faith-based organizations within Granite Falls city limits most notably The Church of Jesus Christ of Latter-day Saints (18218 100th Street), Granite Church (401 Wabash Avenue), and The Father’s House Foursquare Church (402 S. Granite Avenue) are included in the Annex because they represent trusted, centrally-located community anchors with physical space, volunteer networks, and communication reach. These congregations frequently engage in local outreach and are well positioned to support outreach, sheltering, spiritual and emotional care, and practical relief efforts during emergencies. Tasks: • Distribute emergency food, water, hygiene supplies, and clothing to affected residents. • Mobilize volunteer drivers and staff for logistics of donations collection and delivery operations. • Provide referrals to housing, shelter, behavioral health, and crisis counseling resources.

	Coordinate with the EOC on needs assessments for vulnerable populations (e.g. homeless, food insecure, individuals experiencing crisis).
Snohomish County Department of Emergency Management	Purpose Statement: Be leaders and integral partners in all five phases of emergency management: prevention, mitigation, preparedness, response, and recovery) and support efficient, reliable, and integrated 911 service in order to enhance the resilience of Snohomish County. Tasks: - Provide 24/7 Duty Officer support for emergency management related requests. - Provide PIO assistance in developing coordinated messaging and alert and warning. - Provide DEM resources such as, MITRU or other incident support trailers, generators, as requested and available. - Coordinate countywide emergency management training and exercise needs through the Integrated Preparedness Plan. Host requested trainings and exercises. - Participate in countywide and state level planning efforts. - Assist partners in the development of disaster-related plans including CEMP and HMP Annexes, COOP/COG, and EOC plans. - Maintain emergency management plans including the CEMP, HMP, and Disaster Recovery Framework. - Provide EOC and technical support. - Activate and manage the County EOC in response to disasters, including the JIC if required. - Coordinate resource requests to county, state and federal agencies. Deploy liaisons to local EOCs as appropriate and available. - Coordinate Individual Assistance and/or Public Assistance requests with Washington State and FEMA. - Provide public information, education, and outreach on emergency preparedness. - Coordinate the dissemination of public alerts and warnings. - Provide radio and communications support and Auxiliary Communications Services volunteers. - Coordinate disaster recovery activities.

4.3 Direction, Control, and Coordination

4.3.1 Direction

The City Manager, or designee, of the City of Granite Falls is responsible for establishing overall objectives and policies for City of Granite Falls' emergency response, in concert with the County EOC, and providing general guidance for local disaster response and recovery operations. This includes aligning local priorities with those of the Snohomish County Emergency Operations Center (EOC) to support life safety, protect critical infrastructure, maintain continuity of government, and restore essential services.

4.3.2 Control

The on-scene Incident Commander is responsible for field operations. Some field operations can be handled independently of an EOC, and others require greater coordination with one. The Incident Commander is responsible for the following:

- Direct and control the on-scene response to the emergency and managing the emergency resources committed.
- Demobilization of resources or staff that have exceeded their capacity, functionality, and/or lifecycle, or are no longer needed or projected to be necessary.
- Initiating warning to the population in the impacted incident area and providing emergency instructions.
 - For mass alerting (Reverse 911, EAS, WEA) County DEM or Snohomish 911 will create and send messaging throughout the County, based on direction from the on-scene Incident Commander.
 - If the County Joint Information System is activated, alerts will be coordinated there.
- Determining and implementing protective measures, evacuation or in-place sheltering, for the population in the impacted incident area and for emergency responders at the scene.
- Implementing traffic control arrangements in and around the incident scene.
- Requesting additional resources from the City of Granite Falls' EOC, County EOC, or County Duty Officer.

During emergency operations, department heads retain administrative control over their employees and equipment. However, personnel and equipment assigned to the incident carry out mission assignments directed by the Incident Commander (IC). This may include working outside normal jurisdictional boundaries. The nature of the incident will determine the designation of the Incident Commander.

4.3.3 Coordination

When the City of Granite Falls EOC is activated, there is a clear division between the responsibilities of an Incident Commander and the Jurisdiction or County EOC. For a list of responsibilities of an Incident Commander, see 4.3.2.

The City of Granite Falls EOC, when activated, is generally responsible for:

- Assembling accurate information on the emergency and current resource data to allow local officials to make informed decisions on courses of action.
- Receiving information from the Incident Commander, governmental departments, and the public. Providing reports and situational awareness information to the County EOC, if activated.
- Working with representatives of emergency services to determine and prioritize required response actions and coordinate implementation.
- Providing resource support for emergency operations; when local resources are exhausted, requesting additional people, equipment, and supplies through the County EOC.
- Issuing instructions and providing emergency information to the public; coordinating public information with the Snohomish County Joint Information System, if activated.
- Organizing and implementing large-scale evacuations, with support from the County EOC.
- Organizing and implementing shelter and mass care arrangements for evacuees, with support from the County EOC.
- Coordinating traffic control for large-scale evacuations, with support from the County EOC.

Each of City of Granite Falls' departments and entities identified in this Annex should develop an internal operational control structure consistent with NIMS. Through that system, each entity can participate in building, maintaining, and sharing a common operating picture consistent with the County EOC.

4.3.4 Snohomish County Coordination

Under normal conditions, County DEM operates a 24/7 Duty Officer program. The Duty Officer can be reached directly, or through 911, to address time-sensitive emergency management related questions or requests by the jurisdiction.

The Snohomish County EOC may be activated at the request of the City of Granite Falls.

When activated, the County EOC is generally responsible for:

- Multi-agency coordination and incident command support.
- Coordination and implementation of policy decisions that protect life and property and disseminating those decisions to all concerned agencies and individuals.

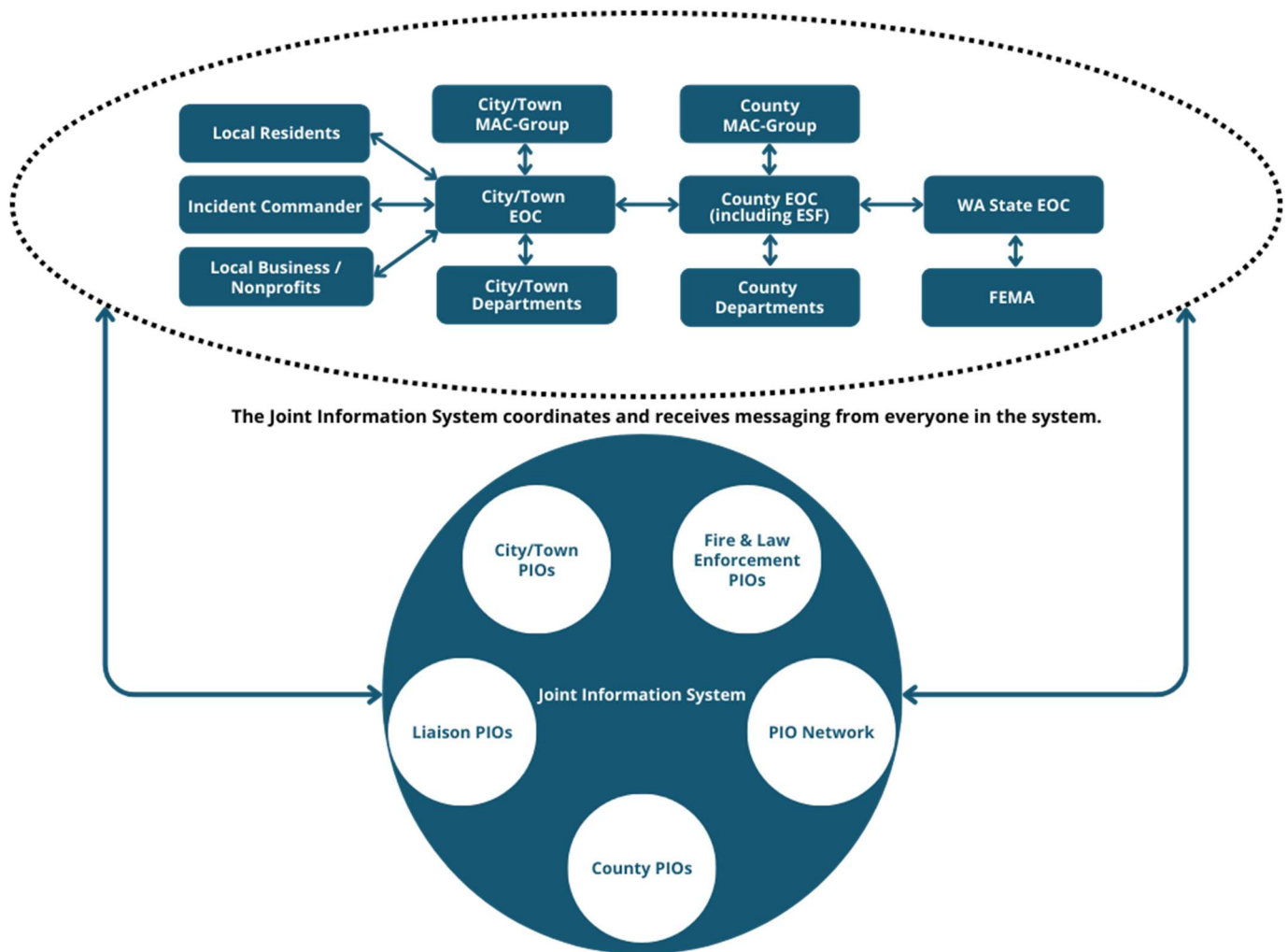
- Assembling accurate information on the emergency and current data to maintain situational assessment and allow local officials to make informed decisions on courses of action.
- Working with representatives of emergency services to determine and prioritize required response actions and coordinate countywide implementation.
- Requesting assistance from the State and other external sources.
- Providing resource support for emergency operations including demobilization.
- Establishing and maintaining operational coordination and communications.

5. Information Collection, Analysis, and Dissemination

The accurate and timely collection, analysis, and sharing of information is critical in developing situational awareness during an emergency or disaster. This collation of information should result in creating a common understanding of the incident, also known as the Common Operating Picture (COP), from which appropriate responses can be formulated.

An example illustrating the flow of information during a disaster response is below.

Below is an example to illustrate the flow of information during disaster response:



5.1 Essential Elements of Information

Essential Elements of Information (EIs) are critical pieces of intelligence that agencies and responders need to successfully make decisions during response and recovery. EIs must be specific and measurable to help assess barriers for response and recovery. They must facilitate the efficient allocation of resources by providing clear understanding of the situation and the needs of the impacted area.

EIs may be used to support the development of a common operating picture, timely decision making, and a data-informed understanding of the supply chain. It is likely that, due to the unpredictable nature of disruptive events, each incident will require incident specific EIs that will need to be developed in real time. Snohomish County's Towns and Cities provide the County EOC with EIs where it will be consolidated, analyzed, and disseminated to all partners, horizontally and vertically.

Information is shared through a variety of methods collectively comprising the common operating picture. These methods may include verbal reports, emails, situation reports, GIS-based data and displays, and other digital means of communication.

In the Snohomish County EOC, information flows to and from the public through ESF-15 by using a Joint Information Center (JIC) and Joint Information System (JIS).

5.1.1 Community Lifelines

Community Lifelines are the County's preferred method for categorizing EEIs in a meaningful way. FEMA Community Lifelines doctrine states, "Lifelines are the most fundamental services in the community that enable all other aspects of society to function. They are the integrated network of assets, services, and capabilities that are used day-to-day to support the recurring needs of the community. When disrupted, decisive intervention (e.g., rapid service re-establishment or employment of contingency response solutions) is required." Using this construct determines how information is methodically framed, organized, and reported from the local level to the County EOC, to State Emergency Management, and to FEMA during response and recovery.

The Community Lifeline table for the City of Granite Falls below lists corresponding components and subcomponents that, when analyzed, capture essential elements of information for response decision makers. Community Lifeline status information is shared reciprocally between the jurisdiction and the County.

During response, the jurisdiction is responsible for collecting information for these indicators and reporting the information to the County EOC. The County EOC is responsible for collecting information from jurisdictions and ESF representatives to build a countywide Community Lifelines. The countywide Community Lifelines is shared with local jurisdictions and the State EOC. The State EOC shares the information with FEMA.

Community Lifelines – Essential Elements of Information	
	Safety and Security
	Law Enforcement/Security • Police Stations/Precincts ○ Is the facility staffed and functional? • Law Enforcement ○ What level of officers are available? • Site Security ○ Are critical city sites (EOC, sewer plant, shelters) secured?
	Fire Service • Fire Stations ○ Are facilities staffed and functional?

- Firefighting Resources
 - What level of equipment are operational?

Search and Rescue (SAR)

- Local SAR Operations
 - What level are local SAR operating at?

Government Service

- Emergency Operation Centers
 - Is the Granite Falls EOC identified and operational?
- Essential Government Functions
 - Are essential services (leadership, finance) delivering?
- Government Offices
 - Are buildings safe and accessible for public transactions/business?
- Schools
 - Are schools operating normally or being repurposed as shelters?
- Public Records
 - Can essential records (leadership, finance, permitting) be retrieved (digitally or physically)?
- Historic/Cultural Resources
 - Is the museum or other heritage sites accessible. What is level of damage?

Community Safety

- Flood Control
 - Are flood control resources accessible and available?
- Other Hazards
 - Are there any ongoing hazard threats?
- Protective Actions
 - Have evacuation/shelter orders been issued and complied with?

What is the level of compliance?



Food, Water, Shelter

Food

- Commercial Food Distribution
 - Are any grocery providers currently operating? If so, at what level and can they distribute?
 - Are current inventory levels adequate to support the community?
 - How quickly are supplies expected to be depleted?
- Commercial Food Supply Chain
 - Are deliveries able to occur within the expected timeframes?
- Food Distribution Programs (e.g. food banks)
 - Is the food bank operating normally or under limited capacity?
 - Are there enough volunteers/staff to support distribution?
 - Are partners able to sustain continuing donations to meet demand?

Hydration

- Temporary Hydration Missions (e.g. bottled water distribution)
 - Are local vendors able to keep up with demand?
- Commercial Water Supply Chain

	○ Are local vendors receiving deliveries as planned? Shelter • Housing (e.g. homes, shelters) ○ Are local emergency shelters at capacity? Agriculture • Animals and Agriculture ○ How are local farms and/or livestock impacted?
	Water and Wastewater
	Potable Water Infrastructure • Intake ○ Are the distribution sources operational? • Treatment ○ Is PUDs treatment plant operating at full capacity? • Storage ○ Are PUDs water storage amounts at >80% of normal? • Distribution ○ Are residences/businesses receiving full water pressure/volume? ○ Is there damage to infrastructure limiting fire flow? Wastewater Management • Collection ○ Any known damage to sewer mains or lift stations? • Storage ○ Are facilities fully functional? • Treatment ○ Is wastewater treatment plan functioning at permit standards? • Discharge ○ Does effluent meet required water quality metrics?
	Health and Medical
	Medical Care • Hospitals ○ Is the nearest hospital accepting patients? • Pharmacies ○ Are local pharmacies functional and serving the community? • Veterinary Services ○ Are local vet clinics functional and treating patients? • Home Care ○ Are in-home providers delivering services? Public Health • Health Surveillance ○ Are local hospitals monitoring the situation related to hygiene/sanitation? • Human Services

- Are local social services able to serve at-risk populations?
- Behavioral Health
 - Are crisis counseling services active and available?

Patient Movement

- EMS
 - Are response times within normal benchmarks?

Medical Supply Chain

- Blood/Blood Products
 - Can these items be obtained from local hospitals/clinics within 24 hours?
- Manufacturing
 - Are regional supply manufacturers producing materials at normal or near normal pace?
- Distribution
 - Are delivery routes and providers able to sustain scheduled deliveries with no more than 24-hour delay?
- Critical Clinical Research
 - Are clinical and investigational trials continuing without interruption?
- Sterilization
 - Is the daily demand for sterilization services being met?
- Raw Materials
 - Can manufacturers access raw inputs to continue production?
-



Energy

Power Grid

- Generation Systems
 - Snohomish County PUD has a power substation at 9915 Jordan Road, is it fully functional?
- Transmission Systems
 - Are feeds to Granite Falls intact and fully functional?
- Distribution Systems
 - Is electricity service available to at least 80% of customers?

Fuel

- Refineries/Fuel Processing
- Fuel Storage
 - Are local gas stations supply adequate?
- Pipelines
 - Are natural gas pipelines in-tact and functional?
- Fuel Distribution (e.g. gas stations, fuel points)
 - Are gas stations operational?



Communications

Infrastructure

- Wireless
 - Can the City make/received text messages and cellphone calls?
 - Are local cellular towers intact and functional?
- Cable Systems and Wireline
- Broadcast (TV and Radio)
 - Is broadcast television working normally?
 - Is commercial radio working normally?
- Satellite
 - Can phone calls via satellite be made?
 - Is satellite internet functional?
- Data Centers/Internet
 - Is at least 85% of the area able to connect to internet?

Responder Communications

- Land Mobile Radio Networks
 - Are first responder radios functioning properly?

Alerts, Warnings, and Messages

- Local Alert/Warning Ability
 - Can local alert systems be used by the City?
- Access to IPAWS (WEA, EAS, NWR)
 - Does the City have active access to IPAWS connectivity?

Finance

- Banking Services
 - Is the City's bank functional?
- Electronic Payment Processing
 - Are local banks and electronic payments functional?

911 and Dispatch

- Public Safety Answering Points (PSAP)
 - Is PSAP accepting calls?
- Dispatch
 - Are dispatch and logs systems functional?

**Transportation****Highway/Roadway/Motor Vehicle**

- Roads
 - Are roads passable and operational for first responders and/or general traffic?
- Bridges
 - Are bridges safe and functional?

Mass Transit

- Bus
 - Are bus routes operating?

Railway

- Freight

• Passenger ○ Are local freight and passenger lines operational? Aviation • Commercial (e.g. cargo/passenger) • General ○ Are local public/private airfields operational? • Military Maritime • Waterways	
	Hazardous Materials
	Facilities • Oil/HAZMAT Facilities (e.g. chemical, nuclear) ○ Did any local facilities sustain damage or are at risk or under threat? • Oil/HAZMAT/Toxic Incidents from Facilities ○ Are any spills active/ongoing? HAZMAT, Pollutants, Contaminants • Oil/HAZMAT/Toxic Incidents from Non-Fixed Facilities ○ Have any local events been reported? • Radiological or Nuclear Incidents ○ Are there any radiological exceedances?

5.2 Component Analysis

During an emergency response, determining your Community Lifelines condition, and communicating the information to your community and to the County EOC will be a key activity. The following information will help your staff quickly assess and report conditions.

Based on FEMA's Lifelines doctrine, a simple methodology for determining Lifeline conditions follows: the condition of each lifeline depends on the capability of the underlying components, and is informed by situational awareness reports, impact assessments, and engagement with partners across the public, private, and nonprofit sectors.

Once the condition of a Community Lifeline is determined, the status of each lifeline is represented by one of four colors: red, yellow, green, and grey, known as a Condition Designation. Red indicates severe challenges and obstacles preventing the lifeline from functioning. Yellow indicates disruptions or limitations to the lifeline preventing it from fully functioning. Green indicates the lifeline is mostly functioning as it was prior to the incident. Finally, grey indicates the lifeline status or extent of impacts is currently unknown.

Applying the following questions and understanding the incident is critical in determining the condition of a Lifeline and components:

- Did the incident disrupt services provided by the component to survivors?

- What is the extent of the disruption and impact on response and survivors?
- Has a solution to the disruption been identified?
- Has that solution been converted into a plan of action?
- Has that plan of action been resourced?
- Are there factors worsening impacts to the community? If so, to what extent are they limiting services?
- Are there contingency response solutions in place? How long until emergency repairs are completed?
- When can permanent repairs begin?
- Did the incident create a surge demand exceeding component capabilities?

Lifeline components can be analyzed during response using six assessment categories that capture essential information for response decision makers:

Categories	Description
Component	Identify the component and subcomponents.
Status (<i>what?</i>)	Summarizing the root cause(s) of disruption to lifeline services – keep asking “why?” until the root cause(s) are identified.
Impacts (<i>so what?</i>)	Explain the disaster impacts to specific communities, disaster survivors, and response operations. Detail how the survivor experience or response operation will improve if this component is addressed. Specify the impacted areas and population totals.
Actions (<i>now what?</i>)	Describe the actions that are being taken to address the disrupted services. Summarize the most critical actions being taken across the whole community.
Limiting Factors (<i>what’s the gap?</i>)	Express issues that are preventing services from being re-established. Such issues can stem from another lifeline/component, resource shortfall, management, policy, etc.
Established Time to Status Change / Re-establishment Requirements (<i>when?</i>)	Provide current component condition or an estimated timeframe for when a change in condition is expected.

Example Component Analysis



Transportation

Categories	Description
Component	Mass Transit  Sub-component: Bus
Status	Bus services are unavailable due to road debris.
Impacts	100,000 survivors have no access to public transportation nor emergency support services.
Actions	Local jurisdictions are prioritizing route clearance to critical facilities, U.S. Army Corps of Engineers assigned to supplement state and local authorities with route clearance and debris removal efforts, modified mass transit schedules are being executed as roads become passable, micro transit being utilized on roads passable to smaller vehicles, but not buses, messaging of modified routes through numerous information/messaging platforms and outlets (radio, television, social media).
Limiting Factors	Full service will not resume until the routes are cleared and roads inspected.
Estimated Time to Status Change and Re-establishment Requirements	Full service estimated to resume in a week, with a modified service available as roads become clear.

Example Condition Designations

Below are example analyses for the Highway/Roadway/Motor Vehicle component of the Transportation lifeline and corresponding color determination for each.

Status	Example
Grey	Assessment teams have been unable to establish status of bridge infrastructure.
Red	The community is unable to be reached via roadway to deliver emergency resources and assistance to survivors. Plans to find alternative means to transport emergency supplies to survivors not yet established. No supplies currently being delivered.
Yellow	Emergency supplies have been identified and resourced, but transportation issues are restricting and limiting delivery and therefore not back to pre-disaster conditions.
Green	The main transportation route is re-established. All community needs met.

6. Concept of Operations

6.1 Disaster Authorities and Plans

6.1.1 Disaster Response Priorities

Disaster response priorities represent the highest priorities for City of Granite Falls. While each disaster will have different operational priorities, these priorities serve as guidance for what the City of Granite Falls considers most important to address during a disaster:

- Save lives and protect the health and safety of the public, responders, and recovery workers.
- Stabilize the incident to return to normal as soon as possible.
- Protect property and mitigate damages and impacts to the community and the environment.
- Protect and restore critical infrastructure and key resources.
- Facilitate the economic recovery of individuals, families, businesses, government, and the environment.

6.1.2 Operational Changes During a Disaster

Non-emergency and non-essential governmental functions may be suspended during a disaster to allocate resources for emergency operations.

With an emergency proclamation, normal procurement procedures may be waived to speed up the acquisition of needed equipment or supplies. Purchases below the competitive threshold will continue as in normal operations. For any purchases that usually require a competitive process, information will be provided to the City Manager or designee for approval prior to purchase. Procurement procedures are discussed in the City of Granite Falls Procurement Policy. Emergency purchases are outlined in RCW 39.04.280.

The County and each municipal government, unless otherwise delegated, will retain the authority and responsibility for direction and control within its political subdivision of its own disaster operations. This includes use of local resources and application of mutual aid.

During emergencies, certain agencies may relocate their center of control to the City of Granite Falls EOC. During large scale disasters, this may become the seat of local government during the duration of the crisis.

6.1.3 Department Operations

It is the policy of City of Granite Falls that each department plan and develop shared emergency operation guidelines complementary to this Annex. All city departments are responsible for maintaining essential functions during emergencies. Employees are expected to be personally prepared, with family plans and a 72-hour supply kit, to ensure they can report for duty. Each department will identify essential staff who must report to

assigned locations such as City Hall, Public Schools, or the Fire Station and coordinate with the Emergency Operations Center (EOC). Non-essential staff may be directed to work remotely, remain on standby, or assist with recovery efforts. Departments will safeguard critical records, maintain operational continuity, and review these procedures annually to ensure readiness. At a minimum, departments should support and encourage personal preparedness of all employees and contractors.

Departments are expected to align their emergency procedures with the City's Comprehensive Emergency Management Plan Annex and support citywide efforts through shared guidelines that complement this Annex.

6.1.4 Line of Succession

City of Granite Falls' line of succession is as follows:

City Manager

Deputy City Manager

Public Works Director

Planning/Community Development Director

6.1.5 Delegation of Authority

Per Granite Falls Municipal Code 2.04.010 – the Mayor may, in instances of public danger or emergency, if the City Manager is unavailable, take command of the police, maintain law, and enforce order.

6.1.6 EOC Activations

Granite Falls primary EOC is Snohomish County Fire District #17 Fire Station 86. The backup EOC location is the Boys and Girls Club facility.

The City of Granite Falls EOC operations will align with the Snohomish County Emergency Operations Plan (EOP), which outlines activation procedures, EOC roles and responsibilities, coordination mechanisms, and includes relevant forms and job aids to guide EOC staff and decision makers.

Staffing:

Positions expected to report to the EOC include the City Manager, Deputy City Manager, Public Works Director, Finance Director, City Clerk, Community Development Director, and administrative support.

Department heads or leadership may assign designees as needed. The City Manager will determine when these positions will report, depending on the EOC activation purpose.

Responsibilities:

EOC staff are responsible for situational awareness, resource coordination, public information assistance, and maintaining continuity of operations. The City Clerk or designee will serve as the PIO.

Primary Facilities:

The primary EOC location is Snohomish County Fire District #17 Fire Station 86. If unavailable, the alternate site is the Boys and Girls Club.

Equipment Needs:

EOC activation requires phones, internet, laptops, access to GIS/maps, situational displays, printers, and potential backup power supply, depending on nature of emergency.

6.2 Authority to Activate

6.2.1 City of Granite Falls EOC Activation

The decision to activate the EOC is made by the City of Granite Falls City Manager or appropriate designee.

The City of Granite Falls EOC will normally activate in response to:

- Learning the potential for an emergency that is or may grow beyond the capability of City of Granite Falls or impact neighboring jurisdictions.
- The direction of the City of Granite Falls City Manager or designee.
- The request of an on-site Incident Commander, an applicable Department Director, or Snohomish County Department of Emergency Management.

Staffing:

Positions expected to report to the EOC include the City Manager, Deputy City Manager, Public Works Director, Community Development Director, and administrative support.

Department heads may assign designees as needed. The City Manager will determine when these positions will report, depending on the EOC activation purpose.

Responsibilities:

EOC staff are responsible for maintaining situational awareness, coordinating resources among departments and partner agencies, supporting and disseminating public information, and ensuring continuity of essential city operations. The City Clerk, or a designated representative, will serve as the Public Information Officer (PIO).

Primary Facilities:

The primary EOC location is Snohomish County Fire District #17 Fire Station 86. If the Fire Station is unavailable, the alternate site is the Boys and Girls Club.

Equipment Needs:

EOC activation requires phones, internet access, laptops/computers, access to GIS/mapping system, display monitors, printers, and potentially a backup generator or other power supply.

Communication:

Primary EOC communications may vary depending on the type of emergency. Communications will include email, phone, or the emergency response channels.

Activation of the City of Granite Falls EOC will necessitate a notification directly, or through 911, to the Snohomish County Duty Officer or the Snohomish County EOC, if activated. Snohomish County will advise applicable local, State, and Federal agencies of the activation.

6.2.2 Snohomish County EOC Activation

Activation of the Snohomish County EOC is authorized by DEM leadership or the County Executive. A jurisdiction may request that the County EOC be activated through the Duty Officer. DEM will notify all jurisdictions of County EOC activations. Automatic activation of the County EOC is as follows:

1. A magnitude 5.0 or higher earthquake occurs within Snohomish County.
2. A commercial passenger plane crashes within Snohomish County.
3. A military aircraft crashes within the urban areas of Snohomish County.
4. A High Hazard Potential Dam failure is imminent or has occurred.
5. Other incidents requiring complex intergovernmental coordination such as mass care, public information, or an ongoing need to assist multiple jurisdictions or agencies with incident coordination support.

Factors that increase the need for County EOC activation include:

- a) Atypical weather conditions such as winds from the east, extreme heat, record precipitation levels.
- b) Incidents likely to cross county boundaries for example, Bolt Creek Fire.
- c) Limited or state-controlled resources for example, COVID vaccines.
- d) Multiple cities/towns/tribes activating their EOC or requesting that DEM activate the SCEOC on their behalf.
- e) Complicated transit needs such as mass evacuation or mass casualty.

6.2.3 Activation Levels

The activation level of City of Granite Falls' EOC is commensurate to the situation and need for coordination and support. Activation levels listed below are the levels used by Snohomish County EOC and the Washington State EOC. The descriptions provide a general

sense of the staff, time, and support necessary at each level:

Activation Level	Description
3 – Normal Operations	Daily operations are monitored and managed by applicable jurisdiction department head(s) and staff. On-call staff (such as Duty Officers) handle “daily emergency” needs.
2 – Partial Activation	Some EOC positions are filled to monitor and support operations. EOC may be activated for multiple operational periods, but rarely 24/7.
1 – Full Activation	All EOC positions are filled to monitor and support operations. EOC is typically activated 24/7 over multiple operational periods. State and/or Federal involvement in response and recovery.

6.2.4 EOC Activation Considerations

During an activation City of Granite Falls may:

- Place staff on standby and increase situation monitoring.
- Activate/staff local EOC or Incident Command Post (ICP) as appropriate to manage preparedness/response activities.
- Emergency response agencies (fire, law enforcement, public works, etc.) may add more shift staff to cover the anticipated impact of the emergency.
- Notify potentially threatened areas using local resources in conjunction with Snohomish County DEM.
- Coordinate public/media information releases with the Snohomish County Joint Information Center (JIC).

6.2.5 Emergency Proclamation Authority

When a disaster exceeds or is expected to exceed the jurisdiction’s capabilities, the City Manager of the City of Granite Falls may issue a local proclamation of emergency and request additional assistance through Snohomish County DEM. If the disaster should exceed the capabilities of Snohomish County, the County Executive may issue a local proclamation of emergency and request additional assistance through Washington State Emergency Management Division.

The City of Granite Falls City Manager assisted by the local Emergency Coordinator or Incident Commander, shall be responsible for the preparation of Emergency Proclamations.

City of Granite Falls is responsible for notifying Snohomish County DEM following the Local Proclamation of Emergency.

6.2.6 Emergency Proclamation Process

In the event of an emergency within the City of Granite Falls, the City Manager or designee has the authority to proclaim a local emergency. The proclamation must be made in writing and describe the nature of the emergency, the affected area(s), and any immediate actions required to protect life, property, or essential public services.

Upon issuance, the written proclamation shall be:

- Filed with the City Clerk,
- Provided to the City Council as soon as practicable,
- Made available to the public via the City's official website and other appropriate public information channels,
- Forwarded to Snohomish County Department of Emergency Management and the Washington State Emergency Management Division as appropriate.

The proclamation allows the City Manager to take necessary emergency actions, including but not limited to, suspending normal procurement procedures pursuant to RCW 39.04.280, mobilizing city resources, and requesting mutual aid or state assistance.

The proclamation shall remain in effect until:

Terminated by the City Manager,

Or automatically expire 30 days after issuance, unless otherwise extended.

In accordance with RCW 39.04.020, if any emergency public works project exceeds \$25,000, a description and cost estimate must be published within seven working days of the work's commencement.

6.2.7 City of Granite Falls Communication Procedures

City leadership uses standard business communication, e-mail, texting, and phones to get in touch with one another. Similarly, city leadership communicates with its employees using standard business communication, primarily cellphones. Leadership and staff are expected to meet in-person at Station 86.

The City has reader boards for general announcements and the Granite Falls Fire Department has sandwich boards. Information can also be posted at local gathering places, such as the Boys and Girls Club, local schools or churches, the library, and the post office. The City may coordinate with the school district for use of their communication tools. If broader notification is required, the City will coordinate with Snohomish County DEM to issue mass alerts. This type of messaging will follow Joint Information System (JIS) standards.

The City communicates with external partners using the standard business communication types outlined above. These partners include Granite Falls Fire District, Snohomish County Sheriff's Office, and Snohomish County Department of Emergency Management.

6.2.8 County Communication Procedures

While activated, the Snohomish County EOC can be contacted via phone, email, Microsoft Teams, and various radio bands, assuming phone lines, radio towers, and internet are operational. During an EOC activation DEM may not be able to monitor each communication method, especially if the incident is widespread or catastrophic. Below is a list of communication methods in order of preference if the County EOC is activated:

1	Phone: Jurisdictions can call the EOC by directly contacting a section or ESF, (specific lines are provided upon activation), contacting DEM main line, or through the Duty Officer line.
2	Email: Partners can email any section or ESF directly (specific e-mails are provided upon activation), emailing DEM's email (dem@snoco.org), or the Duty Officer email. Microsoft Teams: The EOC uses Microsoft Teams to coordinate information sharing throughout the county. Incident specific teams are created for each EOC activation.
3	Radio: The EOC can be contacted via DEM HAIL on the 800MHz public safety radio system, multiple repeaters on the VHF network (frequency programming provided on www.wa7dem.info), or amateur radio on the Granite Falls 146.920MHz repeater (156.7Hz tone) for licensed users.

Outside of an EOC activation, partners should contact the Duty Officer for emergency information or logistics needs. Partners should contact the Duty Officer by phone or email to submit a logistics request. There is no formal form required outside of an activation. The Duty Officer maintains similar communication methods as during an EOC activation but does not constantly monitor DEM VHF or amateur radio. Below is the list of communications methods to the Duty Officer in order of preference:

1	Phone: Partners should call the Duty Officer 24/7 for any emergency support.
2	Email: Partners can email the Duty Officer during daytime hours for emergency support. Duty Officer email is monitored 7 days per week, but not overnight. Emails requiring immediate attention should be accompanied by a phone call to the Duty Officer. Microsoft Teams: DEM has invited the jurisdictions to a Duty Officer Coordination Team, allowing for real-time sharing of information between all partners outside of an EOC activation. Similar to email, if a Teams message requires immediate attention, it should be accompanied by a phone call to the Duty Officer.
3	Radio: DEM can be contacted via DEM HAIL on the 800MHz public safety radio system during regular business/operating hours. After hours, if a partner does not have phone capability, DEM HAIL is monitored by Sno911 who will contact the Duty Officer.

Other communications systems that DEM uses or monitors:

- Mass Notification: The EOC uses Rave Mobile Safety to push out mass emergency alerts to the public via phone calls, the Emergency Alert System (EAS), and Wireless Emergency Alerts (WEA).
- WebEOC: When Snohomish County EOC is unable to fulfill resource requests or when Washington State requires it, DEM will use WebEOC to send resource requests to the State EOC. DEM can monitor WebEOC to receive requests from jurisdictions who use WebEOC.

6.2.9 County Joint Information System

Public information should be coordinated and integrated, before (if possible), during and after an emergency or disaster. The County coordinates information through ESF 15 using a Joint Information System (JIS). The JIS provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging with Public Information Officers across multiple jurisdictions, federal partners, county government, nongovernmental organizations, and the private sector.

In response to most events, public information activities are often carried out by the lead response agency in coordination with other organizations through the JIS. The JIS helps communications staff accomplish their mission by facilitating coordination, helping to avoid conflicting messages by focusing on one or two key messages, using talking points, designating spokesperson(s), and speaking about one's own agency/program/service.

JIS operations are accomplished, physically or virtually, through the Joint Information Center (JIC) within the County EOC. The County JIC can be activated by request of the City of Granite Falls to support and coordinate public information before, during, and after an emergency or disaster.

The JIC can assist in the following:

- Creating consistent countywide messaging across all partners involved in the disaster.
- Handling public information requests.
- Creating and disseminating public information through a variety of media.
- Maintaining a central point of information for the County known as the Public Safety Hub.
- Creating and vetting all alert and warning messaging.

6.2.10 Emergency Alert and Warning

Emergency alert and warning systems are designed to allow public safety officials to warn the public of potential or current threats or emergencies. Public alerts and warnings may

be issued for events that necessitate shelter-in-place, evacuation, or other protective actions for life safety or property preservation. Snohomish County DEM will make a good faith effort to contact a jurisdiction prior to any mass notification in their boundaries. DEM or Sno911 may issue an alert without making contact if there is concern for immediate life safety.

Jurisdictions can request an emergency alert be issued via the Sno911 Supervisor, Snohomish County Duty Officer (if the Snohomish County EOC is not activated), or the EOC Manager (when the Snohomish County EOC is activated).

All interlocal agreement jurisdictions can use Rave Mobile Safety to support mass internal notifications of their employees or partners. These alerts will not go to the public but can be used to recall employees or volunteers.

6.2.11 Mitigation

The Snohomish County Hazard Mitigation Plan (HMP) assesses 13 hazards affecting the county and greater region. Mitigation action items for risk reduction are identified both at the county level and within each participating jurisdiction. Snohomish County updates the HMP on a 5-year cycle, the next update is planned for 2025, with approval in 2026. City of Granite Falls is assisting in updating the County's base plan in 2025 and in 2026 will work with the County in developing or updating Granite Falls' local HMP Annex.

6.2.12 Preparedness

Preparedness activities develop operational capabilities in advance of an emergency to alleviate the impacts of disasters and protect people, property and infrastructure from threats and hazards. City of Granite Falls should develop, train, and exercise jurisdictional-specific disaster and emergency operations plans. These plans should be tailored to the capabilities of City of Granite Falls and not exceed or commit the jurisdiction to capabilities they are unable to meet. Coordination with the County provides additional support to fill gaps within capabilities of City of Granite Falls.

Granite Falls has plans to build a sand laydown yard and New Public Works facility by the District 17 Fire Station. The City also has plans for paving the Boys and Girls Club parking lot which could serve as a community point of distribution (CPOD) site.

Granite Falls is exploring securing a backup generator to utilize as needed at the Boys and Girls Club community gathering site in the event of extended power outages as well as a backup generator at the new City hall building.

Although the City does not currently maintain a Continuity of Operations or Continuity of Government (COOP/COG) plan, the City participates in local and regional emergency planning activities.

6.2.13 Response

Response activities take place immediately before, during and after emergencies or disasters to save lives and minimize damage to property, the environment, and the

economy. Specific response roles are described in this Annex in Section 4. Organization, Roles, and Responsibilities.

6.2.14 Recovery

Recovery activities are pre-disaster planning activities that assist the community to efficiently start the recovery process. Snohomish County developed a Disaster Recovery Framework, based on the National Disaster Recovery Framework, to outline the roles that community groups, local governments, tribes, state and federal agencies, and nonprofit organizations would undertake to foster local recovery. The City will coordinate recovery operations in alignment with this framework in the absence of its own local disaster recovery framework. As resources permit, the City may further refine its recovery priorities to address Granite Falls's specific needs, such as restoring infrastructure, supporting vulnerable populations, and securing external funding opportunities.

7. Administration, Documentation, and Resourcing

7.1 Administration

During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments to provide support services.

It is the policy of City of Granite Falls to assign personnel responsible for the documentation of disaster activities and costs.

7.2 Documentation

All organizations with disaster responsibilities should establish and maintain files of disaster-related directives, forms, and paperwork, including fiscal documentation, aligned with State records retention law. Documentation allows City of Granite Falls to submit reimbursements and recover costs, create historical records, apply for grants, address insurance needs, develop mitigation measures, highlight practices to continue, and identify areas for improvement. Documentation by each jurisdiction contributes to the overall ability of the County and State to request support from the Federal government.

7.2.1 Essential Files

Essential files include, but are not limited to:

- Sign-in sheets/staffing patterns
- Media Releases
- Situation Reports
- Emergency Action Plans
- Proclamations of Emergency
- Requests for Assistance
- Damage Observation and Assessment Reports
- Financial Documentation (including receipts, payroll records, contracts, etc.)
- After-Action Reports

7.3 After-Action Report

After-action reports (AAR) create a permanent historical record of the incident and are used to evaluate processes, procedures, and actions pertaining to the response and recovery of an event. AARs include information identifying the actions taken, resources expended, economic and human impacts, and lessons learned because of the disaster. AARs are essential to seeking reimbursement and can assist in supporting mitigation efforts and funding. City of Granite Falls' City Manager, or designated official, in conjunction with DEM, is responsible for soliciting input and conducting an after-action review with each department involved in the disaster and ensuring completion of the AAR items.

AARs inform future preparedness, mitigation, planning, training, and exercise efforts through narratives and improvement plans. These actions can include updating this Annex, plans, replacing resources, and augmenting personnel.

7.4 Resources Assessment Section

7.4.1 Resources

It is the policy of City of Granite Falls that all departments prepare and maintain an updated account of its personnel, facilities, and equipment resources to be reviewed annually. Single or multiple resources may be called upon during disaster operations.

The private and nonprofit sectors are an important part of any disaster response and recovery. Businesses and nonprofits including faith-based organizations (FBOs), community-based organizations (CBOs), and nongovernmental organizations (NGOs) provide valuable intelligence and resources before, during, and after a disaster.

Below is a high-level overview of jurisdictional resources that can be used for emergency or disaster response purposes:

Resource Category	Resource Description and Capability
Facilities	City Hall 215 S. Granite Avenue, Granite Falls WA 98252 Primary location for administrative coordination. Staffed by leadership, permitting, and public works staff essential to emergency response coordination. Boys and Girls Club Gymnasium 110 S. Alder Avenue, Granite Falls WA 98252 Facility could serve as a potential community center, information hub, disaster relief center, or shelter space and is the secondary EOC. The Gymnasium has connections for a backup generator but no generator. Wastewater Treatment Plant 501 West Wallace Street, Granite Falls WA 98252

	Critical infrastructure for the treatment of wastewater and protection of public health. For emergencies involving flooding and/or power outages, staff may need to access this facility. Sand laydown yard End of E. Stanley Street APN 00601100000700 City maintains a contract with Snohomish County for sand and has a designated location for residents to fill sandbags. Snohomish County Fire District 17 (Not City Owned) 20217 Gun Club Road, Granite Falls, WA 98252 Provides emergency medical and fire response. Could serve as a secondary staging site or mutual aid point. 116 S. Granite Avenue, Granite Falls, WA 98252 Provides emergency medical and fire response. Central location could serve as mutual aid point or information disbursement location.
Staff	City Manager The City Manager brings institutional knowledge about the City and its operations. Serves as the Emergency Management coordinator. Acts as the City's Finance Director, with the capacity to process FEMA reimbursement, and process claims. Deputy City Manager Supports City Manager in roles as needed, bringing a wealth of knowledge of the City and close working relationship with many of its residents. Public Works Director Possesses hands-on expertise and knowledge in utility operations, infrastructure, and facility management. Manages City-owned equipment and will be instrumental in deploying resources as appropriate. Community Development/Planning Director Possesses knowledge of City operations, land use and recent development activity.
Equipment	The City of Granite Falls owns multiple pieces of equipment that can aid in times of emergency. The Public Works fleet is comprised of the following: 1. 5-yard International dump truck 2. 3-yard F-450 dump truck w/ snowplow & Sander 3. Case wheel loader 4. Case backhoe 5. Vermeer hydro-vac trailer 6. Two F-350 pickup trucks w/snowplows

	7. Two BEV F-150 pickup trucks (electric) 8. Chevrolet Tahoe (SUV) 9. Side by side ATV w/ salt spreader 10. Street sweeper 11. 500-gal water trailer 12. 5000lbs forklift 13. Trailer-mounted hydro-jetter 14. 6x12' single axle landscape trailer Additionally, various hand tools, power equipment, pumps, and small power generators.
Specialty Services	Community Resources • The community is known for its willingness to volunteer and step in during times of crisis, making community-led response a reliable strength. • The faith community and organizations play a strong support role, contributing volunteer staffing as well as shelter coordination and food distribution.
Outside Assistance/ Memorandums of Understanding (MOUs)	An Interlocal Agreement (ILA) with Snohomish County for coordinated emergency management support, resource sharing, and incident response. Partnerships with county and regional-level agencies, such as fire, law enforcement, and public health.
Technologies/Platforms	The City uses financial software which can be accessed remotely, allowing for continued functionality in the event City Hall is not accessible. A cloud-based permitting system is being researched, and, when implemented, will provide access to permitting, documents, as well as on-line payments and mapping.

7.4.2 Disaster Expenditures

Emergency and disaster expenditures are not a normal item in the budgeting process of local governments. Some departments may include disaster preparedness and mitigation items in their budget already (e.g., sand for flooding or deicer for winter roads).

Nevertheless, disasters may occur which require a jurisdiction to spend substantial, but necessary, unanticipated obligations and expenditures. There are programs available to local jurisdictions, and their residents, to recover some of the cost associated with a disaster including Public and Individual Assistance, Small Business Administration programs, and insurance programs. To be eligible for these programs, jurisdictions and residents must maintain diligent records of expenses related to the disaster.

The City Manager or designee shall develop effective administrative methods to keep and retain detailed records distinguishing disaster operational activities and expenditures and delineate them from routine or general programs, activities, and expenditures. At a minimum, cost records should include personnel time and overtime, resources used, donations, volunteer contributions, mutual aid, and contracts initiated. The City Manager or designee shall provide documentation processes and training to all personnel involved in the disaster.

7.4.3 Post-Disaster Assistance

Post-disaster assistance is financial reimbursement provided by the State and/or Federal government for costs directly caused by a disaster or emergency. There is no guarantee of post-disaster assistance by Washington State and/or the Federal government, after a locally proclaimed emergency. If provided, post-disaster assistance is offered through the following methods:

Public Assistance (PA) – disaster assistance provided by the federal government and periodically the state to public entities including tribes, state, county and municipal governments, and certain nonprofits that provide essential public service.

Individual Assistance (IA) – federal and/or state assistance to the public who sustained damage from a federally declared disaster. Individual Assistance only covers a portion of damages and is not meant to replace insurance. There is also assistance available for individuals who have become unemployed because of a disaster.

Small Business Administration (SBA) – eligible businesses and nonprofits that are impacted by the disaster may be eligible for recovery loans from the SBA. Regardless of size, eligible businesses may apply for SBA loans for both physical damage and economic loss. SBA's Disaster Loan Program is not exclusively for small businesses. SBA loans are also available for damage to private property owned by individuals and families not fully covered by insurance.

Other Needs Assistance (ONA) – income-dependent assistance for personal property. Some items are only eligible after individuals are denied SBA assistance (including loans); other items are not contingent on SBA denial.

8. Annex Development, Training, Exercise, and Maintenance

Overall development and maintenance of this Annex is the responsibility of City of Granite Falls. This Annex, and any appendices, are reviewed, reevaluated, and updated once every five years by the City Manager and other identified staff. Review and revision is conducted in collaboration with County DEM. This Annex should be updated based on lessons learned as a result of real-world emergencies or through training or exercises. Primary departments or supporting agencies will be responsible for maintenance of sections of the Annex related to their assigned function.

Revision may result from or include:

- New procedures, policies, or technologies.

- Lessons learned from a real-world incident or exercise(s).
- Feedback during training or case study review.
- To accommodate new organizations or organizational structures.

Training and exercises are conducted at least annually in conjunction with DEM. An exercise may be substituted for a real-world activation (planned or unplanned). All final revisions are submitted to WA EMD for review and approval. This Annex will be made publicly available on the Snohomish County Department of Emergency Management's website.

9. Authorities, References, and Attachments

9.1 Authorities

- Revised Code of Washington (RCW) Chapter 38.52, "Emergency Management."
- Washington Administrative Code (WAC) Chapter 118-30, "Local Emergency Management Organizations, Plans, and Programs."
- Granite Falls Municipal Code 2.04.010, "Mayor – Election – Chair to be mayor – Duties."
- Granite Falls Municipal Code 2.06.030, "City Manager – Powers and duties."
- Interlocal Agreement for Emergency Management Services
- RCW Chapter 39.04.250 - "Competitive bidding requirements – Exemptions"
- Stafford Act – Federal authority for disaster response and recovery
- National Planning Framework – Guidance for national preparedness and response coordination

9.2 References

- Granite Falls 2044 Comprehensive Plan
- Snohomish County Comprehensive Emergency Management Plan (CEMP)
- Snohomish County Hazard Mitigation Plan (HMP)
- Snohomish County Disaster Recovery Framework
- Snohomish County Debris Management Plan
- Washington State Comprehensive Emergency Management Plan
- FEMA Community Lifelines Toolkit
- Granite Falls Comprehensive Emergency Management Plan (CEMP) - Annex

10. Terms and Definitions

Abbreviation	Term	Definition
AAR	After-Action Review	A methodology for assessing performance, identifying challenges, and seeking improvements in the aftermath of a disaster.
CEMP	Comprehensive Emergency Management Plan	An overarching plan for how to respond to an emergency or disaster that covers roles, responsibilities, resources, and authorities.
COOP	Continuity of Operations Plan	Plan for departments and agencies to continue their critical governmental functions in the event of natural or human-caused disaster.
COP	Common Operating Picture	A continuously updated, unified overview of a disaster or emergency.
EAS	Emergency Alert System	National public warning system that allows federal, state, local, and tribal authorities the ability to deliver important emergency information to targeted areas.
EEI	Essential Elements of Information	Qualitative and quantitative data needed to develop situational awareness for decision-making. Snohomish County uses Community Lifelines to organize their EEIs.
EOC	Emergency Operations Center	A location from which organizations and leaders of a jurisdiction coordinate information and resources to support direct operations.
EOP	Emergency Operations Plan	A plan that describes who will do what, when, with what resources in an Emergency Operations Center.
FEMA	Federal Emergency Management Agency	Federal agency that coordinates response to a disaster when local and state resources are overwhelmed.
HAZMAT	Hazardous Materials	Substance or material that has the capability of posing an unreasonable risk to health, safety, and property.
HIRA	Hazard Identification and Risk Assessment	Risk assessment process that identifies hazards, assess their impacts, and provides countermeasure information.
HMP	Hazard Mitigation Plan	Plan to minimize loss of life and property through minimizing the impact of disasters.
ICP	Incident Command Post	Location where an Incident Commander oversees an incident.
IPAWS	Integrated Public Alert and Warning System	National system for local alerting through EAS, WEA, and NWR.
JIC	Joint Information Center	A central location either physical, virtual, or hybrid, where public information officers operate the Joint Information System.
MOU	Memorandum of Understanding	An agreement between two parties which outlines responsibilities to each other. May or may not be legally binding.

NIMS	National Incident Management System	A federal guide for all levels of government, nongovernmental organizations, and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents.
NWR	National Weather Radio	Automated 24-hour network of weather radio stations which broadcast weather information from nearby National Weather Service Office.
PSAP	Public Safety Answering Point	Call center for public emergency calls for service for police, fire, or EMS. Commonly known as 911.
SBA	Small Business Administration	In the aftermath of disasters, the SBA offers low-interest loans for homeowners, renters, and businesses in a federally declared disaster.
SCDEM	Snohomish County Department of Emergency Management	County department responsible for working in all five phases of emergency management and supporting integrated 911 service to enhance resilience in Snohomish County.
WA EMD	Washington Emergency Management Division	Responsible for operating the State of Washington's EOC during state emergencies.
WEA	Wireless Emergency Alert	Short emergency alerts sent to mobile devices within a targeted area.
WebEOC	Web-based Emergency Operations Center Platform	Software designed to bring real-time crisis information management to the Washington State Emergency Operations Center (EOC) as well as to other local, state, and federal EOCs.

11. Record of Revision and Exercises

RECORD OF UPDATES			
No.	Date	Changes	Completed By

RECORD OF EXERCISES				
No.	Date	Exercise Name/Type	Overview	Completed By

12. Record of Distribution

Copy No.	Date	Office/ Department and Title



CITY COUNCIL AGENDA BILL

Subject: 7.c.

Originating Dept.: Public Works

Action Recommended: Motion to approve **Approval(s):** City Manager the quote and from CivicPlus in the amount Attorney of \$3,600.00 for mass notification services for year one, and authorize the continued annual renewal, including uplift fees, not to exceed 5% annually, and authorize the City Manager to sign.

Meeting Date: January 7, 2026

Date Submitted:

Exhibit(s):

1. Granite Falls, WA - Notification SOW quote - 1.30.2026
2. mass-notification-proposal-communicator-unlimited---emergency-voice
3. WA - Granite Falls - MSA Addendum - 12312025

Budgeted Amount: \$59,527.00

BARS Code: 518 30 41 00

543 10 41 01

534 00 41 06

535 00 41 01

531 00 41 04

Summary Statement:

City staff evaluated multiple vendors for mass notification services, and following the review from legal and the addition of a Master Service Agreement addendum to minimize liability and risk, recommend selecting CivicPlus as the most advantageous option. The CivicPlus Communicator Unlimited + Emergency Voice Package provides a comprehensive, high-speed, multi-channel system designed for municipal needs,

supporting SMS, voice, email, social media, and mobile app alerts.

The platform delivers rapid transmission up to 60,000 SMS, 12,000 voice, and 50,000 emails per minute with unlimited SMS, geo-targeted emails, push notifications, and emergency-only voice calls. It also includes multilingual translation in 60+ languages, polling, real-time reporting, and robust group management. Integration with IPAWS and NOAA enhances emergency communication capabilities. Residents can manage their preferences through the myAlerts app, while staff can issue alerts from the field and use built-in tools for secure communication. The cloud-hosted system provides 99.9% uptime, strong security, and fast implementation within four to six weeks, including training, support, and IPAWS onboarding assistance.

Background:

Historically, city staff have had limited resources to quickly and effectively engage with residents. While messaging through the City's website, LED reader board, and Facebook page does reach the public, these channels lack direct notification capabilities and do not allow users to opt in or out of specific topics. For example, some residents may wish to receive updates only related to the drinking water system, while others may prefer broader notifications such as special events or road closures. A modern mass-notification platform would support communication needs across Public Works, Planning, Citizen Engagement, law enforcement, and other City functions. The system could be used to deliver timely, targeted information such as:

- **Water outages:** Real-time updates on restoration timelines and boil-water advisories.
- **Road closures:** Notifications about when and where closures occur and alerts when roads reopen.
- **Street sweeping:** Dates, times, and locations, with quick notifications for weather-related cancellations.
- **Sewer collection smoke testing:** Advance notices to reduce concerns and prevent unnecessary 911 calls.
- **Citizen polls:** Digital engagement to help identify community priorities, traditionally collected at in-person events.
- **Special events:** Details on event locations, schedules, and related information.

Recommended Motion:

1) Motion to approve the quote from CivicPlus in the amount of \$3,600.00 for mass notification services for year one, and authorize the continued annual renewal, including uplift fees, not to exceed 5% annually, and authorize the City Manager to sign.

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-110134-1

10/21/2025 12:35 PM

1/30/2026

Client:

City of Granite Falls, WA

Bill To:

GRANITE FALLS CITY, WASHINGTON

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Jordan Cairns		cairns@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Mass Notification Standard Implementation	Mass Notification System Standard Implementation
1.00	Mass Notification Implementation Marketing Tools	Access to client branded marketing tools, including Social Media Graphics, Marketing Flyer, Customized Graphic Button and News Flash Graphic.

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Communicator Unlimited SMS + Unlimited Emergency Voice	Emergency and Mass Notification platform with multi-channel alerting, geo-targeting, polling, mobile apps. Unlimited SMS for all communications. Voice minutes for emergencies. Includes NOAA integration, IPAWS, and white/yellow page data for emergencies.

List Price - Initial Term Total	USD 5,905.00
Total Investment - Initial Term	USD 3,600.00
Annual Recurring Services (Subject to Uplift)	USD 3,600.00

Initial Term	12 Months Beginning at Signing
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
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Annual Uplift	5% to be applied in year 2
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This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-110134-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

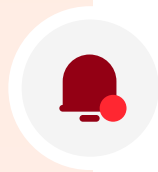
Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

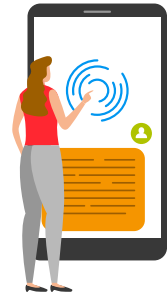
PO Number: (Info needed on Invoice (PO or Job#) if required)



Communicator Unlimited + Emergency Voice Package

Features & Functionality

In today's complex world, keeping your community informed and safe requires a reliable, multi-channel communication system. As a leader within your local government, you understand the critical need to reach everyone instantly, whether it is during an emergency or for routine updates. CivicPlus offers the most user-friendly and comprehensive mass notification solution available, designed specifically for the needs of local governments.



Communication with your residents is essential to every aspect of local government, so our Mass Notification system ensures your capacity to communicate with your residents quickly across a variety of channels. Our system allows you to send SMS text, voice calls (utilizing recorded messages or Text-to-Speech (TTS) functionality), social media alerts, and RSS feeds at high rates of speed.

An easy-to-use, intuitive web interface lets you launch critical alerts to all communication channels and devices you leverage during emergencies. Simply select the applicable contact paths, compose a message or upload a pre-designed alert, and click send. Critical messages will then be transmitted simultaneously to all those selected.

Our Mass Notification system is unsurpassed by any other vendor in the industry in sending capabilities. The system sends messages across networks at the following per minute rates:

- Text-to-Speech messages and voice alerts – 12,000 per minute
- SMS text messages – 60,000 per minute
- Email messages – 50,000 per minute

No two people have the exact same preferences for receiving messages. We provide you with multiple contact paths, enabling you to effectively and efficiently reach all intended recipients.

With its speed and growing number of ways to send and receive communications, the possibilities to reach residents with our system are virtually limitless.

CivicPlus offers a variety of packaging to best fit your organization's needs. This Communicator Unlimited + Emergency Voice Package package includes the ability to send unlimited geo-targeted emails and push notifications to the mobile app, along with the ability to instantly push communications to a CivicPlus website, Facebook, X (formerly Twitter), and Nextdoor. This package also includes unlimited SMS and unlimited **emergency-only** voice messaging.

Public Alerting Channels

- Email
- Voice Call (ETN)
- Facebook
- Mobile App
- SMS Text
- X (formerly Twitter)
- Nextdoor

In addition, APIs can be utilized via webhooks to activate a variety of devices when an alert is sent. Sirens and public signage devices can also be activated by consuming CAP messages from both Atom and RSS feeds.



MULTILINGUAL VOICE & TEXT TRANSLATION

With our Mass Notification system's multilingual functionality, your voice alerts and text posts can be automatically translated for residents that speak a variety of languages. Subscribers can easily select to receive text messages, voice messages, and/or emails in their preferred language. You compose and send messages the same way and messages are translated automatically.

To ensure all of your residents are connected and informed with our software, multilingual messages are translated into over 60 different languages for email and text and over 25 different languages for voice. The most often requested are:

- Spanish
- French
- Russian
- Portuguese
- Thai
- Hindi
- Chinese
- German
- Italian
- Polish
- Arabic

Unlimited SMS messages and unlimited **emergency-only** voice calls are included in your Communicator Unlimited + Emergency Voice package.

SOCIAL MEDIA INTEGRATION

The system's integration with social media applications such as Facebook, X (formerly Twitter), and Nextdoor will allow you to post unlimited social media messages to all of your accounts. Accounts can be integrated to automatically post all notifications and group notifications can post to different accounts.

GEO-TARGETED NOTIFICATIONS

Our Mass Notification system provides intelligent communication with the ability to easily digest local geographic details with robust, yet easy-to-use ESRI-integrated tools. Geo-targeted messaging enables you to:

- Draw a multi-point polygon shape
- Import shapefiles or hosted feature URL
- Save drawn regions as templates for future use
- Remove specific areas from a notification
- Draw complex geospatial shapes of varying sizes with buffered areas, as desired

Simply draw a multi-point or freehand polygon on the map or click on a central point and enter corresponding radial distance you wish to alert, and our system will notify your residents within that area using their stored addresses.

GROUP/USER MANAGEMENT

The Mass Notification system provides extensive administrator rights and detailed group settings with unlimited user groups. You can utilize granular permissions rendering the solution easily shared with multiple staff members and agencies. Users can then communicate with all members in the system or targeted notifications by group to reach only those affected.

Once contacts have been entered, administrators may search membership files by multiple criteria, including name, phone number, email, or street address. Using a contact list directory, administrators may message contacts through any of the unlimited groups which have been created.



SIGN-UP

Our Mass Notification's versatile system offers residents with opt-in and opt-out capabilities to meet the specific goals of your organization. When users sign up, they can opt-in to available unique groups such as road closure and recreations. Our powerful platform offers a simple, user-friendly interface with a robust selection of group and network options.

Residents can also sign-up for notifications to one or multiple groups with our text-to-join feature. To join a group, they can simply text a "keyword" to the specified number. Your staff can set up unlimited keywords, allowing you to create keywords for multi-use categories or one-time events, such as a parade.

EMERGENCY TELEPHONE NOTIFICATION (ETN)

With CivicPlus' ETN, you will be able to send an emergency voice call with white and yellow page landline data. This data is seamlessly updated daily. These contacts are available for you to send alerts about life-threatening emergencies.

REAL-TIME REPORTING

The Mass Notification solution offers administrators analytics for each message sent. Reporting within the system allows administrators to view and capture engagement statistics, including the status of delivered messages and the percentage of confirmed contacts.

You'll have comprehensive analytics to provide real-time reporting and create paper trails to easily understand the success of your notifications and share with others in your organization.

Following the onset of a crisis and broadcasting critical alerts, easily and quickly confirm, in real time, the status of critical alerts sent via text, voice, email, and mobile app to ensure alerts have been delivered to all intended recipients. Real-time analytics enable you to take alternative steps to reach recipients who experienced a delivery failure.



POLLING

Utilize polls to assess personal safety and your organization's status. All results are visible in an easy-to-read report on all platforms. Polling can be used through the mobile app or email. Polling can also be utilized via SMS and voice.



MOBILE APP FOR RESIDENTS

The myAlerts mobile app empowers your residents to sign up, manage their notification settings, and receive notifications all from the palm of their hand. Residents can even receive geo-located notifications pertaining to their current location. It improves the resident experience in receiving communications from you while also improving the effectiveness of your emergency communication capabilities. myAlerts allows residents to quickly and easily:

- Sign-up to receive notifications
- Set their notification preferences
- See all the latest sent posts
- Enable alerts from other locations based on their priority and type



MOBILE APP FOR ADMINISTRATORS

The mobile app allows administrative users to send alerts, report incidents from the scene, collaborate, and coordinate your team's response with the easy-to-use mobile app on iOS and Android.

INTERNAL SECURE CHAT

Follow up on polls or messages with Secure Chat to initiate direct two-way communication with your crisis management team.

TASK LISTS

The Task Lists feature is essential during a critical event and is also useful after a critical event since stakeholders can monitor Task List completion and identify areas for improvement in a business continuity or disaster recovery plan.

Using the Task Lists make planning your emergency response easier, speed up your crisis response time, and optimize your response plans based on data collected during a critical event.

NOAA WEATHER ALERTS

Through an integration with NOAA weather, distribute urgent news, instructions, and mandates the NOAA distributes to our network via the myAlerts mobile app, social media, CivicPlus Municipal Websites integration, and SMS subscribers. Automation integration uses the polygon provided from NOAA to deliver notifications to the right person. The Mass Notification system can also automatically send alerts to your social media accounts.

IPAWS

During an emergency, alert and warning officials need to provide the public with life-saving information quickly, regardless of whether they have subscribed for alerts. The Integrated Public Alert and Warning System (IPAWS) is a modernization and integration of the nation's alert and warning infrastructure and will save time when time matters



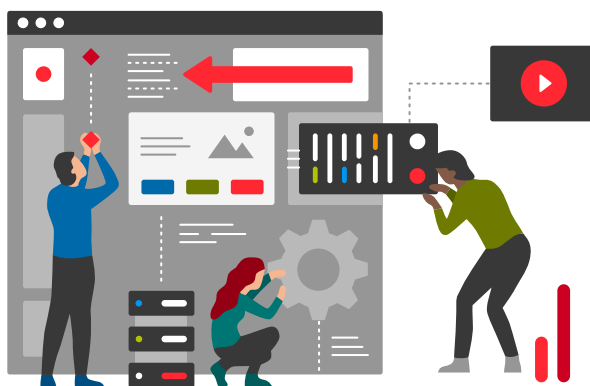
most, protecting life and property. Local government can use IPAWS and integrate local systems that use Common Alerting Protocol (CAP) standards with the IPAWS infrastructure. Our Mass Notification system's IPAWS integration provides an effective way to alert the public not only through wireless networks, but also through landlines, cable and satellite TV, AM/FM radio, digital signage, PA systems, websites, social media, and, if power goes out, NOAA weather radio. IPAWS can be used to handle any kind of threat to the public, including overturned vehicles containing hazardous chemicals, severe weather alerts, missing children, or even terrorists on the loose. The more local, state, and tribal authorities adopt IPAWS, the more communities will be safe and strengthened by good communication.

Prospect will be responsible for obtaining and maintaining Alerting Authority, as defined at <https://www.fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system/public-safety-officials/alerting-authorities>, with the Federal Emergency Management Agency in order to utilize the IPAWS software provided by CivicPlus.

The Civic Impact Platform

For governments to operate smoothly, departments, staff, and residents need to be able to find answers, complete their tasks, and communicate without hassle. CivicPlus connects all of your teams and functions, so they work better together for your community. With the Civic Impact Platform, you can:

- Modernize and connect every function.
- Strengthen compliance, accessibility, and readiness.
- Consolidate onto a comprehensive, purpose-built platform.
- Deliver a singular, personalized resident experience.
- Empower staff effectiveness.



Hosting & Security

Redundant power sources and internet access ensure consistent and stable connections. We invest over \$1.0M annually to ensure we adapt to the ever-changing security landscape while providing maximum availability. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site is unparalleled.

Maintaining the highest level of security for our customers' systems and protecting the privacy of their data is the cornerstone of our Mass Notification system's philosophy. CivicPlus ensures the safety of its Mass Notification application and the privacy of the data housed therein. Just as you protect your residents, we protect your investment. Our 30 geographically distributed servers make storage limitations a non-issue. CivicPlus ensures the safety of its equipment and guarantees compliance with all network and website vulnerability tests.

Your administrative team can be confident that our Mass Notification system will accommodate your department needs with privacy and security. Customizable administrative access settings and reliable hosting means in times of emergency, system security will be your last concern.

Security & Availability Features	• 99.9% guaranteed uptime • Protected department information and internal communications • Cloud-based and geographically distributed • Simultaneous use by multiple departments and agencies • Role-based authorization • Attribute-based authorization (content, task lists) • In-transit and at-rest encryption • Complete workload security (IDPS, firewall, monitoring/alerting) • Security vulnerability testing, monitoring and remediation (OWASP) • Additional security and server hardening measures
High Security Standards	• SSL security • OS-level firewall • Authorization bypass security • Cross-site request forgery (CSRF) security and cross-site scripting (XSS) security • SQL injection security • Multiple data centers and redundancies • Additional security and server hardening measures

Implementation

Project Timeline

Current average implementation can be completed within 4-6 weeks. This timeline can adjust based on data migration needs and overall availability of the customer. If IPAWS authorization assistance is needed with FEMA, the timeline for that portion of the project could extend to 24-weeks due to turnaround time.

Development timelines can vary due to scope, customer availability, milestones set, and other factors. However, your exact implementation timeline can be customized dependent on your launch goals and expectations. We will work with you until your system is up and running and your staff has reached a level of comfort to confidently maintain your new system.

PHASE 1: INITIATE	• Project Initiation & Review • Project Kickoff Meeting
PHASE 2: OPTIMIZE	• Complete Assessment Form • Request System Creation • Obtain IPAWS Public Alerting Authority • Schedule Virtual Training
PHASE 3: EDUCATE	• Network Admin Training • System Test & Build • IPAWS Training • Teach Back Training for Mass Notification system
PHASE 4: LAUNCH	• Website Display • Launch Preparation • Launch Day
PHASE 5: GO LIVE & BEYOND	• Customer Transitioned to Dedicated Customer Success Manager



Implementation Approach

KICKOFF MEETING

Identify lead personnel to work with CivicPlus on implementation project including:

- Project main contact
- Database administrator to provide user data
- Emergency management communications and engagement staff



We will assist you in developing and mapping out the initial groups you would like to create including which will be designated for emergency messages or routine messaging. Your dedicated project team will discuss possible embeds to be placed on your website for registration and we will schedule training for your network and group administrators based on the final scope of work developed.

IPAWS AUTHORIZATION

If needed, your implementation consultant will work with you to become authorized by FEMA to issue public alerts on the IPAWS system. The following actions will need to be taken:

- A Memorandum of Agreement (MOA) governing system security must be executed directly with FEMA.
- Complete an application which defines the types of alerts intended to be sent through IPAWS, which must be reviewed and signed by a designated state official before being sent to FEMA.
- Attend a mandatory web-based training course and obtain a certificate of completion.

Your implementation consultant will provide you more specific instructions and answer any questions you may have about the process.

TRAINING

During this step in the process, you will create your user groups with assistance and guidance from CivicPlus for your default settings. This step of the process will also involve optimizing and uploading user data to efficiently and effectively communicate at Go Live.

This step in the implementation involves identifying and creating your internal User Groups, as well as training on the system. We will assist you in identifying and setting up:

- Super Administrators who will have full control over all settings within the system and will be able to post to any group within the network



- General Admins can send messages to and manage their respective groups and contacts without being able to access network level settings
- Send-Only Administrators who will only be able to send messages to designated groups and contacts

Super Administrators will be trained first to ensure complete familiarity with the system and a comfortable confidence level for implementation once the system is launched. Trainings will also be held for other administrators to the level required for their roles.

Finally, during this step, we will hold discussions with your key stakeholders to provide usage and guidelines policies and help prepare your organization's CivicPlus communication protocol.

GO LIVE & BEYOND

This is where the rubber meets the road – the launch of your new system! Should you desire, CivicPlus can schedule and coordinate an introductory notification to residents, departments, groups, etc. This will allow your end users to experience first-hand how the system works. It is a great way to validate your phone number database and gather feedback from your organization.

CivicPlus doesn't implement and run. We will continually support (available 24/7/365) and guide you through best practices to maximize the value of the system. Additional virtual training and support is always available. We stand behind our product and behind our customers.



Optional Enhancements

Incident Management and Guide

Alert employees when a crisis occurs and send instructions for how to proceed. View role-specific procedures for a variety of emergencies and disruptions to daily operations. Documents such as business continuity plans or safety procedures can be added and visible in a static view for your staff to view.

Platform Identity Provider (IdP) Integration

More often, local government IT teams are looking to implement single sign-on (SSO) functionality to simplify user access to all web and cloud-based applications without requiring individual authentication. The CivicPlus' Platform IdP Integration capabilities provide local governments with the following conveniences:

- Faster and easier access to vital third-party solutions that integrate with your CivicPlus unified applications, such as CivicPlus' Municipal Websites, Recreation Management, and Agenda and Meeting Management Select
- Reduced password and account maintenance
- The ability to log into your CivicPlus software accounts from any device with an Active Directory username and password
- Auto-account generation
- Group syncing
- Customization of the design of your active directory login page

We offer integration with Microsoft's Entra ID (formerly Azure AD), Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

Blocks of Voice Messages

- 1 Block of 10,000 Voice Messages with Text to Speech (TTS) for Routine Calls

Resident Customer Contact Data Import

Your current resident contact information will be bulk imported into your new Mass Notification solution during implementation.



Marketing Tools

CivicPlus can provide you with the tools to market the launch of your new Mass Notification System. As a part of our Marketing Tools package, you'll receive:

- Social Media Graphic for use in X (Formerly Twitter), Facebook, and Instagram
- Flyer with a link or text-to-join code to urge users to sign up
- Slideshow graphic for your website
- News Flash Graphic with general text highlighting your new Mass Notification system
- Press Release with your logo to announce your system's launch





Master Service Agreement and Statement of Work Addendum

THIS Master Services Agreement and Statement of Work Addendum (“Addendum”) hereby sets forth the (i) additional terms and conditions applicable to the Master Services Agreement, found at: <https://www.civicplus.help/hc/en-us/p/legal-stuff>, and/or Statement of Work (“Agreements”) and/or (ii) amendments to specific provisions of the terms and conditions which exist in the Agreements (collectively, the “Special Terms”), as described below, as agreed upon by CivicPlus and Granite Falls, WA. The Special Terms shall be deemed to amend, modify, supplement, replace and/or supersede (as applicable) any inconsistent provisions of the Agreements, to the extent of the inconsistency.

ALL TERMS AND CONDITIONS OF THE AGREEMENTS NOT EXPRESSLEY MODIFIED HEREIN SHALL REMAIN IN FULL FORCE AND EFFECT.

Capitalized terms used and not defined herein shall have the meanings assigned to them in the Agreements (to which this Addendum is attached and incorporated).

1. ADDITIONAL TERMS

49. The Parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the Customer, the Customer may provide CivicPlus with a copy of the Records Request and CivicPlus shall provide copies of any Customer records in CivicPlus’ possession, necessary to fulfill that Public Records Request. If the Public Records Request is large CivicPlus will provide the Customer with an estimate of reasonable time needed to fulfill the records request. CivicPlus shall levy no charge against Customer for its time and services required for search, recovery, and response to a Public Records Request. When the Customer provides CivicPlus with notice of a public records request CivicPlus agrees to save, hold harmless, indemnify and defend the Customer its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from CivicPlus’ violation of the Public Records Act RCW 42.56, or CivicPlus’ failure to preserve, timely respond or produce public records as required under the Public Records Act. The provisions of this section shall survive the expiration or termination of this agreement.

2. AMENDMENTS

The terms and conditions of the Agreement are hereby amended as follows:

Document and Section	Amended Language
MSA § 15	CivicPlus will defend at its expense or settle any third-party claim against Customer alleging that the Services provided under this Agreement infringe intellectual property rights. CivicPlus will pay infringement claim defense costs, CivicPlus–negotiated settlement amounts, and damages finally awarded by a court. CivicPlus has no obligation for any claim of infringement arising from Customer’s use of the Services for purposes not contemplated by this Agreement. CivicPlus’s indemnification obligations under this Section 15 are conditioned upon the Customer: a. promptly notifying CivicPlus of any claim in writing; b. cooperating with CivicPlus in the defense of the claim; and c. granting CivicPlus sole control of the defense or settlement of the claim. The indemnification obligations of CivicPlus herein shall not apply to any claims of intellectual property infringement related to Customer Content. Furthermore, CivicPlus shall defend, indemnify and hold the Customer, its officers, officials, employees and volunteers harmless from any and all third party claims, injuries, damages, losses or suits including reasonable attorney fees, directly arising out of the sole negligence, malicious acts, errors or omissions of the CivicPlus in its performance of this Agreement, except to the extent such injuries and damages are caused by the negligence of the Customer. Should a court of competent jurisdiction determine that this Agreement is subject to RCW



	4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of CivicPlus and the Customer, its officers, officials, employees, and volunteers, CivicPlus' liability, including the duty and cost to defend, hereunder shall be only to the extent of CivicPlus' negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes CivicPlus' waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.
MSA § 32	Each Parties' liability arising out of or related to this Agreement, or any associated SOW, will not exceed two (2) times the amounts paid by Customer for the Annual Recurring Services in the year prior to such claim of liability, provided that this limitation will not apply to Customer's outstanding payment obligations under this Agreement. Notwithstanding the foregoing, each Party's total liability for (a) a breach of its confidentiality obligations, (b) a data breach or security incident caused by such Party, or (c) such Party's willful misconduct, will not exceed the maximum amount of coverage available under such Party's applicable insurance policies for the claim at issue at the time the claim arises.
MSA § 48	This Section intentionally omitted.

Acceptance

IN WITNESS WHEREOF, the Parties have caused this Addendum to be executed by their duly authorized representatives as of the dates below.

Customer

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:



CITY COUNCIL AGENDA BILL

Subject: 7.d.

Originating Dept.: Public Works

Action Recommended: Staff recommends approving agreement WQC-2026-GraFal-00200, an agreement between the City of Granite Falls and the State of Washington Department of Ecology for financial assistance related to the Low Impact Development Retrofit project at Kentucky and Indiana Avenue, and authorize the City Manager to sign.

Approval(s): City Manager
Attorney

Meeting Date: January 7, 2026

Date Submitted:

Exhibit(s):

1. WQC-2026-GraFal-00200_AgreementforSignature

Budgeted Amount: \$1,940,500

BARS Code: 406Cif/Storm Drainage
594 31 63 09

Summary Statement:

As a continuation of the Low Impact Development (LID) retrofit project for the 100–200 blocks of South Indiana Avenue and the 200 block of South Kentucky Avenue, and following review and comments from staff and the City’s engineering consultant, the Washington State Department of Ecology has finalized the financial assistance agreement for the project (Agreement No. WQC-2026-GraFal-00200).

The agreement outlines requirements that must be satisfied prior to funding and throughout project implementation. City staff have completed and submitted many of these requirements, including the cultural review form, inadvertent discovery plan, and project area map. Once executed, grant funding will be retroactive to July 1, 2025, and will expire on January 31, 2028.

The agreement identifies six project tasks eligible for funding: grant and loan

administration; cultural and environmental review; design and specifications; construction management; project construction; and project closeout. Each task includes specific deliverables and reporting requirements. Throughout the project, payment requests and progress reports will be submitted quarterly through the Department of Ecology's Administration of Grants and Loans (EAGL) system, consistent with reporting requirements for the wastewater treatment plant upgrade project and the capacity grant.

The total project cost, excluding the locally funded water line replacement, is \$1,940,500. Grant funding will cover 85 percent of eligible costs, totaling \$1,649,425, with a required local match of 15 percent, or \$291,075.

Background:

In 2014, design was completed for a Low Impact Development (LID) project encompassing the 100–200 blocks of Wabash Avenue, Kentucky Avenue, Indiana Avenue, and portions of Union Street. Through a similar grant from the Washington State Department of Ecology (Ecology), construction was completed on Wabash Avenue, Union Street, and a portion of Kentucky Avenue.

In 2024, the City applied for and was awarded grant funding through the Model Toxics Control Capital Account, administered by Ecology, to improve stormwater quality through retrofit projects. Following the notice of award, Gray & Osborne revisited and updated the original plan set in preparation for bidding. Construction bidding is scheduled for February 2026.

Recommended Motion:

1) Motion to approve agreement WQC-2026-GraFal-00200, an agreement between the City of Granite Falls and the State of Washington Department of Ecology for financial assistance related to the Low Impact Development Retrofit project at Kentucky and Indiana Avenue, and authorize the City Manager to sign.



Agreement No. WQC-2026-GraFal-00200

WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT

BETWEEN

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

GRANITE FALLS CITY OF

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as “ECOLOGY,” and Granite Falls city of, hereinafter referred to as the “RECIPIENT,” to carry out with the provided funds activities described herein.

GENERAL INFORMATION

Project Title:	Low Impact Development (LID) Retrofit at Kentucky Ave and Indiana Ave
Total Cost:	\$1,940,500.00
Total Eligible Cost:	\$1,940,500.00
Ecology Share:	\$1,649,425.00
Recipient Share:	\$291,075.00
The Effective Date of this Agreement is:	07/01/2025
The Expiration Date of this Agreement is no later than:	01/31/2028
Project Type:	Stormwater Facility

Project Short Description:

This project will improve water quality in Lake Gardner through the installation of permeable interlocking pavers and pervious concrete sidewalks at Kentucky Ave. (between Galena and Union St.) and Indiana Ave. (between Union and Stanley St.) in the City of Granite Falls. This project will provide treatment for total suspended solids (TSS), dissolved copper, and dissolved zinc, and reduce total phosphorus. These facilities also provide flow control by allowing stormwater to infiltrate.

Project Long Description:

This project will improve water quality in Lake Gardner through the installation of permeable interlocking pavers and pervious concrete sidewalks at Kentucky Ave. (between Galena and Union St.) and Indiana Ave. (between Union and Stanley St.) in the City of Granite Falls. Under Ecology grant G1400269, the RECIPIENT designed the Granite Falls LID (low impact development) Retrofit Project, and under Ecology grant WQC-2016-GraFal-00042, the RECIPIENT installed pervious pavers, permeable asphalt, and porous concrete

Agreement No: WQC-2026-GraFal-00200

Project Title: Low Impact Development (LID) Retrofit at Kentucky Ave and Indiana Ave

Recipient Name: Granite Falls city of

sidewalks adjacent to this project site at Wabash Avenue (between Stanley Street and Union Street) and Pioneer Street (between Kentucky Avenue to Granite Avenue). This project will retrofit the two remaining streets that are part of the Granite Falls LID Retrofit Project original design.

The land use for this area includes residential and commercial properties. Stormwater runoff from these streets and parking areas add up to a contributing area of 0.54 acres. Runoff is currently directed to the local storm drainage system and has no treatment. Much of the stormwater conveyance system was previously a combined storm and sanitary system. The untreated stormwater is conveyed through the storm system to Lake Gardner and eventually to the Pilchuck and Snohomish River systems. The Snohomish River and its tributaries are considered impaired waterbodies and have a TMDL (total maximum daily load) for fecal coliform. The relevant stretch of the Pilchuck River, directly downstream from Lake Gardner, is impaired for aquatic life due to dissolved oxygen and temperature.

The project site currently contains a total of 11,761 square feet of packed gravel for parking areas and broken concrete sidewalks. The RECIPIENT will replace the existing concrete sidewalks with porous concrete and replace the parking areas with permeable interlocking pavers per BMP T5.15 (Stormwater Management Manual for Western Washington, 2019), as well as a 6-inch layer of sand beneath the pollution generating surfaces (parking areas) which will meet the specification in BMP T8.10. These facilities will treat for total suspended solids (TSS), dissolved copper, and dissolved zinc, and reduce total phosphorus. They will also provide flow control by allowing stormwater to infiltrate, which will reduce surface water runoff and recharge groundwater.

These LID facilities will provide aesthetic enhancements and serve as an example for future development within the region. Post construction and outside of this agreement, the RECIPIENT will compare the functionality, durability, and maintenance of pavers with other LID options installed in the city (such as permeable asphalt). The observations will help guide decisions by the RECIPIENT and the development community regarding future LID designs.

Overall Goal:

This project will help protect and restore water quality in Washington State by reducing stormwater impacts from existing infrastructure and development.

Agreement No: WQC-2026-GraFal-00200

Project Title: Low Impact Development (LID) Retrofit at Kentucky Ave and Indiana Ave

Recipient Name: Granite Falls city of

RECIPIENT INFORMATION

Organization Name: Granite Falls city of

Federal Tax ID: 91-6001439

UEI Number: X2C5N6V577E3

Mailing Address: PO Box 1440
Granite Falls, WA 98252Physical Address: 215 S. Granite Ave
Granite Falls, Washington 98252

Organization Email: brent.kirk@ci.granite-falls.wa.us

Contacts

Project Manager	Jeffrey Balentine City Manager PO Box 1440 Granite Falls, Washington 98252 Email: jeff.balentine@ci.granite-falls.wa.us Phone: (360) 691-6441
Billing Contact	Jeffrey Balentine City Manager PO Box 1440 Granite Falls, Washington 98252 Email: jeff.balentine@ci.granite-falls.wa.us Phone: (360) 691-6441
Authorized Signatory	Brent Kirk Deputy City Manager PO Box 1440 Granite Falls, Washington 98252 Email: brent.kirk@ci.granite-falls.wa.us Phone: (360) 691-6441

ECOLOGY INFORMATION

Mailing Address: Department of Ecology
Water Quality
PO BOX 47600
Olympia, WA 98504-7600

Physical Address: Water Quality
300 Desmond Drive SE
Lacey, WA 98503

Contacts

Project Manager	Tessa Belo 913 Squalicum Way Suite 101 Bellingham, Washington 98225 Email: TEBE461@ecy.wa.gov Phone: (360) 927-4791
Financial Manager	Stephanie Herbst Project and Financial Manager PO Box 47600 Olympia, Washington 98504-7600 Email: sher461@ecy.wa.gov Phone: (360) 628-1911

AUTHORIZING SIGNATURES

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in this Agreement.

RECIPIENT acknowledges that they had the opportunity to review the entire Agreement, including all the terms and conditions of this Agreement, Scope of Work, attachments, and incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this Agreement. Furthermore, the RECIPIENT has read, understood, and accepts all requirements contained within this Agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

No subsequent modifications or amendments to this agreement will be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and ECOLOGY and made a part of this agreement. ECOLOGY and RECIPIENT may change their respective staff contacts without the concurrence of either party.

This Agreement shall be subject to the written approval of Ecology’s authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement and bind their respective organizations to this Agreement.

IN WITNESS WHEREOF: the parties hereto, having read this Agreement in its entirety, including all attachments, do agree in each and every particular and have thus set their hands hereunto.

Washington State
Department of Ecology

Granite Falls city of

By: _____

By: _____

Jon Kenning, PhD
Water Quality
Program Manager
Date

Brent Kirk
Deputy City Manager
Date

Template Approved to Form by
Attorney General's Office

Jeffrey Balentine

City Manager

Date

Agreement No: WQC-2026-GraFal-00200

Project Title: Low Impact Development (LID) Retrofit at Kentucky Ave and Indiana Ave

Recipient Name: Granite Falls city of

SCOPE OF WORK

Task Number: 1

Task Cost: \$500.00

Task Title: Grant and Loan Administration

Task Description:

A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include but are not limited to: Maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and the EAGL (Ecology Administration of Grants and Loans) recipient closeout report (including photos, if applicable). If the RECIPIENT elects to use a contractor to complete project elements, the RECIPIENT shall retain responsibility for the oversight and management of this funding agreement.

B. The RECIPIENT shall keep documentation that demonstrates the project is in compliance with applicable procurement, contracting, and interlocal agreement requirements; permitting requirements, including application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items. This documentation shall be available upon request.

C. The RECIPIENT shall maintain effective communication with ECOLOGY and maintain up-to-date staff contact information in the EAGL system. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement:

Properly managed and fully documented project that meets ECOLOGY's grant or loan administrative requirements.

Task Expected Outcome:

* Timely and complete submittal of requests for reimbursement, quarterly progress reports, and Recipient Closeout Report.

* Properly maintained project documentation.

Grant and Loan Administration**Deliverables**

Number	Description	Due Date
1.1	Progress Reports that include descriptions of work accomplished, project challenges or changes in the project schedule. Submitted at least quarterly.	
1.2	Recipient Closeout Report (EAGL Form)	

Agreement No: WQC-2026-GraFal-00200

Project Title: Low Impact Development (LID) Retrofit at Kentucky Ave and Indiana Ave

Recipient Name: Granite Falls city of

SCOPE OF WORK

Task Number: 2

Task Cost: \$3,500.00

Task Title: Cultural and Environmental Review, and Permitting

Task Description:

The RECIPIENT must ensure the following items are completed and provide the associated deliverables to ECOLOGY. The RECIPIENT must approve all materials prior to submitting them to ECOLOGY for acceptance.

A. The RECIPIENT will submit the documents listed below to initiate ECOLOGY's cultural resources review. Property acquisition and above and below ground activities proposed at any project site must be reviewed by ECOLOGY for potential effects to cultural resources.

The RECIPIENT must receive written notice from ECOLOGY prior to proceeding with work. Examples of work may include (but are not limited to) geotechnical work, acquisition, site prep work, and best management practices (BMP) installations. Work done prior to written notice to proceed shall not be eligible for reimbursement.

To initiate cultural resources review:

1. The RECIPIENT will submit the Cultural Resources Review Form to ECOLOGY, using the template on ECOLOGY's website. Any supporting materials must conform to the Department of Archeology and Historic Preservation's (DAHP) Washington State Standards for Cultural Resource Reporting.

2. The RECIPIENT will submit an Inadvertent Discovery Plan (IDP) to ECOLOGY, using the template on ECOLOGY's website. The RECIPIENT will ensure that all contractors and subcontractors have a copy of the completed IDP prior to and while working on-site.

B. The RECIPIENT will submit the State Environmental Policy Act (SEPA) checklist for ECOLOGY Project Manager review and notify the ECOLOGY Project Manager when the official comment period begins. The RECIPIENT will also upload the final SEPA determination.

C. The RECIPIENT is responsible for application of, receipt of, and compliance with all required local, state, Tribal, and federal permits, licenses, easements, or property rights necessary for the project.

Task Goal Statement:

The RECIPIENT will complete all cultural and environmental reviews and permitting tasks in a timely manner.

Task Expected Outcome:

The project will meet the requirements set forth by the cultural resource protection requirements, State Environmental Policy Act, and all other applicable federal, state, and local laws, and regulations.

Agreement No: WQC-2026-GraFal-00200

Project Title: Low Impact Development (LID) Retrofit at Kentucky Ave and Indiana Ave

Recipient Name: Granite Falls city of

Cultural and Environmental Review, and Permitting**Deliverables**

Number	Description	Due Date
2.1	ECOLOGY Cultural Resources Review Form. Email the form and any supplemental cultural resources documentation directly to the ECOLOGY Project Manager. DO NOT upload the Cultural Resources Review Form or documentation to EAGL.	
2.2	ECOLOGY Inadvertent Discovery Plan (IDP). Email the IDP directly to the ECOLOGY Project Manager for review. Upload to EAGL once review is complete.	
2.3	SEPA Checklist, or other documentation for projects considered exempt from SEPA review. Upload to EAGL and notify ECOLOGY when the official comment period begins.	
2.4	Final SEPA Determination. Upload to EAGL and notify ECOLOGY.	

Agreement No: WQC-2026-GraFal-00200

Project Title: Low Impact Development (LID) Retrofit at Kentucky Ave and Indiana Ave

Recipient Name: Granite Falls city of

SCOPE OF WORK

Task Number: 3

Task Cost: \$37,500.00

Task Title: Design Plans and Specifications

Task Description:

The RECIPIENT must ensure the following items are completed and provide the associated deliverables to ECOLOGY. The RECIPIENT must approve all materials prior to submitting them to ECOLOGY for acceptance.

The RECIPIENT will develop a project design. The design submittals must conform to the Stormwater Deliverables Guidance document. Projects must be designed in accordance with the Stormwater Management Manual for Eastern Washington, Stormwater Management Manual for Western Washington, or equivalent manual. Refer to the ECOLOGY website for specific guidance. Project must be reviewed and accepted in writing by ECOLOGY to be eligible for reimbursement.

The RECIPIENT will upload the design submittals listed below to EAGL for ECOLOGY review. Reduce design figures to 11x17 inches in size and ensure they are legible.

A. The RECIPIENT will upload the ECOLOGY-accepted Design Report, responses to ECOLOGY's Design Report comments, and the ECOLOGY Design Report Acceptance Letter.

B. The RECIPIENT will upload the ECOLOGY-accepted 90 Percent Design Package, responses to ECOLOGY's 90 Percent Design Package, and the ECOLOGY 90 Percent Design Package Acceptance Letter.

C. The RECIPIENT will upload the preliminary GIS polygon data for BMP footprint(s) and contributing area(s). Acceptable formats include shapefiles, file geodatabase feature classes, shared feature service URLs, or ECOLOGY-accepted equivalent. Refer to the Stormwater Deliverable Guidance for more information.

D. The RECIPIENT will submit a Final Bid Package to ECOLOGY for review and acceptance prior to advertising the project. The Final Bid Package includes project plans, specifications, an engineer's opinion of cost with eligible and ineligible costs broken out, and a project construction schedule. Allow 15 calendar days for ECOLOGY review.

The RECIPIENT agrees to respond to ECOLOGY comments. The RECIPIENT must receive an ECOLOGY Final Bid Package Acceptance Letter prior to advertising the project.

Task Goal Statement:

The RECIPIENT will complete all design tasks and respond to ECOLOGY comments in a timely manner.

Task Expected Outcome:

The project will meet the requirements set forth by ECOLOGY water quality facility design standards and all other applicable federal, state, and local laws, and regulations.

Agreement No: WQC-2026-GraFal-00200

Project Title: Low Impact Development (LID) Retrofit at Kentucky Ave and Indiana Ave

Recipient Name: Granite Falls city of

Design Plans and Specifications**Deliverables**

Number	Description	Due Date
3.1	Signed and dated consultant contract, if procuring services for design. The contract must include ECOLOGY's standard contract clauses insert. Upload to EAGL and notify ECOLOGY.	
3.2	ECOLOGY Design Report. Upload to EAGL and notify ECOLOGY.	
3.3	Responses to ECOLOGY Design Report comments. Upload to EAGL and notify ECOLOGY.	
3.4	ECOLOGY Design Report Acceptance Letter. Upload to EAGL and notify ECOLOGY.	
3.5	90 Percent Design Package. Upload to EAGL and notify ECOLOGY.	
3.6	Responses to ECOLOGY 90 Percent Design Package comments. Upload to EAGL and notify ECOLOGY.	
3.7	ECOLOGY 90 Percent Design Acceptance Letter. Upload to EAGL and notify ECOLOGY.	
3.8	BMP footprint(s) and contributing area(s) preliminary GIS polygon data. Upload to EAGL and notify ECOLOGY.	
3.9	Final Bid Package. Upload to EAGL and notify ECOLOGY.	
3.10	Responses to ECOLOGY Final Bid Package comments. Upload to EAGL and notify ECOLOGY.	
3.11	ECOLOGY Final Bid Package Acceptance Letter. Upload to EAGL and notify ECOLOGY.	

3.12	Bid Documents (e.g. bid announcement, bid tabulations, and bid award). Upload to EAGL and notify ECOLOGY.	
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Agreement No: WQC-2026-GraFal-00200

Project Title: Low Impact Development (LID) Retrofit at Kentucky Ave and Indiana Ave

Recipient Name: Granite Falls city of

SCOPE OF WORK

Task Number: 4

Task Cost: \$148,000.00

Task Title: Construction Management

Task Description:

The RECIPIENT must ensure the following items are completed and provide the associated deliverables to ECOLOGY. The RECIPIENT must approve all materials prior to submitting them to ECOLOGY for acceptance.

- A. The RECIPIENT will provide construction oversight and management of the project.
- B. The RECIPIENT will submit a detailed Construction Quality Assurance Plan (CQAP) to ECOLOGY for review and acceptance before the start of construction. This plan must describe how the RECIPIENT will perform adequate and competent construction oversight. Guidance for CQAP development is in the Stormwater Deliverables Guidance document available on the ECOLOGY website. Allow 15 calendar days for ECOLOGY review.
- C. The RECIPIENT will conduct a pre-construction conference meeting and invite ECOLOGY to attend.
- D. The RECIPIENT will submit a project schedule prior to the start of construction and whenever major changes occur.
- E. Prior to execution, the RECIPIENT will submit to ECOLOGY any eligible change orders that deviate from ECOLOGY-accepted plans and specifications. ECOLOGY must review and accept all change orders that affect grant eligible activities prior to implementation. Allow 10 calendar days for ECOLOGY review.

Task Goal Statement:

The RECIPIENT will oversee and manage construction, communicate with ECOLOGY in a timely fashion, and provide ECOLOGY with all requested project documentation.

Task Expected Outcome:

The project will be constructed on schedule and in accordance with accepted plans.

Agreement No: WQC-2026-GraFal-00200

Project Title: Low Impact Development (LID) Retrofit at Kentucky Ave and Indiana Ave

Recipient Name: Granite Falls city of

Construction Management**Deliverables**

Number	Description	Due Date
4.1	Construction Quality Assurance Plan. Upload to EAGL and notify ECOLOGY. Upload ECOLOGY acceptance documentation.	
4.2	Pre-Construction Conference Meeting Minutes. Upload to EAGL and notify ECOLOGY.	
4.3	Project Schedule. Submit prior to construction and when changes occur. Upload to EAGL and notify ECOLOGY.	
4.4	Change Order(s). Upload to EAGL and notify ECOLOGY. Upload ECOLOGY acceptance documentation.	

Agreement No: WQC-2026-GraFal-00200

Project Title: Low Impact Development (LID) Retrofit at Kentucky Ave and Indiana Ave

Recipient Name: Granite Falls city of

SCOPE OF WORK

Task Number: 5

Task Cost: \$1,750,000.00

Task Title: Construction

Task Description:

The RECIPIENT must ensure the following items are completed and provide the associated deliverables to ECOLOGY. The RECIPIENT must approve all materials prior to submitting them to ECOLOGY for acceptance.

A. The RECIPIENT will complete construction of the project in accordance with ECOLOGY-accepted plans and specifications. The project will install permeable interlocking pavers and pervious concrete sidewalks to mitigate runoff from approximately 0.54 acres of pollution-generating impervious surfaces.

B. The RECIPIENT will submit a Stormwater Construction Completion Form signed by a professional engineer indicating that the project was completed in accordance with the plans and specifications and major change orders approved by ECOLOGY and shown on the Record Drawings. The Stormwater Construction Completion Form can be found on the ECOLOGY website.

Task Goal Statement:

Construction of the project in accordance with ECOLOGY-accepted plans and specifications.

Task Expected Outcome:

The constructed project will provide water quality benefits including reductions in Total Suspended Solids (TSS), dissolved copper dissolved zinc, and total phosphorus.

Construction**Deliverables**

Number	Description	Due Date
5.1	Signed and dated construction contract. Upload to EAGL and notify ECOLOGY.	
5.2	Stormwater Construction Completion Form. Upload to EAGL and notify ECOLOGY.	

Agreement No: WQC-2026-GraFal-00200

Project Title: Low Impact Development (LID) Retrofit at Kentucky Ave and Indiana Ave

Recipient Name: Granite Falls city of

SCOPE OF WORK

Task Number: 6

Task Cost: \$1,000.00

Task Title: Project Close Out

Task Description:

The RECIPIENT must ensure the following items are completed and provide the associated deliverables to ECOLOGY. The RECIPIENT must approve all materials prior to submitting them to ECOLOGY for acceptance.

A. The RECIPIENT will operate and maintain the constructed facility for the design life of the facility. The RECIPIENT will develop and submit an Operations and Maintenance (O&M) plan for all facilities constructed with ECOLOGY funding to ECOLOGY for review. The O&M plan must address long-term activities to assure ongoing pollutant removal and flow-control capability of the project in accordance with the design manual. O&M plan development guidance is in the Stormwater Deliverables Guidance document available on the ECOLOGY website. Allow 15 calendar days for ECOLOGY review.

B. The RECIPIENT will submit GIS polygon data that is consistent with the final project for the contributing area(s) and BMP footprint(s). Acceptable formats include shapefiles, file geodatabase feature classes, public-facing feature service URLs, or ECOLOGY-accepted equivalent. Refer to the Stormwater Deliverables Guidance document for more information.

C. The RECIPIENT will submit the Recipient Close Out Report (RCOR) in EAGL in accordance with Task 1.

D. The RECIPIENT will submit an Outcomes Summary using the ECOLOGY template.

E. The RECIPIENT will calculate and submit a final equivalent new/re-development area for the completed retrofit project(s) using the methods outlined in the Stormwater Deliverables Guidance document. Include a table showing the final equivalent new/re-development area compared to the area provided in the ECOLOGY-accepted Design Report. If unchanged, provide written documentation.

Task Goal Statement:

The RECIPIENT will complete all close out submittals in a timely manner.

Task Expected Outcome:

* Timely and complete submittal of O&M plan, equivalent area calculation, GIS, Recipient Closeout Report, and Outcomes Summary.

* Proper maintenance of the constructed facility to maintain water quality benefits.

Agreement No: WQC-2026-GraFal-00200

Project Title: Low Impact Development (LID) Retrofit at Kentucky Ave and Indiana Ave

Recipient Name: Granite Falls city of

Project Close Out**Deliverables**

Number	Description	Due Date
6.1	Facility Operation and Maintenance Plan. Upload to EAGL and notify ECOLOGY. Upload ECOLOGY acceptance documentation.	
6.2	BMP footprint(s) and contributing area(s) final GIS polygon data. Upload to EAGL and notify ECOLOGY. Upload ECOLOGY acceptance documentation.	
6.3	Outcomes Summary. Upload to EAGL and notify ECOLOGY.	
6.4	Final, as constructed, equivalent new/redevelopment area determination. If unchanged, provide written documentation. Upload to EAGL and notify ECOLOGY.	

Agreement No: WQC-2026-GraFal-00200

Project Title: Low Impact Development (LID) Retrofit at Kentucky Ave and Indiana Ave

Recipient Name: Granite Falls city of

BUDGET**Funding Distribution EG260462**

NOTE: *The above funding distribution number is used to identify this specific agreement and budget on payment remittances and may be referenced on other communications from ECOLOGY. Your agreement may have multiple funding distribution numbers to identify each budget.*

Funding Title: SFAP

Funding Type: Grant

Funding Effective Date: 07/01/2025

Funding Expiration Date: 01/31/2028

Funding Source:

Title: SFAP - SFY26

Fund: FD

Type: State

Funding Source %: 100%

Description: Model Toxics Control Capital Account(MTCCA) Stormwater

Approved Indirect Costs Rate: Approved State Indirect Rate: 30%

Recipient Match %: 15%

InKind Interlocal Allowed: No

InKind Other Allowed: No

Is this Funding Distribution used to match a federal grant? No

SFAP	Task Total
Grant and Loan Administration	\$ 500.00
Cultural and Environmental Review, and Permitting	\$ 3,500.00
Design Plans and Specifications	\$ 37,500.00
Construction Management	\$ 148,000.00
Construction	\$ 1,750,000.00
Project Close Out	\$ 1,000.00

Total: \$ 1,940,500.00

Funding Distribution Summary

Recipient / Ecology Share

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
SFAP	15.00 %	\$ 291,075.00	\$ 1,649,425.00	\$ 1,940,500.00
Total		\$ 291,075.00	\$ 1,649,425.00	\$ 1,940,500.00

AGREEMENT SPECIFIC TERMS AND CONDITIONS

N/A

SPECIAL TERMS AND CONDITIONS

WQC-2024—Water Quality Program Special Terms and Conditions (Update June 2023)

SECTION 1: DEFINITIONS

Unless otherwise provided, the following terms will have the respective meanings for all purposes of this agreement:

“Administration Charge” means a charge established in accordance with Chapter 90.50A RCW and Chapter 173-98 WAC, to be used to pay Ecology’s cost to administer the State Revolving Fund by placing a percentage of the interest earned in an Administrative Charge Account.

“Administrative Requirements” means the effective edition of ECOLOGY's Administrative Requirements for Recipients of Ecology Grants and Loans at the signing of this agreement.

“Annual Debt Service” for any calendar year means for any applicable bonds or loans including the loan, all interest plus all principal due on such bonds or loans in such year.

“Average Annual Debt Service” means, at the time of calculation, the sum of the Annual Debt Service for the remaining years of the loan to the last scheduled maturity of the loan divided by the number of those years.

“Accrued Interest” means the interest incurred as loan funds are disbursed.

“Acquisition” means the purchase or receipt of a donation of fee or less than fee interests in real property. These interests include, but are not limited to, conservation easements, access/trail easements, covenants, water rights, leases, and mineral rights.

“Build American Buy American (BABA)” means a portion of the Infrastructure Investment and Jobs Act and establishes a domestic content procurement preference for all Federal financial assistance obligated for infrastructure projects after May 14, 2022.

“Bipartisan Infrastructure Law (BIL)” means funding to improve drinking water, wastewater and stormwater infrastructure.

“Centennial Clean Water Program” means the state program funded from various state sources.

“Contract Documents” means the contract between the RECIPIENT and the construction contractor for construction of the project.

“Construction Materials” means an article, material, or supply (other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; aggregate binding agents or additives; or non-permanent products) that is or consists primarily of, non-ferrous metals, plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber

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optic cables), (including optic glass), lumber, and drywall.

“Cost Effective Analysis” means a comparison of the relative cost-efficiencies of two or more potential ways of solving a water quality problem as described in Chapter 173-98-730 WAC.

“Davis Bacon Prevailing Wage Act” means the federal law mandating on-site workers on public works projects be paid certain wages, benefits, and overtime (also known as “prevailing wage” on all government-funded construction, alteration, and repair projects.

“Defease” or “Defeasance” means the setting aside in escrow or other special fund or account of sufficient investments and money dedicated to pay all principal of and interest on all or a portion of an obligation as it comes due.

“Effective Date” means the earliest date on which eligible costs may be incurred.

“Effective Interest Rate” means the total interest rate established by Ecology that includes the Administrative Charge.

“Estimated Loan Amount” means the initial amount of funds loaned to the RECIPIENT.

“Estimated Loan Repayment Schedule” means the schedule of loan repayments over the term of the loan based on the Estimated Loan Amount and the estimated schedule for completion of the project.

“Equivalency” means the amount of State Revolving Fund (SRF) funding each funding cycle equivalent to the EPA grant to Ecology.

“Equivalency Project” means State Revolving Fund (SRF) funded project(s) designated by ECOLOGY to receive federal funding and meet additional federal requirements.

“Expiration Date” means the latest date on which eligible costs may be incurred.

“Final Accrued Interest” means the interest accrued beginning with the first disbursement of funds to the RECIPIENT through such time as the loan is officially closed out and a final loan repayment schedule is issued.

“Final Loan Amount” means all principal of and accrued interest on the loan from the Project Start Date through the Project Completion Date.

“Final Loan Repayment Schedule” means the schedule of loan repayments over the term of the loan based on the Final Loan Amount and the initiation of operation or completion date, whichever comes first.

“Forgivable Principal” means the portion of a loan that is not required to be paid back by the borrower.

“General Obligation Debt” means an obligation of the RECIPIENT secured by annual ad valorem taxes levied by the RECIPIENT and by the full faith, credit, and resources of the RECIPIENT.

“General Obligation Payable from Special Assessments Debt” means an obligation of the RECIPIENT secured by a valid general obligation of the Recipient payable from special assessments to be imposed within the constitutional and statutory tax limitations provided by law without a vote of the electors of the RECIPIENT on all the taxable property within the boundaries of the RECIPIENT.

“Gross Revenue” means all of the earnings and revenues received by the RECIPIENT from the maintenance and operation of the Utility and all earnings from the investment of money on deposit in the Loan Fund, except (i) Utility Local Improvement Districts (ULID) Assessments, (ii) government grants, (iii) RECIPIENT taxes, (iv) principal proceeds of bonds and other obligations, or (v) earnings or proceeds (A) from any investments in a trust, Defeasance, or escrow fund created to Defease or refund Utility obligations or (B) in an obligation redemption fund or account other than the Loan Fund until commingled with other earnings and revenues of the Utility or (C) held in a special account for the purpose of paying a rebate to the United States Government under the Internal Revenue Code.

“Guidelines” means the ECOLOGY's Funding Guidelines that correlate to the State Fiscal Year in which the project is funded.

“Initiation of Operation Date” means the actual date the facility financed with proceeds of the loan begins to operate for its intended purpose. (For loans only)

“Iron and Steel Products” means products made primarily of iron or steel including but may not be limited to: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials.

“Loan” means the Washington State Water Pollution Control Revolving Fund Loan or Centennial Clean Water Fund

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(Centennial) Loan made pursuant to this loan agreement.

“Loan Amount” means either an Estimated Loan Amount or a Final Loan Amount, as applicable.

“Loan Fund” means the special fund created by the RECIPIENT for the repayment of the principal of and interest on the loan.

“Loan Security” means the mechanism by which the RECIPIENT pledges to repay the loan.

“Loan Term” means the repayment period of the loan.

“Maintenance and Operation Expense” means all reasonable expenses incurred by the RECIPIENT in causing the Utility to be operated and maintained in good repair, working order, and condition including payments to other parties, but will not include any depreciation or RECIPIENT levied taxes or payments to the RECIPIENT in lieu of taxes.

“Manufactured Products” means, items and construction materials composed in whole or in part of non-ferrous metals such as aluminum plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

“Produced in the United States” means for iron and steel products, that all manufacturing processes, from the initial melting state through the application of coatings, occurred in the United States.

“Net Revenue” means the Gross Revenue less the Maintenance and Operation Expense.

“Original Engineer’s Estimate” means the engineer’s estimate of construction costs included with bid documents.

“Prevailing Wage” means hourly wage, usual benefits, and overtime paid in the largest city in each county, to the majority of workers, laborers, and mechanics performing the same work. The rate is established separately for each county.

“Principal and Interest Account” means, for a loan that constitutes Revenue-Secured Debt, the account created in the loan fund to be first used to repay the principal of and interest on the loan.

“Project” means the project described in this agreement.

“Project Completion Date” means the date specified in the agreement on which the Scope of Work will be fully completed and is the last day eligible costs can be incurred. This term is only used in loan agreements.

“Project Schedule” means that schedule for the project specified in the agreement.

“Revenue-Secured Debt” means an obligation of the RECIPIENT secured by a pledge of the revenue of a utility and one not a general obligation of the RECIPIENT.

“Reserve Account” means, for a loan that constitutes a Revenue Secured Debt and if specifically identified as a term and condition of the funding agreement, the account of that name created in the loan fund to secure the payment of the principal of and interest on the loan.

“Risk-Based Determination” means an approach to sub-recipient monitoring and oversight based on risk factors associated to a RECIPIENT or project.

“Scope of Work” means the tasks and activities constituting the project.

“Section 319” means the section of the Clean Water Act that provides funding to address nonpoint sources of water pollution.

“Senior Lien Obligations” means all revenue bonds and other obligations of the RECIPIENT outstanding on the date of execution of this loan agreement (or subsequently issued on a parity therewith, including refunding obligations) or issued after the date of execution of this loan agreement having a claim or lien on the Gross Revenue of the Utility prior and superior to the claim or lien of the loan, subject only to Maintenance and Operation Expense.

“State Water Pollution Control Revolving Fund (Revolving Fund)” means the water pollution control revolving fund established by Chapter 90.50A.020 RCW.

“Termination Date” means the effective date of ECOLOGY’s termination of the agreement.

“Termination Payment Date” means the date on which the RECIPIENT is required to repay to ECOLOGY any outstanding balance of the loan and all accrued interest.

“Total Eligible Project Cost” means the sum of all costs associated with a water quality project that have been

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determined to be eligible for ECOLOGY grant or loan funding, including any required recipient match.

“Total Project Cost” means the sum of all costs associated with a water quality project, including costs that are not eligible for ECOLOGY grant or loan funding.

“Unique Entity Identity Identifier (UEI)” means a 12-character alphanumeric ID assigned by SAM.gov. to an entity doing business with or receiving funds from the federal government. This number replaces the DUNS number.

“ULID” means any utility local improvement district of the RECIPIENT created for the acquisition or construction of additions to and extensions and betterments of the Utility.

“ULID Assessments” means all assessments levied and collected in any ULID. Such assessments are pledged to be paid into the Loan Fund (less any prepaid assessments permitted by law to be paid into a construction fund or account). ULID Assessments will include principal installments and any interest or penalties which may be due.

“Utility” means the sewer system, stormwater system, or the combined water and sewer system of the RECIPIENT, the Net Revenue of which is pledged to pay and secure the loan.

SECTION 2: CONDITIONS APPLY TO ALL RECIPIENTS OF WATER QUALITY COMBINED FINANCIAL ASSISTANCE FUNDING.

The Water Quality Financial Assistance Funding Guidelines are included in this agreement by reference and are available on ECOLOGY’s Water Quality Program website.

A. Accounting Standards: The RECIPIENT shall maintain accurate records and accounts for the project (PROJECT Records) in accordance with Generally Accepted Accounting Principles (GAAP) as issued by the Governmental Accounting Standards Board (GASB), including standards related to the reporting of infrastructure assets or in accordance with the standards in Chapter 43.09.200 RCW “Local Government Accounting – Uniform System of Accounting.”

B. Architectural and Engineering Services: The RECIPIENT certifies by signing this agreement that the requirements of Chapter 39.80 RCW, “Contracts for Architectural and Engineering Services,” have been, or shall be, met in procuring qualified architectural/engineering services. The RECIPIENT shall identify and separate eligible and ineligible costs in the final architectural/engineering services contract and submit a copy of the contract to ECOLOGY.

C. Acquisition: The following provisions shall be in force only if the project described in this agreement is an acquisition project:

a. Evidence of Land Value and Title. The RECIPIENT shall submit documentation of the cost of the property rights and the type of ownership interest that has been acquired.

b. Legal Description of Real Property Rights Acquired. The legal description of the real property rights purchased with funding assistance provided through this agreement (and protected by a recorded conveyance of rights to the State of Washington) shall be incorporated into the agreement before final payment.

c. Conveyance of Rights to the State of Washington. Upon purchase of real property rights (both fee simple and lesser interests), the RECIPIENT shall execute the document necessary to convey certain rights and responsibilities to ECOLOGY, on behalf of the State of Washington. The documents required will depend on the project type, the real property rights being acquired, and whether or not those rights are being acquired in perpetuity (see options below). The RECIPIENT shall use language provided by ECOLOGY, to record the executed document in the County where the real property lies, and to provide a copy of the recorded document to ECOLOGY.

Documentation Options:

1. Deed of Right. The Deed of Right conveys to the people of the state of Washington the right to preserve, protect, and/or use the property for public purposes consistent with the fund source. RECIPIENTS shall use this document when acquiring real property rights that include the underlying land. This document may also be applicable for those easements where the RECIPIENT has acquired a perpetual easement for public purposes. The RECIPIENT must obtain ECOLOGY approval on the draft language prior to executing the deed of right.

2. Assignment of Rights. The Assignment of Rights document transfers certain rights such as access and enforcement to ECOLOGY. The RECIPIENT shall use this document when an easement or lease is being acquired for water

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quality and habitat conservation. The Assignment of Rights requires the signature of the underlying landowner and must be incorporated by reference in the easement document.

3. Easements and Leases. The RECIPIENT may incorporate required language from the Deed of Right or Assignment of Rights directly into the easement or lease document, thereby eliminating the requirement for a separate document. Language will depend on the situation; therefore, the RECIPIENT must obtain ECOLOGY approval on the draft language prior to executing the easement or lease.

d. Real Property Acquisition and Relocation Assistance.

1. Federal Acquisition Policies. See Section 4 of this agreement for requirements specific to Section 319 and SRF funded projects.

2. State Acquisition Policies. When state funds are part of this agreement, the RECIPIENT agrees to comply with the terms and conditions of the Uniform Relocation Assistance and Real Property Acquisition Policy of the State of Washington, Chapter 8.26 RCW, and Chapter 468-100 WAC.

3. Housing and Relocation. In the event that housing and relocation costs, as required by federal law set out in subsection (1) above and/or state law set out in subsection (2) above, are involved in the execution of this project, the RECIPIENT agrees to provide any housing and relocation assistance required.

e. Hazardous Substances.

1. Certification. The RECIPIENT shall inspect, investigate, and conduct an environmental audit of the proposed acquisition site for the presence of hazardous substances, as defined in RCW 70.105D.020(10), and certify:

- i. No hazardous substances were found on the site, or
- ii. Any hazardous substances found have been treated and/or disposed of in compliance with applicable state and federal laws, and the site is deemed "clean."

2. Responsibility. Nothing in this provision alters the RECIPIENT's duties and liabilities regarding hazardous substances as set forth in RCW 70.105D.

3. Hold Harmless. The RECIPIENT will defend, protect and hold harmless ECOLOGY and any and all of its employees and/or agents, from and against any and all liability, cost (including but not limited to all costs of defense and attorneys' fees) and any and all loss of any nature from any and all claims or suits resulting from the presence of, or the release or threatened release of, hazardous substances on the property the RECIPIENT is acquiring.

f. Restriction On Conversion Of Real Property And/Or Facilities To Other Uses

The RECIPIENT shall not at any time convert any real property (including any interest therein) or facility acquired, developed, maintained, renovated, and/or restored pursuant to this agreement to uses other than those purposes for which funds were approved without prior approval of ECOLOGY. For acquisition projects that are term limited, such as one involving a lease or a term-limited restoration, renovation or development project or easement, this restriction on conversion shall apply only for the length of the term, unless otherwise provided in written documents or required by applicable state or federal law. In such case, the restriction applies to such projects for the length of the term specified by the lease, easement, deed, or landowner agreement.

D. Best Management Practices (BMP) Implementation: If the RECIPIENT installs BMPs that are not approved by ECOLOGY prior to installation, the RECIPIENT assumes the risk that part or all of the reimbursement for that activity may be delayed or ineligible. For more details regarding BMP Implementation, please reference the Water Quality Financial Assistance Funding Guidelines available on ECOLOGY's Water Quality Program funding website.

E. Electronic Fund Transfers: Payment will be issued through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process or electronic fund transfers, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.

F. Equipment Purchase: Equipment purchases over \$5,000 and not included in the scope of work or the Ecology approved construction plans and specifications, must be pre-approved by ECOLOGY's project manager before purchase. All equipment purchases over \$5,000 and not included in a contract for work being completed on the

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funded project, must also be reported on the Equipment Purchase Report in EAGL.

G. Funding Recognition: The RECIPIENT must inform the public about any ECOLOGY or EPA funding participation in this project through the use of project signs, acknowledgement in published materials, reports, the news media, websites, or other public announcements. Projects addressing site-specific locations must utilize appropriately sized and weather-resistant signs. Contact your Ecology Project Team to determine the appropriate recognition for your project.

H. Growth Management Planning: The RECIPIENT certifies by signing this agreement that it is in compliance with the requirements of Chapter 36.70A RCW, "Growth Management Planning by Selected Counties and Cities." If the status of compliance changes, either through RECIPIENT or legislative action, the RECIPIENT shall notify ECOLOGY in writing of this change within 30 days.

I. Interlocal: The RECIPIENT certifies by signing this agreement that all negotiated interlocal agreements necessary for the project are, or shall be, consistent with the terms of this agreement and Chapter 39.34 RCW, "Interlocal Cooperation Act." The RECIPIENT shall submit a copy of each interlocal agreement necessary for the project to ECOLOGY upon request.

J. Lobbying and Litigation: Costs incurred for the purposes of lobbying or litigation are not eligible for funding under this agreement.

K. Post Project Assessment Survey: The RECIPIENT agrees to participate in a brief survey regarding the key project results or water quality project outcomes and the status of long-term environmental results or goals from the project approximately three years after project completion. A representative from ECOLOGY's Water Quality Program may contact the RECIPIENT to request this data. ECOLOGY may also conduct site interviews and inspections, and may otherwise evaluate the project, as part of this assessment.

L. Project Status Evaluation: ECOLOGY may evaluate the status at any time. ECOLOGY's Project Manager and Financial Manager will meet with the RECIPIENT to review spending trends, completion of outcome measures, and overall project administration and performance. If the RECIPIENT fails to make satisfactory progress toward achieving project outcomes, ECOLOGY may change the scope of work, reduce grant funds, or increase oversight measures.

M. Technical Assistance: Technical assistance for agriculture activities provided under the terms of this agreement shall be consistent with the current U.S. Natural Resource Conservation Service ("NRCS") Field Office Technical Guide for Washington State and specific requirements outlined in the Water Quality Funding Guidelines. Technical assistance, proposed practices, or project designs that do not meet these standards may be eligible if approved in writing by ECOLOGY.

SECTION 3: CONDITIONS APPLY TO SECTION 319 AND CENTENNIAL CLEAN WATER FUNDED PROJECTS BEING USED TO MATCH SECTION 319 FUNDS.

The RECIPIENT must submit the following documents to ECOLOGY before this agreement is signed by ECOLOGY:

1. Federal Funding Accountability and Transparency Act (FFATA) Form is available on the Water Quality Program website and must be completed and submitted to Ecology. (This form is used for Section 319 (federal) funds only)
2. "Section 319 Initial Data Reporting" form must be completed in EAGL.

A. Data Reporting: The RECIPIENT must complete the "Section 319 Initial Data Reporting" form in EAGL before this agreement can be signed by Ecology. This form is used to gather general information about the project for EPA.

B. Funding Recognition and Outreach: In addition to Section 2.F. of these Special Terms and Conditions, the RECIPIENT shall provide signage that informs the public that the project is funded by EPA. The signage shall contain the EPA logo and follow usage requirements available at

<http://www2.epa.gov/stylebook/using-epa-seal-and-logo>. To obtain the appropriate EPA logo or seal graphic file, the RECIPIENT may send a request to their Ecology Financial Manager.

To increase public awareness of projects serving communities where English is not the predominant language, RECIPIENTS are encouraged to provide their outreach strategies communication in non-English languages.

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Translation costs for this purpose are allowable, provided the costs are reasonable. (Applies to both the Section 319 funded projects and the Centennial match projects)

The RECIPIENT shall use the following paragraph in all reports, documents, and signage developed under this agreement: (Applies to Section 319 funded projects only)

“This project has been funded wholly or in part by the United States Environmental Protection Agency under an assistance agreement to the Washington State Department of Ecology. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the mention of trade names or commercial products constitute endorsement or recommendation for use.”

C. Load Reduction Reporting: The RECIPIENT shall complete the “Section 319 Annual Load Reduction Reporting” form in EAGL by January 15 of each year and at project close-out. ECOLOGY may hold reimbursements until the RECIPIENT has completed the form. This form is used to gather information on best management practices (BMPs) installed and associated pollutant load reductions that were funded as a part of this project.

D. Time Extension: The RECIPIENT may request a one-time extension for up to 12 months. However, the time extension cannot exceed the time limitation established in EPA’s assistance agreement. In the event a time extension is requested and approved by ECOLOGY, the RECIPIENT must complete all eligible work performed under this agreement by the expiration date. (For Section 319 funded projects only)

SECTION 4: CONDITIONS APPLY TO ALL FEDERAL FUNDING AGREEMENTS, INCLUDING SECTION 319, State Revolving Fund (SRF) Equivalency Projects, and SEWER OVERFLOW AND STORMWATER REUSE MUNICIPAL GRANT (OSG)

A. Acquisitions: RECIPIENTS shall comply with the terms and conditions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 84 Stat. 1894 (1970)--Public Law 91-646, as amended by the Surface Transportation and Uniform Relocation Assistance Act, PL 100-17-1987, and applicable regulations and procedures of the federal agency implementing that Act.

B. Audit Requirements: In accordance with 2 CFR 200.501(a), the RECIPIENT agrees to obtain a single audit from an independent auditor, if their organization expends \$750,000 or more in total Federal funds in their fiscal year. The RECIPIENT must submit the form SF-SAC and a Single Audit Report Package within 9 months of the end of the fiscal year or 30 days after receiving the report from an independent auditor. The SF-SAC and a Single Audit Report Package MUST be submitted using the Federal Audit Clearinghouse’s Internet Data Entry System available at: <https://facweb.census.gov/>.

C. Archaeological Resources and Historic Properties (Section 106): This requires completion of the Ecology Cultural Resources Review Form, coordination with Ecology Cultural Resources staff, and receipt of the Ecology Final Determination prior to any property acquisition and above and below ground disturbing activities.

D. Architectural and Engineering Services Procurement: The RECIPIENT must procure architectural and engineering services in accordance with the federal requirements in Chapter 11 of Title 40, U.S.C. (see <https://uscode.house.gov/view.xhtml?path=/prelim@title40/subtitle1/chapter11&edition=prelim>).

E Build America, Buy America (BABA – Pub. L. No. 117-58, 70901-52) (Federally funded SRF Equivalency projects only): The RECIPIENT identified by ECOLOGY as receiving federal equivalency funding agrees to comply with all federal requirements applicable to the assistance received (including those imposed by the Infrastructure Investment and Jobs Act (“IIJA”/BIL), Public Law No. 117-58) which the RECIPIENT understands includes, but is not limited to, the following requirements: that all the iron and steel, manufactured products, and construction materials used in the Project are to be produced in the United States (“Build America, Buy America Requirements”) unless (i) the RECIPIENT has requested and obtained a waiver from the cognizant Agency pertaining to the Project or the Project is otherwise covered by a general applicability waiver; or (ii) all of the contributing Agencies have otherwise advised the RECIPIENT in writing that the Build America, Buy America Requirements are not applicable to the project. RECIPIENT shall comply with all record keeping and reporting requirements under all applicable legal authorities, including any reports required by the funding authority (such as EPA and/or a state), such as performance indicators

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of program deliverables, information on costs and project progress. The RECIPIENT identified by ECOLOGY as receiving federal equivalency funding, understands that (i) each contract and subcontract related to the project is subject to audit by appropriate federal and state entities and (ii) failure to comply with the applicable legal requirements and this Agreement may result in a default hereunder that results in a repayment of the assistance agreement in advance of termination and/or repayment of assistance, and/or other remedial actions.

EPA has granted an adjustment period waiver of the requirements of Section 70914(a) of the BIL, pursuant to Section 70914(b)(1) (public interest waiver), for eligible projects financed by SRF projects that have initiated project design planning prior to May 14, 2022, the statutory effective date of the BABA requirements. This action permits the use of non-domestic manufactured products and construction materials in such projects funded by a Clean Water or Drinking Water SRF that may otherwise be prohibited under the BABA requirements of Section 70914. This action permits the use of non-domestic manufactured products and construction materials in such projects funded by a Clean Water or Drinking Water SRF that may otherwise be prohibited under the BABA requirements of Section 70914. Sections 70917(a) and (b) of BIL provide a savings provision for existing statutory requirements that meet or exceed BABA requirements. The statutory American Iron and Steel (AIS) requirements of Clean Water Act (CWA) Section 608 and Safe Drinking Water Act (SDWA) Section 1452(a)(4) has previously applied to SRF projects and will continue to do so as part of BABA requirements.

Where manufactured products used in the project are required to be produced in the United States, manufactured product shall mean manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation. The manufactured products included cover the majority of potential water infrastructure products, including complex products made up of a variety of material types and components. For water infrastructure projects, commonly manufactured products would include, but not be limited to, pumps, motors, blowers, aerators, generators, instrumentation and control systems, gauges, meters, measurement equipment, treatment equipment, dewatering equipment, actuators, and many other mechanical and electrical items.

F. Disadvantaged Business Enterprise (DBE): General Compliance, 40 CFR, Part 33. The RECIPIENT agrees to comply with the requirements of the Environmental Protection Agency's Program for Utilization of Small, Minority, and Women's Business Enterprises (MBE/WBE) 40CFR, Part 33 in procurement under this agreement.

Six Good Faith Efforts, 40 CFR, Part 33, Subpart C. The RECIPIENT agrees to make the following good faith efforts whenever procuring construction, equipment, services, and supplies under this agreement. Records documenting compliance with the following six good faith efforts shall be retained:

- 1) Ensure Disadvantaged Business Enterprises are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government RECIPIENTS, this shall include placing Disadvantaged Business Enterprises on solicitation lists and soliciting them whenever they are potential sources.
- 2) Make information on forthcoming opportunities available to Disadvantaged Business Enterprises and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by Disadvantaged Business Enterprises in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of thirty (30) calendar days before the bid or proposal closing date.
- 3) Consider, in the contracting process, whether firms competing for large contracts could subcontract with Disadvantaged Business Enterprises. For Indian Tribal, State, and Local Government RECIPIENTS, this shall include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by Disadvantaged Business Enterprises in the competitive process.
- 4) Encourage contracting with a consortium of Disadvantaged Business Enterprises when a contract is too large for one of these firms to handle individually.

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5) Use services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

6) If the prime contractor awards subcontracts, require the prime contractor to take the five good faith efforts steps in paragraphs 1 through 5 above.

The RECIPIENT agrees to submit ECOLOGY's Contractor Participation Report Form D with each payment request. Contract Administration Provisions, 40 CFR, Section 33.302. The RECIPIENT agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

Non-discrimination Provision. The RECIPIENT shall not discriminate on the basis of race, color, national origin, or sex in the performance of this agreement. The RECIPIENT shall carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the RECIPIENT to carry out these requirements is a material breach of this agreement which may result in the termination of this contract or other legally available remedies.

This does not preclude the RECIPIENT from enacting broader nondiscrimination protections.

The RECIPIENT shall comply with all federal and state nondiscrimination laws, including but not limited to, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Chapter 49.60 RCW, Washington's Law Against Discrimination, and 42 U.S.C. 12101 et seq, the Americans with Disabilities Act (ADA).

In the event of the RECIPIENT's noncompliance or refusal to comply with any applicable nondiscrimination law, regulation, or policy, this agreement may be rescinded, canceled, or terminated in whole or in part and the RECIPIENT may be declared ineligible for further funding from ECOLOGY. The RECIPIENT shall, however, be given a reasonable time in which to cure this noncompliance.

The RECIPIENT shall include the following terms and conditions in contracts with all contractors, subcontractors, engineers, vendors, and any other entity for work or services pertaining to this agreement.

"The Contractor will not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The Contractor will carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under Environmental Protection Agency financial agreements. Failure by the Contractor to carry out these requirements is a material breach of this Contract which may result in termination of this Contract or other legally available remedies."

Bidder List, 40 CFR, Section 33.501(b) and (c). The RECIPIENT agrees to create and maintain a bidders list. The bidders list shall include the following information for all firms that bid or quote on prime contracts, or bid or quote subcontracts, including both MBE/WBEs and non-MBE/WBEs.

1. Entity's name with point of contact
2. Entity's mailing address, telephone number, and e-mail address
3. The procurement on which the entity bid or quoted, and when
4. Entity's status as an MBE/WBE or non-MBE/WBE

G. Electronic and information Technology (EIT) Accessibility: RECIPIENTs shall ensure that loan funds provided under this agreement for costs in the development or purchase of EIT systems or products provide individuals with disabilities reasonable accommodations and an equal and effective opportunity to benefit from or participate in a program, including those offered through electronic and information technology as per Section 504 of the Rehabilitation Act, codified in 40 CFR Part 7. Systems or products funded under this agreement must be designed to meet the diverse needs of users without barriers or diminished function or quality. Systems shall include usability features or functions that accommodate the needs of persons with disabilities, including those who use assistive technology.

H. Federal Funding Accountability and Transparency Act (FFATA) Form, available on the Water Quality Program website.

I. Hotel-Motel Fire Safety Act: The RECIPIENT shall ensure that all space for conferences, meetings, conventions, or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines

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of the Hotel and Motel Fire Safety Act (15 USC 2225a, PL 101-391, as amended). Recipients may search the Hotel-Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance, or to find other information about the Act. Pursuant to 15 USC 2225a.

J. Prevailing Wage (Davis-Bacon Act): The RECIPIENT agrees, by signing this agreement, to comply with the Davis-Bacon Act prevailing wage requirements. This applies to the construction, alteration, and repair of treatment works carried out, in whole or in part, with assistance made available by the State Revolving Fund as authorized by Section 513, title VI of the Federal Water Pollution Control Act (33 U.S.C. 1372). Laborers and mechanics employed by contractors and subcontractors shall be paid wages not less often than once a week and at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.

The RECIPIENT shall obtain the wage determination for the area in which the project is located prior to issuing requests for bids, proposals, quotes, or other methods for soliciting contracts (solicitation). These wage determinations shall be incorporated into solicitations and any subsequent contracts. The RECIPIENT shall ensure that the required EPA contract language regarding Davis-Bacon Wages is in all contracts and subcontracts more than \$2,000. The RECIPIENT shall maintain records sufficient to document compliance with the Davis-Bacon Act and make such records available for review upon request. Wage determinations and instructions for their use can be found at <https://sam.gov/>.

The RECIPIENT also agrees, by signing this agreement, to comply with State Prevailing Wages on Public Works, Chapter 39.12 RCW, as applicable. Compliance may include the determination whether the project involves “public work” and inclusion of the applicable prevailing wage rates in the bid specifications and contracts. The RECIPIENT agrees to maintain records sufficient to evidence compliance with Chapter 39.12 RCW and make such records available for review upon request. Where conflicts arise between the State prevailing wage rates and Davis-Bacon Act prevailing wage requirements the more stringent requirement shall govern. Washington State prevailing wage rates can be found at <https://www.lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>

K. Trafficking in Persons: The RECIPIENT and RECIPIENT employees that are private entities shall not engage in forms of trafficking in persons. This includes, but is not limited to, the procurement of a commercial sex act or forced labor. The RECIPIENT shall notify ECOLOGY immediately of any information received from any source alleging a violation under this provision.

L. Unique Entity Identity Identifier (UEI): The RECIPIENT agrees to register with and make their registration public in the System for Award Management (SAM.gov). The RECIPIENT will be assigned a UEI and agree to include their UEI Number under their organization’s information in EAGL. The UEI number must be entered into EAGL before a funding agreement is signed.

SECTION 5: CONDITIONS APPLY TO STATE REVOLVING FUND (SRF) LOAN FUNDED PROJECTS ONLY.

The RECIPIENT must submit the following documents/forms to ECOLOGY before this agreement is signed by ECOLOGY:

1. Financial Capability Assessment Documentation (upon request)
2. Opinion of RECIPIENT’s Legal Council – Form available on the Ecology website must be completed and uploaded to the General Uploads form in EAGL.
3. Authorizing Ordinance or Resolution – Must be uploaded to the General Uploads form in EAGL.
4. Federal Funding Accountability and Transparency Act (FFATA) Form (Required for all federally funded SRF Equivalency projects – Form available on the Ecology website must be completed and uploaded to the General Uploads form in EAGL.
5. CWSRF Federal Reporting Information form – Must be completed in EAGL.
6. Fiscal Sustainability Plan (Asset Management) Certification Form (Only required if the project includes construction of a wastewater or stormwater facility construction) – Must be completed in EAGL.
7. Cost and Effectiveness Analysis Certification Form (Required for all projects receiving SRF Loan funding) – Must be completed in EAGL.

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8. State Environmental Review Process (SERP) Documentation (Required for treatment works projects only) – Must be uploaded to the Environmental and Cultural Review form in EAGL.

A. Alteration and Eligibility of Project: During the term of this agreement, the RECIPIENT (1) shall not materially alter the design or structural character of the project without the prior written approval of ECOLOGY and (2) shall take no action which would adversely affect the eligibility of the project as defined by applicable funding program rules and state statutes, or which would cause a violation of any covenant, condition, or provision herein.

B. American Iron and Steel (Buy American – P.L 113-76, Consolidated Appropriations Act 2014, Section 436): This loan provision applies to projects for the construction, alteration, maintenance, or repair of a “treatment works” as defined in the Federal Water Pollution Control Act (33 USC 1381 et seq.) The RECIPIENT shall ensure that all iron and steel products used in the project are produced in the United States. Iron and Steel products means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials. The RECIPIENT may request waiver from this requirement from the Administrator of the Environmental Protection Agency. The RECIPIENT must coordinate all waiver requests through ECOLOGY. This provision does not apply if the engineering plans and specifications for the project were approved by ECOLOGY prior to January 17, 2014. ECOLOGY reserves the right to request documentation of RECIPIENT’S compliance with this provision.

C. Authority of RECIPIENT: This agreement is authorized by the Constitution and laws of the state of Washington, including the RECIPIENT’S authority, and by the RECIPIENT pursuant to the authorizing ordinance or resolution. The RECIPIENT shall submit a copy of the authorizing ordinance or resolution to the ECOLOGY Financial Manager before this agreement shall be signed by ECOLOGY.

D. Equivalency Projects: ECOLOGY designated equivalency project and alternative designated equivalency project RECIPIENTs agree to accept federal funds and the federal requirements that accompany the funds. This includes all the requirements in Section 4 and this Section.

E. Fiscal Sustainability Plan Certification: The RECIPIENT shall submit a completed Fiscal Sustainability Plan Certification before this agreement is signed by ECOLOGY. The Fiscal Sustainability Plan Certification is available from the ECOLOGY Financial Manager or on the Water Quality Program website.

F. Funding Recognition and Outreach: The RECIPIENT agrees to comply with the EPA SRF Signage Guidance to enhance public awareness of EPA assistance agreements nationwide. Signage guidance can be found at: <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources>.

G. Insurance: The RECIPIENT shall at all times carry fire and extended insurance coverage, public liability, and property damage, and such other forms of insurance with responsible insurers and policies payable to the RECIPIENT on such of the buildings, equipment, works, plants, facilities, and properties of the Utility as are ordinarily carried by municipal or privately-owned utilities engaged in the operation of like systems, and against such claims for damages as are ordinarily carried by municipal or privately-owned utilities engaged in the operation of like systems, or it shall self-insure or participate in an insurance pool or pools with reserves adequate, in the reasonable judgment of the RECIPIENT, to protect it against loss.

H. Litigation Authority: No litigation is now pending, or to the RECIPIENT’S knowledge, threatened, seeking to restrain, or enjoin:

- (i) the execution of this agreement; or
- (ii) the fixing or collection of the revenues, rates, and charges or the formation of the ULID and the levy and collection of ULID Assessments therein pledged to pay the principal of and interest on the loan (for revenue secured lien obligations); or
- (iii) the levy and collection of the taxes pledged to pay the principal of and interest on the loan (for general obligation-secured loans and general obligation payable from special-assessment-secured loans); or
- (iv) in any manner questioning the proceedings and authority under which the agreement, the loan, or the project are

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authorized. Neither the corporate existence, or boundaries of the RECIPIENT nor the title of its present officers to their respective offices is being contested. No authority or proceeding for the execution of this agreement has been repealed, revoked, or rescinded.

I. Loan Interest Rate and Terms: This loan agreement shall remain in effect until the date of final repayment of the loan, unless terminated earlier according to the provisions herein.

When the Project Completion Date has occurred, ECOLOGY and the RECIPIENT shall execute an amendment to this loan agreement which details the final loan amount (Final Loan Amount), and ECOLOGY shall prepare a final loan repayment schedule. The Final Loan Amount shall be the combined total of actual disbursements made on the loan and all accrued interest to the computation date.

The Estimated Loan Amount and the Final Loan Amount (in either case, as applicable, a "Loan Amount") shall bear interest based on the interest rate identified in this agreement as the "Effective Interest Rate," per annum, calculated on the basis of a 365-day year. Interest on the Estimated Loan Amount shall accrue from and be compounded monthly based on the date that each payment is mailed to the RECIPIENT. The Final Loan Amount shall be repaid in equal installments, semiannually, over the term of this loan "Loan Term" as outlined in this agreement.

J. Loan Repayment:

Sources of Loan Repayment

1. Nature of RECIPIENT's Obligation. The obligation of the RECIPIENT to repay the loan from the sources identified below and to perform and observe all other agreements and obligations on its part, contained herein, shall be absolute and unconditional, and shall not be subject to diminution by setoff, counterclaim, or abatement of any kind. To secure the repayment of the loan from ECOLOGY, the RECIPIENT agrees to comply with all the covenants, agreements, and attachments contained herein.

2. For General Obligation. This loan is a General Obligation Debt of the RECIPIENT.

3. For General Obligation Payable from Special Assessments. This loan is a General Obligation Debt of the RECIPIENT payable from special assessments to be imposed within the constitutional and statutory tax limitations provided by law without a vote of the electors of the RECIPIENT on all the taxable property within the boundaries of the RECIPIENT.

4. For Revenue-Secured: Lien Position. This loan is a Revenue-Secured Debt of the RECIPIENT's Utility. This loan shall constitute a lien and charge upon the Net Revenue junior and subordinate to the lien and charge upon such Net Revenue of any Senior Lien Obligations.

In addition, if this loan is also secured by Utility Local Improvement Districts (ULID) Assessments, this loan shall constitute a lien upon ULID Assessments in the ULID prior and superior to any other charges whatsoever.

5. Other Sources of Repayment. The RECIPIENT may repay any portion of the loan from any funds legally available to it.

6. Defeasance of the Loan. So long as ECOLOGY shall hold this loan, the RECIPIENT shall not be entitled to, and shall not affect, an economic Defeasance of the loan. The RECIPIENT shall not advance refund the loan.

If the RECIPIENT defeases or advance refunds the loan, it shall be required to use the proceeds thereof immediately upon their receipt, together with other available RECIPIENT funds, to repay both of the following:

(i) The Loan Amount with interest

(ii) Any other obligations of the RECIPIENT to ECOLOGY under this agreement, unless in its sole discretion ECOLOGY finds that repayment from those additional sources would not be in the public interest.

Failure to repay the Loan Amount plus interest within the time specified in ECOLOGY's notice to make such repayment shall incur Late Charges and shall be treated as a Loan Default.

7. Refinancing or Early Repayment of the Project. So long as ECOLOGY shall hold this loan, the RECIPIENT shall give ECOLOGY thirty days written notice if the RECIPIENT intends to refinance or make early repayment of the loan.

Method and Conditions on Repayments

1. Semiannual Payments. Notwithstanding any other provision of this agreement, the first semiannual payment of

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principal and interest on this loan shall be due and payable no later than one year after the project completion date or initiation of operation date, whichever comes first.

Thereafter, equal payments shall be due every six months.

If the due date for any semiannual payment falls on a Saturday, Sunday, or designated holiday for Washington State agencies, the payment shall be due on the next business day for Washington State agencies.

Payments shall be mailed to:

Department of Ecology

Cashiering Unit

P.O. Box 47611

Olympia WA 98504-7611

In lieu of mailing payments, electronic fund transfers can be arranged by working with ECOLOGY's Financial Manager.

No change to the amount of the semiannual principal and interest payments shall be made without a mutually signed amendment to this agreement. The RECIPIENT shall continue to make semiannual payments based on this agreement until the amendment is effective, at which time the RECIPIENT's payments shall be made pursuant to the amended agreement.

2. Late Charges. If any amount of the Final Loan Amount or any other amount owed to ECOLOGY pursuant to this agreement remains unpaid after it becomes due and payable, ECOLOGY may assess a late charge. The late charge shall be one percent per month on the past due amount starting on the date the debt becomes past due and until it is paid in full.

3. Repayment Limitations. Repayment of the loan is subject to the following additional limitations, among others: those on defeasance, refinancing and advance refunding, termination, and default and recovery of payments.

4. Prepayment of Loan. So long as ECOLOGY shall hold this loan, the RECIPIENT may prepay the entire unpaid principal balance of and accrued interest on the loan or any portion of the remaining unpaid principal balance of the Loan Amount. Any prepayments on the loan shall be applied first to any accrued interest due and then to the outstanding principal balance of the Loan Amount. If the RECIPIENT elects to prepay the entire remaining unpaid balance and accrued interest, the RECIPIENT shall first contact ECOLOGY's Revenue/Receivable Manager of the Fiscal Office.

K. Loan Security

Due Regard: For loans secured with a Revenue Obligation: The RECIPIENT shall exercise due regard for Maintenance and Operation Expense and the debt service requirements of the Senior Lien Obligations and any other outstanding obligations pledging the Gross Revenue of the Utility, and it has not obligated itself to set aside and pay into the loan Fund a greater amount of the Gross Revenue of the Utility than, in its judgment, shall be available over and above such Maintenance and Operation Expense and those debt service requirements.

Where collecting adequate gross utility revenue requires connecting additional users, the RECIPIENT shall require the sewer system connections necessary to meet debt obligations and expected operation and maintenance expenses.

Levy and Collection of Taxes (if used to secure the repayment of the loan): For so long as the loan is outstanding, the RECIPIENT irrevocably pledges to include in its budget and levy taxes annually within the constitutional and statutory tax limitations provided by law without a vote of its electors on all of the taxable property within the boundaries of the RECIPIENT in an amount sufficient, together with other money legally available and to be used therefore, to pay when due the principal of and interest on the loan, and the full faith, credit and resources of the RECIPIENT are pledged irrevocably for the annual levy and collection of those taxes and the prompt payment of that principal and interest.

Not an Excess Indebtedness: For loans secured with a general obligation pledge or a general obligation pledge on special assessments: The RECIPIENT agrees that this agreement and the loan to be made do not create an indebtedness of the RECIPIENT in excess of any constitutional or statutory limitations.

Pledge of Net Revenue and ULID Assessments in the ULID (if used to secure the repayment of this loan): For so long

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as the loan is outstanding, the RECIPIENT irrevocably pledges the Net Revenue of the Utility, including applicable ULID Assessments in the ULID, to pay when due the principal of and interest on the loan.

Utility Local Improvement District (ULID) Assessment Collection (if used to secure the repayment of the loan): All ULID Assessments in the ULID shall be paid into the Loan Fund and used to pay the principal of and interest on the loan.

L. Maintenance and Operation of a Funded Utility: The RECIPIENT shall, at all times, maintain and keep the funded Utility in good repair, working order, and condition.

M. Opinion of RECIPIENT's Legal Counsel: The RECIPIENT must submit an "Opinion of Legal Counsel to the RECIPIENT" to ECOLOGY before this agreement will be signed. ECOLOGY will provide the form.

N. Prevailing Wage (Davis-Bacon Act): The RECIPIENT agrees, by signing this agreement, to comply with the Davis-Bacon Act prevailing wage requirements. This applies to the construction, alteration, and repair of treatment works carried out, in whole or in part, with assistance made available by the State Revolving Fund as authorized by Section 513, title VI of the Federal Water Pollution Control Act (33 U.S.C. 1372). Laborers and mechanics employed by contractors and subcontractors shall be paid wages not less often than once a week and at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.

The RECIPIENT shall obtain the wage determination for the area in which the project is located prior to issuing requests for bids, proposals, quotes, or other methods for soliciting contracts (solicitation). These wage determinations shall be incorporated into solicitations and any subsequent contracts. The RECIPIENT shall ensure that the required EPA contract language regarding Davis-Bacon Wages is in all contracts and subcontracts more than \$2,000. The RECIPIENT shall maintain records sufficient to document compliance with the Davis-Bacon Act and make such records available for review upon request.

The RECIPIENT also agrees, by signing this agreement, to comply with State Prevailing Wages on Public Works, Chapter 39.12 RCW, as applicable. Compliance may include the determination whether the project involves "public work" and inclusion of the applicable prevailing wage rates in the bid specifications and contracts. The RECIPIENT agrees to maintain records sufficient to evidence compliance with Chapter 39.12 RCW and make such records available for review upon request.

O. Progress Reports: RECIPIENTS funded with State Revolving Fund Loan or Forgivable Principal shall include the following verification statement in the "General Comments" text box of each progress report.

"We verified that we are in compliance with all the requirements as outlined in our funding agreement(s) with the Department of Ecology. This includes but is not limited to:

- The Davis-Bacon Act, 29 CFR , prevailing wage requirements, certified weekly payroll, etc.
- The Disadvantaged Business Enterprise (DBE), 40 CFR, Part 33
- The American Iron and Steel Act (Buy American)
- The Build America Buy America Act (BABA) (equivalency projects only)"

P. Representations and Warranties: The RECIPIENT represents and warrants to ECOLOGY as follows:

Application: Material Information. All information and materials submitted by the RECIPIENT to ECOLOGY in connection with its loan application were, when made, and are, as of the date the RECIPIENT signs this agreement, true and correct. There is no material adverse information relating to the RECIPIENT, the project, the loan, or this agreement known to the RECIPIENT, which has not been disclosed in writing to ECOLOGY.

Existence; Authority. It is a duly formed and legally existing municipal corporation or political subdivision of the state of Washington or a federally recognized Indian Tribe. It has full corporate power and authority to execute, deliver, and perform all of its obligations under this agreement and to undertake the project identified herein.

Certification. Each payment request shall constitute a certification by the RECIPIENT to the effect that all representations and warranties made in this loan agreement remain true as of the date of the request and that no adverse developments, affecting the financial condition of the RECIPIENT or its ability to complete the project or to repay the principal of or interest on the loan, have occurred since the date of this loan agreement. Any changes in the RECIPIENT's financial condition shall be disclosed in writing to ECOLOGY by the RECIPIENT in its request for

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payment.

Q. Sale or Disposition of Funded Utility: The RECIPIENT shall not sell, transfer, or otherwise dispose of any of the works, plant, properties, facilities, or other part of the funded Utility or any real or personal property comprising a part of the funded Utility unless:

1. The facilities or property transferred are not material to the operation of the funded Utility, or have become unserviceable, inadequate, obsolete, or unfit to be used in the operation of the funded Utility or are no longer necessary, material, or useful to the operation of the funded Utility; or
2. The aggregate depreciated cost value of the facilities or property being transferred in any fiscal year comprises no more than three percent of the total assets of the funded Utility; or
3. The RECIPIENT receives from the transferee an amount equal to an amount which will be in the same proportion to the net amount of Senior Lien Obligations and this LOAN then outstanding (defined as the total amount outstanding less the amount of cash and investments in the bond and loan funds securing such debt) as the Gross Revenue of the funded Utility from the portion of the funded Utility sold or disposed of for the preceding year bears to the total Gross Revenue for that period.
4. Expressed written agreement by the ECOLOGY.

The proceeds of any transfer under this paragraph must be used (1) to redeem promptly, or irrevocably set aside for the redemption of, Senior Lien Obligations and to redeem promptly the loan, and (2) to provide for part of the cost of additions to and betterments and extensions of the Utility.

R. Sewer-Use Ordinance or Resolution for Funded Wastewater Facility Projects: If not already in existence, the RECIPIENT shall adopt and shall enforce a sewer-use ordinance or resolution. Such ordinance or resolution shall be submitted to ECOLOGY upon request.

The sewer use ordinance must include provisions to:

- 1) Prohibit the introduction of toxic or hazardous wastes into the RECIPIENT's sewer system.
- 2) Prohibit inflow of stormwater into separated sewer systems.
- 3) Require that new sewers and connections be properly designed and constructed.

S. Termination and Default:

Termination and Default Events

1. For Insufficient ECOLOGY or RECIPIENT Funds. ECOLOGY may terminate this loan agreement for insufficient ECOLOGY or RECIPIENT funds.
2. For Failure to Commence Work. ECOLOGY may terminate this loan agreement for failure of the RECIPIENT to commence project work.
3. Past Due Payments. The RECIPIENT shall be in default of its obligations under this loan agreement when any loan repayment becomes 60 days past due.
4. Other Cause. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactor

GENERAL FEDERAL CONDITIONS

If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION:

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the

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RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than \$30,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than \$25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required Unique Entity Identifier in www.sam.gov <http://www.sam.gov/> within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov <http://www.usaspending.gov/>.

For more details on FFATA requirements, see www.fsrs.gov <http://www.fsrs.gov/>.

C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

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1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#) <https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf>, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the [System for Award Management \(SAM\)](#) <https://sam.gov/SAM/> exclusion list.

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GENERAL TERMS AND CONDITIONS

Pertaining to Grant and Loan Agreements With the state of Washington, Department of Ecology

GENERAL TERMS AND CONDITIONS

For DEPARTMENT OF ECOLOGY GRANTS and LOANS

07/01/2023 Version

1. ADMINISTRATIVE REQUIREMENTS

- a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (<https://fortress.wa.gov/ecy/publications/SummaryPages/2301002.html>)
- b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
- c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
- d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (<https://ocio.wa.gov/policy/accessibility>) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.

The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

- a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:
 - Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.
 - * For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.
 - For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section 106).

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b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:

- Keep the IDP at the project site.
 - Make the IDP readily available to anyone working at the project site.
 - Discuss the IDP with staff, volunteers, and contractors working at the project site.
 - Implement the IDP when Cultural Resources or human remains are found at the project site.
- c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.
- d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.
- e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION

- a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.
- b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.
- c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.
- d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
- e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
- f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
- g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.
- h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
- i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.

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j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

- a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
- b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.
- c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
- d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

- a) RECIPIENT notifies the funding program of an appeal request.
- b) Appeal request must be in writing and state the disputed issue(s).
- c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
- d) ECOLOGY reviews the RECIPIENT's appeal.
- e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the

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review.

The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.

The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:

- Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
- Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
- Submit the QAPP to ECOLOGY for review and approval before the start of the work.

b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at: <http://www.ecy.wa.gov/eim>.

c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at: <https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards>. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

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16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

- a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
- b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

- a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
- b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
- c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING

- a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress

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reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.

b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.

c) RECIPIENT shall use ECOLOGY's provided progress report format.

d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.

e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS

a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.

b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.

c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.

d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.

e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.

f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:

1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.

2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.

g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

22. RECORDS, AUDITS, AND INSPECTIONS

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RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

- a) Be kept in a manner which provides an audit trail for all expenditures.
- b) Be kept in a common file to facilitate audits and inspections.
- c) Clearly indicate total receipts and expenditures related to this Agreement.
- d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.

RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

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27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.

b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.

For more suggestions visit ECOLOGY's web page, Green Purchasing,

<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing>.

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.

Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions.

ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the Agreement and any amendments.

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If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.

RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

End of General Terms and Conditions



CITY COUNCIL AGENDA BILL

Subject: 7.e.

Originating Dept.: City Council

Action Recommended: Approve the Legislative Representation Agreement with Cameron Bailey Consulting for state legislative lobbying services from January 1, 2026 through March 31, 2026, in an amount not to exceed \$3,000.00, and to authorize the City Manager to execute the Agreement and all related documents on behalf of the City.

Approval(s): City Manager

Meeting Date: January 7, 2026

Date Submitted:

Exhibit(s):

1. 2026 GF Lobbyist Legislative Representation Agreement

Budgeted Amount: \$40,000

BARS Code: 511 70 41 00

Summary Statement:

The City Council is asked to approve a Legislative Representation Agreement with Cameron Bailey Consulting to provide state legislative lobbying services during the 2026 Washington State Legislative Session. This agreement covers the three-month legislative session period from January 1, 2026 through March 31, 2026. The 2026 legislative session is a short, 60-day session that begins January 12, 2026. Having professional lobbying representation ensures the City's interests are effectively advocated before state legislators, the Governor's office, and state agencies.

Background:

Contractor: Cameron Bailey, doing business as Cameron Bailey Consulting

Term: January 1, 2026 through March 31, 2026 (3 months)

Compensation: \$1,000 per month (\$3,000 total), paid at the end of each month

Scope of Services:

- State legislative lobbying and government relations consulting
- Briefing the Governor and Governor's office
- Representation at legislative hearings
- Advocacy to legislators, regulators, and staff on City positions
- Planning and coordinating meetings with legislators and regulators
- Regular contact with the City's Director of Governmental Affairs
- Coordination with other interest groups and trade associations
- Preparation and filing of reports to the Public Disclosure Commission
- Reports to the City as requested

Recommended Motion:

1) Move to approve the Legislative Representation Agreement with Cameron Bailey Consulting for state legislative lobbying services from January 1, 2026 through March 31, 2026, in an amount not to exceed \$3,000.00, and to authorize the City Manager to execute the Agreement and all related documents on behalf of the City.

Legislative Representation Agreement Cameron Bailey Consulting

This Agreement is entered into this date by and between Cameron Bailey, (hereinafter "Lobbyist"), doing business at 217 W. Pear Street, Centralia, WA, 98531, and The City of Granite Falls, (hereinafter "City") with offices at 215 S. Granite Ave., Granite Falls, WA 98531.

Based upon the mutual promises contained herein, and other good and valuable consideration, the parties identified above, intending to be bound hereby, enter into the following Agreement:

1. **Services:** The Lobbyist shall provide government relations and public affairs consulting services to the City including all activities normally associated with state legislative lobbying, as specifically authorized by the City after consultation with the City's Director of Governmental Affairs. Services include, but are not limited to: briefing the Governor and his office; representation at legislative hearings; advocacy to certain legislators, regulators and their staffs on City positions on issues of interest to the City; planning and coordinating meetings and receptions for the City with legislators and regulators; regular contact with the Director of Governmental Affairs and City staff he/she designates as necessary for direction and specific authority to act on issues; contact and interaction with lobbyists of other interest groups and industry trade associations on behalf of the City on legislative and regulatory issues; preparation and filing of reports to the Public Disclosure Commission; and, reports to the City as requested by the Director of Government Affairs.
2. **Term of Agreement:** This Agreement shall take effect on the first day of January, 2026 and shall expire on the last day of March, 2026.
3. **Lobbyist Fee:** The Lobbyist shall be paid a fee for the above enumerated services. The Lobbyist's fee shall be \$1000.00 per month ("Monthly Fee") for each month during the Term of the Agreement. The Monthly Fee shall be paid at the end of each month covered by this Agreement. The Monthly Fee shall cover all expenses of the Lobbyist incurred for work on behalf of the City.
4. **Expenses:** The Lobbyist shall be responsible for all expenses incurred except as provided for in section 2 of this Agreement, or unless authorized by the City.
5. **Personal Services:** The services to be performed by the Lobbyist will be performed personally by Cameron Bailey ("Lobbyist Principal") and not by any other individual, unless approved by the City.
6. **Lobbyist Registration:** The Lobbyist and Lobbyist Principal will register with the Public Disclosure Commission and other required entities as a lobbyist for the City as soon as their activities for The Company constitute "lobbying" under RCW 42.17A.005(3) and shall remain registered until this Agreement has expired, is extended, or terminated.
7. **Non Exclusive:** This Agreement is for the non-exclusive use of the Lobbyist's services. Nothing contained herein shall prevent the Lobbyist from contracting to provide lobbying or other services to other clients on a non-exclusive basis, subject to the Conflict of Interest provision herein.

8. **Conflict of Interest:** Both the Lobbyist and the City shall use their best efforts to identify and notify each other of any potential conflicts of interest between the City and any other client of the Lobbyist. The Lobbyist shall notify the City in writing of any new potential clients that may conflict with this Agreement during the Term of the Agreement. Should a conflict of interest arise between the Lobbyist and any other potential client, the City may either terminate this Agreement or request the Lobbyist not contract with the potential client. The City shall have veto power over any agreement the Lobbyist may enter into with any other company or group with interests adverse to the City.

9. **Independent Contractor:** The Lobbyist and the City have entered into this Agreement with the mutual understanding that the Lobbyist is an independent contractor and not an employee of the City. Nothing contained in this Agreement shall be construed to make the Lobbyist an employee, partner, or joint venture of the City for any purpose. The Lobbyist warrants that it is free to enter into this Agreement and is not a party to any restrictive contract or agreement limiting its present or future right to contract with the City. The Lobbyist agrees to hold the City harmless from any and all suits and claims arising out of any such preexisting restrictive agreement. The Lobbyist understands and agrees that it is solely responsible for complying with state and federal requirements as they relate to taxes, Social Security contributions and any other requirements placed upon self-employed persons.

10. **PERS Certification and Indemnity:** Lobbyist represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

_____ No employees supplying work have ever been retired from a Washington state retirement system.

_____ Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney’s fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Systems of the State of Washington

11. **Indemnity:** Lobbyist shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable

attorney fees, to the extent arising directly out of the acts, errors or omissions of the Lobbyist in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Lobbyist and the City, its officers, officials, employees, and volunteers, the Lobbyist's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Lobbyist's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Lobbyist's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

12. **Public Records:** The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Lobbyist with a copy of the Records Request and the Lobbyist shall provide copies of any City records and Lobbyist records in Lobbyist's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Lobbyist will provide the City with an estimate of reasonable time needed to fulfill the records request. There will be no additional charge to City for compliance with the Public Records Act.

13. **Practice of Law:** The Lobbyist is retained by the City for the purpose of consultation, advice and lobbying advocacy on legislative and regulatory issues as they arise and as authorized by the City. The Lobbyist is specifically not retained to provide legal advice to the City and the Lobbyist shall not be required to perform any additional activity for the City which constitutes the practice of law.

14. **Entire Agreement:** This Agreement contains the entire Agreement between the parties and supersedes any and all other Agreements, negotiations or discussions. This Agreement may be altered only by a written document signed by the parties to this Agreement.

15. **Construction:** This Agreement shall be construed and interpreted according to the laws of the State of Washington in effect at the time.

IN WITNESS WHEREOF the parties have set the hands as of the date below.

LOBBYIST
Cameron Bailey Consulting

City
City of Granite Falls

Cameron Bailey

By:_____
Jeff Balentine, City Manager

Date_____

Date_____



CITY COUNCIL AGENDA BILL

Subject: 7.f.

Originating Dept.: City Manager

Action Recommended: Review and Confirm Appointments to City Boards, Commissions and/or Committees

Approval(s): City Manager

Meeting Date: January 7, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount:

BARS Code:

Summary Statement:

Review and Confirm Appointments to City Boards, Commissions and/or Committees

Background:

Recommended Motion: