

**CITY COUNCIL MEETING
AGENDA**

**February 18, 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**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. CONSENT AGENDA**
 - 4.a. AB 031-2026 Approval of January 21, 2026 Minutes**
 - 4.b. AB 032-2026 Approval of February 18, 2026 Claims Checks #415980 through 416010 totaling \$418,671.36**
 - 4.c. AB 033-2026 Approval of January 16, 2026 through January 31, 2026 Payroll Claims Checks #415933 through 415935 and Twenty-Seven EFT's totaling \$170,608.47**
- 5. STAFF REPORTS**
 - 5.a. Public Works**
 - 5.b. City Clerk**
 - 5.c. Planning**
 - 5.d. Passports**
 - 5.e. Consultant Police Chief**
- 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 034-2026 Public Hearing 7:10 PM or soon thereafter to Consider to approval of Resolution 2026-04, adopting the Parks Recreation and Open Space (PROS) Plan**
- 7.b. **AB 035-2026 Approval of Personnel Policies and Procedures Employee Handbook**
- 7.c. **AB 036-2026 Approval of Purchasing Procedures Manual**
- 7.d. **AB 037-2026 Selection of DEM Advisory Board Representative**
- 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: 4.a.

Originating Dept.: City Clerk

Action Recommended: Approval of Consent Agenda

Approval(s): City Clerk

Meeting Date: February 18, 2026

Date Submitted:

Exhibit(s):

1. 01-21-2026 Minutes
-

Budgeted Amount:

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**

**January 21, 2026
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 Jeff Balentine, Deputy City Manager Brent Kirk, Public Works Director Charles White, Planning Director Amy Hess, Deputy City Clerk Carole Williams
Consultants	Consultant Police Chief Tom Dalton, Consultant City Attorney Emily Guildner

1. CALL TO ORDER (VIA IN-PERSON)

Mayor Matthew Hartman called the 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.

**2.a. AB 001-2026 Administration of Oath of Office to:
Tom FitzGerald - City of Granite Falls Council Position #3**

City Clerk Darla Wilkins administered the Oath of Office to Tom FitzGerald (Council Position #3).

3. ROLL CALL

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

4. CONSENT AGENDA

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

- 4.a. **AB 016-2026 Approval of December 3, 2025 Minutes**
- 4.b. **AB 017-2026 Approval of January 21, 2026 Claims Checks #415886 through 415932 totaling \$985,026.93**
- 4.c. **AB 018-2026 Approval of December 16, 2025 through December 31, 2025 payroll claims checks #415799, #41584 through 415844 and Thirty EFTs totaling \$174,834.83**

5. STAFF REPORTS

5.a. Passports

City Manager Jeff Balentine gave a passport update including information on revenue and number of applications processed.

5.b. Planning Staff Report

Planning Director Amy Hess commented on the following:

- Smartgov update (online permitting portal)
- Working on code revisions and updates
- Work plan for rest of the year

5.c. City Clerk

City Clerk Darla Wilkins mentioned Brittany Thistlewood worked to convert the Council Packet to OCR recognition along with hyperlinks.

5.d. Public Works

Public Works Director Charles White commented on the following:

- Streets - Submitted 2026 Street Striping (cost estimate)
- Stormwater - working with residents in area for LID project

- Public works - After hours water leak (Hawkins neighborhood)
- Starting to work on the Water Use Efficiency Report

5.e. Police Department

Consultant Police Chief Tom Dalton commented on the following:

- 2025 Annual Report
- Current police call highlights for the month

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 019-2026 Waste Management Briefing

Rhianne Janovich, Public Sector Manager & Kimberly "Niles" McCann, Public Sector Manager with Waste Management Northwest gave an Annual Report Presentation to the Council.

7.b. AB 020-2026 Granite Falls Community Coalition Update

Carole Panagos gave a quarterly update on the Granite Falls Community Coalition.

7.c. AB 021-2026 Sno-Isle Library Update - Jannah Minnix

Jannah Minnix gave a quarterly update on the Sno-Isle Library including current and upcoming programs being offered.

**7.d. AB 022-2026 Public Hearing - 7:10 p.m., or soon thereafter
For Consideration of Adoption of Ordinance 1070-2026 and 1071-2026,
Amendments to Title 19 Unified Development Code, and Title 21
Impact Fee**

MOTION:	Motion to open the public hearing.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro

	Tem/Councilmember David Griggs, Councilmember Steven Glenn, Councilmember Bruce Straughn, Councilmember Tom FitzGerald
NAYS:	None
RESULT:	APPROVED

Planning Director Amy Hess discussed the purpose of tonight's public hearing. The City Council is to consider staff-initiated amendments to Title 19, Unified Development Code and Title 21, Impact Fees. Planning Director Hess outlined the proposed amendments and stated that they are intended to ensure consistency with the Comprehensive Plan, update regulatory language for clarity and enforceability, and to improve overall clarity processes.

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

MOTION:	Motion to adopt Ordinance No. 1070-2026, an Ordinance of the City of Granite Falls, Washington, amending Title 19 of the Granite Falls Municipal Code as presented.
MOVER:	Councilmember Bruce Straughn
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember David Griggs, Councilmember Steven Glenn, Councilmember Bruce Straughn, Councilmember Tom FitzGerald
NAYS:	None

RESULT:	APPROVED
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MOTION:	Motion to adopt Ordinance No. 1071-2026, an Ordinance of the City of Granite Falls, Washington, amending Title 219 of the Granite Falls Municipal Code as presented.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember David Griggs, Councilmember Steven Glenn, Councilmember Bruce Straughn, Councilmember Tom FitzGerald
NAYS:	None
RESULT:	APPROVED

7.e. AB 023-2026 Consideration to approve the scope and fee from Gray and Osborne for design and project support for the Union Street/Kentucky Avenue Improvements project.

MOTION:	Motion to approve scope and fee from Gray and Osborne for design and construction support related to the Union Street and Kentucky Avenue Improvements Project, in an amount not to exceed \$153,100.00 and authorize the City Manager to sign.
MOVER:	Mayor Pro Tem/Councilmember David Griggs
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember David Griggs, Councilmember Steven Glenn, Councilmember Bruce Straughn, Councilmember Tom FitzGerald
NAYS:	None
RESULT:	APPROVED

7.f. AB 024-2026 Proclamation in Recognition of America's Semiquincentennial (250th) Birthday

Mayor/Councilmember Matthew Hartman read the America 250 Proclamation.

7.g. AB 025-2026 Approval of Resolution 2026-03 Establishing Consolidated Purchasing Policies, Procedures, and Delegation of Purchasing Authority

MOTION:	Motion to approve Resolution 2026-03 establishing consolidated
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	purchasing policies, procedures, and delegation of purchasing authority to the City Manager and Department Heads, replacing Resolution 2021-03 and Resolution 2008-04.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember David Griggs, Councilmember Steven Glenn, Councilmember Bruce Straughn
NAYS:	Councilmember Tom FitzGerald
RESULT:	APPROVED

8. CURRENT BUSINESS

None.

9. MAYOR'S COMMENT (5 MINUTES)

Mayor Matthew Hartman commented on the following:

- Snohomish County Cities Dinner (attended last week)
- Met with Nate Nehring & Tom Teigen regarding O'Reilly Acres Park (with City Manager Jeff Balentine) = no-go project
- Dinner in Olympia with City Manager Jeff Balentine and met with eight different Congress members, including 39th District Representatives (last Monday) on the Boys & Girl's Club alleyway & parking area and on possibly funding a future Veteran's Memorial
- Senator Patty Murray & Maria Cantwell - line item in bill (appropriation for \$990,000 for the Burn Rd. Lift Station)

10. COUNCIL COMMENTS (15 MINUTES)

Mayor Pro Tem David Griggs commented on the following:

- SCC Dinner (mentioned how interesting it was)
- Thanked Staff for everything they do
- Commented on Police Chief Tom Dalton's report

Councilmember Tom FitzGerald commented on the following:

- Appreciated being excused for medical reasons
- Asked if packets could be fixed to remain in portrait mode when scanned in
- Meeting on O'Reilly Acres. Wish he could of attended the meeting (Regional Sports Complex)

- School Board Bond Meeting - tomorrow night at high school 5 p.m.
- High School Sports - game on Friday night

Councilmember Steven Glenn commented on the following:

- Community Transit Meeting & new board members

Councilmember Bruce Straughn had no comment.

11. CITY MANAGER (5 MINUTES)

City Manager Jeff Balentine commented on the following:

- Thanked Mohanna Goravanchi for helping to get out the W2's
- Project update on Wastewater Treatment Plant
- Sewer Moratorium (expires on January 31st)
- Flock Discussion will be discussed on the February 4th Work Session meeting
- Legislator Trip update
- Public Safety funding - passed
- Legislation update

12. ADJOURNMENT

With no further business to come before the Council, the meeting was adjourned at 9:17 p.m.

City Clerk Darla Wilkins, MMC

Mayor Matthew Hartman



CITY COUNCIL AGENDA BILL

Subject: 4.b.

Originating Dept.: City Manager

Action Recommended: Approval of
Consent Agenda

Approval(s): City Manager
Finance

Meeting Date: February 18, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount: \$418,671.36
BARS Code: 001 Current Expense = \$24,356.02
101 Streets = \$3,356.33
401 Water = \$40,704.46
402 Cif/Water = \$2,420.57
403 Sewer - \$37,245.34
404 Cif/Sewer = \$294,005.90
405 Storm Drainage = \$1,349.83
406 Cif/Storm Drainage = \$14,902.91
630 Trust Agency = \$330.00

Summary Statement:

Claims are for February 5, 2026 through February 18, 2026.

Background:

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.c.

Originating Dept.: City Manager

Action Recommended: Approval of Consent Agenda

Approval(s): Finance
City Manager

Meeting Date: February 18, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount: \$170,608.47

BARS Code: 001 Current Expense = \$76,562.19

101 Streets = \$14,053.77

401 Water = \$26,548.70

403 Sewer = \$46,585.99

405 Storm Drainage = \$6,857.82

Summary Statement:

Payroll claims are for January 16, 2026 through January 31, 2026.

Background:

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 OF
GRANITE FALLS

CITY COUNCIL AGENDA BILL

Subject: 5.a.

Originating Dept.: Public Works

Action Recommended:

Approval(s):

Meeting Date: February 18, 2026

Date Submitted:

Exhibit(s):

1. PublicWorksStaffReport 2-18-26

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:

Public Works Staff Report

February 18, 2026

STREETS

Public Works replaced the interior light bulbs on the clock located just south of the old City Hall after a passerby notified the City of the outage.

More Crack-Stix has been ordered to seal larger cracks on Leola Lane, and Public Works crew will complete these repairs.

Staff is also preparing a scope of work to solicit bids through the MRSC Small Works Roster for a larger-scale crack sealing project in the coming months. This project will be partially funded by the Transportation Improvement Board.

Pothole patching was completed along portions of Menzel Lake Road within the city limits. Public Works established traffic control and performed the repairs on February 12, 2026.



SEWER

Sewer jetting was completed on a main line along Leola Lane. This section is prone to buildup due to low flows and has historically required jetting every six months. Based on the amount of material removed during the most recent service, the maintenance schedule has been adjusted to every four months.

Staff recorded the quitclaim deed and boundary line adjustment for the Burn Road lift station site on February 11, 2026.

WATER

Staff submitted the annual Water Facilities Inventory (WFI) to the Department of Health. This report updates system contact information, service connection totals, and population counts for the municipal water system.

Low-velocity water main flushing was conducted along Mountain View Street and in the Paradise Parkway area in response to a customer complaint regarding a chlorine odor. A noticeable chlorine smell in potable water is often associated with lower free chlorine residuals and the formation of chloramines, a byproduct created as chlorine disinfects the water. Flushing introduces fresh water into the system and helps remove stagnant water from the distribution mains.

PARKS

PnD Logging and Tree Service was onsite Wednesday and Thursday of last week to remove trees at the Perrigoue Ball Fields. Staff received thirteen bids through the Small Works Roster process. PnD was the lowest responsible bidder at approximately \$31,000. Little League tryouts begin February 21, 2026.

DAY ONE TREE REMOVAL



MISC.

Public Works is completing sheetrock repairs and repainting walls at the old fire station. The goal is to relocate the Legion administrative office into the building by the end of the month.



CITY OF
GRANITE FALLS

CITY COUNCIL AGENDA BILL

Subject: 5.b.

Originating Dept.: City Clerk

Action Recommended:

Approval(s):

Meeting Date: February 18, 2026

Date Submitted:

Exhibit(s):

1. 02-18-2026 City Clerk Report

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:

City Clerk Staff Report

February 18, 2026

Business Licenses (Inside City):

Jet Mustang LLC

10507 Spruce Ave.

Granite Falls, WA 98252-9067

Business license application is for: Automotive parts and accessories retailers

Landforge Excavation and Landscaping, LLC

10008 Mountain Loop Highway, Apt. 115

Granite Falls, WA 98252-9065

Business license application is for: Excavating-construction, landscaping

J2 Transport LLC

219 Raybird Ave.

Granite Falls, WA 98252-8600

Business license application is for: Transportation, freight

Business Licenses (Outside City):

Combined Cutting Contractors

20311 SE 240th St.

Maple Valley, WA 98038-8618

Business license application is for: Tree removal or tree trimming. Maintenance on residential lawn and some commercial. Specialist is crane removal

Bond Distributing LLC

31831 Mountain Loop Highway

Granite Falls, WA 98252-9529

Business license application is for: Food services

SIG Mechanical LLC

14210 Beverly Park Rd. Unit A

Edmonds, WA 98026-3920

Business license application is for: Heating, ventilation and air conditioning, HVAC, contracting, general business



CITY OF
GRANITE FALLS

CITY COUNCIL AGENDA BILL

Subject: 5.c.

Originating Dept.: Planning Department

Action Recommended:

Approval(s):

Meeting Date: February 18, 2026

Date Submitted:

Exhibit(s):

1. 02.18.2026 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: February 18, 2026

Subject: Planning Department Update

1. UPDATES

Staff continues to work with SmartGov on permitting software build-out. Meetings are taking place twice weekly, with staff generating and testing 10 permit/application templates a week to try to stay on schedule. The tentative “Go-Live” date is April 21.

There has been an uptick in inquires related to development now that the moratorium has lifted.

General Code fka Code Publishing, who hosts our online Municipal Code, is close to having all of the recent code amendments complete so that they will be reflected online.

2. DEVELOPMENT ACTIVITY

The project known as “Pilchuck Crossing”, the 34-unit condo development on the southeast corner of 100th Street and Quarry Road, is out for review.

The project known as “Moonbird Crossing” has not yet made payment so the project is still considered ‘incomplete’. Once payment is received, the project will be routed for review.

3. PERMITS ISSUED

Applicant Name	Address	Type of Work
Jason Taylor	508 Manor Way	Mechanical
Kimberly Hills	108 N. Alder	Plumbing
Joseph Xayamouangbo	111 Paradise Way	Mechanical

4. LONG-RANGE PLANNING

Research on updating the Park Impact Fee continues.

Staff will be reviewing/proposing changes to the “Change of Use” section of Title 19 in the near future. This relates to buildings such as the old Rite Aid that have been vacated for a period of time, governing what improvements or upgrades may be needed in order to re-occupy the site.

Staff will continue to review and identify areas in need of refinement and revision, bringing forward amendments later this year.

5. POLICY AND PROCESS IMPROVEMENTS

Improvements to the SOP document related to current processing of permits has been ongoing as Joey continues to gain experience and take the lead on processing of permits. Updating of processes and procedures as well as submittal checklists, continues. 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.

6. UPCOMING PRIORITIES

Staff’s top priority is the implementation of SmartGov and processing of Land Use applications. Once SmartGov is live, staff will shift focus to other items identified on the 2026 work plan previously provided. If there are any sections of code that you feel should be prioritized, please share those with me.

7. SUMMARY

Staff focus has shifted to current development project review, while continuing to focus on building out SmartGov and training new staff.

Having Joey as part of the department is proving to be an asset, as was expected. I expect him to continue to excel as volume increases and his skills improve.



**CITY OF
GRANITE FALLS**

CITY COUNCIL AGENDA BILL

Subject: 5.d.

Originating Dept.: City Council

Action Recommended:

Approval(s):

Meeting Date: February 18, 2026

Date Submitted:

Exhibit(s):

- 1. COGF Passport PnL

Budgeted Amount:

BARS Code:

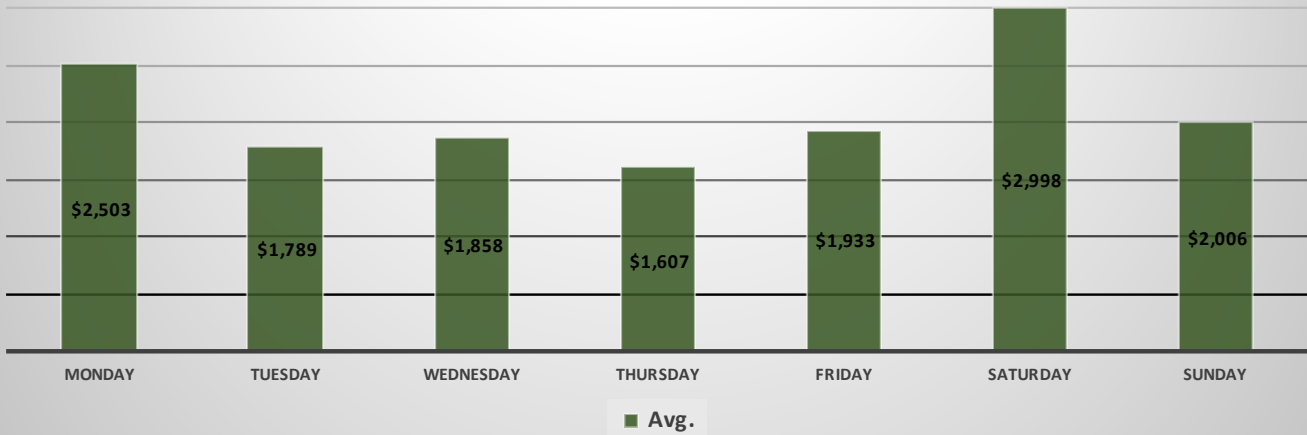
Summary Statement:

Background:

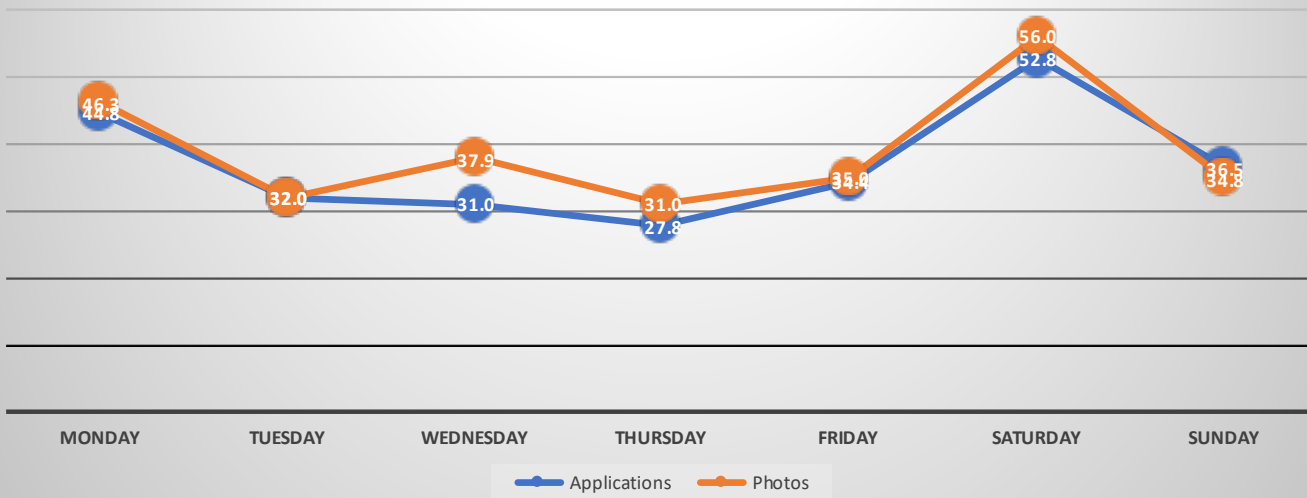
Recommended Motion:

As of February 12, 2026

30-day Statistics By Day



30-day Application & Photo Processing By Weekday



	Revenue since 6-6-2022	Revenue YTD 2026	Gross Margin YTD 2026	
Total Revenue (since 6-6-2022)	\$ 1,232,352.35	\$ 88,440.40	\$ 49,318.52	
30-day Annualized Revenue Trend	\$ 750,715.02		55.8%	
	Gross Margin	% Sales	Tracking v Budget	Revenue Change v prior year
Total Gross Margin (since 6-6-2022)	\$ 547,169.43	44.4%	\$ 4,151.85	\$ (23,792.60)
30-day Annual Projected Gross Margin	\$ 418,633.93	55.8%	5.4%	-21.2%
		# Processed	Last 30 day Avg. per day	Break Even
Total Passport Applications Processed		37,258	36.5	15.7
Total Passport Photos Taken		34,151	38.7	14.4



CITY OF
GRANITE FALLS

CITY COUNCIL AGENDA BILL

Subject: 5.e.

Originating Dept.: Consultant Police Chief

Action Recommended:

Approval(s):

Meeting Date: February 18, 2026

Date Submitted:

Exhibit(s):

1. February 18th Council report
combined

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:



City of Granite Falls In Partnership with Snohomish County Sheriff's Office



Sheriff Susanna Johnson

City Manager Jeff Balentine

Granite Falls Police Services

City Council Report

Reporting Period: February 1–12, 2026

Prepared: February 12, 2026

Calls for Service / Activity Overview

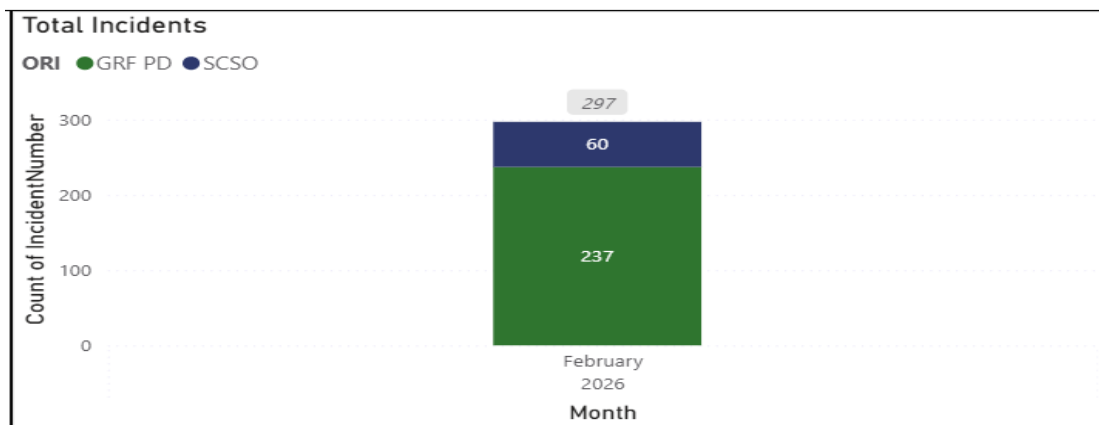
As of **February 12, 2026**, Granite Falls deputies have responded to **297 total calls for service**. Of those, **237 calls occurred within Granite Falls city limits** and **60 calls occurred within the county**.

During this reporting period, deputies generated **11 case reports**, including:

- **9 reports within city limits**
- **2 reports within the county**

The case reports consisted of the following primary incident types:

- **4 misdemeanor assault reports**
- **1 APS referral**
- **1 CPS referral**
- **1 traffic offense report**
- **1 collision report**
- **Additional miscellaneous incidents (refer to attached activity chart and additional page at the end of the report)**



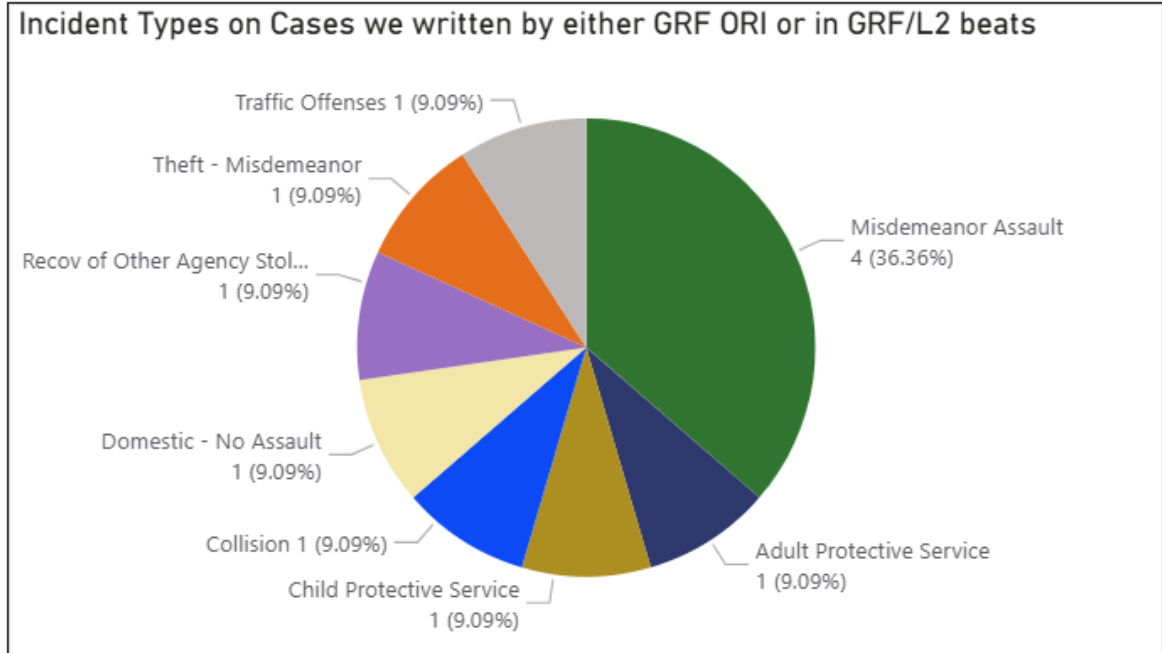


**City of Granite Falls
In Partnership with
Snohomish County Sheriff's Office**



Sheriff Susanna Johnson

City Manager Jeff Balentine



Call Type Highlights

Deputies responded to the following notable call types during this period:

- **Alarm Calls:** 3 (all within city limits)
- **Public Assists:** 11 (all within city limits)
- **Suspicious Circumstances:** 35 total
 - 25 within city limits
- **Welfare Checks:** 6 total
 - 3 within city limits
- **Behavioral Health Contacts:** 11 total
 - 9 within city limits
- **Suicide-Related Calls:** 2 total



City of Granite Falls In Partnership with Snohomish County Sheriff's Office



Sheriff Susanna Johnson

City Manager Jeff Balentine

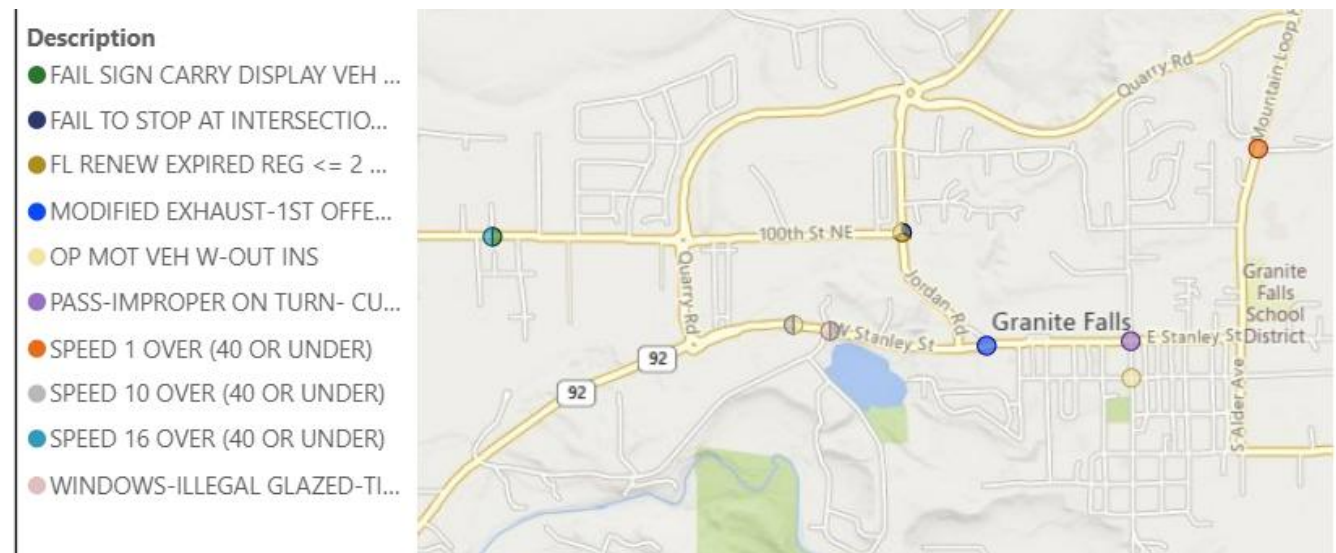
Domestic Violence Activity

Deputies responded to **5 domestic violence-related calls**. These included:

- **1 verbal domestic disturbance** with no assault reported
- **4 domestic violence incidents where reports were taken**
 - **1 arrest made** as a result of the investigation

Traffic Enforcement

Deputies issued **10 traffic tickets**, with a total of **13 citations** associated with those stops. A breakdown of citation types is provided in the attached chart.



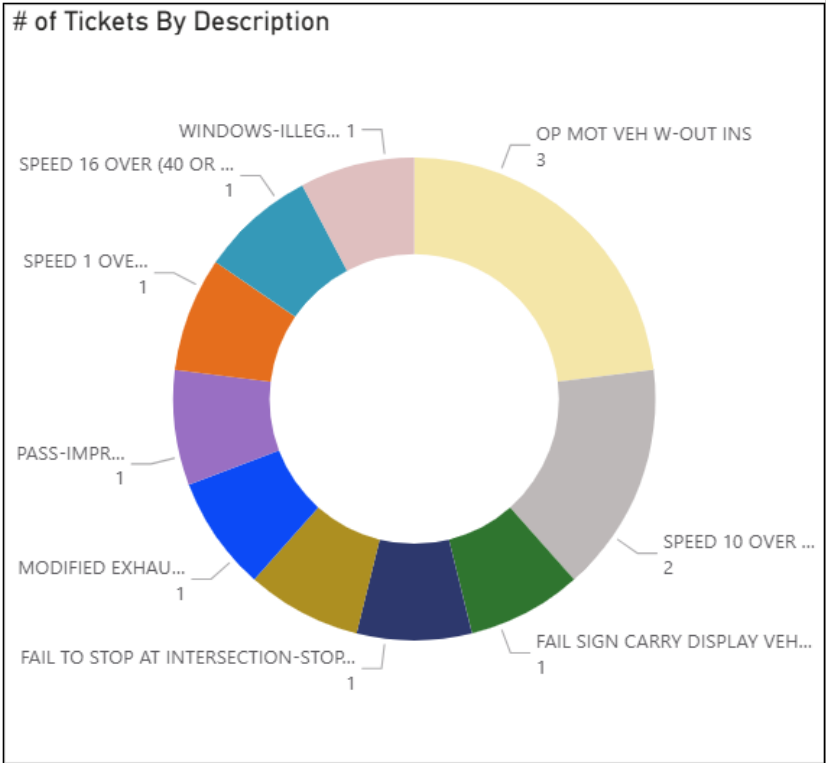


City of Granite Falls In Partnership with Snohomish County Sheriff's Office



Sheriff Susanna Johnson

City Manager Jeff Balentine



Theft Trends / Crime Mapping

A 12-month theft chart has been attached to this report. This chart includes:

- Total theft reports and theft-related charges over the past 12 calendar months
- Breakdown of theft call types
- Map identifying geographic concentration of theft-related activity

This information is being provided to assist with trend monitoring and proactive resource planning.



City of Granite Falls In Partnership with Snohomish County Sheriff's Office



Sheriff Susanna Johnson

City Manager Jeff Balentine

School-Related Activity

During the first 12 days of February, deputies responded to **28 calls for service at Granite Falls schools**. In keeping with proactive patrol emphasis:

- **16 of the 28 calls were school checks**
- **5 calls were security checks**

Additionally, deputies continue to respond to a high volume of accidental emergency calls from student cell phones. During this period, deputies responded to **four (4) 911 hang-up calls** originating from the schools.

Community Event: Student Demonstration (February 10, 2026)

On Tuesday, **February 10, 2026**, students from **Granite Falls High School, Crossroads High School, and the Middle School** held a demonstration at the corner of **Jordan Road and West Stanley Street**.

Deputies responded to several calls related to the event. None of the calls required a formal report, and no victims contacted deputies requesting follow-up or expressing criminal concerns. Overall, the demonstration remained orderly, and students were respectful and cooperative.

During the event:

- Students complied immediately when asked to remain out of the roadway.
- Students also complied when reminded to use crosswalk signals when crossing.
- Deputies observed no significant issues involving student behavior or public safety concerns.

Deputies did, however, respond to multiple disturbance calls involving adults/parents at the scene. Some parents expressed frustration that deputies were not actively supporting the demonstration. Deputies explained that law enforcement must remain neutral and may only intervene to mediate disputes or investigate crimes.

Several calls were associated with one particularly aggressive parent who reportedly claimed they were acting as "security" for the students. Deputies also addressed concerns from individuals who believed that counterdemonstrators expressing opinions were committing harassment. Deputies explained that individuals expressing opinions—whether supportive or critical—are protected under the First Amendment, so long as their behavior does not rise to the level of criminal conduct.



**City of Granite Falls
In Partnership with
Snohomish County Sheriff's Office**



Sheriff Susanna Johnson

City Manager Jeff Balentine

One intoxicated male was reported at the scene. Deputies contacted the individual and calmly requested he leave the area, which he did without incident and did not return.

Overall, the event concluded with minimal disruption, and deputies were able to maintain public safety and preserve lawful First Amendment activity.

Closing

Deputies continue to balance proactive patrol, enforcement, and public safety response while maintaining visibility within the community and school areas. The first part of February has included a significant number of behavioral health-related calls and school-related activity, along with continued emphasis on traffic enforcement and crime trend monitoring.

I would also like to add that the new non-profit that Sondra Novak has put together assisted Deputies by providing financial support to get a displaced adult female a hotel room while they worked with 211 on housing services and travel arrangements back to Portland, OR.

Thank you to city staff for their continued support.

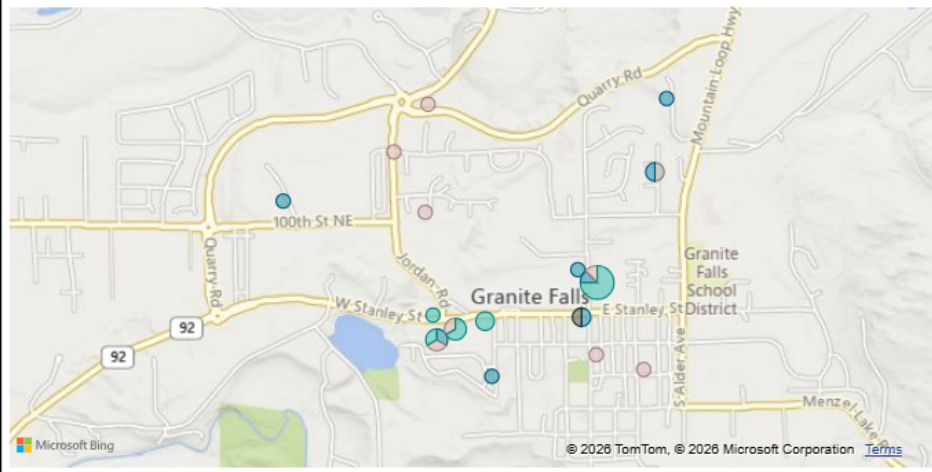
Respectfully,

Tom Dalton

Chief of Police

Theft Cases, Past 12 Calendar Months

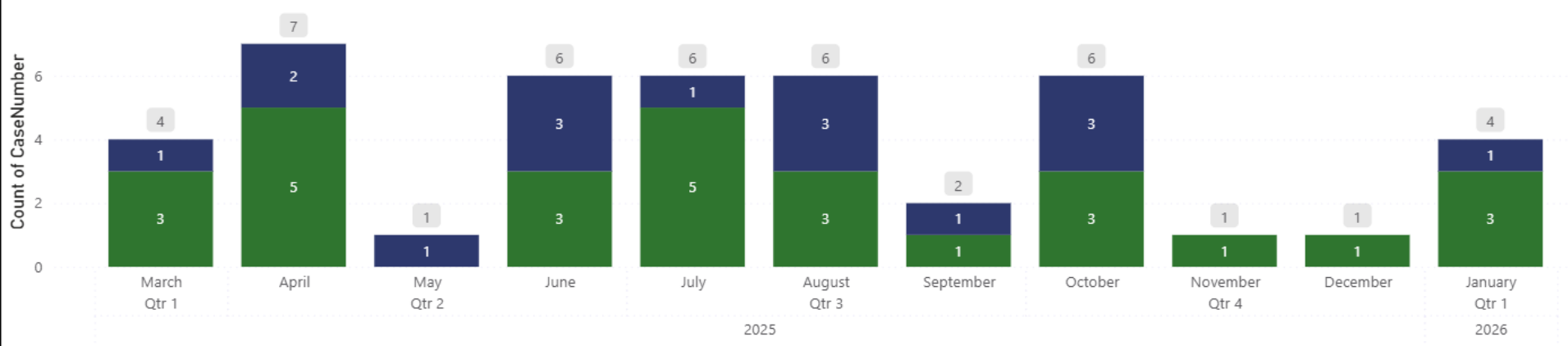
SNOSTAT Group ● Theft 1 ● Theft 2 ● Theft 3 ● Theft 3 Shoplifting ● Theft of Firearm



Statute Descript	Count of CaseNumber
THEFT 1 NO GUN-MV [ALL OTHER]	1
THEFT 2 ACCESS DEVICE	3
THEFT 2 NO GUN-MV [ALL OTHER]	9
THEFT 2 NO GUN-MV [EMBEZZLE-PUBLIC PROP]	1
THEFT 2 NO GUN-MV [FROM BUILD]	2
THEFT 2 NO GUN-MV [FROM YARD]	1
THEFT 2 NO GUN-MV [MV PARTS-ACCESSORIES]	1
THEFT 3 [ALL OTHER]	8
THEFT 3 [FROM BLDING]	1
THEFT 3 [FROM MAIL]	2
THEFT 3 [FROM YARD]	1
THEFT 3 [MV PARTS-ACCESSORIES]	2
THEFT 3 [SHOPLIFTING]	12
THEFT OF A FIREARM [FROM BLDING]	2
Total	44

Count of CaseNumber by Year, Quarter, Month and Beat (groups)

Beat (groups) ● GRF & GRFPR ● L2



This map and chart represent thefts in the city for the past 12 calendar months and quarters. Theft 1 and 2 are felony thefts.



CITY COUNCIL AGENDA BILL

Subject: 7.a.

Originating Dept.: Planning Department

Action Recommended: Staff recommends approval of the resolution.

Approval(s): City Manager
Attorney

Meeting Date: February 18, 2026

Date Submitted:

Exhibit(s):

1. Draft PROS Plan
2. Resolution 2026-04 - PROS Plan

Budgeted Amount:
BARS Code:

Summary Statement:

This resolution would formally adopt the Parks, Recreation, and Open Space (PROS) Plan, which serves as a guiding policy document for the planning, development, and maintenance of parks, recreational facilities, trails, and open spaces within the community. Adoption of the PROS Plan will support the City's efforts to enhance and expand public park amenities, maintain eligibility for grant funding, increase competitiveness for future funding opportunities, and support priorities for future projects.

Background:

The Parks, Recreation, and Open Space Plan (PROS Plan) is a policy document that guides the planning, development, and maintenance of parks, recreational facilities, trails, and open space within the community. The Plan establishes a shared vision and framework to ensure that recreational amenities and open spaces meet the current and future needs of residents while supporting environmental stewardship, public health, and quality of life.

The PROS Plan evaluates existing parks and recreational assets, identifies community

needs and service gaps, and sets priorities for future improvements and investments. It incorporates public input, demographic trends, and best practices to recommend strategies for land acquisition, facility development, connectivity, and resource conservation.

Recommended Motion:

1.) Move to approve Resolution 2026-04, a Resolution of the City Council of the City of Granite Falls, Washington, adopting the 2026 Parks Recreation and Open Space Plan, and authorize the Mayor to sign.

2.) Move to approve Resolution 2026-04, a Resolution of the City Council of the City of Granite Falls, Washington, adopting the 2026 Parks Recreation and Open Space Plan, with the following revisions, and authorize the Mayor to sign.



CITY OF
GRANITE FALLS

GRANITE FALLS PARKS, RECREATION, AND OPEN SPACE PLAN

MARCH 2026



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ACKNOWLEDGEMENTS

CITY STAFF

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<u>PLANNING DIRECTOR</u>	AMY HESS
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SECTION I INTRODUCTION

Chapter 1

INTRODUCTION

The PROS Plan update began in late 2025 with the intent to have a completed plan ready for adoption in Spring 2026. The plan is part of a nearly year-long effort to determine Granite Falls' needs for parks, recreation, and open spaces over the next 20 years.

Public engagement was at the forefront of planning efforts to encourage feedback on park quality, priority investment areas, and what the parks system should look like in the future.

An examination of the existing parks and facilities was completed to quantify the existing level of service of the parks. The survey recorded the quality and availability of park amenities, structures, and facilities as well as identified maintenance improvement projects for the City to consider investment in. A separate walkability evaluation was completed to verify deficiencies in pedestrian accessibility to facilities from nearby neighborhoods.

The engagement and examination phases of the process led to the evaluation phase. A Capital Improvement Plan (CIP) was developed with the most recent Comprehensive Plan Update to improve the parks system. The CIP describes the timing, implementation, estimated construction costs, and scope of work proposed for each project.

The proposed projects represent a culmination of efforts from the City, the public, and consultant to ensure a consistent and representative plan that will direct parks and recreation improvements, maintenance, and funding over the next 20 years.



Photo by Ronnie Christine Hudgins



Chapter 2

BENEFITS AND PURPOSE OF PROS PLAN

The Granite Falls Parks, Recreation, and Open Space (PROS) Plan is a Plan incorporating the relevant tenets of the recently adopted 2024 Granite Falls Comprehensive Plan Periodic Update. Such PROS plans are required by the Washington State Recreation and Conservation Office (RCO) and are typically updated every six (6) years to meet grant eligibility and Growth Management Act (GMA) planning requirements. The plan addresses the anticipated population growth over the next 20 years by proposing changes to the existing park system.

A PROS Plan is a guide for City of Granite Falls staff or representatives to make decisions or take action on the parks and recreation program. The plan outlines the minimum service provision requirements to develop and maintain an enjoyable, quality park. The plan describes the existing condition of the parks system and includes a Capital Improvement Plan (CIP) to address system deficiencies. The CIP will guide future park program investments for the planning period 2026-2031 and includes an estimate for improvement construction costs, an implementation timeline, and scope. Proposed projects are included in the City's CIP and Final Budget.

PROS planning is an opportunity for City staff to critically evaluate the performance and quality of existing services and facilities and to consider the impacts population growth will have on parks programming. The PROS Plan has been updated to incorporate recent changes to the City's demographics and facilities and establishes an energized vision of the future of Granite Falls' parks, recreation, and open spaces.



Photo by Carroll Butler



SECTION II ***PLANNING PROCESS***

Chapter 3

COMMUNITY PARTICIPATION

Public input and engagement is vital to achieving an inclusive planning process. The City conducted a community outreach effort to understand current priorities and needs for the community. Several outreach methods were utilized to maximize engagement in the PROS process, including:

- **An online community survey**
- **A supplementary youth survey**
- **One (1) stakeholder meeting**
- **One (1) public open house**
- **Website updates on the planning process**
- **One (1) Planning Commission Meeting**
- **One (1) City Council Meeting**
- **One (1) Public Hearing**

Public feedback influenced Granite Falls' selection and prioritization of projects. Community feedback generated within the survey, stakeholder meeting, and public open house is located within the Appendices of this plan.





Chapter 4

BENEFITS OF PARKS, RECREATION, & OPEN SPACE

Park and recreational facilities are foundational components of a healthy and engaged community. Parks can improve the physical and psychological health of residents, bring a resurgence in economic vitality, and can be tools for enhancing environmental quality. PROS strengthen our communities and have a variety of benefits worthy of consistent investment as described by the Trust for Public Land's report titled *The Benefits of Parks: Why America Needs More City Parks and Open Spaces*.



Physical

Nearly half of Americans do not get the recommended minimum amount of physical activity in a day. Parks provide opportunities for fitness and active recreation, which improves physical and mental health. Physical activity is more likely to occur when residents are within a quarter mile of a park. Daily interaction with plants and nature facilitates the release of dopamine which improves moods.



Economic

Development and maintenance of parks can financially benefit retailers and residents. Tourism spurs economic activity, and parks are destinations that attract pass-by visitors. Tourism that can bring new dollars into the community. When there are recreational opportunities available at a free or low cost to residents, residents can benefit from those facilities and reduce potential medical costs associated with inactivity. Property values are enhanced when parks are within walking distance.



Social/community

Parks provide opportunities for camaraderie and interaction fostering relationships with neighbors creating a sense of community. The development of relationships with community members improves local connections and sense of place for residents. People who feel engaged with their community are more likely to participate in recreational activities and use communal spaces. A greater park presence from users reduces opportunities for crime.



Environmental

Parks and open spaces bring a wide variety of environmental benefits. Trees store water and reduce the rate stormwater flows into community facilities. Trees and plants purify the air by releasing oxygen and absorbing carbon dioxide. Tree canopies reduce the impacts of urban heat that is absorbed in hardscaped surfaces. Open spaces protect undisturbed habitats supporting the native wildlife. There is educational value in parks; signage at parks can provide information that fosters community stewardship for the environment.





SECTION III PARKS AND RECREATION IN GRANITE FALLS

Chapter 5

2024 COMPREHENSIVE PLAN PERIODIC UPDATE

The Washington State 1990 Growth Management Act (GMA) requires all incorporated municipalities within Snohomish County to develop a comprehensive plan which includes addressing population growth impacts to government facilities and services. The GMA implements land use planning strategies to evaluate the predicted level of service needs associated with population growth and assess existing facilities or services.

The City of Granite Falls adopted its most recent 20-Year Comprehensive Plan Periodic Update in January 2024. Included within the Plan is a determined focus on Parks, Recreation and Open Space priorities for the City and its residents to provide desirable opportunities for recreation facilities and programs. The Periodic Update also addresses the prioritization of capital improvements and acquisitions for parks, recreation, and open space.

Additionally, GMA encourages jurisdictions to retain open space, develop recreational opportunities, conserve fish and wildlife habitat, increase access to natural resource lands and water, and develop park facilities. Open space corridors are further referenced in the GMA requiring that land use plans include identification of "...open space corridors within and between urban areas. They should include lands useful for recreation, wildlife habitat, trails, and connection for critical areas."

This PROS Plan will go into a higher level of detail with regards to existing facilities, prioritization of projects, and maintaining an appropriate level of service (LOS).

Granite Falls' residents have access to park and recreation facilities and programs provided by Snohomish County, Washington State Department of Natural Resources, and the National Forest Service. At the same time, residents outside of Granite Falls have access to city parks and recreation programs.

The 20-Year Plan's Park, Recreation, and Open Space element provides an inventory of park and recreation facilities in Granite Falls, sets service standards, and identifies goals, policies, and strategies for providing additional facilities and programs. The 20-year capital facilities plan for the City's park facilities are included in the Capital Facilities Element chapter of the City's 2024 Comprehensive Plan Periodic Update.



Chapter 6

2024 GRANITE FALLS COMPREHENSIVE PLAN GOALS, POLICIES, AND ACTIONS

Goal PR0-1 To provide quality parks and open space for Granite Falls citizens and visitors.

Policy PR0-1.1 Design and locate park facilities to adequately serve the needs of the current and projected population in the City of Granite Falls and of the City's visitors.

Policy PR0-1.2 Work with appropriate regional/county agencies to jointly finance parks and recreation facilities within the City and region.

Policy PR0-1.3 Use a combination of creative financing alternatives, impact fees, developer mitigation, grants, and cooperative strategies with the private sector to pay for the acquisition and construction of parks and acquisition of open space.

Policy PR0-1.4 Develop a plan for adequate and long-term maintenance for every public park prior to construction.

Policy PR0-1.5 Build a partnership with the State, County, and local entities to encourage the development of parks and public space throughout and for the region.

Policy PR0-1.6 Support Snohomish County in fulfilling its defined role of providing regional facilities, programs, parks, and open space.

Policy PR0-1.7 Maintain existing and/or future parks and recreation facilities using best management practices and best available science.

Policy PR0-1.8 Achieve and/or maintain parks and recreation capital facilities level-of-service (LOS) standards to establish long-term facility and funding requirements.

Policy PR0-1.9 Identify open space, trail, and park resources and needs, and develop programs for protecting and enhancing these areas.

Goal PR0-2 To ensure adequate and enriching recreational opportunities for the citizens of Granite Falls that encourage physical activity.

Policy PR0-2.1 Create and promote a wide range of new facilities and opportunities to address the recreational needs of the citizens of Granite Falls.

Policy PR0-2.2 Provide recreational activities specific and appropriate for all age groups.

Policy PR0-2.3 Develop and maintain a comprehensive multi modal trail/pathway system connecting all parts of Granite Falls.



Policy PR0-2.4 Develop additional sport fields, picnic areas and children's recreational water park feature to serve the Granite Falls community.

Policy PR0-2.5 Require the development of publicly dedicated mini-parks, tot lots and open spaces when reviewing and approving new residential subdivisions.

Goal PR0-3 Preserve a variety of open space to maintain and enhance the quality of life.

Policy PR0-3.1 Preserve open space throughout the City to provide for passive uses such as shoreline access and fish and wildlife habitat.

Policy PR0-3.2 Give preferences to facilities that improve water quality and protect stream corridors.

Policy PR0-3.3 Plan interpretive facilities and environmental programs to increase public understanding of the value of stream corridors, wetlands, and critical areas.

Policy PR0-3.3 Consider incentives to preserve valuable open space in new development.

Policy PR0-3.4 Utilize a variety of public and private tools in the preservation of open space including donations, land banking, mitigation, impact fees, grants, and partnerships, or transfer of development rights, regulatory restrictions, and tax relief programs.

Goal PR0-4 To explore innovative opportunities to achieve parks, recreation, and open space objectives as a part of all City planning activities and development review.

Policy PR0-4.1 Plan bike paths, hiking trails, boardwalks, and non-motorized transportation routes to improve access to parks, recreational facilities, open space, residential neighborhoods, employment centers, downtown, and other local and regional non-motorized routes.

Policy PR0-4.2 Integrate planning for park facilities with other capital facility projects such as roads and stormwater projects in order to realize the greatest benefit to the public by leveraging mitigation, grant funds, and cost-effective use of design, acquisition, and construction funds.

Policy PR0-4.3 Collaborate with the Granite Falls School District to maximize recreational opportunities and provide greater access to school facilities during non-school times for the entire community.

Policy PR0-4.4 Encourage design and restoration of parks and open space to protect water quality, improve resiliency to floods, and include trees to filter and reduce runoff.



Goal PR0-5 To create a public process that involves citizens in identifying, acquiring, and designing parks, recreation facilities, and open space, and in designing recreational programming to meet diverse needs.

Policy PR0-5.1 Integrate public participation regarding park and recreation planning with other aspects of community development.

Policy PR0-5.2 Provide opportunities for potential primary users of recreational facilities to participate in the process of selection, acquisition, and development of open space, recreational facilities, and programming.

Goal PR0-6 To protect, conserve and enhance the historic and cultural heritage of Granite Falls.

Policy PR0-6.1 Coordinate and cooperate with local, state, and national historical and cultural preservation organizations in order to promote historic and cultural preservation within the City.

Policy PR0-6.2. Work with the Stillaguamish, Sauk Suiattle, and Tulalip Tribes to preserve significant cultural and historic sites.

Policy PR0-6.3 Promote a mutually supportive relationship between historic and cultural preservation and economic development.

Policy PR0-6.4 Incorporate the preservation of sites and structures of historic, cultural, and archeological significance as a part of the aesthetic and environmental consideration in site design.

Policy PR0-6.5 Promote historical, environmental, and cultural education through special event programs, the preservation of historic sites, and the support of festivals and events reflecting the cultural heritage of Granite Falls.

Policy PR0-6.6 Support the Granite Falls Historical Society in its efforts to inventory significant historical and archaeological resources and to provide information to the community on the history of Granite Falls.

ACTIONS

PRO Action 1 - Proceed with the planning and development of undeveloped parkland.

PRO Action 2 - Obtain an Interlocal Agreement with the School District for joint use of School District recreational facilities.

PRO Action 3 - Support local entities seeking to establish recreational programs and facilities in the community.



PRO Action 4 - Seek out private and public funding for a community center.

PRO Action 5 - Improve and develop a system of trails and walkways to connect the open space and parkland within and adjacent to the City including:

- Pathway to the bogs on the eastern edge of the City in collaboration with the School District.
- Sidewalk to the Granite Falls Fish Ladder and bridge on the northern edge of the City.
- Coordination and cooperation with Home Owners Associations that own parks and trails in the City.

PRO Action 6 - Provide lighting in all City parks where appropriate.

PRO Action 7 - Provide security cameras in all City parks where appropriate.



Chapter 7

COMMUNITY PROFILE

Understanding the community's demographics is essential for planning a park system that meets the specific needs of Granite Falls residents. This chapter analyzes population trends, age distribution, and economic characteristics to ensure future park investments align with the users they serve.

7.1 Location and History

Granite Falls is uniquely situated as the "Gateway to the Mountain Loop Highway," nestled between the Pilchuck and Stillaguamish Rivers. Historically defined by mining, logging, and shingle mills, the City has transitioned over the last two decades into a growing residential community. While it retains its small-town character and connection to the Cascade foothills, it is increasingly becoming a choice destination for families seeking affordability and natural beauty within commuting distance of major employment centers.

7.2 Population Trends & Growth

Granite Falls is experiencing steady population growth, driven largely by new residential developments. As of 2025, the City's population is estimated at approximately 4,775 residents.

Under the Growth Management Act (GMA) and the Snohomish County 2044 Growth Targets, Granite Falls is planning for significant expansion over the 20-year planning horizon. The City is expected to absorb a share of the county's rapid growth, necessitating expanded park capacity.

Population Growth & Targets

2010 Census: 3,364 (U.S. Census Bureau)

2020 Census: 4,450 (U.S. Census Bureau)

2025 Estimate: 4,775 (OFM)

2044 Growth Target: 6,551 (Snohomish County Tomorrow (SCT))

Implication for Parks: The City must plan to serve an additional ~1,776 residents by 2044. Based on the City's Level of Service (LOS) standards, this growth will trigger the need for new park land acquisition to avoid a deficit in service quality.



7.3 Age and Demographics

Granite Falls is a notably young community, reflecting its popularity with young families.

- ❖ Median Age: The median age is approximately 35.2 years, which is younger than the Snohomish County average (~38 years).
- ❖ Youth Population: A significant portion of the population is under the age of 18 (~25%), indicating a high demand for active recreation facilities such as playgrounds, sports fields, and youth programs.
- ❖ Seniors: While currently a smaller demographic, the senior population is projected to grow as residents "age in place," increasing the long-term need for accessible trails (ADA) and passive recreation spaces.
- ❖ Age Distribution (Estimated)
 - 0-19 Years: ~28% (High demand for active play/sports)
 - 20-64 Years: ~62% (Workforce/Commuters)
 - 65+ Years: ~10% (Passive recreation/Accessibility needs)

7.4 Economic Context

The economic profile of Granite Falls has strengthened in recent years.

Median Household Income: Estimated at \$100,720 (2023 ACS), this represents a substantial increase from previous decades. This suggests a tax base with potentially higher capacity to support park investments through levies or fees, provided the value proposition is clear.

Housing: The City is predominantly comprised of single-family owner-occupied homes. Recent years have seen the approval of new subdivisions (e.g., Suncrest), which bring new residents who expect modern neighborhood park amenities.

Commuting: A large percentage of the workforce commutes outside the City for employment. This makes local parks critical "third places" for residents to connect with their neighbors during evenings and weekends.

7.5 Diversity

The community is becoming gradually more diverse. While predominantly White (~76%), the City has seen increases in residents identifying as Two or More Races (~12.5%) and Hispanic/Latino. Ensuring park signage, programming, and outreach are inclusive is a



growing priority.

7.6 Summary of Implications for the PROS Plan

- Growth Pressure: The projected increase to approximately 6,900 residents by 2044 requires the City to acquire land now before it becomes too expensive or unavailable.
- Youth Focus: The low median age and high percentage of families indicate a need for high-energy facilities, such as sports courts and modern playgrounds.
- Connectivity: As a commuter town, safe pedestrian and bike connections (trails/sidewalks) between new subdivisions and the historic downtown are vital for community cohesion.



Chapter 8

ENGAGING OUR NEIGHBORS

The heart of the 2026 PROS Plan is the voice of the Granite Falls community. "Engaging Our Neighbors" is not just about gathering data; it is about building a shared vision for the future of our parks. This chapter summarizes the key themes, priorities, and aspirations we heard from residents, local youth, and regional partners during the planning process.

8.1 What We Heard: Key Themes

Through the community survey, open house, and stakeholder interviews, several consistent themes emerged. These priorities have contributed to and helped shape the Goals of this document.

"Connect Our Community" (Trails & Walkability)

One of the most prevalent survey responses identified the need for improved connectivity. As Granite Falls grows, residents want to safely walk or bike from their neighborhoods to downtown, schools, and parks without relying on a car.

Priority: Residents prioritized connecting missing sidewalk links and developing multi-use trails over acquiring new remote parkland.

"Enjoy the outside" (Gathering together)

The opportunity of being outside and enjoying the benefits of relaxed visits and passive pursuits within the City's parks is rated highest among respondents as it is for attending community gatherings and organized events. The provisions of operational picnic and park furniture facilities such as shelters, tables and benches are also important.

Priority: Provide well-maintained and safe restrooms and clean picnic facilities with shelters, tables, and benches.



"Something for the Kids" (Youth & Teen Activities)

With a median age younger than the county average, Granite Falls families are seeking more diverse activities for youth.

While playgrounds for toddlers are appreciated, there is a gap in amenities for older children and teens.

Priority: A water play feature was highly ranked by families with young children.



"Maintain What We Have"

Residents take pride in their existing parks but want to ensure they remain safe and clean.

Priority: improved lighting, regular maintenance of restrooms, and trash removal were cited as essential baseline services before building new facilities.

8.2 Engaging Our Regional Partners

Granite Falls does not exist in a vacuum. Our "neighbors" also include the public agencies that manage the vast recreational lands surrounding us.

Granite Falls School District

The City and School District share a constituency. Our engagement highlighted the opportunity to maximize public value by coordinating facility use.

Shared Goal: Expand access to school fields and courts during non-school hours, efficiently expanding recreational capacity without new construction costs.

Snohomish County & Federal Agencies

As the "Gateway to the Mountain Loop Highway," Granite Falls serves as a basecamp for regional recreation. Engagement highlighted the opportunity for the City to contribute supporting regional tourism while protecting the quality of life for locals.

Shared Goal: Improving wayfinding and parking to manage the flow of visitors through town to regional trails.

8.3 Turning Feedback into Action

The feedback gathered in this chapter is not just for the record—it has helped shape the priorities identified in this plan.

- ❖ Because you asked for trails, the PROS plan prioritizes the intra-Granite Falls connection.
- ❖ Because you asked for water play, the City may consider the provision of water play or other cooling features in parks where supported by community need, site conditions, and available funding.



- ❖ Because you asked for maintenance, the *Operations Strategy* (Chapter 19) calls for dedicated maintenance funding.

By listening to our neighbors, we ensure that every dollar invested in our parks system reflects the true needs and values of Granite Falls.



SECTION IV ASSESSING OUR PARKS SYSTEM

Chapter 9

EXISTING PARKS PROGRAM

The City of Granite Falls owns and operates a diverse system of parks ranging from small pocket parks in the downtown core to larger community parks with active recreational facilities. In total, the City manages approximately 35 acres of developed parkland.

This inventory provides the baseline data necessary to calculate our Level of Service (LOS) and identify gaps in the system.

9.1 Park Classifications

The City classifies its parks into three categories to ensure a balanced system:

1. Community Parks: Large parks (>5 acres) designed for active recreation, sports, and city-wide gatherings.
2. Neighborhood Parks: Medium parks (1-5 acres) serving the immediate residential vicinity with playgrounds and open grass.
3. Pocket Parks / Mini Parks: Small parcels (<1 acre) providing green space, seating, or specialized amenities in high-density areas.

9.2 Park Inventory

- Frank Mason Park (9130 Ray Gray Rd): Community Park ~20.0 acres
 - Lake Gardner access (fishing/dock)
 - Baseball/Softball fields
 - Walking trails (wooded)
 - Restrooms & Picnic shelters
- Jim Holm Park (210 Cascade Ave): Neighborhood / Civic Park ~2.5 acres
 - Covered Stage/Gazebo (Events)
 - Playground & Swing set
 - Skate Park elements
 - Basketball Court
 - Open lawn
- Galena Park: Pocket Park <0.5 acres
 - Small neighborhood green space



- Jack Webb Park (115 S Granite Ave): Pocket Park ~0.5 acres
 - Passive green space
 - Seating areas
 - Historical markers
 - Restrooms
- Perrigou Memorial Park (10293 Jordan Rd): Special Use Facility ~8.0 acres
 - Dedicated Baseball/Softball complex
 - Used by Granite Falls Little League
- Eagle aka Dog Park (601 W. Wallace St.): Dog Park ~4.0 acres
 - Off-leash dog park area
 - Open Lawn
 - Picnic tables



9.3 Joint-Use Facilities

In addition to City-owned parks, the Granite Falls School District plays a critical role in the recreational system. While not owned by the City, these facilities are often accessible to the public during non-school hours and support youth sports leagues.

- Granite Falls High School: Tennis courts, track, and football stadium.
- Middle & Elementary Schools: Playgrounds and multi-purpose fields.

9.4 Operations and Maintenance

The City of Granite Falls does not currently have a dedicated Parks and Recreation Department.

Management: Park planning and administration are managed by the City Manager and designated administrative staff.

Maintenance: The Public Works Department is responsible for all physical maintenance, including mowing, trash removal, restroom cleaning, and facility repairs. Volunteer shared labor and expense of maintenance for Eagle aka Dog Park.

Staffing Levels: Currently, there are no full-time employees (FTEs) dedicated solely to parks. Maintenance is performed by Public Works crew members as part of their broader duties (streets, utilities, etc.).



Chapter 10

LEVEL OF SERVICE STANDARDS

The Growth Management Act (GMA) requires the City to establish a Level of Service (LOS) standard for parks and recreation. This standard serves as the benchmark for evaluating the adequacy of the existing park system and determining the capital investments required to support future population growth.

Granite Falls utilizes a Tiered Level of Service approach, combining quantitative acreage goals with a quality-based investment standard.

10.1 LOS Standard 1: Park Acreage (Quantity)

The most traditional measure of a park system is the ratio of parkland acres to the population. This metric ensures that as the City densifies, open space is preserved proportionally.

Current Inventory: **~35.0 Acres**

2025 Population: **~4,775**

Current Ratio: **7.33 Acres per 1,000 residents.**

Acreage Standard: A reasonable long-term park acreage standard for the City is 6.0 acres of parkland per 1,000 residents. This standard represents a modest reduction from the City's current ratio while still preserving adequate access to public open space as population increases.

At buildout of the 2044 planning horizon, maintaining a 6.0-acre standard would require the City to add approximately 4.5 acres of parkland beyond the existing inventory.

Strategic Rationale: The proposed 6.0 acres per 1,000 residents standard balances growth, fiscal capacity, and land availability. The City's current ratio reflects historic conditions rather than a defined level-of-service target, and future park acquisition opportunities are likely to be more limited as development and infill increase. This standard maintains proportional access to parkland while allowing the City to prioritize park quality, amenities, reminding connectivity, and access over acreage alone.

Future Acreage Needs (2044 Horizon):

- Current Population: **Approximately 4,775**
- 2044 Projected: **6,881**



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- Target Ratio: **6.0 Acres / 1,000**
- Acres Required: **4.5 Acres**

10.2 LOS Standard 2: Recreational Value (Quality)

The level of service provided by the City's parks, recreation, and open space system is influenced not only by the amount of parkland available, but by the recreational value of those facilities, including their functionality, accessibility, condition, and ability to serve a range of users and activities. While acreage-based LOS standards remain a useful planning tool, they do not fully reflect differences in park quality or usability. As part of a future re-evaluation of park impact fees, the City will consider recreational value alongside traditional LOS measures to more accurately assess existing conditions, identify service gaps related to growth, and recognize the role of park improvements and upgrades in meeting community needs over time.

10.3 LOS Standard 3: Service Area (Access)

Beyond the numbers, the City strives for equitable geographic distribution. The goal is for every resident to have the ability to walk to a park facility.

- Neighborhood Park Standard: 1/2 Mile Service Radius (approx. 10-minute walk).
- Community Park Standard: 2 Mile Service Radius (Serving the entire City).



Chapter 11

PARKS ACCESSIBILITY

Equitable access is the foundation of a successful park system. Granite Falls is committed to ensuring that every resident, regardless of age, physical ability, or geography, has safe and convenient access to recreation opportunities. This chapter addresses both physical accessibility (ADA compliance) and geographic accessibility (distance-based service areas).

11.1 What Accessibility Means

Parks accessibility comprises three dimensions:

1. **Geographic Accessibility:** Residents can reach parks by walking or biking within a reasonable distance.
2. **Physical Accessibility:** Facilities meet or exceed Americans with Disabilities Act (ADA) standards, allowing people with mobility challenges to participate fully.
3. **Programmatic Accessibility:** Recreation programs and activities are designed to serve people of all ages, abilities, and cultural backgrounds.

11.2 Geographic Accessibility Standard

The City of Granite Falls adopted a "10-Minute Walk" standard in its 2024 Comprehensive Plan Periodic Update. This means:

- Every resident should be able to walk to a Neighborhood Park within approximately ½ mile (a 10-minute walk at typical pedestrian pace).
- Community Parks are designed to serve the City-wide population within a 2-mile radius, accessible by short auto trip or bike ride.

Service Area Analysis:

Based on the Parks System and Capital Improvement Map (Appendix F), the following areas are currently underserved—that is, they fall outside the ½-mile service radius of a Neighborhood Park:

- Industrial/North Granite Falls (around SR-92 corridor)
- Proposed growth areas in the City's Urban Growth Area (UGA), particularly the areas east of downtown

CIP Response: To remedy these gaps, the 2026 PROS Plan prioritizes the acquisition and development of at least one (1) additional Neighborhood Park in an underserved area during the 7-20-year planning period. This acquisition is essential to maintain the adopted Service Area standard as the City grows toward 6,881 residents by 2044.



11.3 Physical Accessibility: ADA Compliance

All parks developed or significantly altered by the City of Granite Falls shall comply with the 2010 ADA Standards for Accessible Design and the Architectural Barriers Act (ABA) Accessibility Standards for Outdoor Areas.

Minimum Requirements by Facility Type:

- **Parking Areas:** Accessible parking spaces (1 per 25 spaces minimum) with accessible route to facility
 - Required at all Community Parks; recommended at Neighborhood Parks
- **Restrooms:** ADA-compliant doors, stalls, sinks, fixtures
 - Required in all restroom facilities
- **Playgrounds:** Accessible surfacing (rubber mulch, poured rubber, engineered wood fiber); at least one accessible route; accessible play components (ramps, transfer platforms)
 - All new/renovated playgrounds must include accessible routes and accessible components
- **Walking Trails:** Min. 5-foot width for paved paths; 4-foot min. for gravel; accessible trailhead; information sign with trail specs
 - All new trails must be designed to ADA Trail standards; existing trails to be assessed and upgraded as funding permits
- **Picnic Areas:** Picnic tables with wheelchair-accessible height (28–34 inches) and accessible grills
 - All new picnic areas to include accessible tables
- **Water Access:** Accessible dock/pier with appropriate slope; accessible beach areas (where applicable)
 - Frank Mason Park: ongoing assessment and upgrades
- **Signage:** Clear, high-contrast lettering; information about trail length, surface, slope, width
 - All trailheads and major park entries to include accessible information

11.4 ADA Transition Plan

The City recognizes that some existing facilities may not yet meet current ADA standards due to age or terrain constraints. The City will work toward developing an ADA Transition Plan, using an adaptive approach that allows flexibility in timing and methodology based on available resources, priorities, and evolving best practices. The ADA Transition Plan will:

- Inventory all existing park facilities.
- Assess compliance with 2010 ADA Standards.
- Prioritize improvements based on impact (which facilities serve the most



people) and feasibility.

- Establish a timeline and budget for upgrades over the next 10 years.

Priority Upgrades (Near-Term):

- Restroom accessibility at Frank Mason Park.
- Parking and accessible route improvements at Jim Holm Park.
- Trail surface assessment and accessibility upgrades at key trailheads.

11.5 Terrain-Based Exceptions

The ADA Accessibility Standards recognize that some outdoor areas may have terrain or resource constraints that make full accessibility challenging. The City will apply for exceptions only where:

- Compliance is not practicable due to steep terrain or environmentally sensitive areas, AND
- The City provides alternative accessible routes or facilities to serve the same purpose.

For example, if a natural area trail has steep grades that prevent wheelchair access, the City might install an accessible interpretive boardwalk or viewing platform at a more level location.

11.6 Walkability and Pedestrian Connectivity

Geographic proximity alone does not ensure accessibility. Sidewalk and trail connectivity are equally important.

Current Gaps:

The following barriers to park access have been identified:

- Missing sidewalk links.
- Safe pedestrian crossing.
- Limited trail connections between downtown and neighborhoods.

Policy Response: The PROS Plan integrates park accessibility consistent with the Transportation Element of the Comprehensive Plan. Key initiatives include:

- Developing a "Safe Routes to Parks" map and action list.
- Coordinating with Public Works to prioritize sidewalk infill in areas with park access gaps.
- Designing new trails to connect subdivisions, schools, and employment centers to parks.



11.7 Accessible Recreation Programming

Physical facilities alone do not ensure equitable access. The City recognizes that people have diverse recreation needs based on age, ability, and cultural background.

Commitment:

When the City develops recreation programs (Chapter 21), programs may include:

- Adaptive recreation options (e.g., adaptive sports clinics, sensory-friendly park hours).
- Multilingual outreach to communities where English is not the primary language.
- Low-cost or free options to ensure economic barriers do not prevent participation.
- Partnerships with schools and disability service organizations to ensure equitable access.

11.8 Equity Audit

The City may conduct an Equity Audit that analyzes:

- Whether underserved neighborhoods are disproportionately low-income, communities of color, or communities with high senior populations.
- Whether park quality and amenities are equitably distributed across the City.
- Whether programs serve diverse age groups, abilities, and cultural groups.

This audit will help inform future CIP prioritization to ensure investments reduce disparities and serve the most vulnerable populations.



Chapter 12

RECREATION AVAILABILITY

Recreation availability encompasses both the quantity and diversity of recreational opportunities available to residents. This chapter assesses the existing inventory of organized sports facilities, passive recreation options, and identifies gaps in service based on community needs.

12.1 Defining Recreation Types

Recreation in Granite Falls can be categorized into two broad types:

Active Recreation:

Organized activities and sports that require facilities or equipment, such as:

- Organized sports (baseball, softball, soccer, basketball, tennis).
- Youth sports leagues and camps.
- Fitness classes and instructional programs.
- Structured recreational events and tournaments.

Passive Recreation:

Informal, self-directed activities that require minimal or no facilities, such as:

- Walking, biking, and hiking on trails.
- Picnicking and social gatherings.
- Wildlife and nature observation.
- Fishing and water access.
- Community events and celebrations.

12.2 Existing Active Recreation Facilities

- Baseball/Softball Complex: Perrigou Memorial Park
 - 3-4 fields (Little League, tournaments)
 - Specialized facility - good condition
- Skate Park: Jim Holm Park
 - Ramps - Youth (ages 10-18)
 - Recently renovated; popular
- Playground Equipment: Jim Holm Park
 - Children (ages 2-12)
 - Various ages/abilities; aging equipment in some areas
- Basketball Court: Jim Holm Park
 - 1 court (outdoor)



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- Youth & adults
- High use; accessible
- Tennis Courts: Granite Falls High School (Joint Use)
 - Multiple courts
 - Youth & adults
 - Not readily accessible to the public
- Multi-Purpose Fields: School District fields (Joint Use)
 - 4-5 fields
 - Availability is limited by the school calendar

12.3 Existing Passive Recreation Resources

- Lake Gardner - Frank Mason Park: Natural lake with dock
 - Fishing, paddling, nature observation
 - City-wide, regional
- Walking Trails (Wooded) - Frank Mason Park: ~2 miles of informal trails
 - Walking, hiking, wildlife viewing
 - Neighborhood to City-wide
- Trail System - Various corridors: Paved/unpaved pathways
 - Walking, biking, jogging | Connecting neighborhoods
- Downtown Pocket Parks - Jim Holm Park, Jack Webb Park: Small green spaces with seating
 - Community gathering, sitting, rest stops
 - Downtown users & visitors
- Picnic Shelters - Frank Mason Park, Dog Park; Jim Holm Park: Covered areas with tables
 - Family gatherings, events, picnics
 - Community gathering, sitting, rest stops

12.4 Recreation Gaps Identified

Based on the community survey and facility assessment, the following gaps exist:

- Youth Sports Facilities
 - Gap: Limited teen recreation options (ages 13-17). The skate park is popular but small.
 - Community Request: Pump track, expanded skate park, multi-sport courts.
 - CIP Response: Park and Play equipment improvements for Jim Holm and Frank Mason Parks, development of future Legion and West Granite Falls parks.
- Water Recreation
 - Gap: Limited swimming/water play at City parks. Lake Gardner is fishing-



- focused; no splash pad owned by the City.
- Community Request: "A splash pad for young children."
- CIP Response: Feasibility study, design, and construction of a City-owned water play feature.
- Covered/Year-Round Recreation
 - Gap: Pacific Northwest rain limits outdoor play. No covered recreation shelter designed for active use.
 - Community Request: "Places to play when it rains."
 - CIP Response: Feasibility study for a covered recreation pavilion or indoor multipurpose space (longer-term, 5-10 year horizon).
- Pickleball & Racket Sports
 - Gap: Community interest in pickleball is growing, but the City has no dedicated courts.
 - Community Request: Install/develop pickleball courts where appropriate.
 - CIP Response: Conversion of one or two court areas (e.g., basketball courts) to multi-use to allow pickleball play.
- Natural Area Recreation
 - Gap: While Frank Mason Park offers trails, there is limited access to riparian areas and critical habitat zones.
 - Community Request: Boardwalks, interpretive trails, and wildlife viewing areas.
 - CIP Response: Development of a nature loop trail with interpretive signage (partners: Stillaguamish Tribe, Snohomish County).

12.5 Recreation Availability Standards

To guide future investment, the City adopts the following recreation availability principles:

Active Recreation Standard:

- Provide one (1) sports field or court per 500 residents (accounting for both City-owned and school joint-use facilities).
- Ensure geographic distribution so no neighborhood is more than one mile from an active recreation facility.
- Maintain a balanced portfolio: not all fields are baseball; offer soccer, basketball, skate, and multi-sport options.

Passive Recreation Standard:

- Provide trail and natural area access within ½ mile of all neighborhoods (10-minute walk standard).
- Ensure at least one trail per neighborhood park to encourage walking as a primary recreation mode.



- Reserve 15-20% of park acreage for natural/passive use to preserve habitat and provide low-impact recreation.

12.6 Organized Programs & Sports Leagues

Currently, Granite Falls has no City-run recreation programming. Most organized sports are offered through:

- Granite Falls Youth Athletic Association (Football).
- Granite Falls Little League (Baseball/Softball).
- Granite Falls Youth Soccer Club (Soccer).
- Granite Falls School District (Interscholastic athletics, PE, after-school activities).
- Snohomish County Parks & Recreation (Various programs and camps).
- Private providers (martial arts studios, fitness instructors).

12.7 Priority Recommendations

1. Maintain existing facilities to ensure active recreation options do not deteriorate due to deferred maintenance. (On-going)
2. Pursue funding opportunities to enhance Legion Park and other downtown parks in order to better serve a broader range of users. (2026-2027)
3. Pursue funding opportunities to enhance the new Community Center to provide social activities, recreational opportunities, education, and event space. (2027 – 2028)_
4. Explore adding mountain bike trails and passive trails and offer opportunities for residents and groups to explore the expansive park areas the city offers. (2027 – 2029)



Chapter 13

PARK QUALITY

A park system's true measure of success is not just the number of parks or acres available, but the quality of the experience they provide. This chapter establishes the City's commitment to maintaining clean, safe, well-maintained parks that serve as sources of community pride.

13.1 What Constitutes Park Quality

Park quality encompasses multiple dimensions:

Physical Condition:

- Playground equipment is safe and age-appropriate, free from rust, rot, and hazards.
- Surfaces are clean and well-maintained (no potholes, cracks, or trip hazards).
- Restrooms are functional, clean, and accessible.
- Landscaping is healthy and aesthetically pleasing.

Safety:

- Adequate lighting prevents isolated areas and enhances a sense of security.
- Sightlines are clear (vegetation trimmed, graffiti removed promptly).
- Emergency access and safety signage are visible and up to date.
- Parks feel welcoming and free from deterioration or neglect.

Aesthetic Value:

- Parks are visually attractive with diverse plantings, water features, and artistic elements.
- Signage is professional and informative (wayfinding, rules, interpretive content).
- Parks reflect community identity and character.

Maintenance Standards:

- Regular inspection schedules identify problems before they become safety hazards.
- Repairs are completed promptly and to professional standards.
- Seasonal maintenance (mowing, mulching, pruning) is performed on schedule.



13.2 Current Park Quality Assessment

The City conducted a comprehensive Facility Assessment Survey (Appendix I) to evaluate the condition of all City-owned parks. Assessment teams evaluated each facility using a standardized checklist covering safety, aesthetics, and maintenance needs.

Overall Findings by Park:

- Frank Mason Park: Good
 - Minor (trail erosion)
 - Restroom upgrades
- Jim Holm Park: Good to Excellent
 - Stage/gazebo weatherproofing
- Dog Park: Good
 - Minor (dog area fencing in need of repair)
 - Landscaping improvements
- Jack Webb Park: Fair
 - Historical signage restoration
- Perrigoue Memorial Park: Excellent
 - Parking area expansion needed (due to high demand)

13.3 Quality Standards

The City of Granite Falls adopts the following Park Quality Standards to guide maintenance and improvement priorities:

- Grade A (Excellent):
 - All equipment is modern and meets current safety standards.
 - Restrooms are clean and fully functional.
 - No visible graffiti, litter, or debris.
 - Parking and access areas are in excellent condition.
 - Landscape features are well-maintained and vibrant.
- Grade B (Good):
 - Equipment is in good working order with only minor wear.
 - Restrooms are functional and regularly cleaned.
 - Park is clean; any graffiti is removed within 24 hours.
 - Parking areas are functional with minor surface wear.
 - Landscaping is maintained; some plant material may show age.
- Grade C (Fair):
 - Equipment requires minor repairs but is safe.
 - Restrooms require attention (plumbing issues, cleanliness).
 - Graffiti or litter is present but not extensive.



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- Parking/access areas need resurfacing.
- Landscaping is neglected; invasive species present.
- Grade D (Poor):
 - Equipment requires significant repairs or replacement.
 - Restrooms are non-functional or in poor condition.
 - Visible safety hazards exist.
 - Park requires immediate capital intervention.

Granite Falls Adoption Goal:

The City commits to maintaining all parks at a minimum Grade B (Good) standard. Parks scoring Grade C or D will have priority CIP funding for remediation.

13.4 Maintenance & Quality Drivers

Park quality depends on adequate funding and staffing. Currently, park maintenance is managed by the Public Works Department as part of broader city operations. As the system expands, this arrangement may become unsustainable.

- Current Maintenance Budget: **\$300,798** annually for parks maintenance (staffing + materials).
 - Cost Per Acre (Estimated): **\$8,594**

Future Staffing Needs:

As the park system expands from ~35 acres to 39+ acres, and as new facilities (water play features, trails, etc.) are added, the City will need to evaluate hiring a dedicated Parks Maintenance Technician (0.5-1.0 FTE) to ensure quality standards are met. See Chapter 19 (Operations Strategies) for discussion of staffing recommendations.

13.5 Equity in Park Quality

High-quality parks should be equitably distributed across all neighborhoods. An analysis of park quality reveals:

- Downtown parks (Jim Holm, Jack Webb): Receive frequent maintenance due to visibility and community events.
- Neighborhood parks (Dog Park): Receive adequate but less intensive maintenance.
- Remote/peripheral parks (Frank Mason): May receive lower maintenance frequency due to distance and resource constraints.

Commitment to Equity:

- Conducting annual quality inspections at ALL parks (not just those in high-



traffic areas).

- Allocating maintenance resources based on facility condition and equity need (not just political visibility).
- Involving neighborhood residents in quality monitoring to ensure accountability.

13.6 Community Feedback on Park Quality

Top Maintenance Concerns:

- Cleanliness of restrooms.
- Playground equipment age and safety.
- Lighting and sense of safety in evening hours.

13.7 Improving Park Quality: Priority Actions

Based on the Facility Assessment Survey and community feedback, the following projects are prioritized in this PROS Plan:

Immediate (2026-2027):

- Restroom Upgrade

Short-Term (2028-2029):

- Park Lighting Assessment & Upgrades
- Landscape Restoration

Medium-Term (2030-2031):

- Historic Signage Restoration
- Trail Surface Improvements
- Playground Equipment Replacement

13.8 Maintenance Standards Going Forward

All new park facilities constructed or significantly modified as part of this PROS Plan will be designed to minimize maintenance burden while maximizing durability and safety.

Design standards include:

- Durable Materials: Composite equipment, sealed wood, or powder-coated steel (vs. materials prone to rapid deterioration).
- Low-Maintenance Landscaping: Native plantings that require minimal irrigation, pruning, or chemical treatment.
- Accessible Design: Surfaces designed to be easy to clean and maintain (permeable pavements for stormwater, not bare dirt).



- Adequate Drainage: Parking areas and pavilions are designed to prevent standing water and damage.
- Redundancy for Critical Systems: Restrooms with backup systems to minimize repair downtime.

13.9 Quality Monitoring System

The City will implement a Periodic Facility Evaluation System to systematically monitor park condition and guide maintenance budgeting (see Chapter 19, Operations Strategies).

Evaluation Schedule: Spring and Fall, conducted by the Public Works Director and Parks Coordinator.

Documentation: Results recorded in a standardized checklist and database for trending.

Transparency: Annual quality report presented to City Council in January, identifying any parks dropping below Grade B standard.

Public Participation: Community members encouraged to report maintenance issues.



Photo by Kai Agee



Chapter 14

SIDEWALK AVAILABILITY AND WALKABILITY OF PARKS

Physical proximity to parks is only part of the equation. Residents must have safe, continuous pedestrian pathways to reach those parks on foot or by bike. This chapter assesses the "walkability" of Granite Falls—the availability of sidewalks and trails that connect residential neighborhoods to parks and other community destinations.

14.1 What Is Walkability?

Walkability is measured by:

- Network Connectivity:
 - Are there continuous, unbroken sidewalks or pathways connecting neighborhoods to parks?
 - Can a resident walk from their home to a park without crossing major barriers (highways, arterial roads with no crossings, private property)?
- Pedestrian Infrastructure Quality:
 - Are sidewalks wide enough (minimum 5 feet for bidirectional traffic)?
 - Are surfaces safe and well-maintained (no cracked concrete, tripping hazards)?
 - Are there curb ramps, ADA-compliant curbs, and safe crossing signals?
- Environmental Factors:
 - Is the route well-lit and does it have clear sightlines (safe feeling)?
 - Are there shade trees or other weather protection?
 - Is the route scenic and inviting (not just functional)?
- Destination Appeal:
 - Is the park destination visible and easy to find?
 - Is there adequate signage and wayfinding?

14.2 Current Sidewalk Network

- Downtown Core
 - Est. % with Sidewalks: **95%**
 - Connected to Park: **Yes (Jim Holm)**
 - Walking Distance to Nearest Park: **<0.25 miles**
 - Key Gaps: **None significant**
- Residential East (Suncrest, etc.)



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- Est. % with Sidewalks: **60%**
- Connected to Park: **Partial**
- Walking Distance to Nearest Park: **0.4–0.7 miles**
- Key Gaps: **Missing link to reach Jim Holm Park**
- Residential North (SR-92 corridor)
 - Est. % with Sidewalks: **25%**
 - Connected to Park: **No**
 - Walking Distance to Nearest Park: **>1.0 mile**
 - Key Gaps: Significant gaps; industrial zoning creates barrier
- Residential South (toward Dog Park)
 - Est. % with Sidewalks: **70%**
 - Connected to Park: **Yes (Dog Park)**
 - Walking Distance to Nearest Park: **0.3–0.5 miles**
 - Key Gaps: **Minor gaps**
- Frank Mason Park Area
 - Est. % with Sidewalks: **40%**
 - Connected to Park: **Yes (via vehicle)**
 - Walking Distance to Nearest Park: **Variable**
 - Key Gaps: **Limited pedestrian access; parking-dependent**

Key Finding:

Approximately 60–70% of Granite Falls residents currently have safe pedestrian access (continuous sidewalks) to at least one Neighborhood Park. This falls short of the City's goal of 90% pedestrian accessibility by 2035.

14.3 Barriers to Park Walkability

Infrastructure Gaps:

- Missing Sidewalk Links: Lack continuous sidewalks, forcing pedestrians to walk in the street or on private property.
- Inadequate Crossing Infrastructure: Several key intersections lack crossing signals, curb ramps, or pedestrian refuges.
- Poor Maintenance: Some existing sidewalks are broken or uplifted, creating trip hazards and discouraging walking.

Safety Concerns:

- Lighting: Lack street lighting, making evening walks feel unsafe.
- Vegetation Overgrowth: In some areas, trees and shrubs block sightlines and create "tunnel" effects that feel unsafe. Areas of sidewalks are overgrown and unpassable.



14.4 Trail Network Development

Beyond sidewalks, the City is exploring a multi-use trail system to connect parks and neighborhoods.

Existing Trails:

- Frank Mason Park Trails: ~2 miles of wooded trails (natural surface, uneven terrain).
- Downtown Connections: Informal pathways between Jim Holm Park and downtown businesses.

Trail Design Standards:

All new trails will meet the following specifications:

- Paved Multi-Use Trails: Minimum 10-foot width, 2% cross-slope for drainage, smooth asphalt, or concrete surface.
- Natural Surface Trails: Minimum 4-5 feet width, well-draining surface (packed gravel, engineered wood fiber), accessible grade (<8% slope where feasible).
- Accessibility: All new trails will include accessible routes to trailheads, with signage indicating trail specs (length, surface, slope, estimated walk time).

14.5 Walkability Assessment Results: Underserved Areas

The Walkability Assessment identified specific neighborhoods that should be prioritized for pedestrian infrastructure improvements:

- Priority 1: North Granite Falls
 - Issue: Industrial/commercial area with minimal pedestrian infrastructure. Residents must rely on cars.
 - Recommendation: Develop a safe, lit pedestrian pathway connecting this area to downtown/parks.
- Priority 2: Residential East (Suncrest/New Subdivisions)
 - Issue: New residential development lacks adequate sidewalk connections to existing parks.
 - Recommendation: Require sidewalk completion as a development condition for future subdivision approvals.
- Priority 3: Frank Mason Park Access
 - Issue: The largest park is car-dependent; no pedestrian approach from neighborhoods.
 - Recommendation: Develop pedestrian trail connection.



14.6 Community Feedback on Walkability

Survey results on walkability:

- Residents said they would walk to parks more often if safer, continuous sidewalks were available.
- Some families with children said lack of safe walking routes limits their park use.

14.7 Pedestrian Infrastructure Projects

To improve walkability, the 2026–2031 Capital Improvement Plan includes the following projects:

- Annual Pedestrian Improvement Program
- Development of Multi-use Trail, with future connection to regional trail system.
- Funding dependent projects include:
 - Safe Routes to Parks Study
 - Trailhead Development
 - Lighting Assessment & Upgrades

14.8 Complete Streets & Integrated Planning

Walkability to parks cannot be addressed in isolation. The City is integrating park access with broader Complete Streets principles, ensuring that:

- Road Reconstruction Projects include sidewalk or trail components.
- Stormwater Improvements incorporate landscaped pedestrian areas (bioswales, rain gardens).
- Utility Projects are coordinated to avoid reopening roads multiple times.

This integrated approach reduces costs and ensures that every capital project serves multiple objectives (transportation, parks access, stormwater, and environmental quality).

14.9 Walkability Standards & Goals

Adopted Walkability Goals:

- By 2030: 80% of residents have continuous, safe pedestrian access (sidewalk or trail) to a park.
- By 2035: 90% of residents have pedestrian access to a park.
- By 2044: 95% of residents have both pedestrian access AND a park within a 10-minute walk.

Metrics:

- Baseline (2025): ~65% pedestrian accessibility.



- Annual improvement target: +2–3% per year (via coordinated sidewalk and trail projects).

14.10 Funding Pedestrian Infrastructure

Walkability improvements are funded through:

- General Fund Budget: Allocated to sidewalk maintenance and minor infill projects.
- Park Impact Fees: A portion dedicated to trail and pedestrian connection development.
- Grants: State and federal funding (Transportation, Environmental, Recreation and Conservation).
- Development Requirements: New subdivisions required to dedicate land, construct pedestrian pathways, or provide open space consistent with Granite Falls Municipal Code.
- Regional Coordination: Partnering with Snohomish County and WSDOT on shared corridor improvements.

14.11 Accessibility Integration

All sidewalk and trail improvements will comply with ADA accessibility standards (see Chapter 11). This ensures that pedestrian infrastructure serves not only the general population but also seniors, people with disabilities, and parents with strollers.



Chapter 15

SERVICE AREA

The "service area" of a park defines the geographic zone from which users are expected to travel to use that facility. Understanding service areas helps the City identify gaps in coverage and ensures equitable distribution of parks across all neighborhoods.

15.1 Defining Service Area

Service area is determined by:

- Distance Standard (Radius):
 - The typical distance a resident is willing to walk or drive to reach a park.
 - Varies by park type and user demographic (children walk shorter distances; adults drive farther).
- Pedestrian Walkshed:
 - The actual walking distance (following streets/sidewalks), not straight-line distance.
 - Typically 10-15% longer than straight-line distance due to grid patterns and barriers.
- Barriers & Connectivity:
 - Natural barriers (rivers, railroads) and infrastructure barriers (highways without crossings) shrink the effective service area.
 - Conversely, trails and connected pedestrian networks expand service area utility.

15.2 Park Type & Associated Service Areas

The City of Granite Falls classifies parks into categories with corresponding service area standards. Park classifications are discussed in Chapter 16.

15.3 Current Service Area Coverage

Pocket Parks:

- Jim Holm Park (Downtown): Serves the downtown core; excellent 1/4-mile coverage within business district.
- Jack Webb Park (Historic Ave): Serves downtown residents and heritage site visitors.
- Status: Downtown core is well-served by pocket parks.

Neighborhood Parks:

The City currently operates three primary neighborhood parks:

- Jim Holm Park: 2.5 acres



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- Downtown, Cascade Ave corridor
 - Coverage: Excellent
- Dog Park: 4.0 acres
 - Residential South
 - Coverage: Good
- Frank Mason Park: 20.0 acres
 - Primarily car-access; limited walkable shed
 - Coverage: Fair - No pedestrian route from neighborhoods

Community Parks:

- Frank Mason Park: Primary community park (20 acres), serving lake recreation, baseball, trails. Car-dependent; limited pedestrian walkshed.
- Perrigou Memorial Park: Specialized facility (8 acres) for Little League baseball; limited walkable access from residential areas.

Coverage Summary:

Approximately 65–70% of residents live within a ½-mile pedestrian walkshed of a Neighborhood Park. This falls short of the City's adopted goal of 90% coverage by 2035.

15.4 Service Area Gaps

The following neighborhoods are outside the ½-mile service radius of an existing Neighborhood Park and are therefore considered underserved:

- Priority Gap 1: North Granite Falls (Industrial/Commercial Corridor)
 - Current Coverage: No Neighborhood Park within ½ mile.
 - Character: Mixed industrial/commercial/low-density residential.
 - Barrier: No safe pedestrian crossing options.
 - CIP Response: Sidewalk and pedestrian improvements to address gaps in connectivity and safety improvements.
- Priority Gap 2: Residential East (Suncrest/New Development Areas)
 - Character: New single-family residential subdivisions with young families.
 - Barrier: Limited sidewalk connectivity; some areas are car-dependent by design.
 - CIP Response: Sidewalk and pedestrian improvements to address gaps in connectivity.
- Priority Gap 3: Frank Mason Park Pedestrian Access
 - Issue: While Frank Mason Park is large (20 acres) and has excellent amenities, it is essentially car-dependent. No pedestrian trail connects it from nearby neighborhoods.
 - CIP Response: Sidewalk and pedestrian improvements to address gaps in connectivity; Frank Mason Park improvements identified in CIP.



15.5 Service Area Goals (2026–2044)

- Goal 1: Close Geographic Gaps
 - By 2031, develop at least one (1) new Neighborhood Park
 - Increase walkable coverage to 80% of residents.
- Goal 2: Improve Pedestrian Connectivity
 - Develop trail connections that expand the effective service area by allowing residents to safely walk to parks (even if straight-line distance is slightly $> \frac{1}{2}$ mile).
- Goal 3: Explore Joint-Use Potential
 - Explore agreements with the School District or Boys and Girls club to expand public access to facilities, effectively serving residents beyond the $\frac{1}{2}$ -mile radius.
- Goal 4: Support Regional Recreation
 - Position Granite Falls as a hub for accessing Mountain Loop and Forest Service recreation, diversifying the park system's role from local recreation to regional destination.

15.6 Population Growth & Service Area Implications

The City is projected to grow from 4,775 residents (2025) to 6,881 residents (2044) - a 37% increase.

Impact on Service Area:

- Without new park acquisitions, the service area will become increasingly crowded.
- Existing parks may reach capacity during peak times (summer weekends).
- The population of underserved areas will grow faster than the City average, worsening inequities.

Response:

New or substantially upgraded park facilities should:

- Close a geographic gap (increase % of residents within $\frac{1}{2}$ -mile walkshed).
- Be large enough to accommodate growth (design for 2044 population projections, not current).
- Include pedestrian/trail connections (do not create isolated, car-dependent parks).

15.7 Service Area Monitoring

The City will regularly assess service area coverage as part of its PROS Plan update process:

- Metric: % of residents within $\frac{1}{2}$ -mile pedestrian walkshed of a Neighborhood Park.
 - Current Baseline (2025): ~65–70%.
 - 2027 Target: 75%.
 - 2030 Target: 85%.



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- 2035 Target: 90%.
- 2044 Target: 95%.

If coverage falls below target, the CIP may be amended to accelerate new park acquisitions or trail development.





Chapter 16

PARK AND FACILITY CLASSIFICATIONS

To effectively plan for future growth and ensure a balanced recreation system, the City of Granite Falls organizes its park assets into distinct classifications. These classifications define the intended purpose, size, service area, and development standards for each type of facility.

16.1 Classification System Overview

The City utilizes a hierarchical classification system consistent with the National Recreation and Park Association (NRPA) standards, adapted for the specific context of Granite Falls.

16.2 Pocket Parks / Mini-Parks

- Description: Small, accessible public spaces designed to serve a specific, limited population or purpose. Often located in high-density areas or commercial districts.
- Typical Size: Less than 0.5 acres.
- Service Area: 1/4 mile radius (Pedestrian-oriented).
- Typical Amenities:
 - Seating (benches, seat walls).
 - Landscaping and gardens.
 - Public art or historical markers.
 - Small play features (tot lot) if space permits.
- Granite Falls Examples:
 - Jack Webb Park: Located in the historic downtown core, serving as a gateway feature with seating and historical interpretation.
- Planning Policy: The City encourages the inclusion of privately maintained pocket parks within new high-density residential developments.

16.3 Neighborhood Parks

- Description: The "backbone" of the park system. Designed to serve the daily recreational needs of nearby residents. Accessible primarily by walking or biking.
- Typical Size: 1 to 5 acres.
- Service Area: 1/2 mile radius (Walking distance).



- Typical Amenities:
 - Children's playground (ages 2-12).
 - Open grassy area for informal play (catch, frisbee).
 - Picnic tables and benches.
 - Loop trail or pathway.
 - Sport court (half-court basketball, pickleball).
- Granite Falls Examples:
 - Dog Park: Features open lawn and dog park area. Serves the southern residential neighborhoods.
- Planning Policy: New subdivisions should be required to dedicate land for neighborhood parks or pay impact fees to develop one within a walkable distance (1/2 mile), as required by Granite Falls Municipal Code.

16.4 Community Parks

- Description: Large parks designed to serve the entire community and beyond. They accommodate active recreation, large group gatherings, and specialized facilities that cannot be fit into smaller parks.
- Typical Size: 5 to 20+ acres.
- Service Area: 2 miles (City-wide service).
- Typical Amenities:
 - Sports fields (baseball, soccer, softball) – lit for evening use.
 - Large picnic shelters/pavilions (rentable).
 - Specialized facilities (Skate park, water play features, Bike pump track).
 - Restrooms (permanent).
 - Off-street parking.
 - Water access (if applicable).
- Granite Falls Examples:
 - Frank Mason Park: The City's active recreation park (20 acres) featuring Lake Gardner access, ball fields, trails, and picnic facilities.
 - Jim Holm Park: While smaller in acreage (2.5 acres), it functions as a Civic Park, the "heart" of the community for events.
- Planning Policy: Community Parks are the focus of major capital investment and grant funding applications (RCO).

16.5 Special Use Facilities

- Description: Parks designed primarily for a single, specialized purpose.
- Typical Size: Varies based on use.
- Service Area: Regional (users travel specifically for this facility).
- Typical Amenities:



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- Sports complexes (tournament-grade fields).
- Golf courses.
- Nature centers.
- Off-leash dog parks (large scale).
- Granite Falls Examples:
 - Perrigoue Memorial Park: Dedicated baseball/softball complex primarily used for organized league play (Little League).
- Planning Policy: Development often involves partnerships with user groups (e.g., Sports Leagues) for maintenance and operations.

16.6 Linear Parks / Trails

- Description: Corridors of land managed for recreation and transportation.
- Typical Size: Variable width (typically 20-50 feet).
- Service Area: Connectivity corridors linking other park types.
- Typical Amenities:
 - Paved multi-use trails (10-12 ft wide).
 - Soft-surface nature trails.
 - Wayfinding signage.
 - Trailheads with parking.
 - Benches and rest stops.
- Proposed System: The PROS Plan envisions a network connecting downtown, schools, Frank Mason Park, and future residential areas (see Chapter 14).

16.7 Open Space / Natural Areas

- Description: Land set aside for the preservation of significant natural resources, remnant landscapes, open space, and visual aesthetics/buffering.
- Typical Size: Variable.
- Service Area: Community-wide benefit (environmental).
- Typical Amenities:
 - Minimal development.
 - Interpretive signage.
 - Soft-surface nature trails (where appropriate).
 - Wildlife viewing areas.
- Granite Falls Examples:
 - Riparian zones along the Pilchuck and Stillaguamish Rivers.
 - Steep slope areas designated as critical areas.
- Planning Policy: Public access is secondary to resource protection. Development is limited to low-impact trails and educational features.



16.8 Facility Development Standards

To ensure consistency and quality across classifications, the City adopts the following general development standards:

- **Accessibility:** All new parks (regardless of class) must meet ADA design guidelines.
- **Sustainability:** Landscape design should prioritize native plants, drought-tolerant species, and low-maintenance materials.
- **Safety:** CPTED (Crime Prevention Through Environmental Design) principles will be applied (clear sightlines, lighting in high-use areas).
- **Signage:** A unified signage standard will be used across all park classes to create a cohesive City identity.
- **Amenities:** Restrooms are required in Community Parks and strongly recommended in high-use Neighborhood Parks. Trash receptacles and dog waste stations are standard in all maintained parks.

This classification system provides the framework for the Capital Improvement Plan (Chapter 28), ensuring that investments are balanced across different park types to serve the diverse needs of Granite Falls residents.



Chapter 17

OPERATIONS AND MAINTENANCE

A park system is only as good as the care it receives. As Granite Falls continues to acquire land and develop new facilities, the operational burden will naturally increase. This chapter outlines the maintenance standards, staffing requirements, and operational strategies necessary to protect the City's investment and ensure public safety.

17.1 Current Maintenance Structure

Currently, park maintenance is the responsibility of the Public Works Department. There is no dedicated Parks and Recreation Department or dedicated Parks Maintenance staff.

- **Management:** The Public Works Director oversees all maintenance activities.
- **Staffing:** Routine tasks (mowing, garbage, restroom cleaning) are performed by the Public Works crew, who share duties with Streets, Water, and Sewer functions.
- **Efficiency:** This "shared service" model is cost-effective for a city of Granite Falls' current size, allowing flexibility in crew assignments.
- **Challenges with Current Model:**
- **Competing Priorities:** During storms or utility emergencies, park maintenance is often deferred.
- **Specialized Skills:** General public works staff may lack specialized training in horticulture, playground safety inspection (CPSI), or turf management.
- **Capacity Limit:** As new facilities (e.g., water play features, new Neighborhood Park) come online, the existing crew will be stretched beyond capacity.





17.2 Maintenance Standards

To maximize efficiency and prioritize resources, the City adopts a Tiered Maintenance System based on facility usage and visibility.

- Level 1 (High Visibility)
 - Definition: "Showcase" facilities requiring intensive care.
 - Frequency & Standards:
 - Mowing: Weekly (in season)
 - Restrooms: Daily cleaning
 - Trash: Daily pickup
 - Graffiti: Removal within 24 hrs.
 - Plantings: Weed-free, mulched annually
- Level 2 (Standard)
 - Definition: Neighborhood parks and general use areas.
 - Frequency & Standards:
 - Mowing: Every 10-14 days
 - Restrooms: 3x per week
 - Trash: 2-3x per week
 - Graffiti: Removal within 48 hrs.
 - Inspection: Monthly safety check
- Level 3 (Natural/Low Use)
 - Definition: Open space and passive areas.
 - Frequency & Standards:
 - Mowing: Seasonal/Fire safety only
 - Trash: Weekly
 - Trails: Quarterly brush clearing
 - Inspection: Quarterly or after storms

17.3 Maintenance Cost Analysis

Maintaining a park system has a measurable financial cost. Industry standards (NRPA) and local benchmarks suggest the following baseline costs for developed parkland:

- Average Cost per Acre (Level 1/2): \$8,500 - \$12,000 per year (Labor + Materials).
- Current Inventory: ~35 Acres.
- Projected Maintenance Liability: ~\$350,000 - \$420,000 annually (Full burden).

Note: The City's actual budget may appear lower because labor costs are blended within the Public Works General Fund. However, as the system grows, these "hidden" costs will become explicit operational liabilities.



17.4 Future Staffing Recommendations

Based on the projected growth and the 2026-2031 CIP, the City will reach a tipping point where the shared Public Works model is no longer sufficient.

Staffing Trigger:

- When the City adds specialized facilities or exceeds 45 developed acres, a dedicated Parks Maintenance Lead (1.0 FTE) should be hired.

Role of the Parks Maintenance Lead:

- Certified Playground Safety Inspector (CPSI): Conducts mandatory safety audits.
- Volunteer Coordinator: Organizes community stewardship events (weed pulls, trail days) to offset labor costs.

17.5 Partnerships & Volunteer Stewardship

To supplement City staff, Granite Falls will leverage community energy:

- Adopt-a-Park Program: Formalize a program where local businesses, HOAs, or civic groups "adopt" a specific park for quarterly cleanup days.
- Sports Leagues: Continue partnership with Granite Falls Little League for maintenance of ballfield infields (specialized turf care).

17.6 Asset Management & Lifecycle Replacement

Maintenance is not just cleaning; it is also planning for replacement. The City will build reserves for the eventual replacement of major assets.

Typical Lifecycles:

- Playground Equipment: 15-20 years.
- Picnic Shelters/Roofs: 25-30 years.

Strategy: The Facility Assessment (Chapter 13) serves as the baseline. The Public Works Director will update this inventory annually to forecast capital replacement needs 5 years in advance.



SECTION V ENVISIONING OUR FUTURE

Chapter 18

FUTURE CONSIDERATIONS

The 2026 PROS Plan is a 20-year guiding document, but the future holds uncertainties. This chapter identifies emerging trends, demographic shifts, and external factors that will shape park planning decisions over the next two decades.

18.1 Population Growth & Demographic Change

Rapid Growth (2025–2044):

Granite Falls is projected to grow from 4,775 residents to 6,881 residents, a 37% increase. This growth will fundamentally alter the character of the community.

Implications for Parks:

- **Increased Demand:** More residents = more demand for parks and recreation. Peak-use periods will become more crowded.
- **Diverse Demographics:** Young families will continue to be a dominant demographic, but the community will become more ethnically diverse. Parks programming and amenities must reflect this diversity.
- **Aging in Place:** As current residents age, the demand for accessible, low-impact recreation (trails, shade, seating) will increase.

Strategic Response:

The City's LOS standards (Chapter 10) are based on serving the 2044 population. However, land acquisition must happen now, before property values and scarcity make future purchases infeasible.

18.2 Climate Change & Environmental Resilience

The Pacific Northwest is experiencing measurable climate impacts that will affect park planning:

- **Increased Precipitation:** Winter rainfall is more intense, leading to flooding and erosion.
- **Wildfire Risk:** Extended dry summers increase brush fire risk in nearby forests.
- **Stream Temperature:** Warmer water impacts fish habitat in the Pilchuck and Stillaguamish rivers.



Park Planning Responses:

- Low-Impact Development (LID): Park designs will incorporate bioswales, rain gardens, and permeable surfaces to manage stormwater and recharge groundwater.
- Tree Canopy: Expansion of shade trees to mitigate urban heat islands and provide cooling refuge during heat waves.
- Fuel Reduction: In areas adjacent to forests, parks can serve as defensible space (brush clearing, dead tree removal) to reduce wildfire risk.

Specific Project Example:

- Frank Mason Park trails should incorporate stream-side restoration and riparian buffer widening to support fish habitat.

18.3 Evolving Recreation Trends

National recreation trends suggest shifts in how and where people will want to play:

Declining Traditional Sports:

- Youth participation in organized baseball and soccer has declined nationally. While Granite Falls Little League remains strong, the City should not assume this facility will remain at current capacity.

Rising Trends:

- Non-Traditional Activities: Skateboarding, BMX, pump tracks, parkour, and action sports attract younger users.
- Fitness & Wellness: Outdoor fitness classes, yoga, and wellness activities are increasingly popular.
- Adventure Recreation: Rock climbing, slack-lining, and high-ropes courses appeal to diverse age groups.
- Community Gathering: Parks serve as gathering places for social connection (picnics, concerts, markets).
- Nature Access: Families increasingly seek "nature play" opportunities—less structured playgrounds, more natural areas with logs, water, and minimal equipment.

Planning Response:

- The water play features and potential pump track (Chapter 12) align with these trends. The City should also plan for flexible, multi-use spaces that can accommodate various activities rather than single-purpose facilities.



18.4 Technology & Digital Connectivity

Technology will increasingly influence park use and management:

Public Facing Technology:

- Trail Apps: Residents use apps (AllTrails, Komoot) to discover and share trail experiences.
- Park Reservations: Online booking systems for picnic shelters and sports courts.
- Accessibility Information: Detailed trail specs (distance, elevation gain, surface type, accessibility grade) available digitally.
- Park Safety: Real-time occupancy/crowding information to help users avoid peak times.

Operations Technology:

- Automated Sensors: Soil moisture sensors to optimize irrigation (water conservation).
- Maintenance Tracking: GPS-enabled work orders to document maintenance tasks and predict equipment needs.
- Community Reporting: Mobile app for residents to report maintenance issues (potholes, graffiti, broken equipment).

Equity Consideration:

Not all residents have smartphones or internet access. The City must ensure that digital tools supplement—not replace—traditional information channels (signage, maps, staff).

18.5 Economic & Funding Uncertainty

Municipal budgets are under pressure. The funding environment for parks is uncertain:

Funding Pressures:

- General Fund Constraints: Competition from core services limits discretionary spending.
- Property Tax Limitations: Washington State limits property tax growth, reducing revenue.
- Grant Dependency: Federal and State grant funding is competitive and cyclical; cannot be relied upon as ongoing revenue.

Opportunities:

- Public-Private Partnerships (PPPs): Corporate sponsorships of parks (e.g., "Microsoft Community Park") can provide naming rights revenue or volunteer labor.



- User Fees: Parks can generate modest revenue through picnic shelter rentals, athletic field use, and recreation programs.

Strategy:

The PROS Plan's success depends on sustained political support from the City Council. Economic downturns could pressure the Council to defer CIP projects. The City should build reserves to buffer against economic cycles.

18.6 Indigenous Partnerships & Cultural Stewardship

Granite Falls is traditional territory of the Stillaguamish, Sauk Suiattle, and Tulalip Tribes. Meaningful partnership with these Nations would enhance park management and cultural relevance.

Current Status:

- The 2024 Comprehensive Plan (Goal PR0-6) commits to tribal coordination on historic and cultural preservation.

Future Opportunities:

- Co-Management Agreements: Tribes can participate in riparian restoration, native plant restoration, and cultural site stewardship.
- Interpretive Signage: Trails and parks include cultural and historical interpretation, with tribal input on accuracy and presentation.
- Fishing Access: Protected access to fishing grounds (as appropriate and culturally sensitive) recognizes traditional use rights.
- Native Plant Restoration: Replace invasive plantings with culturally significant native species.
- Educational Programming: Partner on environmental education that includes Indigenous ecological knowledge.

18.7 Equity & Social Justice

Parks are not equally used by all populations. The City is committed to ensuring equitable access and representation.

Current Equity Gaps:

- Geography: Underserved neighborhoods (North Granite Falls, new subdivisions) lack park access.
- Economic: Recreation programs and amenities may be affordable only to higher-income families.
- Language & Culture: Parks programming and signage may not reflect non-



English-speaking residents or cultural communities.

Future Commitments:

- Equity Audit (Chapter 11): Conduct periodic analysis of park quality, access, and programming by neighborhood and demographic group.
- Inclusive Design: Parks will be designed to welcome all ages, abilities, and cultural backgrounds.
- Community Leadership: Ensure park planning processes include voices of underrepresented communities, not just the politically active.

18.8 Health & Wellness

Parks are increasingly recognized as public health assets. Post-COVID, the value of outdoor recreation and mental health benefits is well-established.

Health Benefits of Parks:

- Physical Activity: Access to trails and sports facilities reduces obesity and chronic disease.
- Mental Health: Nature exposure reduces stress, anxiety, and depression.
- Community Connection: Parks foster social bonds, reducing isolation and loneliness.
- Air Quality: Trees and vegetation filter pollutants and improve respiratory health.

Future Programming:

As the City develops recreation staff (Chapter 21), programs should emphasize health and wellness:

- Outdoor fitness classes.
- Walking groups for seniors.
- Adaptive recreation for people with disabilities.

18.9 School & Community Partnerships

The Granite Falls School District is a significant property owner in the City. Deepening partnerships creates mutual benefits.

Joint-Use Opportunities:

- Off-Hours Access: Public use of school fields, courts, and playgrounds after school hours and on weekends.
- Multi-Use Facilities: New school buildings designed with public recreation in mind (e.g., shared parking, accessible outdoor courts).



18.10 Regional Collaboration

Granite Falls does not exist in isolation. Regional trends and decisions affect the City.

Regional Connections:

- Mountain Loop Highway Recreation: Granite Falls is the gateway to state-managed recreation (North Cascades Highway, trails).
- Snohomish County Parks: Regional parks complement City facilities.

Future Advocacy:

- Partner with County on shared wayfinding and parking for tourists.
- Participate in regional recreation planning meetings.

18.11 Emerging Facility Types

As trends evolve, entirely new facility types may emerge:

- Possible Future Facilities:
 - Outdoor Fitness Equipment Parks: Permanent, free fitness stations (pull-up bars, stretching bars, lat pulldowns).
 - Outdoor Amphitheaters: Future Legion Park, distributed community gathering spaces.
 - Environmental Learning Centers: Classrooms in nature for outdoor education.
- Flexibility in Planning:
 - This PROS Plan intentionally preserves land in Chapters 28 for "future use" rather than prescribing every facility 20 years in advance. Community priorities and trends may shift.

18.12 Adaptation & Plan Updates

The PROS Plan is adaptive, not rigid.

Triggers for Mid-Course Corrections:

- Population Growth Faster/Slower than Projected: If population grows 50% faster, the City will accelerate land acquisition. If growth is slower, the timeline can be extended.
- Funding Changes: If the City receives an unexpected grant or bequest, projects can be accelerated.



- Community Demand Shifts: If survey results show a new priority emerging, projects can be reprioritized.
- Facility Failures: If a major park facility becomes unsafe or non-functional, maintenance/replacement becomes urgent.

Update Schedule:

- The PROS Plan will be formally updated every 6 years (per RCO requirements) or sooner if circumstances warrant. Each update will reassess the CIP, revisit adopted LOS standards, and solicit new community input.



Chapter 19

OPERATION STRATEGIES

Biannual facility evaluations will be conducted to monitor the quality of existing facilities and amenities. Repairing and/or replacing damaged or aging facilities is an ongoing practice that can be improved with more routine inspections.

Coordination between the Granite Falls Community Development and Public Works Departments is required to plan and process changes to existing facilities. This collaboration is appropriate for the current size of Granite Falls but will become more difficult to prioritize as the City grows larger in population and development projects.

A designated parks and recreation staff member will be a necessary expenditure in the future and will run a parks program more efficiently than coordination between two departments. A park program staff member would oversee grant programs, parks planning, maintenance and operations, and early phases of developing a recreation program.

Chapter 20

SUSTAINABILITY

The City will explore implementing environmentally sustainable practices in its PROS operations. This can be accomplished by incorporating sustainable principles into the design of new parks. The Public Works Department will also explore sustainable maintenance practices for new and existing facilities. Granite Falls aims to protect and improve water quality and native habitat, restore wetlands, and attract wildlife. The City hopes to offer education and training to staff and the public to emphasize sustainable practices such as recycling, using renewable energy, conserving water, designing for low impact development, and employing responsible pest management at park sites.



Chapter 21

RECREATIONAL PROGRAMMING

Granite Falls has no park and recreation program staff, works with limited financial resources, and does not have a designated recreation space available to develop a program at the time of this report.

Recreation programs can be sources of City revenue and are not typically developed unless there is a larger population to support services. Other similar sized, semi-rural cities, such as Sultan, do not possess a recreation program and it can be assumed that a recreation program in Granite Falls is not financially viable at this time. A recreation program is more likely closer to 2035, as additional tax revenue and participants are needed to create a self-sustaining program. Steps toward creating a recreation program can begin before 2035 and would involve a financial analysis to determine when a program could be developed.

Public engagement is the first step towards developing a recreation program to evaluate the types of services and interests residents would support. Granite Falls would then need to conduct a financial analysis evaluating the minimum costs to run a recreational program, minimum revenue necessary to sustain a program, and make considerations to the level of funding available with population growth. The City would need to wait for a higher population to gain enough tax revenue to move forward with developing a program and hiring designated staff. The City should consider investing in community building to accommodate a recreation program office and operating space.



SECTION VI FUNDING AND INVESTMENT OF OUR PARKS

Chapter 22

CITY BUDGET

Local jurisdictions face a growing demand for new recreational opportunities as they serve an increasingly diverse population and a large cohort of aging citizens. This section summarizes traditional local funding options, state, and federal funding programs available to Washington cities and counties to fund parks and recreation planning, programs, and projects. Many communities recognize how parks and recreation improve quality of life.

Residents of some communities have supported tax increases, conservation futures levies, or bond referendums targeted for these purposes. Even in communities supportive of parks and recreation programs, local jurisdictions must be alerted to cost savings opportunities. They will likely need to supplement limited funds with some creative approaches to park financing.

This section also describes public, private, and user group partnerships and cost sharing approaches, cost reduction measures, and other creative funding approaches used by some local jurisdictions to fill the funding disparities.

Prior to 2025, the budget was comprised of wages, maintenance and operations, and administration costs. Over the last 2-3 years, the Parks Program has expanded its budget to include a community arts program, and the increased budget is necessary to expand maintenance operations to these programs.



Figure 22.1 10-Year Park Funding Records

YEAR	TOTAL BUDGET (less transfers)	CHANGE FROM PRVIOUS YEAR	PARKS BUDGET	CHANGE FROM PREVIOUS YEAR	PERCENT OF TOTAL BUDGET
2026	\$7,190,701	-6.5%	\$300,798	-44.7%	4.2%
2025	\$7,687,243	+4.7%	\$544,059	+216.1%	7.1%
2024	\$7,325,847	+21.7%	\$172,132	+27.4%	2.3%
2023	\$6,017,555	+8.1%	\$135,124	+16.1%	2.2%
2022	\$5,564,822	-6.4%	\$116,421	+3.4%	2.1%
2021	\$5,946,136	+19.4%	\$112,409	+2.4%	1.9%
2020	\$4,911,061	-1.6%	\$109,782	+26.8%	2.2%
2019	\$4,993,213	+15.1%	\$86,570	+3.4%	1.7%
2018	\$4,337,634	+17.8%	\$83,750	+7.6%	1.9%
2017	\$3,680,935	+6.9%	\$77,860	-7.1%	2.1%
2016	\$3,443,422	+1.0%	\$83,960	+5.5%	2.4%



Chapter 23

GRANT OPPORTUNITIES

Public grants may supplement the City's budget for parks acquisition, planning, design, and construction. The City of Granite Falls has successfully obtained parks grants in the past to assist with capital improvements and development.

The grant process is competitive and should not be relied upon for nominal parks funding. Grants may also require a match up to 100 percent of certain requested grant funds which may further hinder the City's budget. However, public grants reduce the burden of a project's overall cost on the City's taxpayers and can be instrumental in providing necessary financial resources to smaller jurisdictions.

Chapter 24

PARTNERSHIPS

Partnerships include land donations, funding from other organizations, and potentially volunteer-driven park stewardship groups. The PROS Plan has been developed with information from community stakeholders and the community at large. Granite Falls would like to continue to partner with community groups, non-profits, and government agencies to increase public access and garner stewardship.

Stakeholders and community partners can advance implementation of the PROS plan through joint design, funding, and coordination, and the City intends to continue building partnerships to enact the plan. There will be an effort to ensure investments and resources from partners advance the goals, policies, and recommendations of the PROS Plan and align with expected outcomes and benefits.

Chapter 25

PARK IMPACT FEES

Impact fees are charges assessed by local governments against new development projects that attempt to recover the cost incurred by government in providing the public facilities required to serve the new development. Impact fees are only used



to fund facilities, such as roads, schools, and parks, which are directly associated with the new development. They may be used to pay the proportionate share of the cost of public facilities that benefit the new development; however, impact fees cannot be used to correct existing deficiencies in public facilities.

In Washington, impact fees are authorized for those jurisdictions planning under the Growth Management Act (RCW 82.02.050 - .100), as part of “voluntary agreements” under RCW 82.02.020, and as mitigation for impacts under the State Environmental Policy Act (SEPA – Ch. 43.21C RCW). GMA impact fees are only authorized for: public streets and roads; publicly owned parks, open space, and recreation facilities; school facilities; and fire protection facilities in jurisdictions that are not part of a fire district.

Setting fee schedules for impact fees is a complex process typically involving rate studies. Generally, impact fees do not recover the full cost of a new facility since these fees must be directly and proportionately related to impacts associated with new development.

Chapter 26

DEVELOPMENT AGREEMENTS

Park impact fees may not be required for Master-Planned Developments if a proposal provides for mitigation of park impacts “...by the payment of, or promise or obligation to pay fees, dedicate land, or construct or improve park facilities as part of a permit approval process granted...” consistent with Granite Falls Municipal Code (GFMC) 21.06.020. Instead, the City will collaborate with an applicant to prepare a development agreement regulating the park and open space requirements for subdivision projects. The City expects residential developers to meet a minimum ratio of homes to parks, activities, and open spaces. Development agreements increase access to private parks for homeowners’ association members but are not designated as public parks. Subdivisions may have parks that are privately operated with funding by the homeowner’s association.

The city recognizes the importance of development agreements as a tool to achieve more than a monetary impact fee for the benefit of the community. These agreements can be used to establish conditions on new developments, requiring investments in the construction of parks and recreation facilities as well as commitments to funding ongoing maintenance costs.



Chapter 27

PARK DEVELOPMENT FEES IN LIEU

For developments that require a specific standard of common open space for the use of residents in that development, one option some cities have introduced is the payment of a park development fee in-lieu. This allows the developer to pay into a park development fund in lieu of providing open space within the development itself. The fees must be related to the value of land that might have otherwise been dedicated. The funds must be held in a reserve account and expended on a parks capital improvement project within the original development's park service area. If the fees are not expended within five years, they must be refunded with interest.

This gives developers some flexibility if the provision of open space would cause their development to be infeasible or if it is difficult to provide due to environmentally sensitive areas. Furthermore, this type of program may allow the City to pool in-lieu funds from multiple developments and create a higher quality open space in an area that can serve more residents.

Chapter 28

6- and 20-YEAR CAPITAL IMPROVEMENT PLANS

A Capital Improvement Plan (CIP) lists projects under consideration for the next six years. The majority of projects focus on the usability and quality of parks, as well as increasing the number of recreational opportunities available. The CIP is included in Appendix F and provides a brief project description, prioritization, cost, and how the projects aim to meet the 2026 PROS Plan goals.



SECTION VII APPENDIX

- Appendix A: Glossary of Terms
- Appendix B: Survey Results Summary
- Appendix C: Stakeholder Meeting Summary
- Appendix D: Public Meeting Summary
- Appendix E: Parks System and Capital Improvement Map
- Appendix F: CIP Estimates
- Appendix G: Facility Assessment Survey



Appendix A: Glossary of Terms

Active Recreation: Active recreation is leisurely, physical activities that require the use of special facilities, including organized sports, skateboard facilities, or swimming.

Amenity: Any built component of the park system that the City has funded and installed. Amenities are developed to serve a minimum level of population and are not based on distance standards.

Capital Improvement Plan (CIP): A CIP is a community planning and fiscal management tool used to coordinate the location, timing, and financing of capital improvements over a 6-year period. A CIP can be amended annually to reflect changes to revenue and budgets.

Community Facility: A building that is used for public gatherings or specialized physical activities.

Community Park: Large parks ranging from three to ten acres in size. Park provides active recreation facilities and include features such as parking lots, sports fields/courts, and natural areas. Community parks serve users within a 3-mile radius.

Level of Service: A measure of a service provided by a public agency that is used to assess the quality and performance of a service.

Metric: A system or standard of measurement.

Natural Area: An untouched area of landscape that has had minimal human-made improvements for use.

Nature Trail: A less developed pathway for pedestrians through more natural areas. Trail surfaces are commonly gravel or dirt. The park associated with the trail dictates the distance service standard.

Neighborhood Park: Pedestrian oriented parks ranging from one-half to three acres and serving adjacent residential units. Park may include play areas, sport courts, community gardens, and open space. Neighborhood parks are intended to serve residents within the immediate vicinity and up to a ½-mile radius.

Open Space: A publicly owned or controlled piece of land that is environmentally protected or conserved in which development is minimal or prohibited.

Park: A publicly owned or controlled piece of land maintained for the purpose of providing recreational space.

Park Acreage: A measurement of level of service that calculates the total number of acres owned and/or operated by the City. The standard does not indicate usable acreage.

Passive Recreation: Passive recreation refers to activities that do not use formal facilities such as wildlife observation, walking, hiking, biking, and picnicking. Passive



recreation has minimal impact on the parks system.

Pedestrian Walkshed: The average distance an individual is willing to walk to a destination. Individuals are typically willing to walk up to a ¼-mile or approximately 5-10 minutes.

Pocket Park: A small, pedestrian oriented park of one-half acre or less that provides a green space in higher density, developed areas. Pocket parks typically include historical/informational markers, landscaping, seating, and public art. Pocket parks are intended to serve users within a quarter mile radius.

Potential Recreation Value: The anticipated estimated value of investment needed to reflect potential population growth.

Recreation: An activity done for enjoyment.

Recreational Amenity: Any built feature in a park that provides opportunities to recreate, or that makes recreation more comfortable, attractive, or accessible.

Recreational Investment: The estimated value and/or costs of City investments into recreational amenities. The value does not include property acquisitional costs. Recreational value is a LOS metric that indicates the estimated cumulative recreation investment per person.

Regional Park: Parks of at least ten acres in size with the capacity to host many people. Park offers activities over a wide service area and connects to adjacent parks or activities. Park typically includes a parking lot, waterfront access, natural areas, and/or amphitheaters. A regional park serves users within a 5-mile radius.

Resource Park: A natural open space park with limited development. Park is typically more passive use and includes trails and interpretive signage. The intent of the park is to preserve natural habitat areas and create educational opportunities on conservation efforts. There are no adopted service standards for resource parks because they are designated to serve and protect the natural environment.

Service Area: The zone of influence for individual parks that is typically determined by the average distance users are willing to travel to visit a facility. Expressed as a radius distance from the edge of park property lines.

Stakeholder: An organized group or person with specialized interest, use, or investment in the parks program.

Urban Trail: A paved pathway for walking. Typically meets accessibility design requirements and permits a variety of movement. The park associated with the trail dictates the distance service standard.

Walkability: A measure of the availability of sidewalks and/or pathways to a City park within the pedestrian walkshed.



Appendix B: Survey Results Summary

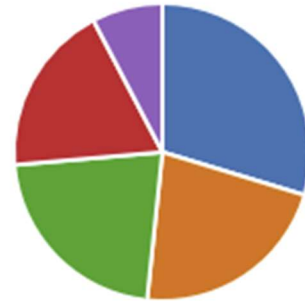
Survey Conducted: November 2025 to January 2026

Responses: 43

Question 1.

In the past 12 months, have you visited any of the City of Granite Falls Park and Recreation facilities from the following list?

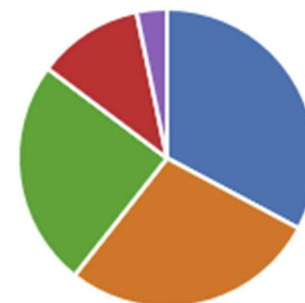
● Jim Holm Park - Skate Park/Pl...	27
● Frank Mason Park - Lake Gard...	20
● Eagle Park - Dog Park	20
● Jack Webb Park - Open Space...	17
● Perrigoue Field - Little League...	7



Question 2.

From the following list, please CHECK ALL the City of Granite Falls parks or recreation facilities you visit regularly.

● Jim Holm Park	20
● Frank Mason Park	17
● Eagle Park	15
● Jack Webb Park	7
● Perrigoue Field	2





Question 3.

How often do you visit the City of Granite Falls Park and Recreation facilities you checked in question 2?

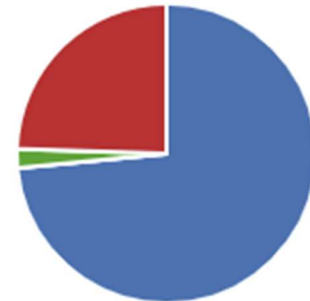
● Daily	5
● Weekly	15
● Monthly	14
● Yearly	4



Question 4.

How do you access the City of Granite Falls Park and Recreation facilities within the City of Granite Falls? (Select all that apply)

● Drive	36
● Bus	0
● Bike	1
● Walk	12

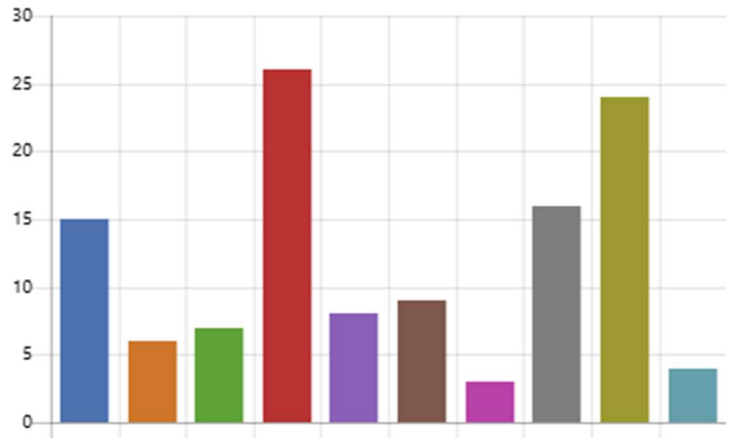




Question 5.

What are the main reasons you or your family visit the parks and recreation facilities within the City of Granite Falls? (Select all that apply)

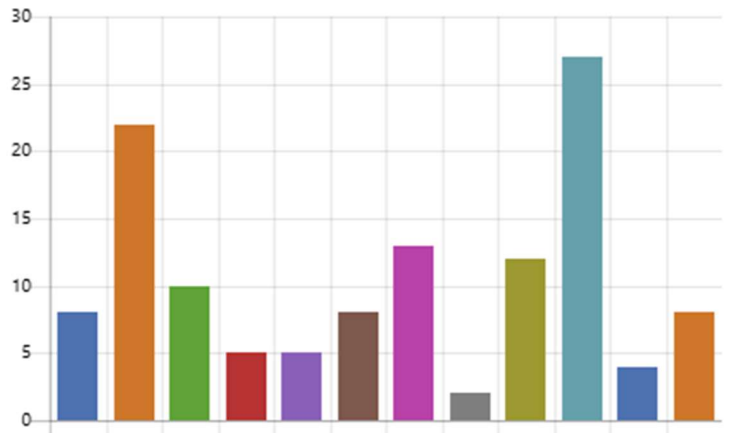
- Children's play area and playg... 15
- Sports/athletics 6
- Waterfront access 7
- Relaxation and enjoyment of ... 26
- Fitness/running/walking 8
- Picnics 9
- Biking/hiking in forested areas 3
- Dog walking 16
- Free/no cost access 24
- Skate Park 4



Question 6.

What, if anything, would make you visit more often? (Select all that apply)

- Additional/improved children'... 8
- Additional/improved walking/... 22
- Additional/improved sports fi... 10
- Additional/improved exercise ... 5
- Additional/improved parking 5
- Improved safety 8
- Cleaner/better maintenance 13
- Proximity/easier access 2
- More activities/programs/eve... 12
- Outdoor concerts/community ... 27
- Addition of Pump Track 4
- I already visit often 8





Question 7.

How satisfied are you with the **number** of City-owned parks and recreation facilities in the City of Granite Falls?

Very satisfied	11
Somewhat satisfied	11
Neither satisfied nor dissatisfied	12
Somewhat dissatisfied	8
Very dissatisfied	0



Question 8.

How satisfied are you with the **location** of City-owned parks and recreation facilities in the City of Granite Falls?

Very satisfied	19
Somewhat satisfied	9
Neither satisfied nor dissatisfied	11
Somewhat dissatisfied	3
Very dissatisfied	0



Question 9.

From the following list, please **CHECK ALL** the parks and recreation facilities operated by **OTHER** providers that you visit regularly within the City of Granite Falls.

Boys & Girls Club	2
Granite Falls School District	19
Faith-based Organizations (ch...	2
Other	5

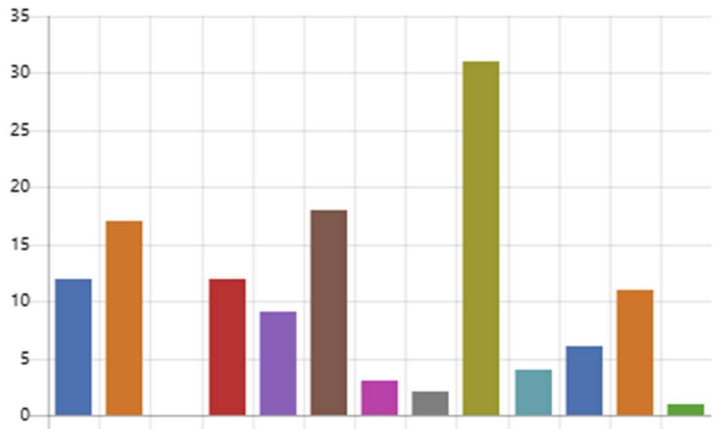




Question 10.

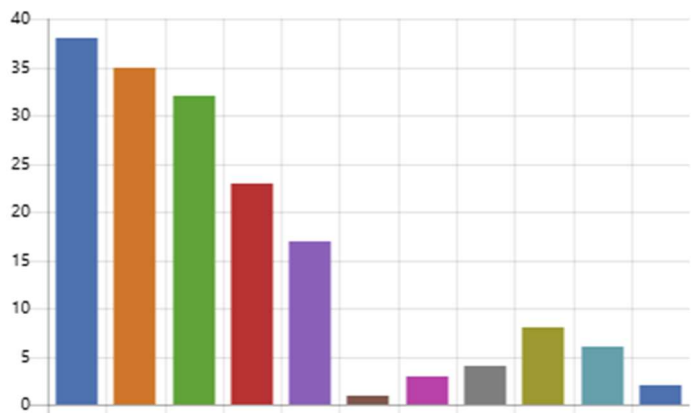
From the following list, please check the THREE park features found in public parks that are MOST IMPORTANT to you.

- Picnic Shelters 12
- Picnic Tables and Benches 17
- Bike Racks 0
- Children's Play Equipment 12
- Parking 9
- Walking Paths 18
- Drinking Fountains 3
- Water Access 2
- Restrooms 31
- Sport Courts 4
- Lighting 6
- Garbage Containers 11
- Interpretive/nature Signage 1



Question 11. *From the following list, please CHECK ALL the organizations that you use for parks, recreation and cultural programs and facilities.*

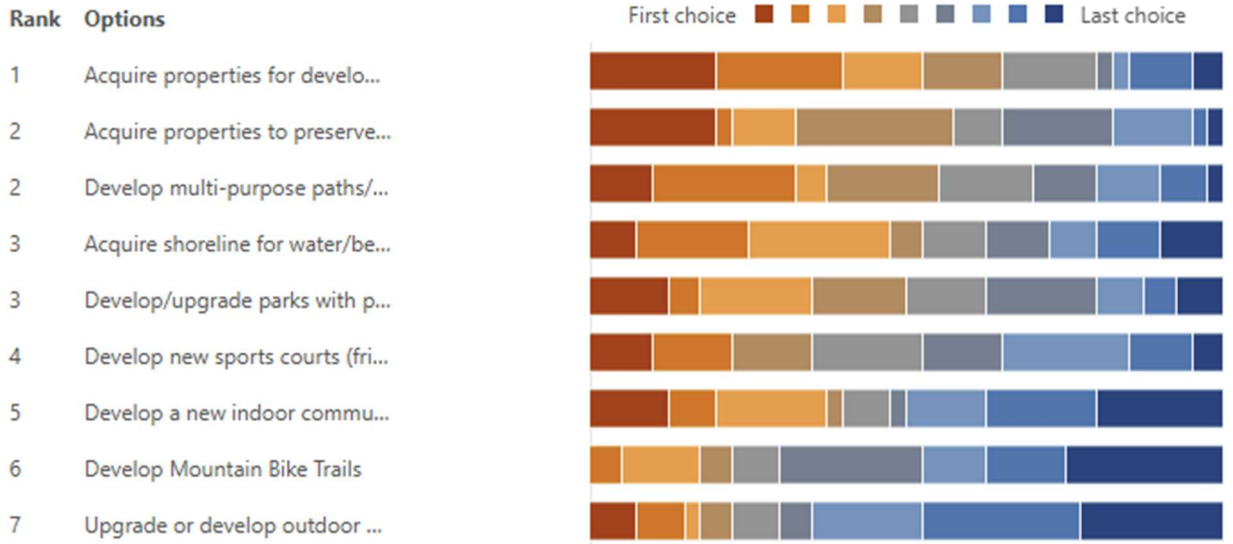
- Snohomish County Parks 38
- State Parks 35
- National Parks 32
- Neighboring City Parks - Lake ... 23
- Granite Falls School District 17
- Boys & Girls Club 1
- Private Adult Sports Leagues 3
- Private Youth Sports Leagues 4
- Non-profit Organizations 8
- Private Gyms and Fitness Facili... 6
- Other 2





Question 12.

Rank the following actions you would like to see the City consider pursuing in the future:



Question 13.

Do you live inside Granite Falls City Limits?

- Yes 24
- No 19





Appendix C: Stakeholder Meeting Summary

Event/Date: January 3, 2026 Open House

Attendance: 1 organization

Scott King/Granite Falls Youth Soccer Club (GFYSC)

The Organization:

- The GFYSC provides recreational and competitive opportunities in the great Granite Falls area for youth ages
- They have added a select level of competition to their present organization in the last year.

Facility usage:

- GFYSC uses the Granite Falls High School turf field only, as other fields are natural grass without adequate drainage and safe turf conditions.
- They have noted that when GFHS turf field lights are on, it attracts other users walking the perimeter track, throwing footballs, etc.
- The Granite Falls High School Field (Field 6) is highest priority. Secondary priorities include fields at elementary schools.
- The GFYSC identified that with better field operation and maintenance at other GFSD fields the organization could utilize such additional facilities. They are also open to the possibility of creating a partnership with the GFSD and the City for making such field improvements to increase usage for all stakeholders.
- The operation of multi-use fields commonly allow for additional purposes to a greater diversity of users. Since the City owns the little league field property, there may be an opportunity for multi-use purpose functions.



Appendix D: Public Meeting Summary

Event/Date: January 3, 2026 Open House

Attendance: 10 persons

Eagle Park Comments

- Plaque/wall to commemorate dogs that have passed
 - Staff comment: Could this be used as a fund raiser for park improvements? People could purchase a brick/engraving of their pet's name for a fee?
- Improve drainage so parking lot flooding does not flow into dog park area.
- Porta-potty/restroom facility.

Frank Mason Park Comments

- Trails –
 - Additional trails throughout the park.
 - Incorporate steps on steeper trails.
 - Fix existing trailhead on south end of park.
 - Staff comment: Not on City owned Property
- Cleaner water in the lake.
- Garden/arboretum along the lakeside.

Perrigoue Field Comments

- More parking.

Jim Holm Park

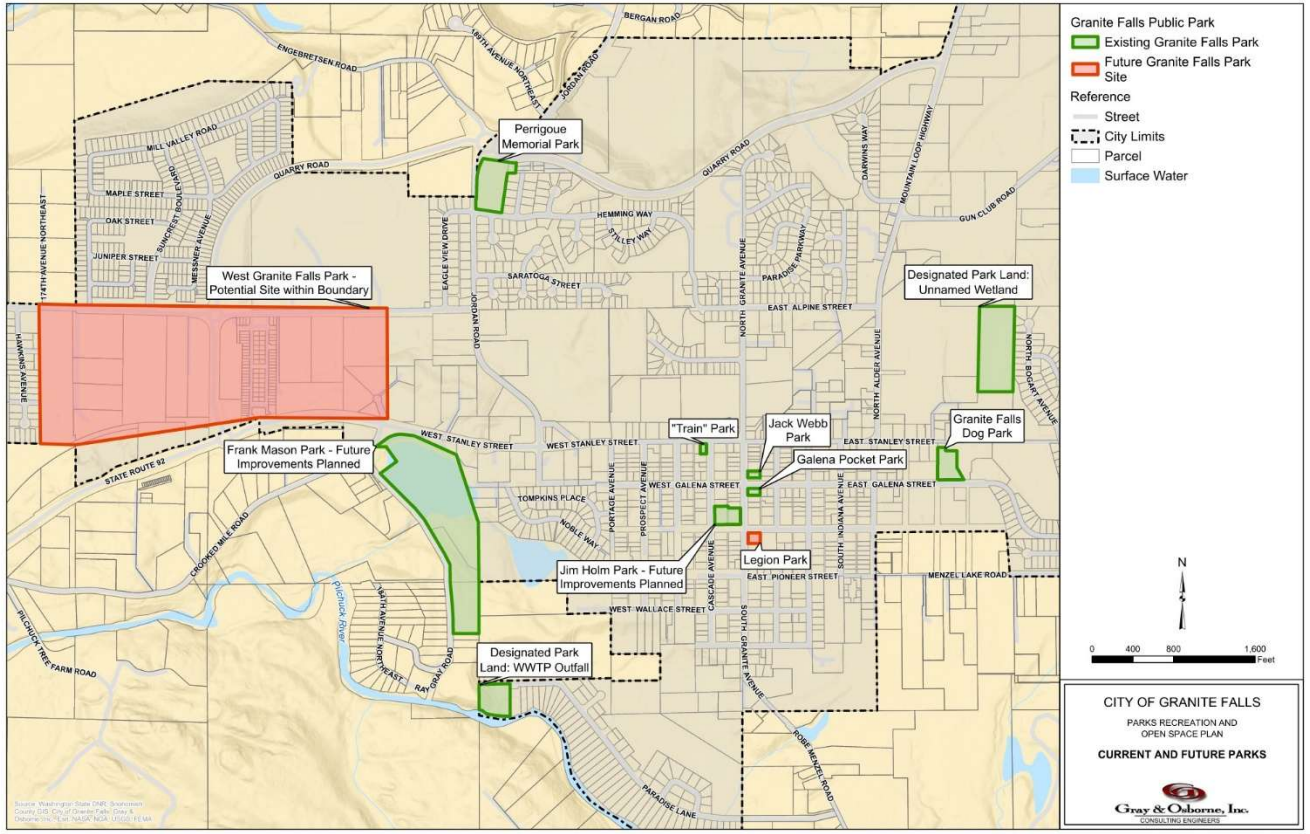
- Splash Pad.

Jack Webb Park

- Surely there must be a solution to vandalism that would enable the bathroom to be kept open.



Appendix E: Parks System and Capital Improvement Map





Appendix F: CIP Estimates

The intent of capital facilities planning and funding for Parks and Recreation facilities is to establish a path forward for providing high quality, community-driven parks, trails, greenspaces and recreational opportunities for residents and visitors alike. Additional benefit from such healthful activities provide enjoyment, exercise, and help lead to improved physical, mental and social environments.

PROJECT	Priority Level	Estimated Cost	Project Date	Funding Sources
CIP Parks and Recreation Projects (Year 1-6)				
Veteran's War Memorial Plaza/Legion Park (new)	High	\$1,500,000	2026	General Fund, Grants
Community Center	High	\$2,100,000	2027	General Fund, Grants
Jim Holm Park Improvements	High	\$100,000	2025	Grants, General Fund, Parks Impact Fees
Frank Mason Park Improvements	High	\$110,000	2026	Grants, General Fund, Parks Impact Fees
Community Center Children's Play Area (Ages 2-5)	High	\$175,000	2027	Grants, General Fund, Parks Impact Fees
	TOTAL	\$3,985,000		
Future Parks Projects (Year 7-20)				
West Granite Falls Neighborhood Park (new)				



Appendix G: Facility Assessment Survey

Recreation Facility Assessment



Overview

This assessment is intended to be completed annually for each recreational facility within the City of Granite Falls. These facilities include City owned open space, playgrounds, ball fields & courts, walking trails, and indoor recreation centers. The result of the assessment will identify the safety, condition, and maintenance needs of each facility.

Assessment

The results of each facility assessment will be placed within a table, intended to identify the priority improvements and maintenance items for the City's parks and recreation system.





Recreation Facility Assessment

Name of Facility Jim Holm Park Date of Assessment: 12/30/2025
 Location 206 S. Granite Ave Reviewed By: CRW

Place a check mark beside the recreational type found at this site.

Playground	<u>X</u>	Indoor Recreation Center	_____
Open Space Park	_____	Aquatic Recreation Areas	_____
Sports Field	_____	Walking Trail	_____
Sports Court	<u>X</u>	Other	_____

General Questions

Are facility restrooms available and functional?

Yes ___ No X Other ___ (*Honeybucket*)

Are facility restrooms clean and accessible?

Yes ___ No ___ Other _____

Are facility drinking fountains available and functional?

Yes X No ___ Other _____

Are facility lights adequate and in working condition?

Yes X No ___ Other _____

Are there any observed safety hazards in need of immediate attention?

Yes ___ No X Other _____

Is the parking area in good condition?

Yes X No ___ Other _____

Are there drainage issues or potholing in the parking area?

Yes ___ No X Other _____

Are sidewalks or pathways free of cracks and/or trip hazards?

Yes X No ___ Other _____



Is park signage in good condition?

Yes No Other

Are structures and furnishings in good condition?

Yes No Other

General Comments: Walking pathways are gravel/grass. The concrete pad near the skate park has small potholes.

Open Space Parks

Safety

Is there pedestrian access?

Yes No Other

Is there a safe and functional ADA route?

Yes No Other

Is the park of adequate size and space for its intended purpose?

Yes No Other

Is the park free of any detectable safety hazards?

Yes No Other

Safety Comments: _____

Aesthetic

Is the park clean and free of litter, debris, graffiti, etc.?

Yes No Other

Do the park equipment and furnishings appear to be well maintained and in good condition?

Yes No Other

Does the park landscape appear to be well maintained and in good condition?



Yes No Other

Does the park have landscape features that make it a more enjoyable place to be? (Tree variety, flowers, plans, grassy area, shaded area, monument features)

Yes No Other

Aesthetic Comments: The site lacks landscaping features. While there is a picnic shelter, natural shade is absent.

Aquatic Recreation Areas

General

Is the facility clean?

Yes No Other

Is the dock in good condition?

Yes No Other

Are restrooms available?

Yes No Other

Are drinking fountains available?

Yes No Other

Is there a wash facility?

Yes No Other

General Comments: _____

Safety

Is there vegetation, litter, or sediment at the shore disrupting access to the water?

Yes No Other

Is there adequate safety signage? If so, is it in good condition?



Yes No Other

Is an Emergency Action System plan posted and/or readily available?

Yes No Other

Safety Comments: Park rules are posted on the site.

Walking Trails

General

What is the distance of this trail? _____

What is the average width of this trail? _____

What is the surface of the trail?

Concrete/Asphalt Dirt Other Crushed Rock Composite

Is the surface in adequate condition (free from major obstruction, landslides, etc.)?

Yes No Other

Are there identifiable drainage/puddling issues along the trail surface?

Yes No Other

Are there litter disposal facilities?

Yes No Other

Is the trailhead easily identifiable (signs, markers, pathways)?

Yes No Other

Does the parking lot appear to adequately support the user demand?

Yes No Other

Walking Trail Comments: _____



Recreation Facility Assessment

Name of Facility Perrigoue Park Date of Assessment: 12/30/2025
 Location 10317 Jordan Rd. Reviewed By: CRW

Place a check mark beside the recreational type found at this site.

Playground	<u> </u>	Indoor Recreation Center	<u> </u>
Open Space Park	<u> </u>	Aquatic Recreation Areas	<u> </u>
Sports Field	<u> X </u>	Walking Trail	<u> </u>
Sports Court	<u> </u>	Other	<u> </u>

General Questions

Are facility restrooms available and functional?

Yes X No Other (*Honeybucket*)

Are facility restrooms clean and accessible?

Yes X No Other

Are facility drinking fountains available and functional?

Yes No X Other

Are facility lights adequate and in working condition?

Yes No Other X

Are there any observed safety hazards in need of immediate attention?

Yes No Other

Is the parking area in good condition?

Yes No Other X

Are there drainage issues or potholing in the parking area?

Yes No X Other

Are sidewalks or pathways free of cracks and/or trip hazards?

Yes X No Other



Is park signage in good condition?

Yes No Other

Are structures and furnishings in good condition?

Yes No Other

General Comments: There is no on site lighting. The parking area is gravel, but
is in good condition.

Open Space Parks

Safety

Is there pedestrian access?

Yes No Other

Is there a safe and functional ADA route?

Yes No Other

Is the park of adequate size and space for its intended purpose?

Yes No Other

Is the park free of any detectable safety hazards?

Yes No Other

Safety Comments: _____

Aesthetic

Is the park clean and free of litter, debris, graffiti, etc.?

Yes No Other

Do the park equipment and furnishings appear to be well maintained and in good condition?

Yes No Other



Does the park landscape appear to be well maintained and in good condition?

Yes No Other

Does the park have landscape features that make it a more enjoyable place to be? (Tree variety, flowers, plans, grassy area, shaded area, monument features)

Yes No Other

Aesthetic Comments: The sites structures are in good condition. The overall aesthetic is good.

Aquatic Recreation Areas

General

Is the facility clean?

Yes No Other

Is the dock in good condition?

Yes No Other

Are restrooms available?

Yes No Other

Are drinking fountains available?

Yes No Other

Is there a wash facility?

Yes No Other

General Comments: _____

Safety

Is there vegetation, litter, or sediment at the shore disrupting access to the water?

Yes No Other



Is there adequate safety signage? If so, is it in good condition?

Yes No Other

Is an Emergency Action System plan posted and/or readily available?

Yes No Other

Safety Comments: _____



Walking Trails

General

What is the distance of this trail? _____

What is the average width of this trail? _____

What is the surface of the trail?

Concrete/Asphalt Dirt Other Crushed Rock Composite

Is the surface in adequate condition (free from major obstruction, landslides, etc.)?

Yes No Other

Are there identifiable drainage/puddling issues along the trail surface?

Yes No Other

Are there litter disposal facilities?

Yes No Other

Is the trailhead easily identifiable (signs, markers, pathways)?

Yes No Other

Does the parking lot appear to adequately support the user demand?

Yes No Other

Walking Trail Comments: _____



Recreation Facility Assessment

Name of Facility	<u>Galena Park</u>	Date of	
Location	<u>115 E. Galena St</u>	Assessment:	<u>12/30/2025</u>
		Reviewed By:	<u>CRW</u>

Place a check mark beside the recreational type found at this site.

Playground	<u> </u>	Indoor Recreation Center	<u> </u>
Open Space Park	<u> X </u>	Aquatic Recreation Areas	<u> </u>
Sports Field	<u> </u>	Walking Trail	<u> </u>
Sports Court	<u> </u>	Other	<u> </u>

General Questions

Are facility restrooms available and functional?

Yes ___ No X Other (*Honeybucket*)

Are facility restrooms clean and accessible?

Yes ___ No ___ Other

Are facility drinking fountains available and functional?

Yes ___ No X Other

Are facility lights adequate and in working condition?

Yes ___ No ___ Other X

Are there any observed safety hazards in need of immediate attention?

Yes ___ No X Other

Is the parking area in good condition?

Yes X No ___ Other

Are there drainage issues or potholing in the parking area?

Yes ___ No X Other

Are sidewalks or pathways free of cracks and/or trip hazards?

Yes X No ___ Other



Is park signage in good condition?

Yes ___ No ___ Other X

Are structures and furnishings in good condition?

Yes ___ No ___ Other X

General Comments: The site is level grass lot. A small fenced playground area was
installed and is operated by the B&G Club. On street parking and alley access is available.

Open Space Parks

Safety

Is there pedestrian access?

Yes X No ___ Other ___

Is there a safe and functional ADA route?

Yes ___ No X Other ___

Is the park of adequate size and space for its intended purpose?

Yes ___ No ___ Other X

Is the park free of any detectable safety hazards?

Yes X No ___ Other ___

Safety Comments: Future use in unknown at this time.

Aesthetic

Is the park clean and free of litter, debris, graffiti, etc.?

Yes X No ___ Other ___

Do the park equipment and furnishings appear to be well maintained and in good condition?

Yes ___ No ___ Other X



Does the park landscape appear to be well maintained and in good condition?

Yes No Other

Does the park have landscape features that make it a more enjoyable place to be? (Tree variety, flowers, plans, grassy area, shaded area, monument features)

Yes No Other

Aesthetic Comments: _____

Aquatic Recreation Areas

General

Is the facility clean?

Yes No Other

Is the dock in good condition?

Yes No Other

Are restrooms available?

Yes No Other

Are drinking fountains available?

Yes No Other

Is there a wash facility?

Yes No Other

General Comments: _____

Safety

Is there vegetation, litter, or sediment at the shore disrupting access to the water?

Yes No Other

Is there adequate safety signage? If so, is it in good condition?

X



Yes ___ No ___ Other ___

Is an Emergency Action System plan posted and/or readily available?

Yes ___ No Other ___

Safety Comments: No signage is present on site.



Walking Trails

General

What is the distance of this trail? _____

What is the average width of this trail? _____

What is the surface of the trail?

Concrete/Asphalt ___ Dirt ___ Other ___ Crushed Rock ___ Composite ___

Is the surface in adequate condition (free from major obstruction, landslides, etc.)?

Yes ___ No ___ Other ___

Are there identifiable drainage/puddling issues along the trail surface?

Yes ___ No ___ Other ___

Are there litter disposal facilities?

Yes ___ No ___ Other ___

Is the trailhead easily identifiable (signs, markers, pathways)?

Yes ___ No ___ Other ___

Does the parking lot appear to adequately support the user demand?

Yes ___ No ___ Other ___

Walking Trail Comments: _____



Recreation Facility Assessment

Name of Facility	<u>Frank Mason Park</u>	Date of Assessment:	<u>12/30/2025</u>
Location	<u>9327 Ray Gray Rd</u>	Reviewed By:	<u>CRW</u>

Place a check mark beside the recreational type found at this site.

Playground	<u> </u>	Indoor Recreation Center	<u> </u>
Open Space Park	<u> X </u>	Aquatic Recreation Areas	<u> X </u>
Sports Field	<u> </u>	Walking Trail	<u> X </u>
Sports Court	<u> </u>	Other	<u> </u>

General Questions

Are facility restrooms available and functional?

Yes X No Other (*Honeybucket*)

Are facility restrooms clean and accessible?

Yes X No Other

Are facility drinking fountains available and functional?

Yes No X Other

Are facility lights adequate and in working condition?

Yes X No Other

Are there any observed safety hazards in need of immediate attention?

Yes No X Other

Is the parking area in good condition?

Yes X No Other

Are there drainage issues or potholing in the parking area?

Yes No X Other

Are sidewalks or pathways free of cracks and/or trip hazards?

Yes X No Other



Is park signage in good condition?

Yes No Other

Are structures and furnishings in good condition?

Yes No Other

General Comments: _____

Open Space Parks

Safety

Is there pedestrian access?

Yes No Other

Is there a safe and functional ADA route?

Yes No Other

Is the park of adequate size and space for its intended purpose?

Yes No Other

Is the park free of any detectable safety hazards?

Yes No Other

Safety Comments: ADA parking and dock access is available. No ADA access

is available for the walking trails. Generally, access to the north is limited.

Aesthetic

Is the park clean and free of litter, debris, graffiti, etc.?

Yes No Other

Do the park equipment and furnishings appear to be well maintained and in good condition?

Yes No Other



Does the park landscape appear to be well maintained and in good condition?

Yes No Other

Does the park have landscape features that make it a more enjoyable place to be? (Tree variety, flowers, plans, grassy area, shaded area, monument features)

Yes No Other

Aesthetic Comments: _____

Aquatic Recreation Areas

General

Is the facility clean?

Yes No Other

Is the dock in good condition?

Yes No Other

Are restrooms available?

Yes No Other

Are drinking fountains available?

Yes No Other

Is there a wash facility?

Yes No Other

General Comments: The dock was replaced in 2025. No aquatic facilities exist.

Safety

Is there vegetation, litter, or sediment at the shore disrupting access to the water?

Yes No Other



Is there adequate safety signage? If so, is it in good condition?

Yes ___ No ___ Other

Is an Emergency Action System plan posted and/or readily available?

Yes ___ No Other ___

Safety Comments: Lacking signs related to swimming activities.

Walking Trails

General

What is the distance of this trail? ~2 miles

What is the average width of this trail? 5'0"

What is the surface of the trail?

Concrete/Asphalt ___ Dirt Other ___ Crushed Rock ___ Composite ___

Is the surface in adequate condition (free from major obstruction, landslides, etc.)?

Yes No ___ Other ___

Are there identifiable drainage/puddling issues along the trail surface?

Yes ___ No Other ___

Are there litter disposal facilities?

Yes ___ No Other ___

Is the trailhead easily identifiable (signs, markers, pathways)?

Yes ___ No Other ___

Does the parking lot appear to adequately support the user demand?

Yes No ___ Other ___

Walking Trail Comments: Lacking signs identifying the presence of walking trails
and trail head locations.



Recreation Facility Assessment

Name of Facility Jack Webb Park Date of Assessment: 12/30/2025
 Location 115 S. Granite Ave Reviewed By: CRW

Place a check mark beside the recreational type found at this site.

Playground	_____	Indoor Recreation Center	_____
Open Space Park	_____	Aquatic Recreation Areas	_____
Sports Field	_____	Walking Trail	_____
Sports Court	_____	Other	<u>X</u>

General Questions

Are facility restrooms available and functional?

Yes X No ___ Other (Honeybucket)

Are facility restrooms clean and accessible?

Yes X No ___ Other _____

Are facility drinking fountains available and functional?

Yes ___ No X Other _____

Are facility lights adequate and in working condition?

Yes X No ___ Other _____

Are there any observed safety hazards in need of immediate attention?

Yes ___ No X Other _____

Is the parking area in good condition?

Yes X No ___ Other _____

Are there drainage issues or potholing in the parking area?

Yes ___ No X Other _____

Are sidewalks or pathways free of cracks and/or trip hazards?

Yes X No ___ Other _____



Is park signage in good condition?

Yes No Other

Are structures and furnishings in good condition?

Yes No Other

General Comments: Downspouts are need on the restroom

Open Space Parks

Safety

Is there pedestrian access?

Yes No Other

Is there a safe and functional ADA route?

Yes No Other

Is the park of adequate size and space for its intended purpose?

Yes No Other

Is the park free of any detectable safety hazards?

Yes No Other

Safety Comments: _____

Aesthetic

Is the park clean and free of litter, debris, graffiti, etc.?

Yes No Other

Do the park equipment and furnishings appear to be well maintained and in good condition?

Yes No Other



Does the park landscape appear to be well maintained and in good condition?

Yes No Other

Does the park have landscape features that make it a more enjoyable place to be? (Tree variety, flowers, plans, grassy area, shaded area, monument features)

Yes No Other

Aesthetic Comments: _____

Aquatic Recreation Areas

General

Is the facility clean?

Yes No Other

Is the dock in good condition?

Yes No Other

Are restrooms available?

Yes No Other

Are drinking fountains available?

Yes No Other

Is there a wash facility?

Yes No Other

General Comments: _____

Safety

Is there vegetation, litter, or sediment at the shore disrupting access to the water?

Yes No Other



Is there adequate safety signage? If so, is it in good condition?

Yes No Other

Is an Emergency Action System plan posted and/or readily available?

Yes No Other

Safety Comments: _____

Walking Trails

General

What is the distance of this trail? _____

What is the average width of this trail? _____

What is the surface of the trail?

Concrete/Asphalt Dirt Other Crushed Rock Composite

Is the surface in adequate condition (free from major obstruction, landslides, etc.)?

Yes No Other

Are there identifiable drainage/puddling issues along the trail surface?

Yes No Other

Are there litter disposal facilities?

Yes No Other

Is the trailhead easily identifiable (signs, markers, pathways)?

Yes No Other

Does the parking lot appear to adequately support the user demand?

Yes No Other

Walking Trail Comments: _____



Recreation Facility Assessment

Name of Facility Eagle aka Dog Park Date of Assessment: 12/30/2025
 Location 10317 Jordan Rd. Reviewed By: CRW

Place a check mark beside the recreational type found at this site.

Playground	<u> </u>	Indoor Recreation Center	<u> </u>
Open Space Park	<u> X </u>	Aquatic Recreation Areas	<u> </u>
Sports Field	<u> </u>	Walking Trail	<u> </u>
Sports Court	<u> </u>	Other	<u> </u>

General Questions

Are facility restrooms available and functional?

Yes ___ No X Other (Honeybucket)

Are facility restrooms clean and accessible?

Yes ___ No ___ Other

Are facility drinking fountains available and functional?

Yes ___ No X Other

Are facility lights adequate and in working condition?

Yes ___ No X Other

Are there any observed safety hazards in need of immediate attention?

Yes ___ No X Other

Is the parking area in good condition?

Yes X No ___ Other

Are there drainage issues or potholing in the parking area?

Yes X No ___ Other

Are sidewalks or pathways free of cracks and/or trip hazards?

Yes X No ___ Other



Is park signage in good condition?

Yes No Other

Are structures and furnishings in good condition?

Yes No Other

General Comments: The parking area is gravel and has minor drainage issues.

The site has minimal area lighting.

Open Space Parks

Safety

Is there pedestrian access?

Yes No Other

Is there a safe and functional ADA route?

Yes No Other

Is the park of adequate size and space for its intended purpose?

Yes No Other

Is the park free of any detectable safety hazards?

Yes No Other

Safety Comments: _____

Aesthetic

Is the park clean and free of litter, debris, graffiti, etc.?

Yes No Other

Do the park equipment and furnishings appear to be well maintained and in good condition?

Yes No Other



Does the park landscape appear to be well maintained and in good condition?

Yes No Other

Does the park have landscape features that make it a more enjoyable place to be? (Tree variety, flowers, plans, grassy area, shaded area, monument features)

Yes No Other

Aesthetic Comments: The site offers large mature trees, heavily shading the site.

Aquatic Recreation Areas

General

Is the facility clean?

Yes No Other

Is the dock in good condition?

Yes No Other

Are restrooms available?

Yes No Other

Are drinking fountains available?

Yes No Other

Is there a wash facility?

Yes No Other

General Comments: _____

Safety

Is there vegetation, litter, or sediment at the shore disrupting access to the water?

Yes No Other



Is there adequate safety signage? If so, is it in good condition?

Yes No Other

Is an Emergency Action System plan posted and/or readily available?

Yes No Other

Safety Comments: _____

Walking Trails

General

What is the distance of this trail? _____

What is the average width of this trail? _____

What is the surface of the trail?

Concrete/Asphalt Dirt Other Crushed Rock Composite

Is the surface in adequate condition (free from major obstruction, landslides, etc.)?

Yes No Other

Are there identifiable drainage/puddling issues along the trail surface?

Yes No Other

Are there litter disposal facilities?

Yes No Other

Is the trailhead easily identifiable (signs, markers, pathways)?

Yes No Other

Does the parking lot appear to adequately support the user demand?

Yes No Other

Walking Trail Comments: _____

**CITY OF GRANITE FALLS
RESOLUTION NO. 2026-04**

**A RESOLUTION APPROVING THE CITY OF GRANITE FALLS 2026 PARKS, RECREATION
AND OPEN SPACE (PROS) PLAN**

WHEREAS, the City of Granite Falls performs comprehensive park and open space planning in order to guide and support future park, recreation, and open space programming, capital project planning, and to maintain eligibility for grants from the Washington State Recreation and Conservation Office (RCO); and

WHEREAS, the RCO requires that the City’s Parks, Recreation and Open Space (PROS) Plan be updated every six years, be approved by Resolution of the City Council, and address the following elements:

1. Goals and Objectives
2. Inventory
3. Public Involvement
4. Demand and Need Analysis
5. Capital Improvement Program (CIP)
6. Plan adoption; and

WHEREAS, in compliance with the Washington State Growth Management Act, Chapter 36.70A Revised Code of Washington (RCW), the City of Granite Falls adopted the current Comprehensive Plan in 2025 (“the 2024 periodic update to the Granite Falls Comprehensive Plan”); and

WHEREAS, an updated Parks, Recreation, and Open Element was included as part of the 2024 periodic update to the Granite Falls Comprehensive Plan; and

WHEREAS, the new Parks, Recreation and Open Space (PROS) Plan reflects the Goals and Policies of the Parks, Recreation, and Open Space Element of the 2024 periodic update to the Granite Falls Comprehensive Plan; and

WHEREAS, the Administrative, Planning and Public Works Departments, together with the Granite Falls Planning Commission and City Council, have conducted a process to review Granite Falls's planning for parks, open space, and recreation; and

WHEREAS, the City of Granite Falls have sought and provided opportunities for the public to review and provide comments on the PROS Plan, through publicly noticed meetings, an open house and online survey, and a public hearing; and

WHEREAS, the Granite Falls Planning Commission has reviewed and supports the Parks, Recreation and Open Space (PROS) Plan.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF GRANITE FALLS, WASHINGTON, AS FOLLOWS:

Section 1: Approval of Park, Recreation and Open Space Plan.

The Granite Falls City Council hereby approves and adopts the City of Granite Falls 2026 Parks, Recreation and Open Space (PROS) Plan as the PROS of the City of Granite Falls.

Section 2: Effective Date.

This Resolution shall take effect and be in force on and after February 19, 2026.

Section 3: Severability

If any section, subsection, or provision of this Resolution is found to be invalid or unconstitutional, such determination shall not affect the validity of the remaining portions of the Resolution, which shall remain in full force and effect.

Section 10: Conflicts

In the event of any conflict between this Resolution and any other City ordinance, resolution, or policy, the provisions that are most favorable to the City and most consistent with Washington State law, the Comprehensive Plan and the Municipal Code shall control.

PASSED by the City Council this _____ day of February, 2026.

APPROVED by the Mayor this _____ day of February, 2026.

CITY OF GRANITE FALLS _____
Matthew Hartman, Mayor

Attest:

Darla Wilkins, MMC, City Clerk

Approved as to form:

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



CITY COUNCIL AGENDA BILL

Subject: 7.b.

Originating Dept.: City Manager

Action Recommended: Discussion only with the option to approve the City of Granite Falls Personnel Policies and Procedures Employee Handbook, and authorizing the City Manager to make administrative updates as required by changes in federal, state, or local law, or to correct technical or clerical errors.

Approval(s):

Meeting Date: February 18, 2026

Date Submitted:

Exhibit(s):

1. Personnel Policies and Procedures Handbook

Budgeted Amount: N/A

BARS Code: N/A

Summary Statement:

The City of Granite Falls has prepared a comprehensive Employee Handbook on Personnel Policies and Procedures to establish consistent employment policies, ensure legal compliance, and provide clear guidance to all City employees. This handbook incorporates the CBA, personnel policies, recent changes in Washington State employment law, and establishes uniform standards for all City employees.

The handbook applies to all City employees, with recognition that the Teamsters Local 763 CBA takes precedence where applicable. Key sections include:

- Equal employment opportunity and anti-discrimination policies
- Employment classifications and probationary periods
- Compensation, overtime, and hours of work
- Comprehensive leave benefits (sick leave, vacation, FMLA, PFML, military leave)

- Health, welfare, and retirement benefits
- Standards of conduct and workplace safety
- Performance management and disciplinary procedures
- Grievance and appeal procedures

The handbook is designed to comply with federal and state employment laws, including:

- Washington Paid Sick Leave Act (RCW 49.46)
- Washington Equal Pay and Opportunities Act (RCW 49.58)
- Family and Medical Leave Act (FMLA)
- Washington Paid Family and Medical Leave (PFML)
- Fair Labor Standards Act (FLSA)
- Americans with Disabilities Act (ADA)
- Washington Law Against Discrimination (RCW 49.60)

The handbook includes disclaimers clarifying that it does not create a contract of employment and that employment with the City remains at-will unless otherwise specified in writing or by the CBA.

Background:

The City has operated with various personnel policies adopted over time through different resolutions and administrative directives. This handbook consolidates those policies into a single, comprehensive document that is easier for employees and supervisors to reference and apply consistently.

- The handbook incorporates recent changes to Washington employment law, including updated minimum wage thresholds for exempt employees.
- Policies are organized by topic with definitions and cross-references.
- The handbook states that CBA provisions control where conflicts exist.
- Provides procedures for various employee actions, reporting issues, accessing personnel files, and other common employee transactions.
- Addresses workplace safety, anti-harassment, reasonable accommodation, and disciplinary procedures, reducing legal exposure and promoting a positive work environment.

The proposed motion authorizes the City Manager to make administrative updates to the handbook as required by changes in federal, state, or local law, or to correct technical or clerical errors, without requiring additional Council action. Substantive policy changes would still require Council approval.

Recommended Motion:

Move to approve the City of Granite Falls Personnel Policies and Procedures Employee Handbook, and authorizing the City Manager to make administrative updates as required by changes in federal, state, or local law, or to correct technical or clerical errors.

PERSONNEL POLICIES AND PROCEDURES / EMPLOYEE HANDBOOK

CITY OF GRANITE FALLS, WASHINGTON

PERSONNEL POLICIES AND PROCEDURES / EMPLOYEE HANDBOOK

Effective Date: TBD

Applies to: All City Employees

IMPORTANT NOTICE TO EMPLOYEES

THIS HANDBOOK IS NOT A CONTRACT. This Personnel Policies and Procedures/Employee Handbook does not constitute an employment contract and does not create any contractual rights, express or implied. Employment with the City of Granite Falls remains at-will unless otherwise specified in a written employment contract or collective bargaining agreement.

COLLECTIVE BARGAINING AGREEMENT PRECEDENCE. For employees represented by Teamsters Local Union No. 763 (Public Works employees), the Collective Bargaining Agreement (CBA) governs all terms and conditions of employment. Where any provision in this handbook conflicts with the CBA, the CBA controls. Non-represented employees and employees covered by other CBAs should consult with Human Resources regarding applicable policies.

SUBJECT TO CHANGE. The City reserves the right to modify, revise, supplement, rescind, or deviate from any policy in this handbook at any time, with or without notice, except as may be limited by collective bargaining agreements or applicable law. Employees will be notified of significant changes through appropriate communication channels.

PERSONNEL POLICIES AND PROCEDURES / EMPLOYEE HANDBOOK

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- SECTION 1: Introduction and General Provisions
- SECTION 2: Employment Policies
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- SECTION 7: Safety and Health
- SECTION 8: Performance Management and Discipline
- SECTION 9: Grievance and Appeal Procedures
- SECTION 10: Separation from Employment
- SECTION 11: Administrative Provisions
- APPENDIX A: Key Contact Information and Resources
- APPENDIX B: Required Federal and State Notices
- APPENDIX C: Acknowledgment Form

PERSONNEL POLICIES AND PROCEDURES / EMPLOYEE HANDBOOK

SECTION 1: INTRODUCTION AND GENERAL PROVISIONS

1.1 Welcome Message

Welcome to the City of Granite Falls. We are pleased to have you as part of our team dedicated to serving the residents and businesses of our community. This handbook has been prepared to inform you of City policies, procedures, and benefits, and to establish consistent standards for all employees.

1.2 Purpose and Scope

This Personnel Policies and Procedures/Employee Handbook provides general information about the City's employment policies and practices. It applies to all City employees unless otherwise specified. Where a collective bargaining agreement covers employees, the terms of that agreement supersede any conflicting provisions in this handbook.

Covered Employees: This handbook applies to:

- All full-time employees
- All part-time employees
- Temporary and term-limited employees (where specified)
- Casual employees (where specified)

Excluded from Coverage: Certain provisions may not apply to:

- Elected officials
- Independent contractors
- Volunteers (covered by separate Volunteer Policy, Resolution 2010-07)

1.3 City Mission, Vision, and Values

Vision: Granite Falls is a community where residents are eager to return after work or travel, where neighbors support neighbors, the natural beauty of our environment is protected, education is celebrated, businesses flourish, citizens feel safe from crime, and where every citizen feels the responsibility and enjoys the opportunity to help in steering our common future.

Mission: The City of Granite Falls is dedicated to delivering exceptional municipal services, fostering community partnerships, and stewarding our natural environment to create a welcoming hometown where residents thrive, businesses prosper, and every citizen actively participates in shaping our shared future.

PERSONNEL POLICIES AND PROCEDURES / EMPLOYEE HANDBOOK

Values:

- **STEWARDSHIP** - Responsible management of community resources, natural environment, and public trust
- **PARTNERSHIP** - Collaborative engagement bringing together residents, businesses, and government
- **EXCELLENCE** - Commitment to delivering the highest quality services and outcomes
- **INTEGRITY** - Honest, ethical, and transparent conduct in all operations
- **SAFETY** - Proactive protection of community well-being
- **INCLUSIVITY** - Ensuring all community members feel welcomed and valued
- **INNOVATION** - Embracing creative solutions and continuous improvement

1.4 At-Will Employment

Employment with the City of Granite Falls is at-will unless otherwise specified in a written employment contract or collective bargaining agreement. This means that either you or the City may terminate the employment relationship at any time, with or without cause, and with or without notice, subject to applicable laws and any civil service protections.

No supervisor, manager, or City representative other than the City Manager has the authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the at-will relationship.

Exceptions: At-will employment does not apply to:

- Employees covered by collective bargaining agreements
- Employees with written employment contracts
- Employees covered by civil service rules (where applicable)

1.5 Collective Bargaining Agreement Precedence

PUBLIC WORKS EMPLOYEES (Teamsters Local 763): Employees covered by the collective bargaining agreement between the City and Public, Professional & Office-Clerical Employees and Drivers Local Union No. 763 are governed by that agreement for all terms and conditions of employment. The current CBA is effective January 1, 2025 through December 31, 2027.

Where the CBA addresses a subject differently from this handbook, the CBA controls for represented employees. For topics not addressed in the CBA, this handbook may apply. Represented employees should consult their union representative and/or Human Resources with questions about applicable terms and conditions.

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Reference: Full text of the current CBA available from Human Resources or Union representatives.

1.6 Superseding Authority of Laws and Regulations

All policies in this handbook are subject to and must comply with applicable federal, state, and local laws and regulations. If any provision in this handbook conflicts with applicable law, the law prevails. The City will make reasonable efforts to update this handbook to reflect changes in applicable laws.

Key Legal Authorities:

Federal law information: <https://www.dol.gov>

Washington State employment law: <https://www.lni.wa.gov>

Washington Revised Code (RCW): <https://app.leg.wa.gov/rcw>

Washington Administrative Code (WAC): <https://app.leg.wa.gov/wac>

Municipal Research and Services Center (MRSC): <https://mrsc.org>

1.7 Definitions

Casual Employee: Any person hired to temporarily augment the workforce for limited duration and hours as defined in applicable collective bargaining agreements or City policy.

City Manager: The chief administrative officer of the City.

Department Head: The administrative head of a City department.

Deputy City Manager: The deputy chief administrative officer of the City.

Exempt Employee: An employee classified as exempt from federal Fair Labor Standards Act (FLSA) and Washington Minimum Wage Act overtime requirements based on duties and salary level.

Full-Time Employee: An individual regularly scheduled to work at least 40 hours per week (or 30 hours per week/130 hours per month for alternative work schedules).

Non-Exempt Employee: An employee entitled to overtime pay under FLSA and Washington Minimum Wage Act.

Part-Time Employee: An individual regularly scheduled to work at least one-sixth of full-time hours as defined by the Public Employment Relations Commission (PERC).

Supervisor: An individual with authority to direct, assign, and review the work of other employees.

PERSONNEL POLICIES AND PROCEDURES / EMPLOYEE HANDBOOK

Temporary Employee: An individual hired for a specific project or time period with limited benefits eligibility.

SECTION 2: EMPLOYMENT POLICIES

2.1 Equal Employment Opportunity

The City of Granite Falls is an Equal Opportunity Employer committed to providing a workplace free from discrimination and harassment. We provide equal employment opportunities to all employees and applicants without regard to:

- Race, color, creed, religion
- National origin, citizenship, or immigration status
- Sex, gender identity, or gender expression
- Sexual orientation
- Age (40 and over)
- Marital status
- Pregnancy, childbirth, or related medical conditions
- Disability or use of a trained service animal
- Honorably discharged veteran or military status
- Genetic information
- Any other characteristic protected by federal, state, or local law

This policy applies to all employment decisions including recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Legal Authority: Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act, Americans with Disabilities Act, Washington Law Against Discrimination (RCW 49.60)

Current information: <https://www.eeoc.gov> and <https://www.hum.wa.gov>

2.2 Anti-Discrimination Policy

The City prohibits discrimination against any employee or applicant based on any protected characteristic. Employment decisions must be based on legitimate job-related factors such as qualifications, merit, and performance.

Prohibited Conduct:

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- Making employment decisions based on protected characteristics
- Treating employees unfavorably due to protected status
- Denying reasonable accommodations without justification
- Retaliating against employees who report discrimination

Reporting: Employees who believe they have experienced discrimination should report immediately using the procedures in Section 8.5 (Grievance Procedures) or directly to:

- Immediate supervisor
- Human Resources (360-691-6441)
- City Manager
- Washington State Human Rights Commission: <https://www.hum.wa.gov>
- Equal Employment Opportunity Commission: <https://www.eeoc.gov>

2.3 Anti-Harassment and Sexual Harassment Policy

The City prohibits all forms of harassment, including sexual harassment, and will not tolerate harassment based on any protected characteristic.

Sexual Harassment includes:

- Unwelcome sexual advances or requests for sexual favors
- Unwelcome verbal or physical conduct of a sexual nature
- Conduct that creates an intimidating, hostile, or offensive work environment

General Harassment includes:

- Verbal conduct: epithets, derogatory comments, slurs
- Physical conduct: assault, unwanted touching, blocking movement
- Visual conduct: derogatory posters, cartoons, drawings
- Threats, intimidation, or hostile acts based on protected characteristics

Prevention and Response:

- All employees have a duty to report harassment
- Reports will be investigated promptly and thoroughly
- The City will take appropriate corrective action
- Discipline may include termination

Legal Authority: Title VII, Washington Law Against Discrimination (RCW 49.60), Washington administrative regulations

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Resources:

- EEOC Sexual Harassment Information: <https://www.eeoc.gov/sexual-harassment>
- Washington L&I Workplace Harassment: <https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/workplace-violence-harassment>

2.4 Anti-Retaliation Policy

The City strictly prohibits retaliation against any employee who:

- Reports discrimination, harassment, or violations of law or policy
- Participates in investigations of such reports
- Opposes practices believed to be discriminatory or harassing
- Files a complaint with a government agency
- Exercising rights under employment laws

Retaliation includes any adverse action such as termination, demotion, discipline, harassment, or other unfavorable treatment taken in response to protected activity.

Reporting Retaliation: Employees who believe they have experienced retaliation should report immediately using the same reporting procedures as discrimination claims.

2.5 Reasonable Accommodation

For Disabilities: The City will provide reasonable accommodations to qualified employees and applicants with disabilities, unless doing so would cause undue hardship. Employees should request accommodations through their supervisor or Human Resources.

Process:

1. Employee submits accommodation request (verbal or written)
2. City engages in an interactive process with the employee
3. Medical documentation may be requested
4. City determines an effective reasonable accommodation
5. Accommodation implemented and monitored

For Religious Beliefs: The City will reasonably accommodate employees' religious beliefs and practices unless doing so would cause undue hardship. This includes flexible scheduling for religious observances and modifications to dress codes for religious dress or grooming.

Legal Authority: Americans with Disabilities Act (ADA), ADA Amendments Act, Washington Law Against Discrimination (RCW 49.60)

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Resources:

- EEOC ADA Information: <https://www.eeoc.gov/disability-discrimination>
- Job Accommodation Network: <https://askjan.org>

2.6 Background Check Policy

The City may conduct background checks on employees and applicants as permitted by law and when job-related and consistent with business necessity.

Fair Chance Employment: In accordance with Washington's Fair Chance Act (RCW 49.94), the City will not inquire about or consider an applicant's criminal history until it has determined that the applicant is otherwise qualified for the position, except where required or permitted by law.

Process:

1. Conditional offer of employment made
2. Background check conducted (if applicable to position)
3. Adverse action process followed if necessary
4. Applicant provided the opportunity to dispute findings

Ongoing Requirements: Some positions require ongoing background checks, clearances, or certifications. Employees will be notified of these requirements.

Legal Authority: Fair Credit Reporting Act (FCRA), Washington Fair Chance Act (RCW 49.94)

Information: <https://www.lni.wa.gov/workers-rights/fair-chance-act>

2.7 Immigration Law Compliance

The City complies with federal immigration laws, including Form I-9 employment eligibility verification requirements for all employees.

Non-Discrimination: The City prohibits discrimination based on citizenship status or national origin. The City will not:

- Use E-Verify except as required by law
- Threaten to report immigration status to coerce employees
- Discriminate in hiring based on work authorization status among authorized workers

Legal Authority: Immigration Reform and Control Act (IRCA), 8 U.S.C. § 1324b

Resources: U.S. Citizenship and Immigration Services: <https://www.uscis.gov/i-9-central>

PERSONNEL POLICIES AND PROCEDURES / EMPLOYEE HANDBOOK

2.8 Employment Classifications

Casual Employee: Any person hired to temporarily augment the workforce for limited duration and hours as defined in applicable collective bargaining agreements or City policy.

Full-Time Employee: An individual regularly scheduled to work at least 40 hours per week (or 30 hours per week/130 hours per month for alternative work schedules).

Part-Time Employee: An individual regularly scheduled to work at least one-sixth of full-time hours as defined by the Public Employment Relations Commission (PERC).

Temporary Employee: An individual hired for a specific project or time period with limited benefits eligibility.

Exempt vs. Non-Exempt:

Classification under FLSA and the Washington Minimum Wage Act determines overtime eligibility:

- **Exempt:** An employee classified as exempt from federal Fair Labor Standards Act (FLSA) and Washington Minimum Wage Act overtime requirements based on duties and salary level. Paid on a salary basis, meet minimum salary threshold, and perform exempt duties (executive, administrative, or professional). Not eligible for overtime pay.
- **Non-Exempt:** An employee entitled to overtime pay under FLSA and Washington Minimum Wage Act. Entitled to overtime pay at 1.5 times regular rate for hours worked over 40 in a workweek.

Current Minimum Salary Thresholds (as of 2026):

- Employers with 1-50 employees: \$1,332.80/week (\$69,305.60/year)
- Employers with 51+ employees: \$1,499.40/week (\$77,968.80/year)

Note: Thresholds adjust annually. Current thresholds available at:

<https://www.lni.wa.gov/workers-rights/wages/minimum-wage>

2.9 Probationary Period

New Employees: All newly hired employees serve a six-month probationary period. During probation, employees are considered on trial and may be dismissed at any time at the sole discretion of the City, provided the dismissal is not for protected Union activity or other unlawful reason.

Purpose: The probationary period allows the City to evaluate the employee's:

- Job performance and ability to perform assigned duties

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- Dependability and attendance
- Interpersonal skills and the ability to work with others
- Adherence to City policies and procedures

Not Subject to Grievance: Dismissal during the probationary period is not subject to the grievance procedure, except as provided in collective bargaining agreements.

Extension: The City Manager may extend the probationary period for up to an additional three months with written notice to the employee.

2.10 Personnel Files

Official Files: The City maintains official personnel files containing employment-related documents, including:

- Job application and resume
- Performance evaluations
- Disciplinary records
- Leave records and requests
- Payroll and compensation records
- Training documentation
- Employment agreements or contracts

Medical Records: Medical information is maintained separately from personnel files with restricted access as required by ADA and other privacy laws.

Employee Access Rights: Current and former employees have the right to:

- Inspect their personnel file
- Request copies of documents
- Request correction of inaccurate information

Access Process:

1. Submit a written request to Human Resources
2. City will schedule a review within 21 calendar days
3. Review conducted in the presence of an HR representative
4. Copies provided upon request

Confidentiality: Personnel files are confidential. Access is limited to:

- The employee

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- Employee's authorized representative (with written consent)
- City officials with legitimate business need
- As required by law or court order

Legal Authority: RCW 49.12.250 (Personnel File Inspection)

Information: <https://www.lni.wa.gov/workers-rights/workplace-rights/personnel-files>

SECTION 3: COMPENSATION AND HOURS OF WORK

3.1 Wage and Salary Administration

Compensation Philosophy: The City strives to provide competitive compensation that attracts and retains qualified employees while maintaining fiscal responsibility to taxpayers.

Pay Structure: Employee compensation is established through:

- Collective bargaining agreements (for represented employees)
- Position classification studies
- Market surveys and comparisons
- Budget appropriations
- City Council approval

Pay Periods: Employees are paid twice monthly:

- 1st–15th of the month: paid on or before the 20th
- 16th–end of the month: paid on or before the 5th of the following month

If payday falls on a weekend or holiday, payment will be made on the preceding business day (for Saturday/holiday) or the following Monday (for Sunday).

Union Employees: Refer to applicable CBA (e.g., Teamsters Local 763 CBA, Appendix A) for specific wage schedules and step progressions.

3.2 Minimum Wage

All employees will be paid at least the current Washington State minimum wage, or any higher amount required by local ordinance.

Current Washington Minimum Wage: Adjusted annually for inflation on January 1.

As of January 1, 2026: \$17.13/hour (check current rate)

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Current rate information: <https://www.lni.wa.gov/workers-rights/wages/minimum-wage>

Legal Authority: Washington Minimum Wage Act (RCW 49.46)

3.3 Pay Transparency

In compliance with Washington's Equal Pay and Opportunities Act:

Job Postings: All job postings will include:

- Wage scale or salary range for the position
- General description of benefits offered
- Other compensation (e.g., bonuses, incentives)

Internal Transparency: Employees have the right to:

- Request the wage scale or salary range for their current position
- Discuss their wages with other employees

No Retaliation: The City prohibits retaliation against employees who:

- Inquire about wage information
- Disclose their own wages
- Discuss wages with coworkers

Legal Authority: Equal Pay and Opportunities Act (RCW 49.58)

Information: <https://www.lni.wa.gov/workers-rights/wages/equal-pay-opportunities-act>

3.4 Overtime Policy

Non-Exempt Employees: Entitled to overtime pay at one and one-half (1.5) times the regular rate for:

- All hours worked over 40 in a workweek (federal FLSA standard)
- As specified in collective bargaining agreements

Exempt Employees: Not entitled to overtime pay but may be eligible for compensatory time or management time off as specified in collective bargaining agreements or employment contracts.

Authorization: All overtime work must be authorized in advance by a supervisor, except in emergency situations.

Calculation: Overtime is calculated based on hours actually worked. Paid leave (vacation, sick leave, holidays) counts as hours worked for overtime calculation purposes.

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Legal Authority: Fair Labor Standards Act (FLSA), Washington Minimum Wage Act (RCW 49.46)

Information: <https://www.dol.gov/agencies/whd/overtime>

3.5 Compensatory Time (Non-Exempt Employees)

Non-exempt employees may, upon their request and with supervisor approval, take compensatory time off in lieu of cash overtime payment.

Accrual Rate: 1.5 hours compensatory time for each hour of overtime worked

Use Requirements:

- Must be used within 60 days of accrual (or 180 days with City Manager approval)
- Taken in minimum increments of one-half day
- Subject to operational needs and supervisor approval
- Cannot be carried over into the following calendar year

Cash Out: Unused compensatory time will be paid out in cash at the employee's current regular rate if not used within the allowed timeframe or at the end of the calendar year.

Union Employees: See CBA Article 4.5 for additional provisions.

3.6 Hours of Work

Normal Work Week: Generally consists of five (5) consecutive eight (8)-hour days followed by two (2) consecutive days off. Actual work schedules are determined by the City Manager or department head based on operational needs.

Alternative Work Schedules: May be implemented by mutual agreement between employer and employee (e.g., 4/10 schedule, 9/80 schedule). Any disputes will be resolved through the grievance procedure.

Schedule Changes: Regular starting times will not be changed without five (5) calendar days' written notice unless mutually agreed. Employees whose schedules are changed without proper notice may be entitled to premium pay as specified in the CBA.

Union Employees: See CBA Article 4.1 for additional provisions.

3.7 Rest and Meal Breaks

Rest Breaks (Paid):

- 10 minutes for every 4 hours worked
- Scheduled as close to the midpoint of each 4-hour period as possible
- An employee cannot be required to work more than 3 hours without a rest break

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- An additional 10-minute break is provided at 10 hours into the shift (if working overtime)

Meal Breaks (Unpaid):

- 30 minutes for shifts longer than 5 hours
- Taken no later than 5 hours after the start of the shift
- Scheduled approximately mid-shift
- The employee must be completely relieved of duties

Nursing Mothers: Reasonable unpaid break time and private location (other than restroom) provided for employees to express breast milk for children up to age two.

Legal Authority: Washington Industrial Welfare Act (WAC 296-126-092), Break Time for Nursing Mothers Act

Information: <https://www.lni.wa.gov/workers-rights/workplace-rights/rest-breaks-meal-periods-and-schedules>

3.8 Timekeeping Requirements

Accurate Records Required: All employees must accurately record time worked using the City's designated timekeeping system.

Non-Exempt Employees Must Record:

- Actual hours worked
- Overtime hours worked

Exempt Employees Must Record:

- Leave time taken
- Significant absences from work

Falsification Prohibited: Falsifying time records is grounds for disciplinary action up to and including termination.

Employee Responsibility:

- Record time daily
- Submit timesheets by the deadline
- Report errors immediately
- Do not work "off the clock"

Supervisor Responsibility:

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- Review and approve timesheets
- Ensure accuracy
- Address discrepancies promptly

3.9 Payment of Wages

Pay Delivery:

- Direct deposit strongly encouraged
- Electronic payment methods may be required
- Pay stubs show current leave balances (vacation, sick, comp time)

Final Pay: Upon separation from employment, employees will receive final pay including:

- All wages earned through last day worked
- Accrued vacation leave (up to maximum payout limit)
- Any other earned compensation

Timing of Final Pay: Within the timeframe required by Washington State law (generally next regular payday or within a specific number of days).

Deductions: The City will only make deductions from wages as:

- Required by law (taxes, garnishments, etc.)
- Authorized in writing by the employee
- Correction of payroll errors (with notice)

Payroll Errors: If an employee discovers an error:

1. Notify HR/Payroll immediately
2. Overpayments will be recovered through future payroll deduction(s)
3. Underpayments will be corrected as soon as possible

Legal Authority: RCW 49.48 (Wages and Payments), RCW 49.52 (Wage Rebates)

Information: <https://www.lni.wa.gov/workers-rights/wages/getting-paid>

3.10 Business Expense Reimbursement

Employees will be reimbursed for reasonable business expenses incurred in performing City duties.

Pre-Approval:

- Expenses over \$100 should receive supervisor approval in advance

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- Travel expenses require advance approval

Documentation Required:

- Itemized, original receipts for all expenses
- Business purpose documented
- Reimbursement request submitted within 30 days

Mileage Reimbursement:

- Personal vehicle use for City business reimbursed at the current IRS standard mileage rate
- Current rate information: <https://www.irs.gov/tax-professionals/standard-mileage-rates>

Travel: Overnight travel requires advance approval and must comply with the City travel policy.

Reference: Resolution 2009-03 (Travel Policy) - available from Human Resources

3.11 Management Time Off (Exempt Employees)

Exempt employees are not entitled to overtime compensation but may receive management time off to recognize sustained periods of effort beyond normal work hours.

Eligibility: Exempt employees in designated positions receive an annual allotment of management time off days, as determined by the City Manager or Municipal Code.

Use Requirements:

- Must be used in minimum increments of one-half day (4 hours)
- Requires advance approval by the City Manager
- Must be used by the end of the calendar year (no carryover)
- Cannot be converted to cash under any circumstances
- Forfeited if not used by year-end or upon separation

Reference: For union-represented employees, see applicable CBA provisions. Exempt – see Resolution No. 2019-04.

SECTION 4: LEAVE BENEFITS

4.1 Paid Sick Leave

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All employees accrue paid sick leave in accordance with Washington's Paid Sick Leave Act.

Accrual Rate:

- **Full-time employees:** 8 hours per month
- **Part-time/casual employees:** 1 hour for every 40 hours worked

Accrual Begins: First day of employment

Maximum Accrual: 720 hours

Authorized Uses:

1. Employee's own mental or physical illness, injury, health condition, or medical care (including preventive care)
2. Care for a family member with a mental or physical illness, injury, health condition, or medical care
3. Workplace or child's school/daycare closure for health-related reasons
4. Domestic violence, sexual assault, or stalking (absence for legal, medical, counseling, relocation, or safety planning)
5. Immigration-related proceedings for an employee or a family member

Family Member Definition: Child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling (biological, adopted, foster, step, or in loco parentis relationships included)

Documentation: May be required for absences exceeding three (3) consecutive days

Workers' Compensation Coordination: Employees eligible for State Industrial Insurance may use sick leave to supplement workers' comp payments. See Section 4.9 for details.

Cash Out: Upon reaching maximum accrual or separation from employment (except for cause), eligible employees may cash out 50% of their unused sick leave balance.

Legal Authority: Washington Paid Sick Leave Act (RCW 49.46.200-.210)

Information: <https://www.lni.wa.gov/workers-rights/leave/paid-sick-leave>

Union Employees: See CBA Article 8.1 for additional provisions.

4.2 Vacation Leave

Accrual Rate (Full-Time Employees):

Years of Service	Hours/Month	Annual Hours
------------------	-------------	--------------

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Years 1-5	9	108
Years 6-10	12	144
Years 11-20	16	192
Years 21+	17.5	210

Table 1: Vacation Accrual Schedule

Part-Time Employees: Vacation accrues on a pro-rated basis.

Eligibility to Use: Vacation may be used after completing six (6) months of employment.

Minimum Increments: One-half day (4 hours) or at supervisor discretion

Scheduling:

- Requires advance request and supervisor approval
- Subject to operational needs
- Requests by March 1st scheduled by seniority within the department
- Requests after March 1st scheduled by date received
- Vacations exceeding three (3) consecutive weeks require City Manager approval

Maximum Accrual: 240 hours

Cash Out: Employees may request cash out of accrued vacation (below 240-hour maximum) for any payroll period.

Separation Payout: Upon termination/retirement, employees receive a payout of accrued vacation up to 240 hours maximum at the most recent regular rate. Not applicable to probationary employees.

Union Employees: See CBA Article 7 for additional provisions.

4.3 Holiday Pay

Observed Holidays (Full-Time Employees):

- New Year's Day - January 1
- Martin Luther King Jr. Day - 3rd Monday of January
- Presidents Day - 3rd Monday of February
- Memorial Day - Last Monday of May
- Juneteenth - June 19

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- Independence Day - July 4
- Labor Day - 1st Monday of September
- Veterans Day - November 11
- Thanksgiving Day - 4th Thursday of November
- Day After Thanksgiving
- Christmas Day - December 25
- Two (2) Floating Holidays - At the employee's discretion

Weekend Holidays:

- Holiday on Sunday: Observed following Monday
- Holiday on Saturday: Observed preceding Friday

Holiday Pay Amount:

- Full-time employees: 8 hours at regular rate
- Alternative work schedule employees: Hours equal to regular shift length
- Part-time employees: Pro-rated based on scheduled hours

Working on a holiday: Employees required to work on a holiday receive:

- Holiday pay (8 hours at regular rate), PLUS
- Premium pay (1.5 times regular rate for hours worked)
- Minimum call-in: 4 hours

Eligibility: Must work regularly scheduled day before and after holiday (unless on approved vacation, sick leave, or paid leave).

Union Employees: See CBA Article 6 for additional provisions and part-time employee holiday pay rules.

4.4 Family and Medical Leave (FMLA)

Eligibility: Employees who have:

- Worked for the City at least 12 months, AND
- Worked at least 1,250 hours in the 12 months preceding leave

Entitlement: Up to 12 weeks of unpaid, job-protected leave per 12-month period for:

1. Birth or adoption/foster placement of a child
2. Care for spouse, child, or parent with a serious health condition
3. Employee's own serious health condition

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4. Qualifying military family leave (exigency or caregiver)

Benefits During Leave:

- Health insurance continues on the same terms as active employees
- No accrual of vacation or sick leave during unpaid leave
- Job restoration to the same or equivalent position upon return

Notice Requirements:

- 30 days advance notice when leave is foreseeable
- Notice as soon as practicable when unforeseeable

Medical Certification: May be required for serious health conditions

Paid Leave Coordination: Employees may use accrued sick leave and/or vacation during FMLA leave at their discretion.

Legal Authority: Family and Medical Leave Act (29 U.S.C. § 2601)

Information: <https://www.dol.gov/agencies/whd/fmla>

Union Employees: See CBA Article 8.5 for additional provisions.

4.5 Washington Paid Family and Medical Leave (PFML)

Coverage: Washington State Paid Family and Medical Leave program provides partial wage replacement for eligible employees.

Benefits:

- Up to 12 weeks for family leave (bonding, family care)
- Up to 12 weeks for medical leave (own serious health condition)
- Up to 16 weeks combined (if both apply)
- Up to 18 weeks for pregnancy complications

Premium Payments: Shared between City and employee as established by state law. Current premium rates: <https://paidleave.wa.gov>

Benefit Amount: Percentage of average weekly wage (varies by income level)

Application: Employees apply directly through the Employment Security Department

Coordination:

- Runs concurrently with unpaid FMLA, where both apply
- Employees may supplement PFML benefits with accrued sick leave or vacation

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Legal Authority: RCW 50A.04

Information and Applications: <https://paidleave.wa.gov>

Union Employees: See CBA Article 8.5 for supplementation provisions.

4.6 Bereavement Leave

Entitlement: Three (3) days paid bereavement leave upon the death of:

- Spouse, domestic partner, or significant other
- Child (including miscarriage)
- Parent, stepparent, or parent-in-law
- Grandparent or grandchild
- Sibling, stepsibling, or sibling-in-law

Additional Leave: Employees may use accrued sick leave for up to two (2) additional days for the death of a spouse, child, parent, or significant other.

Other Family Members: Employees may use accrued sick leave or vacation for the death of other family members or friends.

Union Employees: See CBA Article 8.2 for specific provisions.

4.7 Jury Duty and Witness Leave

Entitlement: Unpaid leave provided for:

- Jury service
- Subpoena to appear as witness (except when employee is plaintiff/defendant in personal matter)

Notice Required: Provide advance notice and verification of service to the supervisor

Pay Continuation: The City may provide paid leave for jury duty as specified in collective bargaining agreements or at the City Manager's discretion.

Reporting to Work: Employees released from jury duty with two (2) or more hours remaining in their shift should contact the supervisor for instructions.

Legal Authority: RCW 2.36.165 (Jury Service)

Information: <https://www.lni.wa.gov/workers-rights/leave/jury-duty-and-subpoenas>

Union Employees: See CBA Article 8.3.

4.8 Military Leave

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Federal Protection: Uniformed Services Employment and Reemployment Rights Act (USERRA) provides job protection and reemployment rights for military service.

State Leave: Washington provides additional paid military leave for:

- National Guard or Reserve duty: Up to 21 days per year with pay
- Active duty: Unpaid (with USERRA protections)

Notice Requirements: Provide advance notice to employer when possible

Benefits:

- Continuation of health insurance (employee pays premiums)
- Reemployment rights upon return
- Seniority credit for time on military leave

Legal Authority: USERRA (38 U.S.C. § 4301-4335), RCW 38.40.060

Information: <https://www.dol.gov/agencies/vets/programs/userra>

4.9 Workers' Compensation Leave

All employees are covered by Washington State workers' compensation for work-related injuries and illnesses.

Reporting: Work-related injuries/illnesses must be reported immediately to the supervisor and Human Resources.

Time Loss Coverage: Employees eligible for time loss payments from L&I may:

- Use full sick leave for the first 3 waiting days
- Use sick leave to supplement time loss payments (difference between regular pay and L&I payment)
- Sick leave bank credited if L&I reimburses for waiting days

Return to Work: The City will make reasonable efforts to provide modified duty for employees with work-related restrictions.

Reimbursement: Employees who file L&I claims must reimburse the City if overpaid.

Legal Authority: Title 51 RCW (Industrial Insurance)

Information and Claims: <https://www.lni.wa.gov/claims>

Union Employees: See CBA Article 8.1.2 for calculation of sick leave supplement.

4.10 Domestic Violence Leave

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Entitlement: Reasonable leave for employees who are victims (or whose family members are victims) of:

- Domestic violence
- Sexual assault
- Stalking

Authorized Uses:

- Seek legal or law enforcement assistance
- Seek medical treatment
- Obtain services from a DV shelter or program
- Obtain mental health counseling
- Participate in safety planning or relocation

Documentation: May be required, but will be kept confidential

Leave Type: May use accrued sick leave, vacation, or unpaid leave

Legal Authority: RCW 49.76 (Domestic Violence Leave Act)

Information: <https://www.lni.wa.gov/workers-rights/leave/domestic-violence-leave>

Resources: Washington State Domestic Violence Hotline: 1-800-562-6025

4.11 Volunteer Firefighter and Civil Air Patrol Leave

Eligibility: Applies to employers with 20 or more employees

Coverage:

- Volunteer firefighters
- Reserve officers
- Civil Air Patrol members

Entitlement: Unpaid leave to respond to emergencies

Notice: Provide as much advance notice as possible

Legal Authority: RCW 49.12.460

4.12 Leave of Absence (Unpaid)

Discretionary Leave: Leaves of absence up to 90 days (including disability leaves after sick leave exhaustion) may be granted at City discretion.

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Application Process:

1. Submit a written request to the supervisor
2. State the reason and requested duration
3. City Manager reviews and approves/denies

Terms:

- Unpaid leave without benefits
- Does not constitute a break in service
- No benefits or seniority accrue during leave

Medical Leave: If leave is for medical reasons, the City may require:

- Medical certification
- Examination by a City-selected physician
- Fitness-for-duty certification before return

Union Employees: See CBA Article 8.4.

SECTION 5: HEALTH, WELFARE, AND RETIREMENT BENEFITS

5.1 Medical Insurance

Eligibility:

Full-time employees and regular part-time employees who:

- Work minimum 70 compensable hours per month, AND
- For part-time: Employed at least 5 calendar months with 70+ hours/month in 5 consecutive months

Coverage: City pays 100% of the employee and dependent(s) premium for Washington Teamster Plans (or equivalent coverage):

- Medical Plan A
- Dental Plan A
- Vision Plan A
- Life Plan A
- Time Loss Plan E

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Disability Waiver: 9-month disability waiver cost shared 50% City / 50% employee (payroll deduction)

Continuation Coverage: Upon separation, employees may be eligible for:

- COBRA continuation (18-36 months)
- State continuation coverage
- Information provided at separation

Legal Authority: COBRA (29 U.S.C. § 1161), RCW 48.21.075 (state continuation)

Information: <https://www.dol.gov/agencies/ebsa/laws-and-regulations/laws/cobra>

Union Employees: See CBA Article 9.1 for specific plan details and eligibility.

5.2 Retirement Plans

Public Employees Retirement System (PERS): Eligible employees participate in the appropriate Washington State retirement system based on position and hire date.

Plans:

- PERS Plan 2: Defined benefit plan
- PERS Plan 3: Combination defined benefit and defined contribution

Employee Contributions: Employees pay the required contribution rate set by state law

Employer Contributions: City makes required employer contributions as established by the Department of Retirement Systems

Vesting: Benefits vest according to state retirement system rules (typically 5-10 years)

Reportable Compensation: Regular wages and salary. Annual leave cash-outs and termination leave payouts are NOT reportable to DRS for PERS 2/3.

Information: Washington State Department of Retirement Systems:
<https://www.drs.wa.gov>

Legal Authority: RCW 41.40 (PERS)

5.3 Western Conference of Teamsters Pension (Union Employees)

Coverage: Employees represented by Teamsters Local 763 participate in the Western Conference of Teamsters Pension Trust Fund.

Contribution: \$1.00 per compensable hour through pre-tax payroll deduction

Probationary Rate: \$0.10/hour during the first 90 days or probationary period

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Remittance: City remits contributions to the Trust Fund by the 20th of each month for the previous month's hours

Information: Trust Fund documents and summary plan description available from the Union or Human Resources

Reference: CBA Article 9.2 for complete details

5.4 Deferred Compensation

Optional Plans: Employees may participate in voluntary deferred compensation plans (e.g., 457 plans) if offered by the City.

Contributions: Employee contributions through payroll deduction on a pre-tax or post-tax basis

Information: Contact Human Resources for available plans and enrollment information

5.5 Life Insurance

Coverage: Life insurance provided as part of the medical benefits package for eligible employees

Amount: As specified in the benefit plan documents

Beneficiary: Employees should maintain the current beneficiary designation

Union Employees: Life Plan A per CBA Article 9.1

5.6 Disability Insurance

Short-Term Disability: Washington Paid Family and Medical Leave provides some short-term disability coverage

Long-Term Disability: 9-month disability waiver available (50% employee / 50% employer cost share)

Workers' Compensation: Covers work-related injuries and illnesses

Union Employees: See CBA Article 9.1 for disability waiver details

5.7 Unemployment Insurance

All employees are covered by Washington State unemployment insurance.

Claims: File directly with the Employment Security Department

Information and Filing: <https://esd.wa.gov/unemployment>

5.8 Social Security and Medicare

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All employees participate in Social Security and Medicare as required by federal law.

Contributions: Mandatory payroll deductions (FICA/Medicare taxes)

Information: Social Security Administration: <https://www.ssa.gov>

5.9 Employee Assistance Program (EAP)

Confidential counseling and referral services are available for employees and family members dealing with personal or work-related problems.

Contact: Information available from Human Resources

SECTION 6: STANDARDS OF CONDUCT

6.1 Code of Conduct

All City employees are expected to:

- **Act with Integrity** - Conduct themselves honestly and ethically in all professional activities
- **Serve the Public** - Put public interest ahead of personal interest
- **Follow Laws and Policies** - Comply with all applicable laws, regulations, and City policies
- **Maintain Professionalism** - Treat all individuals with respect and courtesy
- **Avoid Conflicts of Interest** - Avoid situations where personal interests could conflict with City duties
- **Protect Confidential Information** - Safeguard sensitive information and use only for authorized purposes
- **Use City Resources Properly** - Use City property and equipment only for authorized purposes

6.2 Attendance and Punctuality

Expectations:

- Report to work on time and as scheduled
- Remain at work for the entire shift (except breaks/meals)
- Return from breaks and meals on time
- Be ready to work at the start time

Notification of Absence:

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- Notify supervisor as early as possible, preferably before the scheduled start time
- Call personally (text/email may not be sufficient)
- Provide reason for absence and expected return date
- Update the supervisor if circumstances change

Extended Absences: May require medical documentation

Excessive Absenteeism: Patterns of absence or tardiness may result in disciplinary action

Union Employees: See CBA for specific provisions.

6.3 Dress Code and Personal Appearance

General Standards: Employees must maintain a professional appearance appropriate to their position and work environment.

Safety Requirements: Some positions require specific safety attire or uniforms. The City will provide the required safety equipment and clothing.

Religious Accommodation: The City will reasonably accommodate religious dress and grooming practices unless undue hardship.

Personal Hygiene: Employees are expected to maintain appropriate standards of cleanliness and grooming.

Union Employees: See CBA Article 10.3 for clothing allowances and requirements.

6.4 Workplace Conduct

Professional Behavior: Employees must:

- Treat coworkers, supervisors, and the public with respect
- Communicate professionally and courteously
- Cooperate with others to accomplish work
- Follow supervisory direction
- Maintain appropriate workplace relationships

Prohibited Conduct:

- Harassment, discrimination, or retaliation
- Violence, threats, or intimidation
- Insubordination or refusal to follow lawful directions
- Theft or dishonesty
- Falsification of records

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- Unauthorized use or disclosure of confidential information
- Working under the influence of alcohol or drugs
- Possession of weapons (except as authorized)
- Conduct that disrupts the workplace or damages the City's reputation

6.5 Use of City Property and Equipment

Authorized Use: City property and equipment should be used only for official City business and authorized personal use as permitted by policy.

Care and Maintenance: Employees are responsible for the proper care and maintenance of assigned equipment.

Personal Use: Limited personal use of City equipment (phone, internet, email) may be permitted if:

- Does not interfere with work duties
- Does not incur additional costs to the City
- Does not violate laws or policies
- Complies with technology use policy

Return of Property: All City property must be returned upon separation from employment.

Union Employees: See CBA Article 10.3 for equipment and clothing provisions.

6.6 Technology and Social Media Use

Information Systems: Use of City computers, networks, email, and the internet must comply with all policies and applicable laws.

Business Use Primary: Technology resources provided primarily for business purposes. Limited personal use allowed within guidelines.

No Privacy Expectation: Employees should have no expectation of privacy when using City technology. The City may monitor usage.

Security:

- Protect login credentials
- Do not share passwords
- Lock the workstation when away
- Report security incidents immediately

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- Do not access unauthorized systems or data

Email:

- Professional tone and content
- Subject to public records disclosure
- Use for authorized business purposes

Social Media:

- Personal accounts: Do not claim to represent City views
- Do not disclose confidential City information
- Comply with all policies, even on personal accounts
- City may maintain official social media accounts

Violations: Misuse of technology resources may result in disciplinary action.

6.7 Confidentiality and Public Records

Public Records: City is subject to the Washington Public Records Act (RCW 42.56).

Employees must:

- Properly create and maintain records
- Respond to public records requests as directed
- Do not destroy or conceal records improperly

Confidential Information: Employees must protect confidential information, including:

- Personnel records
- Legal matters and attorney-client communications
- Law enforcement sensitive information
- Personal identifying information (PII)
- Medical information
- Proprietary business information

Data Security: Personal information must be protected in accordance with data breach notification law (RCW 19.255.010) and other privacy requirements.

Document Retention: Records maintained according to Washington State retention schedules.

Legal Authority: Public Records Act (RCW 42.56), Data Breach Notification (RCW 19.255.010)

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Information: <https://www.sos.wa.gov/archives/recordsretentionschedules.aspx>

6.8 Outside Employment

Disclosure Required: Employees must disclose outside employment that could:

- Create conflicts of interest
- Affects job performance
- Compete with City services

Approval: Some positions may require approval for outside employment

Restrictions: Outside employment must not:

- Interfere with City duties or performance
- Create actual or apparent conflicts of interest
- Use City resources, equipment, or information
- Compete with City services
- Violate City policies or ethics rules

Reporting Changes: Notify supervisor of changes in outside employment

6.9 Gifts and Gratuities

General Prohibition: Employees may not accept gifts, gratuities, or favors from individuals or organizations that:

- Do business with the City
- Seek to do business with the City
- Seek to influence City decisions

Exceptions:

- Nominal gifts of minimal value (under \$25) that do not create an appearance of impropriety
- Gifts given to the City (not individual employee)
- Awards for professional achievement

Reporting: Offers of significant gifts must be reported to the supervisor or City Manager

Ethics Rules: All employees must comply with the Washington Ethics in Public Service Act (RCW 42.52) and City ethics policies.

Information: <https://ethics.wa.gov>

6.10 Political Activity

Permitted:

- Register and vote
- Express political opinions as a private citizen
- Attend political events on own time
- Contribute to campaigns
- Campaign for candidates on their own time

Prohibited:

- Use City time, resources, or facilities for political purposes
- Use official authority or influence to affect the election
- Coerce political activity by subordinates
- Wear campaign materials while on duty
- Display political materials on City property

Legal Authority: RCW 42.17A (Campaign Finance and Lobbying), Hatch Act (for federally funded positions)

Information: <https://www.pdc.wa.gov>

6.11 Drug-Free and Alcohol-Free Workplace

Policy: The City maintains a drug-free and alcohol-free workplace.

Prohibited:

- Use, possession, or distribution of illegal drugs on City time or property
- Reporting to work under the influence of alcohol or drugs
- Alcohol consumption during work hours (except authorized City events)

Prescription Medications: Employees taking prescription or over-the-counter medications that may impair their ability to perform the job safely must notify their supervisor.

Testing: Some positions may require drug and alcohol testing as permitted by law.

Assistance: Employees with substance abuse problems are encouraged to seek help through EAP or other resources before conduct problems arise.

Legal Authority: Drug-Free Workplace Act, Washington safety regulations

6.12 Workplace Violence Prevention

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Zero Tolerance: The City has zero tolerance for workplace violence, threats, intimidation, or harassment.

Prohibited Conduct:

- Physical violence or assault
- Threats of violence
- Intimidation or bullying
- Aggressive or hostile behavior
- Harassment

Reporting:

- Report threats or violent behavior immediately
- Contact supervisor, HR, or City Manager
- Call 911 for immediate danger

Weapons: Weapons are prohibited in City facilities, vehicles, and worksites except:

- Law enforcement officers performing duties
- As authorized by law (concealed pistol license holders must comply with RCW 9.41 regarding weapons in public buildings)

Support Services: Employee assistance programs are available for employees experiencing personal difficulties.

Legal Authority: RCW 9.41.300 (Weapons in Public Buildings), WISHA violence prevention requirements

SECTION 7: SAFETY AND HEALTH

7.1 Workplace Safety Policy

Commitment: The City is committed to providing a safe and healthy work environment for all employees, visitors, and the public.

Employee Responsibility:

- Follow safety rules and procedures
- Use required personal protective equipment (PPE)
- Report unsafe conditions or practices immediately
- Participate in required safety training

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- Report injuries and near-misses

Supervisor Responsibility:

- Ensure safe working conditions
- Provide necessary safety training
- Provide required safety equipment
- Enforce safety rules
- Investigate incidents and near-misses

Legal Authority: Washington Industrial Safety and Health Act (WISHA), WAC 296

Information: <https://www.lni.wa.gov/safety-health>

7.2 Injury and Illness Reporting

Immediate Reporting: All work-related injuries and illnesses must be reported immediately to a supervisor, regardless of severity.

Process:

1. Seek medical attention if needed (call 911 for emergencies)
2. Report to the supervisor immediately
3. Complete the incident report form
4. Provide copies to Human Resources
5. Follow workers' compensation procedures if applicable

Near-Miss Reporting: Employees encouraged to report near-miss incidents to prevent future injuries.

No Retaliation: City prohibits retaliation against employees who report injuries, illnesses, or safety concerns.

Legal Authority: WAC 296-27 (Recordkeeping and Reporting)

7.3 Personal Protective Equipment (PPE)

Employer Provision: City provides required PPE at no cost to employees, including:

- Hard hats
- Safety glasses
- Gloves
- Hearing protection
- Respirators

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- High-visibility clothing
- Other equipment as required

Employee Responsibility:

- Use PPE as required
- Maintain PPE in good condition
- Report damaged or inadequate PPE
- Complete fit-testing as required

Training: The city provides training on the proper use and care of PPE.

Legal Authority: WAC 296-800-160 (Personal Protective Equipment)

Union Employees: See CBA Article 10.3 for footwear and clothing allowances.

7.4 Emergency Procedures

Emergency Response Plans: The City has established procedures for various emergencies, including:

- Fire
- Earthquake
- Severe weather
- Hazardous materials
- Workplace violence
- Medical emergencies

Employee Actions:

- Familiarize yourself with evacuation routes and assembly points
- Participate in emergency drills
- Follow emergency procedures
- Account for yourself at the assembly point
- Do not re-enter the building until authorized

Communication: Emergency notification systems are in place to notify employees of critical situations.

Business Continuity: Essential services are maintained during emergencies per continuity plans.

7.5 Ergonomics and Workplace Conditions

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Ergonomic Workstations: The city will provide ergonomically appropriate workstations and equipment to reduce the risk of repetitive strain injuries.

Requests: Employees experiencing discomfort should contact a supervisor or HR about:

- Workstation assessments
- Equipment adjustments
- Ergonomic equipment

Training: Ergonomics training provided for employees at risk of repetitive strain injuries.

Legal Authority: WAC 296-62-051 (Ergonomics)

7.6 Lactation Accommodation

Legal Requirement: City provides reasonable unpaid break time for employees to express breast milk for nursing children up to age two.

Private Space: Private location provided (other than restroom) with:

- Chair and surface for the pump
- Electrical outlet
- Privacy (door with lock or other measures)

Break Time: Reasonable break time provided as needed (typically every 2-3 hours for 15-20 minutes).

Coordination: Employees should coordinate break times with supervisors to ensure adequate coverage.

Legal Authority: Break Time for Nursing Mothers Act (29 U.S.C. § 207(r)), RCW 43.10.005

Information: <https://www.lni.wa.gov/workers-rights/workplace-rights/breastfeeding-at-work>

7.7 Workplace Accommodations for Pregnancy

Washington law requires reasonable accommodations for pregnancy-related conditions, including:

- More frequent breaks
- Seating
- Limits on lifting
- Temporary transfer to less strenuous work

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Request Process: Contact the supervisor or Human Resources to request accommodation.

Legal Authority: RCW 49.60.215

Information: <https://www.lni.wa.gov/workers-rights/workplace-rights/pregnancy-accommodations>

SECTION 8: PERFORMANCE MANAGEMENT AND DISCIPLINE

8.1 Performance Standards

Expectations: All employees are expected to:

- Perform duties competently and professionally
- Meet established performance standards
- Follow policies and procedures
- Maintain satisfactory attendance
- Work cooperatively with others

Job Descriptions: Specific performance expectations are outlined in position job descriptions and supplemented by supervisor direction.

Professional Development: Employees encouraged to pursue training and development opportunities.

8.2 Performance Evaluation Process

Regular Reviews: Employees receive regular performance evaluations according to established schedules (typically annually).

Evaluation Criteria:

- Job performance and quality of work
- Achievement of goals and objectives
- Professional behavior and interpersonal skills
- Adherence to policies and procedures
- Attendance and reliability

Development Planning: Evaluations include discussion of:

- Strengths and areas for improvement
- Professional development goals

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- Training needs and opportunities
- Career development

Documentation: Performance evaluations are documented and maintained in personnel files.

Employee Input: Employees may provide input and self-assessment as part of the evaluation process.

8.3 Training and Development

Required Training: City provides required training, including:

- New employee orientation
- Safety training
- Job-specific technical training
- Regulatory compliance training
- Harassment prevention

Professional Development: City supports employee development through:

- Training opportunities
- Educational assistance (subject to availability)
- Conferences and workshops
- Professional certifications

Mandatory Training Compensation: Attendance at mandatory training during work hours is compensated as hours worked.

Certification Maintenance: Employees must maintain certifications for their positions. City pays costs for required certifications.

Union Employees: See CBA Article 10.5 for training provisions and Section A.3 for skill incentive pay.

8.4 Progressive Discipline Policy

Philosophy: City believes in corrective discipline designed to help employees improve performance and conduct.

Purpose: To:

- Identify performance or conduct problems
- Provide opportunity for improvement

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- Establish clear expectations
- Document issues and responses
- Apply consistent standards

Progressive Steps:

1. **Verbal Coaching/Counseling** - Informal discussion of performance or conduct issues
2. **Written Warning** - Formal documentation of problems and expectations
3. **Suspension** - Unpaid time off for serious or repeated violations
4. **Termination** - Separation from employment for continued problems or serious misconduct

Not Always Sequential: Serious misconduct may result in suspension or immediate termination without prior warning.

Just Cause Required: Discipline must be for just cause (for post-probationary employees and as required by CBA).

Warning Letter Life: Written warnings remain valid for progressive discipline for nine (9) months from the date of occurrence.

Union Employees: See CBA Articles 11 and 12 for specific discipline and grievance procedures, including:

- Timelines for issuing discipline
- Notice requirements
- Union representation rights
- Due process protections

8.5 Grievance Procedures

Informal Resolution: Employees are encouraged to first attempt informal resolution of workplace concerns with their immediate supervisor.

Formal Grievance (Non-Union Employees):

If informal resolution is unsuccessful:

1. **Step 1:** Written grievance to the immediate supervisor within 30 days of the incident
2. **Step 2:** Appeal to the Department Head within 10 days if not resolved at Step 1
3. **Step 3:** Final appeal to the City Manager within 10 days if not resolved at Step 2

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Union Employees: Must follow the grievance procedure specified in the collective bargaining agreement (CBA Article 12).

Civil Service: Employees covered by civil service rules have additional appeal rights through the Civil Service Commission.

No Retaliation: City prohibits retaliation against employees who file good-faith grievances or participate in grievance investigations.

Discrimination Claims: Claims of discrimination based on protected characteristics should be filed with:

- Washington State Human Rights Commission: <https://www.hum.wa.gov>
- Equal Employment Opportunity Commission: <https://www.eeoc.gov>

8.6 Union Representation Rights

Weingarten Rights: Union-represented employees have the right to Union representation during investigatory interviews that they reasonably believe may result in discipline.

Request: Employee must request Union representation. City will:

- Honor the request and allow a reasonable time for the representative to arrive
- Postpone the interview if the steward is unavailable
- Allow the employee to consult with the representative

Union Employees: See CBA Article 11.4 for steward availability requirements.

SECTION 9: GRIEVANCE AND APPEAL PROCEDURES

9.1 Internal Grievance Procedure (Non-Union Employees)

Scope: This procedure applies to non-represented employees for the resolution of workplace disputes regarding:

- Application or interpretation of policies
- Working conditions
- Treatment by supervisors or coworkers
- Other employment-related concerns

Does Not Apply To:

- Discrimination claims (use EEOC/WSHRC processes)

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- Matters covered by the collective bargaining agreement
- Probationary employee terminations
- Policy changes (not subject to grievance)

Informal Resolution (Encouraged First Step):

- Discuss concerns with the immediate supervisor
- Document conversation
- Attempt a good-faith resolution
- Timeframe: within 15 days of the incident

Formal Grievance Process:

Step 1: Written Grievance to Supervisor

- Submit within 30 calendar days of the incident (or when the employee should have reasonably known)
- Must be in writing
- Include: date, description of issue, policy allegedly violated, remedy sought
- Supervisor responds in writing within 7 calendar days

Step 2: Appeal to the Department Head

- Submit within 10 calendar days of the Step 1 response
- Include Step 1 grievance and response
- Department Head investigates and responds in writing within 7 calendar days

Step 3: Appeal to City Manager

- Submit within 10 calendar days of the Step 2 response
- Include all prior grievance materials
- City Manager reviews (may conduct additional investigation)
- City Manager's decision is final
- Response within 14 calendar days

Timeframes: All timeframes in calendar days. If the deadline falls on a weekend or a holiday, it will be extended to the next business day.

Representation: An employee may be accompanied by a representative of their choice (not for investigatory purposes, only for support).

No Retaliation: Filing a grievance does not adversely affect employment status.

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9.2 Union Grievance and Arbitration (Represented Employees)

Union Employees: Employees covered by collective bargaining agreements must use grievance procedures specified in their CBA.

Teamsters Local 763 Members: See CBA Article 12 for complete grievance and arbitration procedures, including:

- Step 1: Written grievance within 15 days
- Step 2: Teamster/Employer Panel (optional)
- Step 3: Mediation (optional)
- Step 4: Binding arbitration

Union Representation: Union stewards available to assist with grievance process per CBA Article 2.3.

Exclusive Remedy: CBA grievance procedure is the exclusive remedy for matters covered by CBA.

9.3 Civil Service Appeals

Applicability: Employees covered by civil service rules have appeal rights to the Civil Service Commission for:

- Disciplinary actions
- Terminations
- Demotions
- Other adverse employment actions covered by civil service rules

Dual Filing Restriction: Employees may choose either:

- Contractual grievance procedure, OR
- Civil Service Commission appeal

If both filed regarding same issue, Civil Service appeal must be withdrawn before grievance can proceed.

Contact: Civil Service Commission procedures and forms available from Human Resources.

SECTION 10: SEPARATION FROM EMPLOYMENT

10.1 Types of Separation

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Resignation: Voluntary separation initiated by the employee

Retirement: Voluntary separation to begin retirement benefits

Layoff: Involuntary separation due to lack of work, lack of funds, or reorganization

Termination: Involuntary separation for cause (performance, conduct, or policy violations)

Abandonment: Failure to report to work for three (3) consecutive scheduled workdays without notice may be deemed voluntary resignation.

10.2 Resignation Notice

Two Weeks' Notice Requested: Employees are requested to provide at least two (2) weeks' written notice of resignation.

Submission:

- Written notice to the immediate supervisor and the City Manager
- State the last day of work
- Brief reason (optional)

Notice Period: City may accept resignation earlier than stated date or may require employee to work through notice period.

Exit Interview: Departing employees may be asked to participate in an exit interview.

10.3 Layoff and Recall

Union Employees: Layoff and recall procedures for Teamsters Local 763 members governed by CBA Article 3, including:

- Layoff by classification and seniority
- Bumping rights
- Recall rights (most senior first)
- Notice requirements

Non-Union Employees: City will provide advance notice of layoff when possible. Recall rights and procedures determined by City policy and operational needs.

Alternatives to Layoff: City may consider alternatives, including furloughs, reduced hours, or voluntary separation incentives.

10.4 Termination for Cause

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Just Cause Required: Post-probationary employees may be terminated only for just cause.

Grounds for Termination: May include, but not be limited to:

- Unsatisfactory job performance after an opportunity to improve
- Violation of City policies
- Misconduct or unethical behavior
- Insubordination
- Theft or dishonesty
- Falsification of records
- Harassment or discrimination
- Violence or threats
- Working under the influence of drugs or alcohol
- Excessive absenteeism

Notice Requirements: See Section 8.4 (Progressive Discipline) and applicable CBA provisions.

Union Employees: See CBA Article 11 for discharge and suspension procedures.

10.5 Exit Process

Return of City Property:

All City property must be returned, including:

- Keys and access cards
- Laptop, tablet, phone, or other equipment
- Tools and safety equipment
- Uniforms and clothing
- City vehicle (if assigned)
- Credit cards
- Documents and files

Final Paycheck: Issued within the timeframe required by Washington law:

- Resignation: Next regular payday
- Termination: Within one pay period or as specified by law

Accrued Leave Payout:

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- Vacation: Paid up to the maximum payout limit (240 hours for most employees)
- Sick Leave: 50% payout of balance for eligible separations
- Compensatory Time: Paid at current rate
- Floating Holidays: Paid if earned and unused

Not Paid Out:

- Management time off (exempt employees)

Benefits Information:

- COBRA election notice mailed within 14 days
- Information about continuing health coverage
- Retirement account information
- Unemployment insurance information

Reference: Contact Human Resources regarding final pay calculations and benefits continuation.

10.6 References and Employment Verification

Official References: Only Human Resources or the City Manager is authorized to provide employment references.

Information Provided:

- Dates of employment
- Position(s) held
- Final salary (if authorized in writing by employee)
- Eligibility for rehire (if applicable)

Verification Requests: All employment verification requests should be directed to Human Resources.

Personal References: Supervisors and coworkers may provide personal references, but must clarify they are speaking personally, not on behalf of the City.

SECTION 11: ADMINISTRATIVE PROVISIONS

11.1 Handbook Administration

Responsibility: Human Resources is responsible for:

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- Maintaining current handbook
- Distributing to employees
- Providing training on policies
- Updating handbook as needed
- Tracking acknowledgments

City Manager Authority: The City Manager has the authority to interpret policies and make exceptions in individual cases.

11.2 Policy Changes and Updates

Amendment Authority: City reserves the right to modify, revise, supplement, rescind, or deviate from any policy at any time.

Notice: Employees notified of significant changes through:

- Email announcement
- Staff meetings
- Posted notices
- Updated handbook distribution

Collective Bargaining: Changes affecting terms and conditions of employment for union-represented employees require bargaining where applicable.

Legal Compliance: Handbook automatically updated to comply with changes in federal, state, and local law.

11.3 Annual Review

Scheduled Review: Handbook reviewed annually to ensure:

- Compliance with current laws
- Consistency with City practices
- Accuracy of information
- Currency of references and links

Update Sources:

- Changes in federal and state employment law
- Court decisions and administrative rulings
- Collective bargaining agreements
- City Council resolutions and ordinances

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- Best practices recommendations

11.4 Questions and Interpretation

Contact Human Resources:

- Phone: 360-691-6441
- Email: jeff.balentine@ci.granite-falls.wa.us
- In person: City Hall

Policy Interpretation:

- Human Resources provides guidance
- City Manager makes final determination
- Legal counsel consulted as needed

Union Employees: Contact the Union representative for questions about CBA provisions.

11.5 Superseding Documents and Policies

Order of Precedence:

1. Federal and state law
2. Collective bargaining agreements (for covered employees)
3. Individual employment contracts
4. City ordinances and resolutions
5. This handbook
6. Department-specific policies and procedures

Referenced Policies (Maintained Separately):

The following policies are maintained as separate documents and referenced in this handbook:

- Volunteer Policy (Resolution 2010-07)
- Investment Policy (Resolution 2015-05)
- Electronic Funds Transfer Policy
- Claims Payment Prior to Council Approval (Resolution 2017-07)
- Travel Policy (Resolution 2009-03)
- Collective Bargaining Agreement - Teamsters Local 763

Copies available from Human Resources.

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11.6 Severability

If any provision of this handbook is found to be invalid or unenforceable, the remaining provisions remain in full force and effect.

11.7 Distribution and Acknowledgment

New Employees: Receive the handbook during orientation, with an explanation of key policies.

All Employees: Must sign the acknowledgment form confirming:

- Receipt of the handbook
- Responsibility to read and understand policies
- Agreement to comply with policies
- Understanding of at-will employment
- Understanding the handbook is not a contract

Acknowledgment Form: See Appendix C. Signed forms are maintained in personnel files.

APPENDIX A: KEY CONTACT INFORMATION AND RESOURCES

City of Granite Falls Contacts

Human Resources / City Manager

- Phone: 360-691-6441
- Email: jeff.balentine@ci.granite-falls.wa.us

City Attorney

- Phone: 360-568-3119
- Email: emilyg@trustedguidancelaw.com

City Hall

- Address: PO Box 1440, Granite Falls, WA 98252
- Phone: 360-691-6441
- Website: <https://www.ci.granite-falls.wa.us>

Union Representation (Teamsters Local 763)

Teamsters Local 763

- Phone: 206-441-0763
- Website: <https://www.teamsters763.org/index.cfm>
- Shop Steward: [Contact HR for current steward information]

Government Agencies and Resources

Washington State Department of Labor & Industries (L&I)

- Website: <https://www.lni.wa.gov>
- Workers' Compensation Claims: <https://www.lni.wa.gov/claims>
- Workplace Safety: <https://www.lni.wa.gov/safety-health>
- Workers' Rights: <https://www.lni.wa.gov/workers-rights>
- Phone: 1-800-547-8367

U.S. Department of Labor

- Website: <https://www.dol.gov>

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- Wage and Hour Division: <https://www.dol.gov/agencies/whd>
- FMLA Information: <https://www.dol.gov/agencies/whd/fmla>

Equal Employment Opportunity Commission (EEOC)

- Website: <https://www.eeoc.gov>
- File a Charge: <https://www.eeoc.gov/filing-charge-discrimination>
- Phone: 1-800-669-4000

Washington State Human Rights Commission

- Website: <https://www.hum.wa.gov>
- File a Complaint: <https://www.hum.wa.gov/file-complaint>
- Phone: 1-800-233-3247

Washington State Employment Security Department

- Website: <https://esd.wa.gov>
- Unemployment Benefits: <https://esd.wa.gov/unemployment>
- Paid Family and Medical Leave: <https://paidleave.wa.gov>

Washington State Department of Retirement Systems

- Website: <https://www.drs.wa.gov>
- Phone: 1-800-547-6657

Public Employment Relations Commission (PERC)

- Website: <https://perc.wa.gov>
- Phone: 360-570-7300

Washington State Ethics Board

- Website: <https://ethics.wa.gov>
- Phone: 360-664-0871

Municipal Research and Services Center (MRSC)

- Website: <https://mrsc.org>
- Personnel Policies Resources: <https://mrsc.org/explore-topics/personnel/policies>

Legal Resources

- Revised Code of Washington (RCW): <https://app.leg.wa.gov/rcw>
- Washington Administrative Code (WAC): <https://app.leg.wa.gov/wac>

APPENDIX B: REQUIRED FEDERAL AND STATE NOTICES

The following notices are required by law to be provided to employees. Current versions of these notices are posted on City bulletin boards and available from Human Resources:

- Equal Employment Opportunity is the Law (EEOC)
- Employee Rights Under the Family and Medical Leave Act (FMLA)
- Employee Polygraph Protection Act
- Fair Labor Standards Act (FLSA) Minimum Wage Poster
- Job Safety and Health: It's the Law (OSHA/WISHA)
- Washington State Minimum Wage Notice
- Washington Paid Sick Leave Notice
- Washington Paid Family and Medical Leave Notice
- Your Rights Under USERRA (Military Leave)
- Workers' Compensation Notice
- Unemployment Insurance Notice
- Crime Victims' Rights Notice
- Human Trafficking Notice
- Wage Complaint Notice

Digital Copies: <https://www.lni.wa.gov/workers-rights/workplace-complaints/worker-rights-posters>

Federal Posters: <https://www.dol.gov/general/topics/posters>

PERSONNEL POLICIES AND PROCEDURES / EMPLOYEE HANDBOOK

APPENDIX C: EMPLOYEE ACKNOWLEDGMENT FORM

CITY OF GRANITE FALLS PERSONNEL POLICIES AND PROCEDURES / EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received a copy of the City of Granite Falls Personnel Policies and Procedures / Employee Handbook, effective: TBD. I understand that it is my responsibility to read, understand, and comply with all policies contained in this handbook.

I understand and agree that:

1. This handbook is NOT an employment contract and does not create any contractual rights, express or implied.
2. My employment with the City of Granite Falls is at-will, meaning either I or the City may terminate the employment relationship at any time, with or without cause, and with or without notice, except as may be limited by collective bargaining agreement, written employment contract, or applicable law.
3. For employees covered by a collective bargaining agreement, the CBA controls over this handbook where there is any conflict.
4. The City reserves the right to modify, revise, supplement, rescind, or deviate from any policy in this handbook at any time, with or without notice.
5. I am responsible for knowing and complying with all policies, and that violation of policies may result in disciplinary action up to and including termination.
6. If I have questions about any policy, I will contact Human Resources or my supervisor for clarification.
7. I have received information about how to access the following referenced policies:
 - Collective Bargaining Agreement (if applicable)
 - Volunteer Policy
 - Investment Policy
 - Electronic Funds Transfer Policy
 - Travel Policy
 - Other referenced City policies

Employee Name (Print): _____

Employee Signature: _____

PERSONNEL POLICIES AND PROCEDURES / EMPLOYEE HANDBOOK

Date: _____

Department: _____

Position: _____

Please sign and return this form to Human Resources. A copy will be placed in your personnel file.



CITY COUNCIL AGENDA BILL

Subject: 7.c.

Originating Dept.: City Manager

Action Recommended: Discussion with the option to approve the City of Granite Falls' Purchasing Procedures Manual and authorizing the City Manager to make administrative updates as required by changes in federal, state, or local law, or to correct technical or clerical errors.

Approval(s):

Meeting Date: February 18, 2026

Date Submitted:

Exhibit(s):

1. Purchasing Procedures Manual

Budgeted Amount: N/A

BARS Code: N/A

Summary Statement:

City staff has prepared a comprehensive Purchasing Procedures Manual that establishes purchasing procedures and ensures compliance with Washington State procurement laws. This manual supports Resolution No. 2026-03 Purchasing Delegation of Authorities.

The manual covers:

- Purchasing procedures for materials, supplies, equipment, and services
- Public works contracting procedures and small works roster processes
- Professional and consulting services procurement
- Delegation of purchasing authority to the City Manager and Department Heads
- Emergency and sole-source purchasing procedures
- Intergovernmental cooperative purchasing
- Documentation and internal control requirements

Background:

The Council recently approved Resolution 2026-03 Consolidated Purchasing P&P and DOA. The council is asked to review the supporting Purchasing Procedures Manual which details how the city will request, review, approve, order, receive, and report various purchasing actions. It also ties into Washington State law, which establishes various thresholds and procedures for municipal purchasing:

- RCW 35.23.352: Purchases over \$40,000 require formal sealed bidding
- RCW 39.04.152: Public works under \$350,000 may use small works roster
- RCW 39.04.155: Limited public works under \$150,000 have streamlined requirements
- RCW 39.04.190: Vendor list process for purchases \$35,000-\$40,000
- RCW 39.80: Qualification-based selection for architectural/engineering services

Ket Elements:

- All purchases must be within the adopted budget appropriations
- Statutory competitive bidding requirements
- Council retains authority over strategic contracts, real property, and major capital items
- Comprehensive documentation and transparency requirements
- Regular reporting to Council on purchasing activity
- Reiterates authority may be revoked or modified by Council at any time

The proposed motion authorizes the City Manager to make administrative updates to the manual as required by changes in federal, state, or local law, ensuring the City remains in compliance as statutes are amended, without requiring Council action for technical updates.

Recommended Motion:

Move to approve the City of Granite Falls' Purchasing Procedures Manual and authorizing the City Manager to make administrative updates as required by changes in federal, state, or local law, or to correct technical or clerical errors.

PURCHASING PROCEDURES MANUAL

CITY OF GRANITE FALLS, WASHINGTON

PURCHASING PROCEDURES MANUAL

Effective Date: TBD

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1. Introduction and Purpose
2. Legal Framework and Authority
3. Delegation of Purchasing Authority
4. Purchasing Procedures for Non-Public Works
5. Public Works Contracting Procedures
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7. Professional and Consulting Services
8. Exceptions to Competitive Bidding
9. Vendor Management and Rosters
10. Documentation and Record-Keeping
11. Reporting and Transparency
12. Responsibilities and Internal Controls
13. Best Practices and Guidelines
14. Appendices

SECTION 1: INTRODUCTION AND PURPOSE

1.1 Purpose of This Manual

This Purchasing Procedures Manual provides comprehensive guidance to City of Granite Falls employees on purchasing requirements, competitive bidding processes, delegation of authority, and compliance with Washington State law. This manual implements Resolution No. 2026-03, which consolidates and streamlines the City's purchasing policies.

Key Objectives:

- Establish clear, consistent purchasing procedures
- Ensure compliance with Washington State procurement laws
- Provide efficient, transparent purchasing processes
- Delegate appropriate authority to expedite operations
- Maintain fiscal controls and accountability
- Support informed decision-making by City staff

1.2 Scope of Application

This manual applies to all City purchases, including:

- Materials, supplies, and equipment
- Professional and consulting services
- Purchased services
- Public works construction and improvements
- Maintenance and repair contracts
- Emergency purchases
- Intergovernmental cooperative purchases

1.3 Guiding Principles

All City purchasing shall be guided by:

- **Legal Compliance** - Full adherence to Washington State RCW and WAC requirements
- **Fiscal Responsibility** - Prudent stewardship of public funds within budget constraints
- **Competitive Procurement** - Fair, open competition to obtain the best value
- **Transparency** - Public accessibility to purchasing records and decisions
- **Efficiency** - Streamlined processes enabling timely operational response

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- **Ethical Conduct** - Integrity and professionalism in all vendor relationships
- **Accountability** - Clear documentation and oversight mechanisms

SECTION 2: LEGAL FRAMEWORK AND AUTHORITY

2.1 Statutory Authority

The City's purchasing authority derives from multiple Washington State statutes:

RCW 35.23.352 - Municipal Purchasing Thresholds

Establishes formal competitive bidding requirements for municipal purchases of materials, supplies, and equipment. Key provisions:

- Purchases over \$40,000 require formal sealed bids with newspaper publication
- Purchases under \$40,000 may use informal quotation processes
- Emergency purchases may waive competitive bidding with proper documentation

RCW 39.04.152 - Small Works Roster Authority

Authorizes municipalities to award public works contracts under \$350,000 (as of 2026) through the small works roster process instead of formal sealed bidding:

- Current small works maximum: \$350,000 (excluding sales tax)
- Adjusted periodically by the Office of Financial Management
- Applies to construction, building, renovation, remodeling, alteration, repair, or improvement

RCW 39.04.155 - Limited Public Works Process

Allows streamlined process for public works projects under \$150,000:

- Minimum three quotations from the small works roster
- May waive bonding and retainage requirements
- City assumes liability for nonpayment to laborers/suppliers

RCW 39.04.190 - Vendor List Process

Provides a uniform process for purchasing materials, equipment, supplies, and services:

- Establishes vendor list maintenance requirements
- Requires a minimum of three quotations when possible

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- Mandates twice-yearly publication soliciting vendor participation

RCW 39.80 - Architectural and Engineering Services

Establishes a qualification-based selection (QBS) process for professional services:

- Selection based on qualifications, not price alone
- Consulting services roster process
- Price negotiated after selection

RCW 39.34 - Interlocal Cooperation Act

Authorizes cooperative purchasing with other agencies:

- Joint purchasing arrangements
- Use of other agencies' contracts (state, county, Sourcewell)
- Intergovernmental agreements for shared procurement

2.2 Washington Administrative Code (WAC)

WAC 296-127 - Prevailing Wage Requirements

All public works contracts must comply with:

- Prevailing wage rates for the applicable county
- Certified payroll reporting
- Intent and Affidavit of Wages Paid filing requirements
- Statement of Intent to Pay Prevailing Wages

WAC 296-130 - Retainage Requirements

Public works contracts are subject to:

- 5% retainage on progress payments
- Release provisions at substantial completion
- Exceptions for limited public works under \$150,000

2.3 Additional Legal Resources

Municipal Research and Services Center (MRSC)

Provides comprehensive guidance on municipal purchasing:

- Sample policies and resolutions
- Legal updates and guidance documents

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- Small works and vendor roster services
- Contracting requirements tool

Resources:

- MRSC Website: <https://mrsc.org>
- Contracting Requirements Tool: <https://mrsc.org/research-tools/contracting-requirements>
- Purchasing Topics: <https://mrsc.org/explore-topics/procurement>

Washington State Department of Labor & Industries (L&I)

Administers prevailing wage and public works compliance:

- Prevailing wage rates: <https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates>
- Intent and Affidavit forms: <https://secure.lni.wa.gov/verify>
- Contractor registration verification

SECTION 3: DELEGATION OF PURCHASING AUTHORITY

3.1 Overview of Delegated Authority

Resolution 2026-03 delegates purchasing authority to the City Manager and Department Heads to improve operational efficiency while maintaining fiscal controls and Council oversight.

Delegation Philosophy:

- Enable timely response to operational needs
- Reduce Council agenda burden for routine purchases
- Improve vendor negotiations through streamlined approval
- Maintain appropriate oversight through budget controls and reporting

3.2 City Manager Purchasing Authority

Authority Threshold: 70% of Small Works Maximum

The City Manager is authorized to approve and execute all contracts and purchases up to **seventy percent (70%) of the maximum contract amount authorized for use of the Small Works Roster.**

Current Threshold (2026):

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- Small Works Maximum: \$350,000 (per RCW 39.04.152)
- City Manager Authority: **\$245,000** (70% of \$350,000)
- Inclusive of sales/use tax, alternates, and contingencies

Scope of Authority:

The City Manager may approve and execute without prior City Council approval:

- Public works construction and improvements
- Building repairs and maintenance contracts
- Professional services (engineering, architectural, planning)
- Purchased services (janitorial, landscaping, IT support)
- Materials, supplies, and equipment
- Emergency purchases
- Sole-source purchases (with written justification)
- Intergovernmental cooperative purchases

Automatic Threshold Adjustment:

The City Manager's authority automatically adjusts when the Small Works Maximum changes in RCW 39.04.152. The City Manager shall:

1. Calculate the new 70% threshold
2. Notify City Council in writing
3. Update procedures and delegation agreements
4. Publish notice to vendors and the public

3.3 Department Head Purchasing Authority

Authority Threshold: Up to 35% of Small Works Maximum (When Delegated)

The City Manager may delegate purchasing authority to individual Department Heads up to **thirty-five percent (35%) of the Small Works Maximum**.

Current Threshold (2026):

- Maximum Department Head Authority: **\$122,500** (35% of \$350,000)
- Actual authority determined by the City Manager's delegation
- May be lower than maximum based on position and responsibilities

Written Delegation Required:

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Each Department Head exercising delegated authority must have a written Delegation Agreement specifying:

- Specific dollar limit (not to exceed \$122,500)
- Categories of purchases covered (public works, goods, services)
- Restrictions or special requirements
- Training completion requirements
- Reporting obligations

Delegation Agreement Process:

1. City Manager determines the appropriate authority level for the position
2. Written Delegation Agreement executed with the Department Head
3. Department Head completes purchasing procedures training
4. City Manager may modify or revoke the delegation at any time
5. Annual review of delegation appropriateness

Department Head Limitations:

Department Head authority does NOT include:

- Purchases exceeding their delegated limit
- Sole-source purchases without the City Manager's approval
- Contract categories not specifically delegated
- Purchases outside their departmental function or budget
- Emergency purchases over \$25,000 (City Manager notification required)

3.4 City Council Retained Authority

The following purchases require City Council approval regardless of amount:

Category	Description
Purchases Above Threshold	All purchases exceeding \$245,000 (City Manager limit) or \$122,500 (Department Head limit)
Strategic Contracts	Intergovernmental agreements, joint ventures, service agreements with external agencies establishing policy or multi-year obligations
Real Property	Purchases, leases, sales, or other disposition of real property

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Major Capital Items	Capital purchases not in adopted capital budget or exceeding established capital planning limits
Long-Term Contracts	Service contracts exceeding one fiscal year (unless budgeted or authorized framework agreements)
Budget Amendments	Any purchase requiring amendment to adopted annual budget
Council-Directed	Contracts for which City Council provided specific direction or requirements

Table 1: City Council Required Approvals

3.5 Conditions on All Delegated Authority

All delegated purchasing authority is subject to:

Budget Compliance:

- Purchase must be within the adopted annual budget
- Must be within departmental budget allocation
- No authority to create budget overages or obligate future fiscal years
- Budget appropriations are the controlling limit

Competitive Bidding Compliance:

- Must follow statutory competitive bidding requirements
- Thresholds based on purchase amount (see Sections 4 and 5)
- Cannot waive mandatory competitive bidding except where allowed by law

Documentation Requirements:

- Maintain written records of all purchases
- Document the competitive process used
- Retain quotations, bids, and selection justification
- Available for public inspection and audit

Policy Compliance:

- Follow all City policies and procedures
- Comply with prevailing wage requirements for public works
- Maintain ethical vendor relationships

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- Report as required to the City Manager and the City Council

SECTION 4: PURCHASING PROCEDURES FOR NON-PUBLIC WORKS

This section establishes procedures for purchasing materials, supplies, equipment, and services that are NOT public works projects (i.e., not construction, building, renovation, repair, or improvement of real property).

4.1 Determining Purchase Amount

Calculate the total purchase amount, including:

- Base price of goods or services
- Applicable sales and use tax
- Delivery and shipping charges
- Installation costs (if not public works)
- Related accessories or components purchased together
- Any alternates or options included in the award

Do NOT include:

- Maintenance agreements beyond the initial term
- Optional renewal periods
- Future year purchases under a separate appropriation

4.2 Purchases Under \$35,000 (Informal Quotations)

No formal competitive process required per RCW 35.23.352.

Procedure:

1. Determine Requirements

- Prepare a clear description of needed items/services
- Identify specifications, quantities, and delivery timeline
- Verify budget availability

2. Seek Best Value

- Contact vendors to obtain pricing
- May use telephone, email, or written quotations

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- Obtain at least one quotation (three recommended for purchases over \$10,000)
- Consider factors beyond price:
 - Quality and conformity to specifications
 - Delivery timeline
 - Vendor reputation and reliability
 - Total cost to City (including delivery, installation)
 - Warranty and support

3. Document Decision

- Record vendor(s) contacted and pricing obtained
- Document selection rationale
- Obtain necessary approval (Department Head or City Manager)
- Issue a purchase order

4. Authorization Levels

- Department Heads: Within delegated authority (if any) and departmental budget
- City Manager: Up to \$245,000
- City Council: Over \$245,000 (requires formal bidding per 4.4)

Best Practices:

- Use established vendor lists when available
- Check cooperative purchasing contracts (state, Sourcewell) for better pricing
- Standardize products to achieve volume discounts
- Document reasonable efforts to obtain competitive pricing

4.3 Purchases \$35,000 to \$40,000 (Vendor List Quotations)

RCW 39.04.190 vendor list process required.

Procedure:

1. Prepare Specifications

- Written description of materials, supplies, equipment, or services
- Detailed specifications and quantities
- Delivery date requirements

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- Payment terms and conditions
- Any other significant terms

2. Solicit Quotations

- Contact a minimum of three (3) vendors from the established vendor list
- May use telephone, written (mail), or electronic (email) quotations
- Provide the same specifications to all vendors
- Establish a deadline for quotation submission
- Do NOT disclose one vendor's quotation to competing vendors

3. Evaluate Quotations

- Record each vendor's quotation in writing
- Document any conditions or exceptions
- Evaluate based on:
 - Price
 - Quality and conformity to specifications
 - Vendor responsibility and reliability
 - Delivery timeline and capability
 - Total cost to the City
 - References and past performance

4. Award Decision

- Award to the **lowest responsible bidder**
- Lowest responsible bidder = lowest price from vendor meeting qualifications and specifications
- Document selection decision and rationale
- If not awarding the lowest price, document justification

5. Authorization

- Department Heads: Within delegated authority (if any)
- City Manager: Within \$245,000 authority
- Obtain the appropriate approval signature

6. Documentation

- Maintain a file with specifications, all quotations received, evaluation notes, and award decision

- Available for public inspection

Vendor List Requirements:

- City may publish notice at least twice per year, soliciting vendors
- Vendors may request an addition to the list at any time
- Maintain active vendor lists by category (office supplies, equipment, vehicles, professional services, etc.)
- Utilize the MRSC vendor roster service

4.4 Purchases Over \$40,000 (Formal Sealed Bidding)

RCW 35.23.352 formal sealed bidding required.

City Council approval is required for all purchases over \$40,000 that are not public works.

Procedure:

1. Prepare Bid Documents

- Detailed specifications
- Scope of work or items required
- Terms and conditions
- Bid form and instructions
- Delivery/completion schedule
- Payment terms
- Insurance and bonding requirements (if applicable)
- Evaluation criteria

2. Publish Notice Inviting Bids

- Publish in the city's official newspaper
- At least thirteen (13) days before bid opening
- Include:
 - Description of items/services
 - Where to obtain bid documents
 - Bid opening date, time, and location
 - Contact person and phone number

3. Distribute Bid Documents

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- Make available to all interested vendors
- May charge a copy/reproduction fee for document reproduction
- Post on the City's website
- Provide to vendors on the City's vendor list

4. Receive and Open Bids

- Sealed bids submitted to the City Clerk
- Opened publicly at specified date/time
- Bids read aloud
- Bidders or representatives may attend
- Late bids rejected

5. Evaluate Bids

- Review for responsiveness (meets specifications and requirements)
- Evaluate responsibility (qualified, capable, reliable vendor)
- Verify references and past performance
- Check for errors or irregularities
- Prepare staff recommendation

6. City Council Award

- Present bids and staff recommendation to City Council
- City Council awards to the lowest responsible bidder
- City Council may reject all bids for good cause
- City Manager executes contract after Council approval

7. Documentation

- Maintain a complete bid file
- Available for public inspection
- Retain per records retention schedule (minimum 6 years)

Notes:

- Even if under the City Manager's \$245,000 authority, purchases over \$40,000 non-public works require formal bidding and Council award per statute
- City Manager may execute the contract after the Council award

SECTION 5: PUBLIC WORKS CONTRACTING PROCEDURES

Public works includes construction, building, renovation, remodeling, alteration, repair, or improvement of real property, as defined in RCW 39.04.010.

Examples of Public Works:

- Building construction or renovation
- Street and sidewalk improvements
- Water and sewer line installation/repair
- Park facilities construction
- Stormwater infrastructure
- Facility HVAC system replacement
- Roof replacement
- Painting and structural repairs

NOT Public Works:

- Purchase of equipment or vehicles
- Janitorial or landscaping services
- Engineering or architectural design services
- Routine maintenance not involving construction

5.1 Prevailing Wage Requirements

All public works contracts, regardless of amount, must comply with prevailing wage requirements (RCW 39.12, WAC 296-127).

Requirements:

- Contractor must file **Statement of Intent to Pay Prevailing Wages** before starting work
- Pay workers applicable prevailing wage rates for the county where the work is performed
- Submit certified payroll reports
- File **Affidavit of Wages Paid** upon project completion
- Post prevailing wage determination at the job site
- Maintain payroll records for three years

Current Prevailing Wage Rates:

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- Snohomish County rates apply to Granite Falls
- Available at: <https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates>

City Responsibilities:

- Include prevailing wage provisions in all public works contracts
- Verify the contractor's Statement of Intent filing
- Monitor compliance during the project
- Verify Affidavit of Wages Paid at completion

5.2 Determining Public Works Contracting Method

Selection based on estimated project cost (excluding sales tax):

Estimated Cost	Method	Authority
Under \$150,000	Limited Public Works or Small Works Roster	City Manager (up to \$245,000) or Department Head (if delegated)
\$150,000 to \$245,000	Small Works Roster - Competitive Tier	City Manager
\$245,000 to \$350,000	Small Works Roster - Competitive Tier	City Council
Over \$350,000	Formal Sealed Bidding	City Council

Table 2: Public Works Contracting Methods by Estimated Cost

5.3 Small Works Roster - Projects Under \$350,000

RCW 39.04.152 authorizes use of the small works roster for public works contracts up to \$350,000 (current threshold).

Small Works Roster Benefits:

- Faster procurement than formal sealed bidding
- Less administrative burden
- Competitive pricing through roster quotations
- Flexibility in contractor selection

Roster Maintenance:

1. **MRSC Roster Service**

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- City contracts with Municipal Research and Services Center (MRSC)
- Utilizes the statewide electronic small works roster
- Contractors register directly with MRSC
- City has access to rosters by trade/specialty and geographic area

2. Annual Publication

- Publish notice at least once per year, soliciting contractors
- Notice in the official newspaper or on the City website
- Advise contractors how to register with the MRSC roster

3. Roster Categories

- General Contractor
- Electrical
- Plumbing
- HVAC
- Paving and Excavation
- Painting
- Roofing
- Other specialties as needed

Contractor Responsibility Requirements (RCW 39.04.350):

Contractors must demonstrate:

- Current and valid contractor's license
- Current and valid business license
- Proof of industrial insurance (L&I) coverage
- Proof of public liability and property damage insurance
- Bonding capability (if applicable)
- Acceptable performance history and references

5.4 Limited Public Works Process - Projects Under \$150,000

RCW 39.04.155 limited public works process for projects under \$150,000.

Advantages:

- Minimum three quotations required (streamlined)

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- May waive payment and performance bonds
- May waive retainage requirements
- Faster award and mobilization

Procedure:

1. Prepare Project Scope

- Written description of work
- Plans and specifications (if applicable)
- Completion timeline
- Prevailing wage requirements
- Insurance requirements
- Payment terms

2. Solicit Quotations

- Contact a minimum of three (3) contractors from the appropriate small works roster
- May solicit via phone, email, or written request
- Provide the same scope and specifications to all
- Provide reasonable time for quotations (minimum 3-5 business days)

3. Evaluate Quotations

- Record all quotations received
- Evaluate based on:
 - Price
 - Contractor qualifications and responsibility
 - Schedule and availability
 - References and past performance
 - Understanding of scope

4. Award Decision

- Award to the **lowest responsive responsible bidder**
- Document selection and justification
- Obtain authorization per delegated authority:
 - Department Head: Within delegated authority

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- City Manager: Up to \$245,000
- City Council: Over \$245,000 (even if under \$350,000 small works max)

5. Execute Contract

- Written contract required
- Include prevailing wage provisions
- Specify payment and performance bond waiver (if applicable)
- Specify retainage waiver (if applicable)
- **Note:** If bonds/retainage are waived, the City assumes liability for nonpayment to laborers and suppliers

6. Maintain Records

- Keep a list of all limited public works contracts in the previous 24 months:
 - Contractor name and registration number
 - Contract amount
 - Type of work
 - Award date
- Available for public inspection

Bond and Retainage Waiver:

City may waive bonding (RCW 39.08) and retainage (RCW 60.28) requirements, but:

- City assumes liability for contractor's nonpayment to workers/suppliers
- City may pursue a contractor for recovery
- Recommend waiving only for contractors with proven performance history
- Consider requiring bonds for complex or high-risk projects even if under \$150,000

5.5 Small Works Roster - Projects \$150,000 to \$350,000 (Competitive Tier)

For projects between \$150,000 and \$350,000, use the competitive tier small works process per RCW 39.04.152(3).

Additional Requirements Beyond Limited Public Works:

1. Broader Notification

- Solicit quotations from contractors on the roster indicating capability

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- Alternative: Solicit from at least five (5) contractors
 - Notify remaining contractors that quotations are being sought
2. **Notification Methods** (choose one):
- Publication in the city's official newspaper
 - Mailing notice to all contractors in the appropriate roster category
 - Email or fax to all contractors in the category
3. **Quotation Evaluation**
- Same evaluation criteria as limited public works
 - Award to the lowest responsive responsible bidder
 - Consider all factors (price, qualifications, schedule, references)
4. **Authorization**
- City Manager: Projects up to \$245,000 (70% of small works max)
 - City Council: Projects \$245,000 to \$350,000
5. **Bonding and Retainage**
- Payment and performance bonds are typically required (RCW 39.08)
 - 5% retainage on progress payments (WAC 296-130)
 - May be waived at City discretion with liability assumption

Small Business Direct Contracting (Projects Under \$150,000):

RCW 39.04.155(3) allows direct contracting with small businesses without competitive quotations if:

- Business meets the Office of Minority and Women's Business Enterprises (OMWBE) small business criteria
- Direct contracting is documented and available in public records
- Encourages small business participation

Small Business Criteria:

- Annual gross receipts under \$23.98 million (as of 2026, adjusted annually)
- Independently owned and operated
- Not dominant in the field of operation

Resource: <https://omwbe.wa.gov>

5.6 Formal Sealed Bidding - Projects Over \$350,000

Projects exceeding the estimated cost of \$350,000 require formal, sealed competitive bidding per RCW 39.04.010.

City Council approval required.

Procedure:

1. Prepare Bid Documents

- Plans and specifications
- Bidding instructions
- Contract terms and conditions
- Bid form and schedule of values
- Prevailing wage requirements
- Bonding requirements (payment and performance bonds per RCW 39.08)
- Retainage requirements (5% per RCW 60.28.011)
- Insurance requirements
- Project schedule
- Evaluation criteria

2. Advertise for Bids

- Publish in the official city newspaper
- At least thirteen (13) days before bid opening (fifteen recommended)
- Include:
 - Project description and location
 - Estimated cost or project scope
 - Where to obtain bid documents
 - Pre-bid meeting date/time (if applicable)
 - Bid opening date, time, and location
 - Contact person

3. Pre-Bid Meeting (Recommended)

- Conduct site visit and pre-bid meeting
- Allow bidders to ask questions
- Issue written addenda addressing questions
- Distribute addenda to all plan holders

4. Receive and Open Bids

- Sealed bids submitted to the City Clerk
- Public opening at specified date/time
- Bids read aloud with amounts
- Bidders may attend the opening

5. Evaluate Bids

- Check for responsiveness (meets all bid requirements)
- Verify responsibility (qualified contractor with license, insurance, bonding)
- Check references and past performance
- Verify bid calculations
- Review for material irregularities
- Prepare staff recommendation to Council

6. City Council Award

- Present bids and recommendations to City Council
- Council awards to the lowest responsible bidder
- Council may reject all bids and re-advertise
- City Manager executes contract after Council award

7. Contract Execution

- Contractor provides payment and performance bonds
- The contractor provides a certificate of insurance
- Contractor files Statement of Intent to Pay Prevailing Wages
- Fully executed contract issued
- Notice to Proceed issued

Bonding Requirements (RCW 39.08):

- Payment bond: 100% of contract amount (protects workers and suppliers)
- Performance bond: 100% of contract amount (ensures project completion)
- Bonds from surety authorized to do business in Washington

Retainage (RCW 60.28.011):

- 5% of each progress payment is retained

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- May reduce to 2.5% after 50% completion (at City discretion)
- Released at substantial completion or per contract terms

SECTION 6: SMALL WORKS ROSTER PROCESS

6.1 Roster Administration

MRSC Roster Service:

The City contracts with Municipal Research and Services Center (MRSC) to:

- Maintain statewide electronic small works rosters
- Provide online contractor registration
- Update contractor information
- Provide City access to rosters by trade and geographic area
- Send notifications to contractors

MRSC Website: <https://mrsc.org/Home/Explore-Topics/Governance/Rosters.aspx>

City Contact: Public Works Director or designated purchasing official

6.2 Contractor Registration

How Contractors Join Roster:

1. Visit the MRSC small works roster website
2. Complete the online registration form
3. Provide required documentation:
 - Contractor license number
 - Business license
 - Industrial insurance (UBI number)
 - Insurance certificates
 - Trade classifications
 - Geographic service area
 - Project size preferences
4. Update registration annually

City Responsibilities:

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- Publish notice at least once per year, soliciting contractors to register
- Notify contractors of small works roster opportunities
- Maintain current roster access through the MRSC subscription

6.3 Rotation and Fair Distribution

RCW 39.04.155 requires fair and equitable distribution of contracts.

Rotation Practices:

- Track contractors awarded small works contracts
- Rotate through the roster to distribute opportunities
- Do not repeatedly award to the same contractor when other qualified contractors are available
- Maintain records of contracts awarded by the contractor
- Consider utilizing different contractors on different projects

Not Required:

- Strict mathematical rotation
- Awarding the contractor solely for rotation purposes
- Using an unqualified contractor to achieve rotation

Goal: Ensure fair opportunity for all qualified roster contractors while awarding to the lowest responsible bidder.

6.4 Small Works Quotation Best Practices

Soliciting Quotations:

- Provide a clear, complete project scope
- Allow reasonable time for quotations (3-5 business days minimum)
- Provide plans and specifications if applicable
- Specify site visit opportunities
- Clarify questions before quotations due
- Use the MRSC system to distribute requests electronically

Evaluating Quotations:

- Award to the lowest responsive responsible bidder
- Document evaluation of factors beyond price
- Check contractor references before award

- Verify current license, insurance, and L&I coverage
- Consider the contractor's capacity and availability

Documentation:

- Maintain all quotations received
- Document evaluation and award decision
- Make records available for public inspection
- Retain per the records retention schedule

SECTION 7: PROFESSIONAL AND CONSULTING SERVICES

7.1 Definition and Scope

Consulting Services (RCW 39.80.020):

Professional services with primarily intellectual outputs, including:

- Architectural services
- Engineering services
- Land surveying
- Landscape architecture
- Planning and environmental services
- Other professional/technical services

Purchased Services:

Services NOT subject to small works or formal bidding requirements:

- Legal services
- Financial and auditing services
- IT support and software services
- Janitorial services
- Landscaping and grounds maintenance
- Equipment maintenance services

Note: Washington State law does NOT mandate competitive bidding for purchased services, giving cities flexibility in procurement.

7.2 Consulting Services Roster (Architects, Engineers)

RCW 39.80 requires qualification-based selection (QBS) for architectural and engineering services.

Roster Process:

1. Establish Rosters

- Contract with MRSC for consulting services rosters
- Maintain rosters by specialty (civil engineering, structural, landscape architecture, planning, etc.)

2. Annual Publication

- Publish notice at least once per year
- Announce the existence of consulting services rosters
- Describe the City's projected consulting needs
- Explain how to submit qualifications

3. Firms Register

- Firms submit statements of qualifications
- Provide experience, references, and key personnel
- Update annually

4. Project Selection

- City identifies need for consulting services
- Requests statements of qualifications (SOQ) from roster firms or advertises a project
- Evaluates qualifications (NOT price)
- Conducts interviews if desired
- Selects the most qualified firm
- Negotiates scope and fee
- If unable to reach an agreement, negotiates with the next most qualified firm

Evaluation Criteria (Qualifications-Based):

- Experience with similar projects
- Qualifications of personnel assigned to the project
- Past performance and references
- Understanding of project requirements

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- Approach and methodology
- Capacity and availability
- Local knowledge (optional preference)

Price: Considered only after determining the most qualified firm; negotiate a fee based on the scope.

7.3 Purchased Services Procurement

No statutory competitive bidding requirement for purchased services.

City retains flexibility to establish procedures ensuring best value.

Recommended Process:

Services Under \$10,000:

- Obtain a quotation from a qualified provider
- May use existing vendor relationships
- Document selection rationale
- Department Head authorization

Services \$10,000 to \$50,000:

- Solicit at least three quotations when practicable
- Evaluate based on qualifications, experience, and price
- Document evaluation and selection
- City Manager authorization (or Department Head if delegated)

Services Over \$50,000:

- Issue Request for Proposals (RFP) or Request for Qualifications (RFQ)
- Evaluate multiple factors (qualifications, approach, price, references)
- May conduct interviews
- City Manager authorization up to \$245,000
- City Council authorization of over \$245,000

RFP Process for Major Services:

1. Prepare RFP

- Scope of services
- Deliverables and timeline

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- Evaluation criteria and weighting
- Proposal format and requirements
- Contract terms
- Budget or price structure

2. Advertise and Distribute

- Publish notice (newspaper, website, vendor list)
- Provide a reasonable time for proposals (minimum 2-3 weeks)
- Post on MRSC or other professional networks

3. Evaluate Proposals

- Establish an evaluation committee
- Score based on published criteria
- Check references
- Conduct interviews if desired
- Document evaluation

4. Award and Negotiate

- Select highest scoring proposer
- Negotiate final scope and price
- Execute contract per delegated authority

SECTION 8: EXCEPTIONS TO COMPETITIVE BIDDING

8.1 Emergency Purchases

When an emergency exists requiring immediate action, the City Manager may waive competitive bidding and make emergency purchases of any amount.

Definition of Emergency:

An unforeseen occurrence or condition requiring immediate action, including:

- Public safety threats (fire, flood, earthquake, severe weather)
- Loss of essential utilities (water, sewer, power to critical facilities)
- Critical infrastructure failure (water main break, sewer collapse, road failure)
- Natural disasters

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- Conditions threatening public health or safety
- Imminent threat to public property requiring immediate repair

NOT Emergencies:

- Lack of planning or budgeting
- Desire for expedited delivery
- Favorable pricing opportunity
- Administrative convenience

Emergency Purchase Procedure:

1. Determine Emergency Exists

- Assess situation
- Determine the immediate action required
- Consider alternatives
- Consult with City Manager (if time permits)

2. Take Necessary Action

- Procure required materials, equipment, or services
- Contract with available qualified contractors
- Document actions taken

3. Written Emergency Finding (Within 14 Days)

- City Manager prepares a written finding stating:
 - Nature of the emergency
 - Threat to public safety, property, or essential services
 - Why was immediate action necessary
 - Why was competitive bidding not feasible
 - Contract awarded, vendor, amount
 - Date of emergency and action taken
- File with City Clerk
- Available for public inspection

4. Report to City Council

- Emergency purchase reported at the next regular Council meeting
- Provide emergency findings and documentation

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- Seek ratification if emergency expenditure requires a budget amendment

Authorization:

- City Manager: Any amount
- Department Heads: Up to \$25,000 (notify City Manager immediately)
- Over \$25,000: City Manager approval required (may be verbal in true emergency, followed by written documentation)

8.2 Sole-Source Purchases

When only one source of supply exists, the City may purchase without competitive bidding with proper justification.

Legitimate Sole-Source Situations:

- Proprietary or patented items available from only one source
- Specialized equipment repair parts are available only from the manufacturer
- Utility services (water, power, sewer, telephone) from a monopoly provider
- Software licenses and maintenance from the original vendor
- Compatibility requirement for existing systems/equipment
- Specialized services available from only one qualified provider
- Artwork or performances from a specific artist/performer

NOT Sole-Source:

- Vendor preference or convenience
- Established vendor relationship
- Brand preference when equivalent alternatives exist
- Perception that only one vendor can meet requirements
- Failure to plan or advertise adequately

Sole-Source Justification Procedure:

1. Prepare Written Justification

- Description of required materials, equipment, or services
- Specific features or characteristics required
- Factual basis for sole-source determination:
 - Why only one source exists
 - What makes this item/service unique

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- Why are alternatives not acceptable
 - How uniqueness was verified (research, technical evaluation)
 - Vendor name and pricing
 - Budget account and appropriation
2. **Approval Authority**
- City Manager: Sole-source purchases up to \$245,000
 - City Council: Sole-source purchases over \$245,000 (resolution required)
3. **File Documentation**
- Submit sole-source justification to City Clerk
 - Maintain in the contract file
 - Available for public inspection
4. **Execute Purchase**
- Issue a purchase order or contract
 - Process payment upon delivery

City Manager Review:

City Manager reviews all sole-source justifications to ensure:

- Legitimate sole-source situation
- Reasonable efforts to identify alternatives
- Fair and reasonable pricing
- Appropriate budget and necessity

8.3 Intergovernmental Cooperative Purchases

RCW 39.34 Interlocal Cooperation Act authorizes cooperative purchasing with other government agencies.

Advantages:

- Leverage the purchasing power of multiple agencies
- No City advertising or competitive bidding required
- Utilize contracts competitively bid by other agencies
- Access to specialized expertise and contract terms

Cooperative Purchasing Options:

State Contracts:

- Washington State Department of Enterprise Services (DES) contracts
- Available to local governments
- Competitively bid by the state
- Broad range of goods and services
- **Website:** <https://des.wa.gov/services/contracting-purchasing/purchasing/state-contracts>

Sourcewell (Formerly NJPA):

- National cooperative purchasing organization
- Free membership for government agencies
- Competitively solicited contracts
- Vehicles, equipment, technology, professional services
- **Website:** <https://www.sourcewell-mn.gov>

Other Cooperatives:

- National IPA (purchasing cooperative)
- AEPA (Association of Educational Purchasing Agencies)
- Regional purchasing cooperatives
- County or regional contracts

Procedure for Cooperative Purchases:

1. Join Cooperative (One-Time)

- City Council approves an interlocal agreement or membership
- Sign the participation agreement
- Provide required documentation

2. Identify Available Contracts

- Review cooperative contract listings
- Verify contract covers needed items/services
- Check pricing and terms

3. Verify Compliance

- Confirm contract competitively solicited per Washington law requirements

- Verify the City is eligible to participate
- Confirm vendor is willing to serve the City

4. Execute Purchase

- Issue a purchase order referencing the cooperative contract
- Follow the cooperative's ordering procedures
- Authorization per delegated authority limits

City Manager Authority:

City Manager may execute purchases under Council-approved cooperative agreements without further Council approval, subject to:

- Budget appropriations
- Delegated authority limits (\$245,000)
- Cooperative contract terms

8.4 Federal Government Purchases

RCW 39.32.070-090 authorizes purchases from or through federal government without competitive bidding.

Requires City Council resolution authorizing federal purchases.

Examples:

- GSA (General Services Administration) contracts
- Federal surplus property
- Defense Logistics Agency
- U.S. Communities cooperative contracts

Procedure:

1. City Council adopts resolution authorizing federal government purchases
2. City Manager may execute purchases under resolution without further Council approval
3. Subject to budget appropriations and delegated authority limits

8.5 Special Market Conditions Waiver

RCW 39.04.280 allows the City Council to waive competitive bidding when special market conditions exist.

Special Market Conditions:

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- Rapid price fluctuations
- Limited availability of goods/services
- Market conditions are making competitive bidding impractical or disadvantageous
- Unique circumstances where competitive bidding would not serve the public interest

Procedure:

1. Staff prepares a report documenting special market conditions
2. City Council considers the report and conducts a public discussion
3. City Council adopts resolution stating factual basis for waiver
4. City Manager executes the purchase
5. Document and report purchase

Rarely Used: This exception should be used sparingly and only when truly warranted.

SECTION 9: VENDOR MANAGEMENT AND ROSTERS

9.1 Vendor Lists - Materials, Supplies, Equipment, Services

RCW 39.04.190 requires municipalities using vendor lists to publish notice at least twice per year.

Purpose:

- Maintain a pool of qualified vendors
- Facilitate competitive quotations
- Ensure fair access to City purchasing opportunities

Vendor List Categories:

- Office supplies and equipment
- Vehicles and heavy equipment
- Technology and computers
- Building materials and hardware
- Safety equipment and supplies
- Fuel and petroleum products
- Professional services

- Maintenance and repair services
- Janitorial and facilities services
- Landscape and grounds maintenance

Vendor List Administration:

1. Publication Requirement

- Publish notice in the official newspaper at least twice per year
- Post on the City website
- Include:
 - Existence of vendor lists
 - Categories of goods and services
 - How to request addition to lists
 - Contact person

2. Vendor Registration

- Vendors request additions to the lists
- Provide business information:
 - Business name and contact
 - Business license
 - Products/services offered
 - Geographic service area
 - References
- City adds vendor to appropriate lists

3. List Maintenance

- Update lists regularly
- Remove inactive vendors
- Verify the business license is current
- Track vendor performance

4. Utilization

- Use vendor lists for quotation solicitation
- Distribute quotation requests to all vendors in the category (or a minimum three)

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- Rotate vendors to provide fair opportunities
- Track awards to ensure equitable distribution

MRSC Vendor Roster Service:

City may utilize the MRSC electronic vendor roster service to:

- Maintain centralized vendor lists
- Distribute quotation requests electronically
- Track vendor information and awards
- Comply with publication requirements

9.2 Vendor Qualification and Responsibility

RCW 39.04.350 defines "Responsible Bidder".

Responsibility Criteria:

A responsible bidder must:

1. Have adequate financial resources or the ability to obtain them
2. Have necessary experience, organization, and technical qualifications
3. Be able to comply with delivery/completion time requirements
4. Have a satisfactory record of performance, integrity, judgment, and skills
5. Be otherwise qualified and eligible to receive a contract award

Pre-Award Verification:

Before awarding contracts, verify:

- Current business license
- Contractor license (for public works)
- Industrial insurance coverage (L&I UBI number in good standing)
- Public liability and property damage insurance
- Bonding capacity (if applicable)
- References from recent similar projects
- No material debarment or suspensions

Debarment:

City may debar contractors for:

- Conviction of a crime related to contract performance

- Violation of state or federal antitrust laws
- Material breach of contract
- Pattern of unsatisfactory performance
- Failure to comply with prevailing wage laws
- Falsification of information

Debarment Process:

- Written notice of proposed debarment
- Opportunity to respond
- City Manager's decision
- Appeal to City Council
- Typically 1-3 years, depending on severity

9.3 Local Preference Policy

Cities may establish local preference in purchasing and contracting, subject to constitutional and legal limitations.

Granite Falls Local Preference (If Adopted):

City Council may adopt a local preference policy providing:

- Definition of "local business" (business address in Granite Falls or Snohomish County)
- Percentage preference (e.g., 5% price preference for local businesses)
- Application to the small works roster and vendor list solicitations
- Limitations and exceptions

Example: If a local business quotes \$10,000 and a non-local business quotes \$9,600, the local business receives the award if 5% preference applies ($\$9,600 \times 1.05 = \$10,080$).

Limitations:

- Cannot violate state or federal law
- Cannot discriminate against interstate commerce
- Must be reasonable and justified by legitimate governmental interest
- Should be adopted by resolution with clear criteria

SECTION 10: DOCUMENTATION AND RECORD-KEEPING

10.1 Required Documentation

All purchases and contracts require documentation, including:

Document Type	Contents
Purchase Requisition	Description of items/services, quantity, estimated cost, budget account, business justification, requesting department
Specifications	Detailed description, technical requirements, quantities, delivery requirements
Quotations/Bids	All quotations or bids received, vendor names, amounts, terms
Evaluation	Evaluation criteria, scoring, references checked, selection justification
Approval	Signature of authorized official (Department Head, City Manager, or Council)
Contract/PO	Executed contract or purchase order with all terms
Special Circumstances	Emergency finding, sole-source justification, cooperative purchase authorization
Receipt/Completion	Delivery receipt, inspection, acceptance, project completion documentation
Payment Records	Invoices, payment vouchers, warrants issued

Table 3: Required Purchasing Documentation

10.2 Public Records Access

RCW 42.56 Public Records Act requires public access to government records.

Purchasing Records are Public:

- Bid documents and specifications
- Quotations and bids received
- Evaluation and award documentation
- Contracts and purchase orders
- Emergency findings and sole-source justifications
- Vendor lists and rosters

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- Payment records

Exceptions:

- Proprietary or confidential business information (limited)
- Trade secrets (limited)
- Information exempted by law

Public Records Requests:

- Directed to City Clerk
- Responded to within five business days
- Records provided in a reasonable time
- May charge for copies

Proactive Disclosure:

City should make readily available:

- Bid opportunities and results
- Contract awards
- Vendor lists
- Small works roster
- Purchasing policies and procedures

Website Posting:

Post on City website:

- Current bid opportunities
- Recently awarded contracts (quarterly)
- Small works roster information
- Vendor registration information
- This Purchasing Procedures Manual

10.3 Records Retention

Washington State records retention schedules apply (Secretary of State Archives Division).

Minimum Retention Periods:

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Record Type	Retention	Authority
Purchase orders/contracts (\$40,000+)	6 years after completion	GS 50.02.09
Purchase orders (< \$40,000)	6 years after completion	GS 50.02.09
Bids and quotations	6 years after award	GS 50.02.06
Emergency findings	6 years	GS 50.02.09
Sole-source justifications	6 years	GS 50.02.09
Payment records	6 years	GS 10.01.01
Public works contracts	6 years after final payment	GS 50.02.09
Prevailing wage records	3 years	WAC 296-127-027
Vendor lists and rosters	Maintain current + 6 years	GS 50.02.01

Table 4: Records Retention Requirements

State Archives Website:

<https://www.sos.wa.gov/archives/recordsretentionschedules.aspx>

Records Retention Best Practices:

- Maintain electronic and physical copies
- Organize files by fiscal year and project
- Label clearly with retention dates
- Destroy records only after the retention period expires
- Do not destroy records subject to litigation hold or public records request

SECTION 11: REPORTING AND TRANSPARENCY

11.1 City Manager Reporting to City Council

Resolution 2026-03 requires the City Manager to provide regular reports to the City Council on delegated purchasing.

Monthly or Quarterly Reports:

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Report shall include all purchases and contracts over \$25,000 executed during the reporting period:

- Vendor name
- Contract amount
- Brief description of items/services
- Competitive bidding method used
- Budget account charged
- Authorization level (City Manager or Department Head)

Annual Summary Report:

Comprehensive review of purchasing activity, including:

- Total purchasing by category (public works, goods, services, equipment)
- Vendor performance review and issues
- Compliance with procedures and law
- Adjustments needed to thresholds due to statutory changes
- Recommendations for policy improvements
- Small works roster utilization
- Cooperative purchasing savings

Exception Reporting (Immediate Notification):

City Manager shall immediately notify City Council of:

- Emergency purchases exceeding \$50,000
- Sole-source determinations over \$25,000
- Purchasing compliance issues or violations
- Debarment of contractors
- Legal challenges to purchasing decisions

11.2 Public Posting

Quarterly Contract List:

City shall post at City Hall and on the website listing:

- All contracts awarded under delegated authority
- Vendor name

- Contract amount
- Brief description
- Award date

Website Transparency:

City website should include:

- Current bid opportunities
- Bid results and awards
- Small works roster information
- Vendor list registration
- Purchasing policies and procedures
- Cooperative purchasing memberships
- Contact information for purchasing questions

11.3 Budget Reporting

Monthly Financial Reports:

The Finance Department provides monthly reports showing:

- Expenditures by department and budget account
- Budget vs. actual spending
- Encumbrances (committed but not yet paid)
- Available budget balance

Purchasing officials monitor reports to ensure:

- Purchases remain within budget
- No departmental overages
- Adequate appropriation before committing funds

SECTION 12: RESPONSIBILITIES AND INTERNAL CONTROLS

12.1 City Manager Responsibilities

Purchasing Oversight:

- Approve all purchases within delegated authority (up to \$245,000)

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- Review and approve Department Head purchases as needed
- Monitor compliance with purchasing procedures
- Review emergency and sole-source purchases
- Report to City Council on delegated purchasing activity

Policy Administration:

- Establish written procedures implementing Resolution 2026-03
- Provide training to Department Heads and staff
- Update procedures when laws or thresholds change
- Interpret policies and resolve questions
- Recommend policy improvements to the City Council

Delegation Management:

- Execute written Delegation Agreements with Department Heads
- Monitor the Department Head's use of delegated authority
- Revoke or modify the delegation for non-compliance
- Conduct an annual review of delegation appropriateness

Compliance and Audit:

- Ensure competitive bidding requirements are met
- Verify budget compliance
- Maintain purchasing documentation
- Cooperate with audits
- Investigate purchasing irregularities

12.2 Department Head Responsibilities

Authorized Department Heads:

Department Heads with a written delegation from the City Manager have purchasing authority within their delegated limits.

Responsibilities:

- Plan departmental purchasing needs
- Ensure purchases within departmental budget
- Follow competitive bidding requirements based on the amount
- Document all purchases with proper justification

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- Maintain purchase records
- Report purchases to the City Manager as required
- Seek City Manager approval for purchases exceeding the delegation
- Coordinate with other departments to leverage volume
- Use cooperative contracts when available

Prohibited Actions:

- Purchases exceeding delegated authority
- Purchases exceeding departmental budget
- Splitting purchases to avoid thresholds
- Sole-source purchases without City Manager approval
- Emergency purchases over \$25,000 without City Manager notification
- Obligating future fiscal years
- Accepting gifts or favors from vendors

12.3 Finance Department Responsibilities

Budget Control:

- Verify budget availability before purchase order approval
- Encumber funds when a purchase order is issued
- Monitor departmental spending against the budget
- Alert the City Manager if the department approaching the budget limit
- Process budget amendments as approved by Council

Payment Processing:

- Verify proper approval on purchase orders and invoices
- Match invoices to purchase orders and receiving documents
- Verify pricing and calculations
- Process payments timely per contract terms
- Maintain payment records
- Prepare claims for Council approval (if required)

Reporting:

- Provide monthly budget reports to departments
- Assist the City Manager with purchasing reports to the Council

- Provide purchasing data for audit
- Maintain financial records per retention requirements

12.4 City Clerk Responsibilities

Bid Administration:

- Coordinate publication of formal bid notices
- Receive and secure sealed bids
- Coordinate public bid openings
- Record bid results
- Distribute bid tabulations

Records Management:

- Maintain official contract files
- Receive and file emergency findings and sole-source justifications
- Coordinate public records requests related to purchasing
- Ensure records retention compliance
- Provide public access to purchasing records

Council Actions:

- Prepare agenda items for Council purchasing approvals
- Maintain resolutions and ordinances
- Attest contracts requiring Council approval
- Publish required notices

12.5 Internal Controls

Segregation of Duties:

- Requisitioning is separated from approval
- Receiving is separated from purchasing
- Payment approval required by two signers
- No single individual controls the entire purchasing cycle

Authorization Controls:

- Purchase requisitions approved by the supervisor
- Purchase orders approved per delegated authority

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- Payments approved by the Finance Director or the City Manager
- Contracts executed by authorized signatories only

Audit and Review:

- An annual financial audit includes a purchasing review
- Washington State Auditor's Office audits compliance
- Internal reviews of purchasing activity
- Investigation of irregularities or complaints

SECTION 13: BEST PRACTICES AND GUIDELINES

13.1 Purchasing Efficiency Strategies

Planning:

- Anticipate needs and plan purchases in advance
- Consolidate similar purchases to achieve volume discounts
- Coordinate across departments for bulk purchasing
- Schedule major purchases to align with budget cycles

Standardization:

- Standardize products and equipment where possible
- Reduce the number of different brands/models
- Simplify inventory and maintenance
- Achieve better pricing through volume

Cooperative Purchasing:

- Utilize state contracts and Sourcwell agreements
- Join regional purchasing cooperatives
- Piggyback on other agencies' competitively bid contracts
- Share information with other jurisdictions

Technology:

- Use electronic bidding systems
- Implement purchase order software
- Utilize the MRSC electronic roster systems

- Accept electronic quotations and proposals

Vendor Relations:

- Develop positive professional relationships
- Communicate clearly and promptly
- Pay invoices timely
- Provide feedback on performance
- Encourage vendor participation in rosters

13.2 Ethical Standards

Conflict of Interest:

City employees involved in purchasing shall:

- Disclose any financial interest in vendors or contracts
- Recuse themselves from decisions involving conflicts
- Do not accept gifts, meals, or entertainment from vendors
- Do not use position for personal benefit

Gifts and Gratuities:

Per Washington Ethics in Public Service Act (RCW 42.52):

- Cannot accept gifts from those doing business with the City
- Exception: Nominal gifts under \$50 annual aggregate
- Report gift offers to the supervisor
- Return inappropriate gifts

Fair Treatment:

- Treat all vendors fairly and equally
- Do not favor or discriminate against vendors
- Maintain confidentiality of bids/quotations during evaluation
- Provide the same information to all bidders
- Award based on merit, not personal relationships

Professionalism:

- Maintain professional demeanor in vendor communications
- Respond promptly to vendor inquiries

- Provide clear specifications and requirements
- Conduct fair, objective evaluations
- Provide debriefing to unsuccessful bidders if requested

13.3 Sustainable and Responsible Purchasing

Environmental Considerations:

Where feasible and cost-effective, consider:

- Energy-efficient equipment and vehicles
- Recycled content products
- Environmentally preferable products
- Local sourcing to reduce transportation impacts
- Durability and lifecycle costs
- Disposal and recycling implications

Social Responsibility:

- Support small businesses through direct contracting authority
- Encourage women-owned and minority-owned business participation
- Comply with apprenticeship utilization requirements (public works)
- Fair labor standards and prevailing wages
- Accessible products and services

Economic Development:

- Support the local economy through local preference (if adopted)
- Partner with local businesses where competitive
- Provide an opportunity for local contractors on the small works roster
- Encourage local hiring on public works projects

13.4 Common Purchasing Mistakes to Avoid

Splitting Purchases:

- Do not split a single purchase into multiple smaller purchases to avoid thresholds
- Example: Splitting a \$50,000 equipment purchase into two \$25,000 orders
- Violates competitive bidding requirements and public policy

Inadequate Planning:

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- Last-minute purchasing leads to poor decisions
- Insufficient time for the competitive process
- May create a false "emergency"
- Plan ahead to allow proper procurement

Insufficient Specifications:

- Vague or incomplete specifications lead to disputes
- Bidders cannot accurately price unclear requirements
- May receive unsuitable products/services
- Take time to prepare clear, detailed specifications

Sole-Source Abuse:

- Claiming sole-source when competitive alternatives exist
- Using sole-source for convenience
- Insufficient research of market
- Use sole-source only when truly justified

Poor Documentation:

- Failing to document the competitive process
- Not retaining quotations and evaluation
- Inadequate justification for decisions
- Difficult to defend decisions in audit or challenge

Budget Overruns:

- Committing funds without verifying budget availability
- Not tracking encumbrances
- Underestimating project costs
- Always verify the budget before committing City

Improper Emergency Declarations:

- Declaring "emergency" for convenience
- Lack of planning does not constitute an emergency
- Failing to document emergency justification
- Use only for true emergencies threatening safety or essential services

SECTION 14: APPENDICES

APPENDIX A: Quick Reference Guide - Purchasing Thresholds

NON-PUBLIC WORKS (Materials, Supplies, Equipment, Services)

Amount	Method	Authority
Under \$35,000	Informal quotations; seek best value	Department Head (if delegated) or City Manager
\$35,000 - \$40,000	Min. 3 quotations from vendor list	Department Head (if delegated) or City Manager
Over \$40,000	Formal sealed bids; newspaper publication	City Council

PUBLIC WORKS (Construction, Building, Renovation, Repair, Improvement)

Amount	Method	Authority
Under \$150,000	Limited public works (min. 3 quotations) or small works roster	Dept Head (if delegated) or City Manager
\$150,000 - \$245,000	Small works roster - competitive tier	City Manager
\$245,000 - \$350,000	Small works roster - competitive tier	City Council
Over \$350,000	Formal sealed bidding	City Council

DELEGATED AUTHORITY LIMITS (as of 2026)

Position	Authority Limit
City Manager	\$245,000 (70% of Small Works Max)
Department Heads (if delegated)	Up to \$122,500 (35% of Small Works Max)

Note: Thresholds automatically adjust when Small Works Maximum changes in RCW 39.04.152.

APPENDIX B: Required Forms

1. Purchase Requisition Form

- Requesting department and contact
- Description of items/services
- Quantity and estimated cost
- Budget account code
- Business justification
- Supervisor approval

2. Emergency Purchase Justification

- Date and nature of emergency
- Threat to public safety/property/services
- Why immediate action necessary
- Why competitive bidding not feasible
- Contract awarded (vendor, amount)
- City Manager approval

3. Sole-Source Justification

- Description of required items/services
- Specific features required
- Why only one source exists
- How uniqueness verified
- Vendor and pricing
- Budget account
- City Manager approval

4. Quotation Request Template

- Project/purchase description
- Specifications
- Quantities
- Delivery requirements
- Quotation deadline
- Contact information

5. Bid Evaluation Form

- Bidder names and amounts
- Responsiveness checklist
- Responsibility verification
- Evaluation criteria scoring
- References checked
- Recommendation and justification

6. Delegation Agreement (Department Heads)

- Delegated authority limit
- Categories covered
- Conditions and restrictions
- Training completion
- Signatures (City Manager and Department Head)

APPENDIX C: Resources

External Resources:

Organization	Website / Contact
Municipal Research & Services Center (MRSC)	https://mrsc.org - Rosters, guidance, sample policies
WA Dept of Labor & Industries (L&I)	https://lni.wa.gov - Prevailing wage, public works compliance
WA State Auditor's Office	https://sao.wa.gov - Audit resources, compliance guides
WA Dept of Enterprise Services (DES)	https://des.wa.gov - State contracts, cooperative purchasing
Sourcewell	https://sourcewell-mn.gov - Cooperative purchasing contracts
Office of Minority & Women's Business Enterprises (OMWBE)	https://omwbe.wa.gov - Small business certification
WA Ethics Board	https://ethics.wa.gov - RCW 42.52 guidance
Secretary of State Archives	https://sos.wa.gov/archives - Records retention schedules

Legal Resources:

- Revised Code of Washington (RCW): <https://app.leg.wa.gov/rcw>
- Washington Administrative Code (WAC): <https://app.leg.wa.gov/wac>
- MRSC Contracting Requirements Tool: <https://mrsc.org/research-tools/contracting-requirements>

APPENDIX D: Glossary of Terms

Best Value - Selection considering quality, performance, and price, not necessarily lowest price alone.

Competitive Bidding - Process of soliciting bids from multiple vendors and awarding to lowest responsible bidder.

Consultant - Professional providing services with primarily intellectual outputs (architect, engineer, planner).

Emergency Purchase - Purchase made without competitive bidding due to unforeseen circumstances threatening public safety, property, or essential services.

Formal Sealed Bidding - Competitive process requiring newspaper publication, sealed bids, and public opening.

Limited Public Works - Public works projects under \$150,000 using streamlined small works roster process.

Lowest Responsible Bidder - Bidder submitting lowest price who is qualified, capable, and reliable to perform contract.

Non-Public Works - Purchases of materials, supplies, equipment, or services that are not construction or improvement of real property.

Public Works - Construction, building, renovation, remodeling, alteration, repair, or improvement of real property.

Purchased Services - Services such as janitorial, IT, landscaping (not professional consulting or public works).

Qualification-Based Selection (QBS) - Selection of professional consultants based on qualifications, not price; price negotiated after selection.

Quotation - Vendor's price submission in response to informal request (not sealed bid).

Responsible Bidder - Vendor meeting qualifications in RCW 39.04.350: financial resources, experience, qualifications, satisfactory performance record.

Responsive Bidder - Vendor whose bid meets all specifications and bid requirements.

Retainage - Percentage of progress payments withheld (typically 5%) to ensure project completion.

Small Works Roster - List of contractors qualified to perform public works projects under \$350,000 (current threshold).

Sole-Source - Purchase from single vendor when only one source of supply exists.

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Vendor List - List of vendors qualified to provide materials, supplies, equipment, or services under \$40,000.



CITY COUNCIL AGENDA BILL

Subject: 7.d.

Originating Dept.: City Manager

Action Recommended: City Council appoints one elected official as the City's DEM Advisory Board representative and, optionally, one elected official as an alternate representative.

Approval(s):

Meeting Date: February 18, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount: N/A

BARS Code: N/A

Summary Statement:

The City of Granite Falls participates in regional emergency management planning and coordination through the DEM Advisory Board. The Board includes representatives from participating jurisdictions and agencies to provide policy guidance, review plans, and coordinate inter-jurisdictional preparedness and response activities.

The City Council is asked to select one elected official to serve as the City's primary representative on the DEM Advisory Board, with the option to designate an alternate if desired.

Background:

The DEM Advisory Board provides a forum for jurisdictions to:

- Review and recommend emergency management policies and plans.
- Coordinate regional planning, training, and exercises.
- Share information regarding preparedness, mitigation, response, and recovery efforts.

Representation strengthens the City's voice in regional emergency management decisions and can ensure alignment between the City's policy direction and DEM planning efforts.

The DEM Advisory Board typically meets on a recurring schedule established by the Department of Emergency Management. The representative is expected to attend meetings, review agenda materials, and report key information back to the City Council and City Manager.

Recommended Motion:

Move to appoint Council Member _____ as the City of Granite Falls representative to the DEM Advisory Board, and _____ as the alternate representative, to serve until successor appointments are made or until further action of the City Council.