

**CITY COUNCIL MEETING  
AGENDA**

**April 1, 2026  
7:00 PM  
Civic Center**

The Granite Falls City Council will hold its meeting in person. A Zoom link may be requested by contacting the City Clerk at [darla.wilkins@ci.granite-falls.wa.us](mailto:darla.wilkins@ci.granite-falls.wa.us), no later than 3:00 p.m. on the day of the meeting. Virtual access is provided for listening purposes only. Public comment will not be accepted via Zoom. City residents who wish to provide a comment may email the City Clerk with their name, address, and the message they would like read into the record.

---

**1. CALL TO ORDER**

**2. FLAG SALUTE**

**3. ROLL CALL**

**4. CONSENT AGENDA**

**4.a. AB 056-2026 Approval of March 11, 2026 Minutes**

**4.b. AB 057-2026 Approval of March 18, 2026 Minutes**

**4.c. AB 058-2026 Approval of April 1, 2026 Claims Checks #416100 through 416127 totaling \$28,877.21**

**4.d. AB 059-2026 Approval of March 1, 2026 through March 15, 2026 Payroll Claims consisting of Twenty-Two EFT's totaling \$98,367.08**

**4.e. AB 060-2026 Approval of Q1 2026 DOA Purchasing Report**

**5. STAFF REPORTS**

**5.a. Passports**

**5.b. City Clerk**

**5.c. Planning**

**5.d. Police Report**

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

(The public is encouraged to submit written comments prior to the meeting by emailing them directly to the city clerk at: [darla.wilkins@ci.granite-falls.wa.us](mailto: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 061-2026 First Reading of Ordinance No. 1073-2026 — Electric-Assisted Bicycles and Motorized Foot Scooters**

**7.b. AB 062-2026 Discussion - Resolution 2026-07 City Asset Management Policy**

**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:** April 1, 2026

**Date Submitted:**

**Exhibit(s):**

1. 03-11-2026 MInutes
- 

**Budgeted Amount:** N/A

**BARS Code:** N/A

---

### **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:**

N/A

---

### **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

**March 11, 2026  
7:00 PM  
Civic Center**

City Council	Mayor/Councilmember Matthew Hartman Mayor Pro Tem/Councilmember David Griggs Councilmember Steven Glenn 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 Deputy City Clerk Carole Williams
Consultants	Consultant Police Chief Tom Dalton Consultant City Attorney Emily Guildner

- 
- 1. CALL TO ORDER**  
**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.
  - 3. ROLL CALL**  
**City Clerk Darla Wilkins** verbally called out the Council's names and took note of the meeting attendance.
  - 4. NEW BUSINESS**

**4.a. AB 043-2026 Discussion - Update SB 6002 - Driver Privacy Protections and ALPR Program Compliance**

**City Manager Jeff Balentine** discussed the recent legislative updates to SB 6002 along with the help of City Attorney Emily Guildner. They also reviewed Driver Privacy Protections and ALPR Program Compliance with the City Council.

<b>MOTION:</b>	Motion for staff to prepare a Compliance Implementation Plan upon the signing of SB 6002.
<b>MOVER:</b>	Mayor/City Councilmember Matthew Hartman
<b>SECONDER:</b>	City Councilmember Steven Glenn
<b>AYES:</b>	Mayor/City Councilmember Matthew Hartman, City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
<b>NAYS:</b>	None
<b>RESULT:</b>	<b>Passed</b>

<b>MOTION:</b>	Motion to have the City Manager engage with Flock Safety in order to review the contract language and ensure compliance.
<b>MOVER:</b>	City Councilmember Bruce Straughn
<b>SECONDER:</b>	City Councilmember Steven Glenn
<b>AYES:</b>	Mayor/City Councilmember Matthew Hartman, City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
<b>NAYS:</b>	None
<b>RESULT:</b>	<b>Passed</b>

**4.b. AB 044-2026 Discussion - City Council Size Expansion Options**

**City Manager Jeff Blentine** reviewed the different options in expanding from 5 to 7 council members.

After discussion, it was agreed upon to bring this back before the Council when the population numbers get closer to the 5,000 threshold.

**4.c. AB 046-2026 Legion Park – Proposed Park Layouts, Monument Design, and Feature Options**

**City Manager Jeff Balentine** with the assistance of Mohanna Goravanchi, presented to the Council, proposed park layouts, monument design and feature options for the proposed Legion Park Veterans Memorial.

After discussion, the Councilmembers agreed on ordering the stones as shown for the monument only.

There was a consensus of the Council to not have a bathroom facility located at the "Legion Park" but to have one located across the street at the existing park.

**4.d. AB 047-2026 Community Center Status Update and Next Steps**

**City Manager Jeff Balentine** discussed different options for the community center renovation.

**Public Works Employee Brian Downie** gave a brief tour to the Councilmembers and shared some of the work he had completed on the building.

**5. CURRENT BUSINESS**

None.

**6. ADJOURNMENT**

With no further business to come before the City Council, the meeting was adjourned at 9:25 p.m.

---

City Clerk Darla Wilkins, MMC

---

Mayor Matthew Hartman



## CITY COUNCIL AGENDA BILL

**Subject:** 4.b.

**Originating Dept.:** City Clerk

**Action Recommended:** Approval of Consent Agenda

**Approval(s):** City Clerk

**Meeting Date:** April 1, 2026

**Date Submitted:**

**Exhibit(s):**

1. 03-18-2026 Minutes
- 

**Budgeted Amount:** N/A

**BARS Code:** N/A

---

### **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:**

N/A

---

### **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**

**March 18, 2026  
7:00 PM  
Civic Center**

City Council	Mayor/Councilmember Matthew Hartman Mayor Pro Tem/Councilmember David Griggs Councilmember Steven Glenn Councilmember Tom FitzGerald Councilmember Bruce Straughn
City Staff	City Manager Jeff Balentine Deputy City Manager Brent Kirk Public Works Director Charles White Planning Director Amy Hess
Consultants	Consultant Police Chief Tom Dalton Consultant City Attorney Emily Guildner

- 
- 1. CALL TO ORDER**  
**Mayor Matthew Hartman** called the City Council Meeting to order at 7:00 p.m.
  - 2. FLAG SALUTE**  
**Mayor Matthew Hartman** led the Council, Staff and Audience in the Pledge of Allegiance to the flag.
  - 3. ROLL CALL**  
**City Manager Jeff Balentine** verbally called out the Council's names and took note of meeting attendance.

**4. CONSENT AGENDA**

<b>MOTION:</b>	Motion to approve the Consent Agenda.
----------------	---------------------------------------

<b>MOVER:</b>	City Councilmember Steven Glenn
<b>SECONDER:</b>	City Councilmember Bruce Straughn
<b>AYES:</b>	Mayor/City Councilmember Matthew Hartman, City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
<b>NAYS:</b>	None
<b>RESULT:</b>	<b>Passed</b>

**4.a. AB 048-2026 Approval of March 4, 2026 Minutes**

City

**4.b. AB 049-2026 Approval of March 18, 2026 Claims Checks #416063 through 416099 and One EFT totaling \$335,537.05**

**4.c. AB 050-2026 Approval of February 16, 2026 through February 28, 2026 Payroll Claims Checks #416012 through 416014 and Twenty-Eight EFT's totaling \$153,212.73**

**5. STAFF REPORTS**

**5.a. Passports**

**City Manager Jeff Balentine** gave a financial update on the passport office.

**5.b. Planning**

**Planning Director Amy Hess** commented on the following:

- Received a pre-application for a 36-unit multifamily development at 10105 Mt. Loop Hwy.
- AWC Annual Conference (June 23-26) - still time to register

**5.c. City Clerk**

**City Clerk Darla Wilkins** was absent from the meeting.

**5.d. Public Works**

**Public Works Director Charles White** commented on the following:

- Received 11 bids for the crack sealing project
- The final review of the Kentucky/Indiana LID has been completed (currently out to bid)

**Deputy City Manager Brent Kirk** commented on the following:

- Snohomish County funding deficit
- City of Granite Falls Support

**5.e. Police**

**Consultant Police Chief Tom Dalton** commented on the following:

- Calls for service for the month
- Current police calls (DUI, school checks, nuisance calls)
- Shared two recent success stories

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

None.

**7. NEW BUSINESS**

**7.a. AB 051-2026 Public Hearing - 7:10 PM or soon after,  
For Consideration of Adoption of Ordinance 1072-2026, Critical Area  
Regulations Update, Granite Falls Municipal Code 19.07.020**

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

**City Manager Jeff Balentine** submitted the following hearing exhibits into the record:

Attachment A - Proposed Amendments to GFMC 19.07.020

Attachment B - Best Available Science, prepared by Herrera, dated December 2025

Attachment C - SEPA Determination of Nonsignificance issued February 4, 2026

Attachment D - Comment Letter from Washington Department of Natural Resources (DNR) dated February 6, 2026

Attachment E - Comment Letter from the Department of Ecology dated February 12, 2026

Attachment F - Comment Letter from Washington Department of Fish and Wildlife dated February 17, 2026  
 Attachment G - Snohomish County Critical Areas Map of Granite Falls  
 Attachment H - Notice of Public Hearing  
 Attachment I - Verification of Posting

**Planning Director Amy Hess** stated the reason for the public hearing is to update the city's critical areas regulations (which are currently out of compliance), which will allow the city to utilize grant funds we have been awarded.

**Anisa Thaci**, Contract City Planner, AHBL & **Jeff Parsons**, Hererra Environmental Consultants, reviewed the schedule, proposed amendments with the Council and answered questions.

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

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

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

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

<b>MOTION:</b>	Motion to adopt Ordinance No. 1072-2026, am Ordinance of the City of Granite Falls, Washington, amending Title 19.07.020 of the Granite Falls Municipal Code as proposed.
<b>MOVER:</b>	City Councilmember Bruce Straughn
<b>SECONDER:</b>	Mayor Pro Tem/City Councilmember David Griggs
<b>AYES:</b>	Mayor/City Councilmember Matthew Hartman, City

	Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
<b>NAYS:</b>	None
<b>RESULT:</b>	<b>Passed</b>

**7.b. AB 052-2026 Consideration to Approve Resolution No. 2026-05 Adoption of the City of Granite Falls Personnel Policies and Procedures / Employee Handbook**

**City Manager Jeff Balentine** reviewed the proposed changes to the handbook since the last review due to city council review and contributions.

<b>MOTION:</b>	I move to approve Resolution No. 2026-05, adopting the City of Granite Falls Personnel Policies and Procedures / Employee Handbook, effective March 18, 2026, as presented.
<b>MOVER:</b>	Mayor Pro Tem/City Councilmember David Griggs
<b>SECONDER:</b>	City Councilmember Tom FitzGerald
<b>AYES:</b>	Mayor/City Councilmember Matthew Hartman, City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
<b>NAYS:</b>	None
<b>RESULT:</b>	<b>Passed</b>

**7.c. AB 053-2026 E-Bike and E-Scooter Regulatory Framework Discussion for Municipal Code Development**

**City Manager Jeff Balentine** reviewed what staff would like to see placed in an Ordinance. He added a public hearing would be forthcoming and adoption of an ordinance is expected after. For discussion purposes, the following PowerPoint presentation was shared:

- E-Bike & E-Scooter Regulatory Framework
- Why This Matters Now
- Washington State RCW Framework
- E-Bikes - Where Can They Operate?
- E-Scooter Statutory Framework
- WAC Rules for State and Public Lands

- Local Government Authority
- What Other Cities Are Doing
- Gaps Requiring Local Code
- Staff Recommendations
- Proposed Ordinance Language
- Next Steps and Requested Action

<b>MOTION:</b>	I move to direct staff to draft an Ordinance regulating the operating of electric-assisted bicycles and motorized foot scooters within the City of Granite Falls.
<b>MOVER:</b>	City Councilmember Bruce Straughn
<b>SECONDER:</b>	City Councilmember Steven Glenn
<b>AYES:</b>	Mayor/City Councilmember Matthew Hartman, City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
<b>NAYS:</b>	None
<b>RESULT:</b>	<b>Passed</b>

**7.d. AB 054-2026 Approval of Salary Commission Appointments**

<b>MOTION:</b>	I move to approve the City Manager's appointment of Scott Bower, Carol Panagos, and Paula Swisher to the City of Granite Falls Salary Commission, and to direct staff to support the Commission in completing a City Council compensation review and filing a salary schedule with the City Clerk by July 1, 2026.
<b>MOVER:</b>	City Councilmember Tom FitzGerald
<b>SECONDER:</b>	City Councilmember Bruce Straughn
<b>AYES:</b>	Mayor/City Councilmember Matthew Hartman, City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
<b>NAYS:</b>	None
<b>RESULT:</b>	<b>Passed</b>

**7.e. AB 055-2026 Consideration to Approve Resolution No. 2026-06 Surplus of Public Works Fleet**

<b>MOTION:</b>	Motion to approve Resolution 2026-06, a City of Granite Falls resolution authorizing the surplus of the Public Works Department's 2010 Ford F-350.
<b>MOVER:</b>	City Councilmember Bruce Straughn
<b>SECONDER:</b>	City Councilmember Tom FitzGerald
<b>AYES:</b>	Mayor/City Councilmember Matthew Hartman, City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
<b>NAYS:</b>	None
<b>RESULT:</b>	<b>Passed</b>

**8. CURRENT BUSINESS**

None.

**9. MAYOR'S COMMENT (5 MINUTES)**

**Mayor Matthew Hartman** commented on the following:

- The legion building was burned — what a difference!
- Legion held a birthday party last Saturday - 107 Year Old!

**10. COUNCIL COMMENTS (15 MINUTES)**

**Mayor Pro Tem David Griggs** commented on the following:

- Legion building - nice to see the view with it gone
- Cannot wait to have further discussions regarding the property

**Councilmember Tom FitzGerald** commented on the following:

- School Board Meeting - there was a vote to eliminate the position of the Crossroads Principal/Supervisor
- Girls Basketball - made it to the playoffs, were eliminated
- Baseball & Softball started, first games
- Council liaison positions

**Councilmember Steven Glenn** commented on the following:

- Blood Drive on Saturday at the church across from the high school (9am-3pm)

**Councilmember Bruce Straughn** commented on the following:

- Watched a video online on FD #17 — concerned about incorrect tax verbiage

**11. CITY MANAGER (5 MINUTES)**

**City Manager Jeff Balentine** commented on the following:

- Clarified financial statement on the video
- Wastewater Treatment Plant ribbon cutting - April 9th (1pm-3pm)
  - School District - flying drone overhead (invitation picture)
- Wrote up Request for Quotation for Memorial (responses expected tomorrow)
- Shared/discussed the revision of the conceptual layout at Legion Park
- Will be out of the office but available this Friday through Monday
- The government is going to be sweeping from the public works fund \$375 million dollars to the General Fund
- Millionaires tax passed
- Budget Amendment (April 15th meeting)
- Legion Park - not being funded by taxpayer dollars but by passport dollars

**12. ADJOURNMENT**

With no further business to come before the Council, the meeting was adjourned at 8:38 p.m.

---

City Clerk Darla Wilkins, MMC

---

Mayor Matthew Hartman



## CITY COUNCIL AGENDA BILL

**Subject:** 4.c.

**Originating Dept.:** City Manager

**Action Recommended:** Approval of the Consent Agenda

**Approval(s):** Finance  
City Manager

**Meeting Date:** April 1, 2026

**Date Submitted:**

**Exhibit(s):** None

---

**Budgeted Amount:** \$28,877.21  
**BARS Code:** 001 Current Expense = \$21,505.60  
101 Streets = \$357.87  
401 Water = \$2,288.47  
403 Sewer = \$3,951.77  
405 Storm Drainage = \$201.50  
406 Cif / Storm Drainage = \$572.00

---

### Summary Statement:

April 1, 2026 Claims are for the time period of March 19, 2026 through April 1, 2026.

---

### Background:

N/A

---

### Recommended Motion:

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



## CITY COUNCIL AGENDA BILL

**Subject:** 4.d.

**Originating Dept.:** City Manager

**Action Recommended:** Approval of the Consent Agenda

**Approval(s):** City Manager  
Finance

**Meeting Date:** April 1, 2026

**Date Submitted:**

**Exhibit(s):** None

---

**Budgeted Amount:** \$98,367.08

**BARS Code:** 001 Current Expense = \$33,895.30

101 Streets = \$9,007.48

401 Water = \$17,670.20

403 Sewer = \$33,110.06

405 Storm Drainage = \$4,684.04

---

### **Summary Statement:**

Payroll EFT's are for the time period of March 1, 2026 through March 15, 2026.

---

### **Background:**

N/A

---

### **Recommended Motion:**

- 1) Motion to approve the payroll claims as presented. This can be accomplished as part of the motion to approve the Consent Agenda.
- 2) Motion to amend the [state date] claims and approve the minutes as amended.



**CITY OF  
GRANITE FALLS**

**CITY COUNCIL AGENDA BILL**

**Subject:** 4.e.

**Originating Dept.:** City Council

**Action Recommended:**

**Approval(s):**

**Meeting Date:** April 1, 2026

**Date Submitted:**

**Exhibit(s):**

- 1. Q1 2026 DOA Purchasing Report

---

**Budgeted Amount:**

**BARS Code:**

---

**Summary Statement:**

---

**Background:**

---

**Recommended Motion:**

**Q1 2026 Delegated Purchasing Authority Report**

**CITY OF GRANITE FALLS, WASHINGTON**

**Quarterly Purchasing Report**

Delegated Authority Expenditures - Q1 2026 (January 1 – March 18, 2026)

Per Purchasing Procedures Manual, Section 11.1 (Resolution 2026-03)

**Summary**

This report is submitted pursuant to Section 11.1 of the City's Purchasing Procedures Manual, which requires the City Manager to provide regular reports to the City Council on all purchases and contracts over \$25,000 executed under delegated purchasing authority. During Q1 2026, the City processed **250 claim transactions** totaling **\$3,056,285.71** across **126 unique vendors**. Of these, **16 transactions exceeded the \$25,000 reporting threshold** and are detailed in this report.

All purchases were made within adopted budget appropriations, in compliance with applicable competitive bidding requirements, and within the delegated authority established by Resolution 2026-03. No purchasing compliance issues, emergency purchases exceeding \$50,000, or sole-source determinations over \$25,000 requiring exception reporting occurred during this period.

January	February	March	Q1 Total
<b>\$2,096,991.51</b>	<b>\$486,610.09</b>	<b>\$472,684.11</b>	<b>\$3,056,285.71</b>
88 transactions	76 transactions	86 transactions	250 transactions

**Purchases and Contracts Over \$25,000**

The following table details all transactions exceeding the \$25,000 reporting threshold during Q1 2026, as required by Section 11.1 of the Purchasing Procedures Manual. Each entry includes the vendor, amount, description, procurement method, and authorization level.

Date	Vendor	Amount	Description	Bidding Method	Authorization
01/07/2026	Snohomish County PUD	\$43,157.52	Water / Electric - Various Locations - wholesale	Regulated Rate / Utility	City Manager
01/21/2026	Snohomish County PUD	\$27,247.09	Water / Electric - Various Locations - wholesale	Regulated Rate / Utility	City Manager
01/21/2026	Sno. County Sheriff's-Contract	\$244,630.00	GTF 2025 4th QTR Invoice	Intergovernmental	City Council
01/21/2026	Harbor Pacific Contractors I...	\$322,083.49	Pay Estimate #25	Small Works Roster	City Council
01/21/2026	Gray & Osborne, Inc.	\$143,225.02	Engineering Services	QBS / RCW 39.80	City Manager
01/21/2026	Association of Washington Ci...	\$160,547.00	2026 AWC Risk Management Assessment - Insurance	Intergovernmental	City Manager
01/28/2026	Olympic Escrow Inc.	\$1,002,310.73	Purchase of Fire Station – New Community Center	Council Approved	City Council

### Q1 2026 Delegated Purchasing Authority Report

Date	Vendor	Amount	Description	Bidding Method	Authorization
02/18/2026	Harbor Pacific Contractors I...	\$236,468.80	Progress Estimate 26 WWTP	Small Works Roster	City Manager
02/18/2026	Gray & Osborne, Inc.	\$81,134.75	Engineer Consulting / Project Management – Various Projects	QBS / RCW 39.80	City Council
02/18/2026	City Of Granite Falls	\$27,300.27	Water/Sewer Utility Tax	Regulated Rate / Utility	Ordinance
03/04/2026	Snohomish County PUD	\$29,036.25	Water / Electric - Various Locations - wholesale	Regulated Rate / Utility	City Council
03/04/2026	P n D Logging & Tree Service	\$30,875.30	Perrigou Park Tree Removal	Small Works / Limited PW	City Manager
03/18/2026	Snohomish County PUD	\$36,326.36	Water / Electric - Various Locations - wholesale	Regulated Rate / Utility	City Manager
03/18/2026	Harbor Pacific Contractors I...	\$79,432.23	WWTP Upgrade PE #27	Small Works / Limited PW	City Council
03/18/2026	Gray & Osborne, Inc.	\$113,737.72	Engineer Consulting / Project Management – Various Projects	QBS / RCW 39.80	City Council
03/18/2026	City Of Granite Falls	\$27,002.68	Water/Sewer Utility Tax	Regulated Rate / Utility	Ordinance
	<b>TOTAL - Over \$25,000 Transactions</b>	<b>\$2,604,515.21</b>			

### Top 15 Vendors by Total Spend

#	Vendor	Payments	Total Amount	% of Q1 Total
1	Olympic Escrow Inc.	1	\$1,002,310.73	32.8%
2	Harbor Pacific Contractors Inc.	3	\$637,984.52	20.9%
3	Gray & Osborne, Inc.	3	\$338,097.49	11.1%
4	Sno. County Sheriff's-Contract	1	\$244,630.00	8.0%
5	Association of Washington Cities - RMSA	1	\$160,547.00	5.3%
6	Snohomish County PUD	6	\$155,229.50	5.1%
7	City Of Granite Falls	5	\$83,860.44	2.7%
8	P n D Logging & Tree Service	1	\$30,875.30	1.0%
9	US Bank Corporate Payment System	3	\$27,914.75	0.9%
10	Cimco-GC Systems LLC	1	\$23,801.26	0.8%
11	Revenue, Dept. Of	3	\$23,752.91	0.8%
12	AHBL, INC	2	\$21,996.28	0.7%
13	Waste Management of WA INC	4	\$21,869.58	0.7%
14	Granicus LLC	4	\$20,731.04	0.7%
15	Thompson, Guildner & Assoc., Inc., P.S.	3	\$17,917.79	0.6%

## Q1 2026 Delegated Purchasing Authority Report

### Electronic Fund Transfers (EFT)

Date	Vendor	Amount	Description
01/08/2026	Revenue, Dept. Of	\$7,130.95	December, 2025 B&O Tax
01/28/2026	Olympic Escrow Inc.	\$1,002,310.73	Purchase of Fire Station 116 S Granite Ave
02/05/2026	Revenue, Dept. Of	\$8,858.57	January 2026 B&O Tax
03/05/2026	Revenue, Dept. Of	\$7,763.39	Feb 2026 B&O Tax

### Voided Transactions

Date	Vendor	Amount	Description
01/21/2026	WA State Dept. Of Licensing	\$198.00	Dec 2025 CPLs
01/07/2026	USA Blue Book	\$695.06	WWTP Supplies

### Compliance and Exception Reporting

Exception Category	Q1 2026 Status
Emergency purchases exceeding \$50,000	None
Sole-source determinations over \$25,000	None
Purchasing compliance issues or violations	None
Debarment of contractors	None
Legal challenges to purchasing decisions	None

### Delegated Authority

As established by Resolution 2026-03 and the Purchasing Procedures Manual:

Authority Level	Threshold	Basis
Small Works Roster Maximum	\$350,000	RCW 39.04.152 (2026)
City Manager Authority	\$245,000	70% of Small Works Maximum
Department Head Maximum	\$122,500	35% of Small Works Maximum
Formal Sealed Bid (Non-PW)	\$40,000+	RCW 35.23.352
Vendor List Quotations	\$35,000 - \$40,000	RCW 39.04.190
Section 11.1 Reporting Threshold	\$25,000+	Resolution 2026-03



CITY OF  
GRANITE FALLS

**CITY COUNCIL AGENDA BILL**

**Subject:** 5.a.

**Originating Dept.:** City Council

**Action Recommended:**

**Approval(s):**

**Meeting Date:** April 1, 2026

**Date Submitted:**

**Exhibit(s):**

1. COGF Passport PnL

---

**Budgeted Amount:**

**BARS Code:**

---

**Summary Statement:**

---

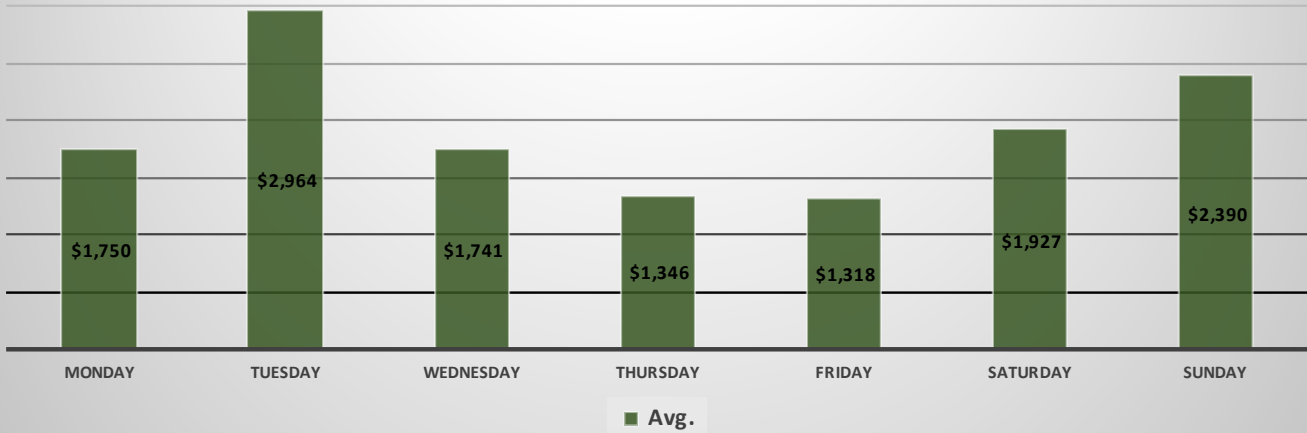
**Background:**

---

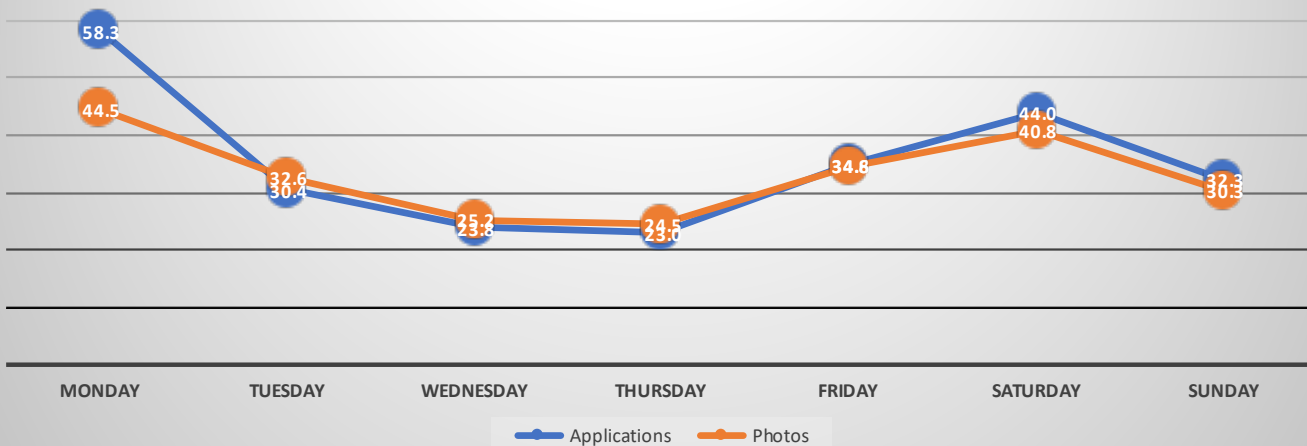
**Recommended Motion:**

As of March 25, 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	\$ 170,228.40	\$ 93,020.98	
30-day Annualized Revenue Trend	\$ 739,682.93		54.6%	
	Gross Margin	% Sales	Tracking v Budget	Revenue Change v prior year
Total Gross Margin (since 6-6-2022)	\$ 547,169.43	44.4%	\$ 5,776.21	\$ (61,076.04)
30-day Annual Projected Gross Margin	\$ 404,198.29	54.6%	3.8%	-26.4%
		# Processed	Last 30 day Avg. per day	Break Even
Total Passport Applications Processed		38,770	34.7	15.7
Total Passport Photos Taken		35,548	32.9	14.4



CITY OF  
GRANITE FALLS

## CITY COUNCIL AGENDA BILL

**Subject:** 5.b.

**Originating Dept.:** City Clerk

**Action Recommended:**

**Approval(s):** City Clerk

**Meeting Date:** April 1, 2026

**Date Submitted:**

**Exhibit(s):**

1. 04-01-2026 City Clerk Report
- 

**Budgeted Amount:**

**BARS Code:**

---

**Summary Statement:**

Attached, please see the City Clerk Report for the Meeting of April 1, 2026

---

**Background:**

---

**Recommended Motion:**

**City Clerk Staff Report  
April 1, 2026**

**Business Licenses (Outside City):**

*Hopskipdrive, Inc.*  
360 E 2<sup>nd</sup> St., Ste. 200  
Los Angeles, CA 90012-4607  
Business license application is for: Head of sales for taxi service

*Dirty Dan's Field Diesel Repair*  
9320 206<sup>th</sup> Ave. NE  
Granite Falls, WA 98252-0188  
Business license application is for: Mobile auto mechanic

*Chaplin's Plumbing*  
44720 Fir Rd.  
Gold Bar, WA 98251-9348  
Business license application is for: Plumbing-install, repair

*Myricks Cleaning Service*  
2005 70<sup>th</sup> PL. NE  
Tulalip, WA 98271-9134  
Business license application is for: Cleaning service

*Renegade Electric, LLC*  
8113 29<sup>th</sup> PL NE  
Marysville, WA 98270-6867  
Business license application is for: Electrical contractor, electrician, journeyman electrician

*Tony's Fine Foods, Inc.*  
4002 Galvin Rd.  
Centralia, WA 98531-9057  
Business license application is for: Warehouse

*GJC (GJC Construction, Inc.)*  
2204 140<sup>th</sup> St. NE  
Tulalip, WA 98271-6757  
Business license application is for: Roofing

**Elected Officials Training – Required**

**RCW 42.30.205**

**Training.**

- (1) Every member of the governing body of a public agency must complete training on the requirements of this chapter no later than ninety days after the date the member either:
  - (a) Takes the oath of office, if the member is required to take an oath of office to assume his or her duties as a public official; or
  - (b) Otherwise assumes his or her duties as a public official.
- (2) In addition to the training required under subsection (1) of this section, every member of the governing body of a public agency must complete training at intervals of no more than four years as long as the individual is a member of the governing body or public agency.
- (3) Training may be completed remotely with technology including but not limited to internet-based training.



CITY OF  
GRANITE FALLS

## CITY COUNCIL AGENDA BILL

**Subject:** 5.c.

**Originating Dept.:** Planning Department

**Action Recommended:**

**Approval(s):**

**Meeting Date:** April 1, 2026

**Date Submitted:**

**Exhibit(s):**

1. 04.01.2026 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:** April 1, 2026

**Subject:** Planning Department Update

---

### 1. UPDATES

The Critical Area Ordinance update was sent to Dept. of Commerce and we received verification that the City is now up to date with GMA and grant agreements can be signed.

Review of Pre-applications and land use applications continues.

The Moonbird Farms subdivision is scheduled to go before the Hearing Examiner on April 16.

Staff continues to work with SmartGov on permitting software build-out. The tentative “Go-Live” date is April 28, with training for all staff expected to begin April 13.

---

### 2. DEVELOPMENT ACTIVITY

The Pilchuck Crossing (34-unit condos Quarry/100<sup>th</sup> St) project has resubmitted and the submittal has been routed for review. Moonbird Farms (37-lot subdivision Derosier Property) will go before the Hearing Examiner April 16. No new formal applications have been received.

---

### 3. PERMITS ISSUED

Applicant Name	Address	Type of Work
Bob’s Heatin & Air	17906 Maple	AC
Pacific Horizon	905 Hughes Lane	Plumbing

---

#### **4. LONG-RANGE PLANNING**

Staff has drafted proposed changes to the “Change of Use” section of Title 19 for Planning Commission review April 14. 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.

Amendments to the non-conforming uses and structures code are also being proposed at the upcoming meetings to address continuation of non-conforming uses and future uses of non-conforming structures as well as general code clean-up.

---

#### **5. POLICY AND PROCESS IMPROVEMENTS**

Once staff has completed training for SmartGov, updated policies and procedures for use of that program will be established and duties assigned.

---

#### **6. UPCOMING PRIORITIES**

Staff’s top priority is the implementation of SmartGov and processing of Land Use applications. Furniture has been ordered for the old city hall and that move will be happening in the near future.

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, training new staff, and relocating the department.



**CITY OF  
GRANITE FALLS**

**CITY COUNCIL AGENDA BILL**

**Subject:** 5.d.

**Originating Dept.:** Consultant Police Chief

**Action Recommended:**

**Approval(s):**

**Meeting Date:** April 1, 2026

**Date Submitted:**

**Exhibit(s):**

- 1. April 1st Police Staff report

---

**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 Department  
City Council Report – April 1, 2026  
Reporting Period: March 1 – March 25, 2026**

Mayor, Councilmembers, and City Manager,

This report provides an overview of law enforcement activity and trends for the month of March 2026 through March 25th.

Deputies have responded to **578 Calls for Service (CFS)** to date and are projected to finish the month at approximately **700 CFS**, reflecting a notable decrease from **799 CFS in March 2025**. This downward trend continues to suggest a manageable call volume while still maintaining proactive engagement in the community.

**Response times** saw a slight increase overall. The median response time for March 2026 is currently **17 minutes**, compared to **13 minutes in March 2025**. Within the L2 beat, response times averaged **24 minutes**, compared to **20 minutes last year**. While the increase is modest, it remains an area we are actively monitoring to ensure timely service delivery.

**Case reports** are significantly lower this year, with Deputies completing **25 reports month-to-date**, compared to **50 reports during the full period in 2025**. This reduction aligns with the overall decrease in calls for service.

**Animal control calls** are down substantially, with only **four incidents within city limits** and virtually none in the L2 beat. Notably, one incident involved an *elusive rooster* running amuck on W. Stanley Street, briefly uniting several residents in what could best be described as a community-based poultry recovery effort. The rooster was eventually caught.

**Public assist calls** are trending similar to 2025 levels; however, **trespass calls** have decreased significantly, with **6 incidents this year compared to 19 in March 2025**.

We have investigated **two burglary cases** this month. The most recent occurred at **Crossroads High School**, where an individual entered through an unsecured door and took food from the pantry. Deputies responded within minutes of the alarm activation and made an arrest on scene. I received direct feedback from Superintendent Geaslen, who expressed appreciation for the rapid response and resolution.

**Theft cases** remain consistent with last year's numbers and may slightly exceed 2025 totals by month's end. **Assault cases** have increased marginally; however, when viewed in the context of total calls for service, they remain proportionate and stable overall.

**Traffic collisions** are slightly higher than March 2025 totals. **Traffic stops**, however, are significantly down. I will take responsibility for this decline, as my reduced time in traffic enforcement has directly



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



**Sheriff Susanna Johnson**

**City Manager Jeff Balentine**

contributed to the numbers. I assure the Council this will be addressed in April—drivers should consider this fair notice.

We have seen an increase in **abandoned vehicles along the Mountain Loop Highway**. In response, we are exploring the use of game cameras in targeted areas to identify those responsible for illegally dumping vehicles. To date, we have **not responded to any vehicle stolen** and have **recovered three stolen vehicles**, compared to four during the same period last year.

**Welfare checks** are significantly down (**7 this year vs. 27 in 2025**), while **behavioral health contacts** have increased (**23 this year vs. 6 in 2025**). This shift may be partially attributed to changes in how calls are categorized, and we will continue reviewing reporting practices for accuracy. **Suicide-related calls** have decreased slightly from **5 to 2**.

On a community engagement note, Mayor Hartman and I had the opportunity to participate in the **"Tiger Cabinet"** event at Granite Falls High School. This was a well-organized and productive session where students engaged directly with local leadership, asking thoughtful questions about civic responsibility and community roles. It was encouraging to see such strong interest and participation from our youth.

In closing, I would like to thank the City Council, City staff, and our community members for their continued support. Granite Falls remains an outstanding community to serve, and I am grateful for the partnership we share.

Respectfully submitted,

*Tom Dalton #1508*

Chief Tom Dalton



## CITY COUNCIL AGENDA BILL

**Subject:** 7.a.

**Originating Dept.:** City Manager

**Action Recommended:** Discussion Only - **Approval(s):** City Manager  
First Reading Attorney

**Meeting Date:** April 1, 2026

**Date Submitted:**

**Exhibit(s):**

1. COGF E-Bike E-Scooter First Reading Presentation
2. gfORD 1073-2026 E-Bike E-ScooterTG

---

**Budgeted Amount:** NA

**BARS Code:** NA

---

**Summary Statement:**

Ordinance No. 1073-2026 adds a new Chapter 10.44 to the Granite Falls Municipal Code, establishing comprehensive regulations for electric-assisted bicycles (e-bikes) and motorized foot scooters (e-scooters). The proposed ordinance adopts state RCW definitions by reference, establishes local restrictions on sidewalk use, requires helmets for riders under 18, defines rules for park and trail access, creates parking and impoundment provisions, and establishes a permitting framework for shared micromobility programs. The ordinance also repeals the outdated Chapter 10.90 (Motorized Foot Scooters), originally adopted in 2004 under Ordinance 694-04.

---

**Background:**

The use of electric-assisted bicycles and motorized foot scooters has increased significantly in Granite Falls and across Washington State. The City's current regulatory framework addresses only motorized foot scooters under Chapter 10.90 of the GFMC, Ordinance 694-04 adopted in 2004, which predates the state's three-class e-bike classification system and modern e-scooter regulations.

State law (RCW 46.61.710 and RCW 46.61.715) grants local jurisdictions broad authority to regulate e-bikes and e-scooters on facilities, properties, and rights-of-way under their jurisdiction. However, without local regulations, the City defaults to state law, which leaves significant gaps in sidewalk use, helmet requirements, trail access, and parking.

On March 18, 2026, staff presented a comprehensive regulatory analysis to the City Council, reviewing the RCW framework, WAC rules, MRSC guidance, and approaches taken by other Washington cities. The Council directed staff to draft an ordinance incorporating the six staff recommendations for first reading on April 1, 2026.

With a Public Hearing on April 15, 2026, Key provisions of Ordinance No. 1073-2026:

- Adopts RCW definitions for the three-class e-bike system and motorized foot scooter by reference
- Prohibits all e-bikes and e-scooters on sidewalks in the downtown commercial zone; allows Class 1 and 2 at 6 mph on other sidewalks
- Requires helmets for all riders under 18
- Allows Class 1 and 2 e-bikes on paved city trails at 10 mph; prohibits all classes on natural surface trails
- Prohibits parking that blocks ADA access, crosswalks, or building entrances; authorizes 72-hour impoundment
- Requires a city-issued permit for shared micromobility programs with insurance requirements per RCW 46.61.715
- ESSB 6110, currently pending in the state legislature, may reshape e-bike definitions
- The ordinance adopts state definitions by reference, automatically incorporating any future statutory changes

---

**Recommended Motion:**  
None - discussion only

CITY OF GRANITE FALLS

# E-Bike & E-Scooter Regulatory Framework

---

First Reading — Ordinance No. 1073-2026

Presented to the City Council

Regular Meeting — April 1, 2026

Jeff Balentine, City Manager

# Agenda

---

- 1 Why This Matters Now
- 2 Washington State RCW Framework
- 3 E-Bikes — Where Can They Operate?
- 4 E-Scooter Statutory Framework
- 5 WAC Rules for State and Public Lands
- 6 Local Government Authority
- 7 What Other Cities Are Doing
- 8 Gaps Requiring Local Code
- 9 Ordinance No. 1073-2026 Overview
- 10 Key Ordinance Provisions
- 11 Next Steps — Public Hearing April 15

## Why This Matters Now

---

**1 Million+** e-bikes sold nationally in 2023

**ESSB 6110** pending — will reshape definitions

Granite Falls is seeing increased e-bike and e-scooter use on city streets, sidewalks, and trails. Current municipal code does not specifically address these devices.

Without local regulations, the city defaults to state law — which leaves significant gaps, particularly around sidewalk use for Class 1 and 2 e-bikes, helmet requirements, parking, and trail access in city parks.

Staff has conducted a thorough regulatory analysis of the RCW, WAC, and MRSC guidance to identify where state law provides adequate coverage and where Granite Falls should adopt its own code.

Source: [MRSC E-Bikes and E-Scooters \(June 2025\)](#)

# E-Bike Classification (RCW 46.04.169)

CLASS 1	CLASS 2	CLASS 3
<p>Pedal-assist only</p> <p>Motor ceases at 20 mph</p> <p>No throttle</p>	<p>Throttle-capable</p> <p>Motor ceases at 20 mph</p> <p>No pedaling required</p>	<p>Pedal-assist only</p> <p>Motor ceases at 28 mph</p> <p>Speedometer required</p>

**All classes:** Max 750W | Two or three wheels | Saddle + pedals | Defined as “bicycles” (RCW 46.04.071)

## Key State Provisions:

- No driver’s license required for any class (RCW 46.20.500)
- Under-16 riders prohibited from Class 3 only
- No vehicle registration required
- Labeling required: class, top speed, wattage (RCW 46.37.690)
- Tampering to change speed capability prohibited unless label replaced

Source: [RCW 46.04.169](#), [RCW 46.37.690](#)

## Where Can They Operate? (RCW 46.61.710)

	Roads	Bike Lanes	Shared-Use Paths	Sidewalks	Natural Trails
Class 1	YES	YES	YES	Local rules	Local auth.
Class 2	YES	YES	YES	Local rules	Local auth.
Class 3	YES	YES	NO*	NO*	Local auth.
E-Scooter	YES	YES	YES	NO*	Local auth.

\* Unless no safe alternative exists, or authorized by local ordinance

- State law grants local jurisdictions authority to restrict or expand access for all classes. For shared-use paths crossing boundaries, local regulation must be consistent along the entire path to be enforceable.

### No state helmet requirement.

E-bike riders “shall comply with all laws and regulations related to the use of bicycle helmets” (RCW 46.37.530) — but Washington has no statewide bicycle helmet mandate.

Source: [RCW 46.61.710](#), [RCW 46.37.530](#)

# E-Scooter (Motorized Foot Scooter) Framework

---

## Definition (RCW 46.04.336):

Device with 2-3 wheels, handlebars, floorboard for standing, powered by electric motor or ICE, max 20 mph.

## Operator Rules (RCW 46.20.500):

- No license required
- Under-16 prohibited unless local jurisdiction provides otherwise
- Max 15 mph on roadways and bike lanes
- Sidewalk use only if authorized by local jurisdiction
- Reflectors required for operation after sunset / before sunrise

## Key Local Authority (RCW 46.61.715):

- Determine if and where shared scooters may operate
- Levy reasonable fees and taxes on scooter share programs
- Require ADA-compliant staging on sidewalks
- Adopt penalties for moving and parking violations
- Shared programs: \$1M/\$5M CGL + \$1M auto liability insurance

Source: [RCW 46.04.336](#), [RCW 46.61.715](#)

# WAC Rules – State Parks, DNR, and Public Lands

---

## State Parks (WAC 352-32-075)

- Allowed on public roads in state parks
- Prohibited on trails except where designated and posted
- Prohibited in natural areas, preserves, interpretive trails
- Director may open/close trails with public meeting process

## DNR Lands (WAC 332-52-400)

- DNR designates road/trail use by activity type
- Class 1 and 2 e-bikes allowed where bicycles are allowed (SB 5452, eff. July 2021)
- Off-road/off-trail use prohibited unless posted open
- Violations are infractions under chapter 7.84 RCW — fines up to \$99

## Relevance to Granite Falls:

City parks and trails are under local jurisdiction. WAC rules do not govern but provide useful models for trail access policies.

Source: [WAC 352-32-075](#), [WAC 332-52-400](#)

# Local Government Authority – No State Preemption

**State restrictions DO NOT preempt local preference. Granite Falls has broad authority to adopt its own regulations.**

## **E-Bikes (RCW 46.61.710(7) and (8)):**

- Restrict or expand access to shared-use paths, bike lanes, sidewalks, parks
- Set age restrictions beyond state minimums
- Require helmets (no state mandate exists)
- Regulate parking locations and impoundment

## **E-Scooters (RCW 46.61.715(1)):**

- Determine whether shared scooters may operate in the city
- Regulate where all scooters (private and shared) may be ridden
- Authorize or prohibit sidewalk use and set speed limits
- Levy fees/taxes on shared programs; adopt penalties
- Allow riders under 16 (state default prohibits)

Source: [MRSC \(June 2025\)](#), [RCW 46.61.710](#)

## What Other Washington Cities Are Doing

City	Approach
<b>Bellingham</b>	E-bikes allowed in parks and on city trails; 15 mph speed limit on park roads
<b>Bremerton</b>	Motorized devices prohibited in parks, multipurpose trails, streets > 25 mph; manual power only on sidewalks
<b>Wenatchee</b>	E-scooters banned from all sidewalks; bicycles banned from downtown sidewalks
<b>Spokane Valley</b>	Prohibited in parks, sidewalks, multipurpose trails, streets > 25 mph (except bike lanes)
<b>Snoqualmie</b>	Local helmet requirement; park-specific rules for wheeled devices and scooters
<b>Lake Stevens</b>	Impoundment of bikes/scooters/wheeled devices unclaimed for 60 days
<b>Multiple cities</b>	Aberdeen, Washougal, Lakewood, Port Orchard, Lynnwood — local helmet requirements

Source: [MRSC Municipal Code Examples \(June 2025\)](#)

# Identified Gaps Requiring Local Code

Issue	State Law	Staff Recommendation
Class 1/2 sidewalk use	<b>GAP</b>	Prohibit in downtown core; allow elsewhere at pedestrian speed
Helmet requirement	<b>GAP</b>	Require helmets for all riders under 18
City park/trail access	<b>GAP</b>	Class 1/2 on paved trails at 10 mph; all classes off natural surface trails
Parking / impoundment	<b>GAP</b>	Prohibit blocking ADA ramps, crosswalks; 72-hour impoundment
Shared programs	<b>Covered</b>	Adopt by reference; require city permit to operate

**Recommendation: Where state law is adequate, adopt by reference. Where gaps exist, draft Granite Falls-specific provisions.**

# Ordinance No. 1073-2026 – Key Provisions

---

*Ordinance No. 1073-2026 adds new Chapter 10.44 to the Granite Falls Municipal Code. Where state law provides adequate guidance, the ordinance adopts by reference. The following local provisions address identified gaps:*

- 1** **Adopt RCW Definitions:** Three-class e-bike system (RCW 46.04.169) and motorized foot scooter definition (RCW 46.04.336) by reference
- 2** **Sidewalk Regulation:** Prohibit all e-bikes/e-scooters in downtown commercial zone; allow Class 1/2 at 6 mph on other sidewalks
- 3** **Helmet Requirement:** Require helmets for all riders under 18 on e-bikes and e-scooters within city limits
- 4** **Park and Trail Access:** Allow Class 1/2 on paved city trails at max 10 mph; prohibit all classes on natural surface trails
- 5** **Parking / Impoundment:** Prohibit blocking ADA access, crosswalks, building entrances; authorize 72-hour impoundment
- 6** **Shared Programs:** Require city-issued permit; tie insurance/ID requirements to RCW 46.61.715

# Ordinance No. 1073-2026 – Preamble

---

**Ordinance No. 1073-2026:**

AN ORDINANCE of the City of Granite Falls, Washington, adding a new Chapter 10.44 to the Granite Falls Municipal Code relating to the regulation of electric-assisted bicycles and motorized foot scooters; adopting definitions consistent with RCW 46.04.169 and RCW 46.04.336; establishing rules for operation on city streets, sidewalks, trails, and parks; providing for helmet requirements, parking, impoundment, and shared micromobility program permitting; repealing Chapter 10.90 of the Granite Falls Municipal Code; and providing for penalties and an effective date.

**WHEREAS**, the use of electric-assisted bicycles and motorized foot scooters has increased significantly within the City of Granite Falls; and

**WHEREAS**, RCW 46.61.710 and RCW 46.61.715 authorize local jurisdictions to regulate the operation of electric-assisted bicycles and motorized foot scooters on facilities, properties, and rights-of-way under their jurisdiction and control; and

**WHEREAS**, the City Council finds that local regulation is necessary to promote public safety, protect pedestrians, ensure ADA accessibility, and preserve the character of city trails and parks;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GRANITE FALLS, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

# Next Steps

---

## **Requested Council Action — April 1, 2026:**

Approve the first reading of Ordinance No. 1073-2026 and schedule the public hearing and second reading/adoption for April 15, 2026.

## **Proposed Timeline:**

**March 18** — Council received staff presentation and regulatory analysis (Completed)

**March 19–31** — Staff drafted Ordinance; legal review (Completed)

**April 1** — First reading of Ordinance No. 1073-2026 (TODAY)

**April 15** — Public hearing and second reading / adoption

**CITY OF GRANITE FALLS, WASHINGTON**  
**ORDINANCE NO. 1073-2026**

**AN ORDINANCE OF THE CITY OF GRANITE FALLS, WASHINGTON, ADDING A NEW CHAPTER 10.44 TO THE GRANITE FALLS MUNICIPAL CODE RELATING TO THE REGULATION OF ELECTRIC-ASSISTED BICYCLES AND MOTORIZED FOOT SCOOTERS; ADOPTING DEFINITIONS CONSISTENT WITH RCW 46.04.169 AND RCW 46.04.336; ESTABLISHING RULES FOR OPERATION ON CITY STREETS, SIDEWALKS, TRAILS, AND PARKS; PROVIDING FOR HELMET REQUIREMENTS, PARKING, IMPOUNDMENT, AND SHARED MICROMOBILITY PROGRAM PERMITTING; REPEALING CHAPTER 10.90 OF THE GRANITE FALLS MUNICIPAL CODE; AND PROVIDING FOR PENALTIES AND AN EFFECTIVE DATE.**

**WHEREAS**, the use of electric-assisted bicycles (“e-bikes”) and motorized foot scooters (“e-scooters”) has increased significantly within the City of Granite Falls, creating a need for comprehensive local regulation to ensure the safe and orderly operation of these devices; and

**WHEREAS**, the State of Washington has established a three-class system for electric-assisted bicycles under RCW 46.04.169 and has defined motorized foot scooters under RCW 46.04.336, providing a statewide framework for the classification and regulation of these devices; and

**WHEREAS**, RCW 46.61.710 and RCW 46.61.715 authorize local jurisdictions to regulate the operation of electric-assisted bicycles and motorized foot scooters on facilities, properties, and rights-of-way under their jurisdiction and control; and

**WHEREAS**, the existing Chapter 10.90 of the Granite Falls Municipal Code, adopted by Ordinance No. 694 in 2004, addresses only motorized foot scooters and does not account for the modern three-class e-bike classification system or current state law, rendering it outdated and insufficient to address present conditions; and

**WHEREAS**, the City Council finds that local regulation is necessary to promote public safety, protect pedestrians, ensure accessibility in compliance with the Americans with Disabilities Act, and preserve the character of city trails and parks; and

**WHEREAS**, on March 18, 2026, the City Council received a staff presentation and regulatory analysis regarding e-bike and e-scooter regulation and directed staff to prepare this ordinance for consideration;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GRANITE FALLS, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1. New Chapter 10.44 Added to Title 10, Granite Falls Municipal Code.**

A new Chapter 10.44, titled “Electric-Assisted Bicycles and Motorized Foot Scooters,” is hereby adopted and added to Title 10 of the Granite Falls Municipal Code to read as follows:

**Chapter 10.44**  
**ELECTRIC-ASSISTED BICYCLES AND MOTORIZED FOOT SCOOTERS**

#### **10.44.010 Purpose.**

The purpose of this chapter is to establish a comprehensive local regulatory framework for electric-assisted bicycles and motorized foot scooters within the City of Granite Falls, supplementing state law where gaps exist and exercising the local authority granted to the City under RCW 46.61.710 and RCW 46.61.715. The City of Granite Falls is a noncharter code city organized under RCW Title 35A and possesses general authority under RCW 35A.11.020 to adopt ordinances for the protection of the public health, safety, and welfare.

#### **10.44.020 Definitions.**

As used in this chapter, unless the context clearly requires otherwise:

- (A) “Electric-assisted bicycle” or “e-bike” means an electric-assisted bicycle as defined in RCW 46.04.169, and includes the following classifications:
  - (1) “Class 1 electric-assisted bicycle” means an electric-assisted bicycle in which the motor provides assistance only when the rider is pedaling and ceases to provide assistance when the bicycle reaches the speed of twenty (20) miles per hour.
  - (2) “Class 2 electric-assisted bicycle” means an electric-assisted bicycle in which the motor may be used exclusively to propel the bicycle and is not capable of providing assistance when the bicycle reaches the speed of twenty (20) miles per hour.
  - (3) “Class 3 electric-assisted bicycle” means an electric-assisted bicycle in which the motor provides assistance only when the rider is pedaling and ceases to provide assistance when the bicycle reaches the speed of twenty-eight (28) miles per hour.
- (B) “Motorized foot scooter” or “e-scooter” means a motorized foot scooter as defined in RCW 46.04.336.
- (C) “Downtown commercial zone” means the area designated as such in the City’s comprehensive plan or development regulations or as identified by the City through signage.
- (D) “Paved city trail” means a hard-surfaced trail owned or maintained by the City of Granite Falls.
- (E) “Natural surface trail” means an unpaved trail owned or maintained by the City of Granite Falls.
- (F) “Shared micromobility program” means a program operated by any person or entity offering e-bikes or e-scooters for short-term rental to the general public within the City.

#### **10.44.030 Operation on public roadways.**

- (A) Electric-assisted bicycles of all classes may be operated on public roadways and bicycle lanes within the City in accordance with RCW 46.61.710 and all applicable state traffic laws.
- (B) Motorized foot scooters may be operated on public roadways and bicycle lanes with a posted speed limit of twenty-five (25) miles per hour or less, at a maximum speed of fifteen (15) miles per hour, in accordance with RCW 46.61.715.
- (C) All operators of e-bikes and e-scooters shall comply with all applicable state traffic laws, including but not limited to requirements for lights, reflectors, and signaling.

(D) No driver's license or vehicle registration shall be required to operate an e-bike or e-scooter, consistent with RCW 46.20.500.

**10.44.040 Sidewalk operation.**

- (A) The operation of e-bikes and e-scooters of any class is prohibited on sidewalks within the downtown commercial zone.
- (B) Outside the downtown commercial zone, Class 1 and Class 2 e-bikes and e-scooters may be operated on sidewalks at a maximum speed of six (6) miles per hour.
- (C) Class 3 e-bikes are prohibited from operation on all sidewalks within the City.
- (D) Operators on sidewalks shall yield the right-of-way to pedestrians at all times and shall give an audible signal before overtaking and passing a pedestrian.

**10.44.050 Helmet requirements.**

- (A) All persons under the age of eighteen (18) shall wear an approved bicycle helmet meeting the standards of the United States Consumer Product Safety Commission (CPSC) when operating or riding as a passenger on an e-bike or e-scooter within City limits.
- (B) Failure to wear a helmet as required by this section shall constitute a civil infraction.
- (C) No parent, guardian, or other person having the care or custody of a minor shall knowingly permit the minor to operate or ride on an e-bike or e-scooter in violation of this section.

**10.44.060 Park and trail access.**

- (A) Class 1 and Class 2 e-bikes are permitted on paved city trails at a maximum speed of ten (10) miles per hour.
- (B) E-bikes of all classes are prohibited on natural surface trails within the City.
- (C) Motorized foot scooters are permitted on paved city trails at a maximum speed of ten (10) miles per hour.
- (D) Motorized foot scooters are prohibited on natural surface trails within the City.
- (E) The City Manager or designee may close any trail to e-bike or e-scooter use upon a finding that such use poses a safety hazard or causes environmental damage. Notice of any such closure shall be posted at the trailhead and on the City's official website.

**10.44.070 Parking.**

- (A) It is unlawful to park or leave an e-bike or e-scooter in a manner that:
  - (1) Blocks or impedes access to ADA-accessible ramps, curb cuts, or building entrances;
  - (2) Obstructs a crosswalk, intersection, or fire hydrant;
  - (3) Reduces the clear width of a sidewalk to less than four (4) feet; or
  - (4) Creates a hazard to pedestrian or vehicular traffic.
- (B) E-bikes and e-scooters shall be parked in designated bicycle racks or other areas identified for micromobility device parking where such facilities are available.

#### **10.44.080 Impoundment.**

- (A) Any e-bike or e-scooter (“device”) parked or operated in violation of this chapter may be impounded by the Granite Falls Police Department or authorized City personnel.
- (B) An impounded device shall be held for a minimum of seventy-two (72) hours before being released to its owner.
- (C) The owner may reclaim an impounded device upon payment of any outstanding penalties and an impoundment fee as established by resolution of the City Council.
- (D) Devices not claimed within sixty (60) days of impoundment may be disposed of in accordance with applicable state law governing unclaimed property.

#### **10.44.090 Shared micromobility programs.**

- (A) No person or entity shall operate a shared micromobility program within the City without first obtaining a permit from the City.
- (B) Applications for a shared micromobility program permit shall be submitted to the City Manager or designee and shall include:
  - (1) Proof of insurance meeting the requirements of RCW 46.61.715, including commercial general liability insurance of not less than one million dollars (\$1,000,000) per occurrence and five million dollars (\$5,000,000) aggregate, and automobile liability insurance of not less than one million dollars (\$1,000,000) combined single limit;
  - (2) A plan for device distribution, collection, and rebalancing;
  - (3) Contact information for a local representative available to respond to City inquiries within twenty-four (24) hours; and
  - (4) Proof of unique device identification pursuant to RCW 46.61.715.
- (C) The City Council may establish permit fees, fleet size limits, and operating conditions by resolution.
- (D) The City may revoke or suspend a permit for failure to comply with the terms of the permit or this chapter, following reasonable notice and an opportunity to cure.

#### **10.44.100 Penalties.**

- (A) Any person violating any provision of this chapter shall be subject to a civil infraction and a monetary penalty not to exceed two hundred fifty dollars (\$250.00) per violation.
- (B) The following penalty schedule shall apply:
  - (1) First violation: Written warning or a fine of up to fifty dollars (\$50.00);
  - (2) Second violation within twelve (12) months: A fine of up to one hundred dollars (\$100.00);
  - (3) Third and subsequent violations within twelve (12) months: A fine of up to two hundred fifty dollars (\$250.00).
- (C) Each day a continuing violation remains uncorrected shall constitute a separate offense.

**10.44.110 Severability.**

If any provision of this chapter or its application to any person or circumstance is held invalid by a court of competent jurisdiction, the remainder of the chapter or the application of the provision to other persons or circumstances shall not be affected.

**Section 2. Repeal of Chapter 10.90, Granite Falls Municipal Code.**

Chapter 10.90 of the Granite Falls Municipal Code, titled “Motorized Foot Scooters,” adopted by Ordinance No. 694-04, is hereby repealed in its entirety.

**Section 3. Severability.**

If any section, subsection, sentence, clause, phrase, or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase, or word of this ordinance.

**Section 4. Effective Date.**

This ordinance shall take effect five (5) days after publication as required by law.

**PASSED** by the City Council of the City of Granite Falls, Washington, this \_\_\_\_ day of \_\_\_\_\_, 2026.

**CITY OF GRANITE FALLS**

\_\_\_\_\_  
Matthew Hartman, Mayor

**ATTEST:**

\_\_\_\_\_  
Darla Wilkins, MMC  
City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Thom Graafstra, City Attorney  
Emily Guildner, City Attorney

Filed with the City Clerk: \_\_\_\_\_

Passed by the City Council: \_\_\_\_\_

Published: \_\_\_\_\_

Effective Date: \_\_\_\_\_



## CITY COUNCIL AGENDA BILL

**Subject:** 7.b.

**Originating Dept.:** City Manager

**Action Recommended:** Discussion Only

**Approval(s):** City Manager  
Attorney

**Meeting Date:** April 1, 2026

**Date Submitted:**

**Exhibit(s):**

1. Asset Management Presentation
2. GfResolution 2026-07 Asset Management PolicyTG

---

**Budgeted Amount:** NA  
**BARS Code:** NA

---

**Summary Statement:**

The City of Granite Falls does not currently have a formal, comprehensive asset management policy. The Washington State Auditor's Office (SAO) requires all local governments, regardless of size, to maintain some form of asset management system for their capital and non-capital assets. The Municipal Research and Services Center (MRSC), in partnership with the SAO Center for Government Innovation, has developed detailed guidance recommending that all local governments adopt formal asset management policies.

Staff has researched best practices from MRSC and reviewed asset management policies adopted by comparable Washington cities, including the City of Sultan, the City of Ridgefield, and the Cities of Fife, Edmonds, and Lynnwood. The proposed policy incorporates MRSC recommendations and is consistent with the practices of peer jurisdictions.

---

**Background:**

Proposed Asset Management Policy:

1. Reaffirms the \$5,000 capitalization threshold for most asset classes, consistent with COGF past practices, MRSC guidance, and comparable city standards. Land and artwork are capitalized at \$0.
2. Creates a Small and Attractive Assets tracking program for items below the capitalization threshold that are susceptible to theft or loss, with tracking thresholds as low as \$300 for laptops and tablets.
3. Requires annual physical inventory of all capital assets and small and attractive assets by all City departments, with Finance Department oversight and independent review every two years.
4. Establishes procedures for asset additions, transfers, disposals, and reporting of lost or stolen assets consistent with RCW 43.09.185 and SAO requirements.
5. Addresses maintenance and repair obligations, emphasizing preventive maintenance to extend asset useful life and reduce lifecycle costs, consistent with SAO BARS Manual guidance.
6. Defines roles and responsibilities for the City Manager, Public Works Department, Finance Department, Department Heads, City Clerk, and City Council.
7. Aligns with:
  - RCW 43.09.185 - Reporting loss of public funds or assets to the SAO
  - RCW 39.33.020 - Surplus property disposal requirements
  - RCW 35.94.040 - Surplus of property acquired for public utility purposes
  - SAO BARS Manual, Section 3.3.8 - Capital Asset Management Requirements
  - MRSC Financial Policies Tool Kit - Asset Management Policies
  - 2 CFR 200, Subpart D - Federal grant property requirements

---

**Recommended Motion:**

Discussion or if the Council so desires option: Motion to approve Resolution 2026-07 Asset Management Policy

# City Asset Management Policy

Recommendation for City Council Approval

---

City of Granite Falls, Washington

April 1, 2026

# Why Asset Management Matters

- Local governments have an inherent responsibility to safeguard public assets entrusted to them by citizens
- The State Auditor's Office (SAO) requires asset management for ALL local governments regardless of size
- Without a formal policy, public assets can be lost, stolen, or wasted without accountability
- A comprehensive policy protects the City's investment in infrastructure and equipment

100%

of WA local governments  
required to have  
asset management

# Current Situation

*What could go wrong without a policy?*

## No Formal Policy

Granite Falls lacks a formal, comprehensive asset management policy

## Audit Risk

Risk of findings from the State Auditor's Office during regular audits

## No Standardized Procedures

No standardized inventory procedures across City departments

## Communicate Thresholds

Communicate the defined capitalization thresholds for asset classes

## Small Items Untracked

No formal procedures for tracking small and attractive assets prone to theft

## Public Trust

Without accountability, public confidence in City stewardship erodes

# Legal Framework

**RCW 43.09.185**

Must report lost or stolen public assets to SAO immediately

**SAO BARS 3.3.8**

Capital asset management requirements for all local governments

**RCW 35.94.040**

Public utility property surplus requirements and procedures

**2 CFR 200**

Federal grant property management and disposition requirements

# MRSC Best Practices

MRSC Financial Policies Tool Kit (partnership with SAO) identifies six key policy components:

## 1 Scope and Purpose

Define what assets are covered and why the policy exists

## 2 Definitions

Capital assets, infrastructure, small & attractive assets, inventory terms

## 3 Capitalization Thresholds

Dollar thresholds by asset class for capitalizing vs. expensing

## 4 Additions, Transfers, Disposals

Procedures for acquiring, moving, surplus, and reporting losses

## 5 Inventory & Condition

Periodic physical counts and assessment of asset condition

## 6 Maintenance & Repair

Preventive maintenance schedules and lifecycle planning

# What Comparable Cities Are Doing

City	Policy	Threshold	Key Features
Sultan (~5,000)	Res. 21-06	\$5,000	Annual inventory, small & attractive tracking, disposal procedures
Ridgefield (~8,000)	Res. 637 (2024)	\$5,000	Comprehensive thresholds by class, detailed depreciation schedules
Fife	Ch. 2.22	Varies	Codified in municipal code, serial number tracking, dept. accountability
Edmonds / Lynnwood	Updated policies	\$5,000	Separate capital asset and small/attractive policies, recently updated

# Proposed Capitalization Thresholds

Asset Class	Threshold
Land	\$0 (all land capitalized)
Buildings and Improvements	\$5,000
Infrastructure (streets, water, sewer)	\$5,000
Machinery and Equipment	\$5,000
Vehicles	\$5,000
Artwork	\$0 (all artwork capitalized)
Construction-In-Progress	\$5,000
Intangible Assets (software, etc.)	\$5,000

*Consistent with MRSC recommendations and comparable cities. Grant-funded assets may have lower thresholds per grant agreements (2 CFR 200).*

# Small and Attractive Assets

Items below the \$5,000 capitalization threshold that are prone to theft, loss, or misuse

Item Type	Min. Threshold
Laptops / Notebooks	\$300
Tablets / Smartphones	\$300
Cameras / Photo Equipment	\$500
Radios / Comms Equipment	\$500
Power Tools / Shop Equipment	\$500
AV Equipment	\$500

## Requirements

- All items must be marked with City name (engraved or permanent tag)
- Tracked on departmental inventory lists
- Consistent with SAO/OFM guidelines
- Aligned with City of Sultan approach

# Inventory and Accountability

1

## Distribute

Public Works distributes inventory worksheets by February 28

2

## Inventory

Departments complete physical inventory by April 30

3

## Review

Public Works/Finance reviews and reconciles submitted worksheets

4

## Report

Discrepancies investigated and reported to management

## Key Internal Controls

- Person conducting inventory cannot be the same person who authorized the purchase (separation of duties)
- Independent Finance review of departmental inventories every two years
- Condition assessment (Excellent / Good / Fair / Poor) recorded during each inventory cycle

Source: [MRSC](#)

# Maintenance and Lifecycle Planning

*“Officials have the obligation not only to safeguard assets from loss but also to ensure that they are not neglected, wasted, or misused.”*

— SAO BARS Manual 3.3.9.20

- Preventive maintenance prioritized over reactive/emergency repairs
- Department maintenance schedules for critical infrastructure assets
- Rate sufficiency reviews in proprietary funds (water/sewer) to ensure adequate maintenance funding
- Long-term lifecycle planning reduces total cost of ownership

**3-5x**

higher cost of reactive  
vs. preventive  
maintenance

Source: [MRSC](#), [MRSC 4 Things](#)

# Asset Disposal and Surplus

## Department Initiation

The Department Head identifies the asset as no longer needed or serviceable and completes an Asset Disposition Form.

## City Manager Approval

The City Manager reviews and approves the disposition recommendation.

## City Council Declaration

Assets valued at more than **\$25,000** require a surplus declaration; the City Council shall declare the property as surplus through a resolution or motion.

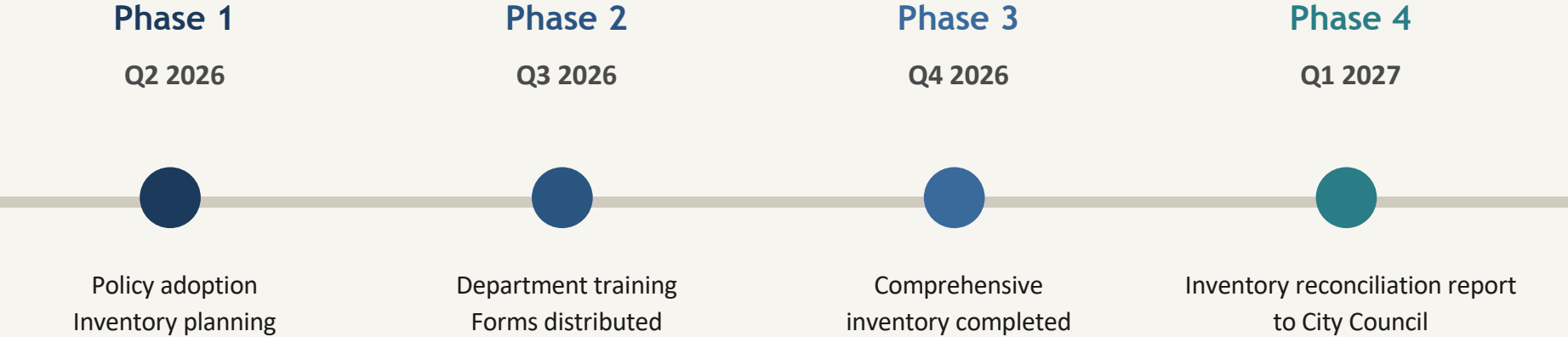
## Disposal Execution

Following all required approvals, the asset is disposed of through sale, auction, trade-in, donation to another government entity, recycling, or destruction as appropriate.

## Grant-Funded Disposal

The responsible department shall consult the original grant documents and, if required, obtain written approval from the granting agency. Federal grant-funded property shall be disposed of in accordance with the requirements of 2 CFR Part 200, Subpart D.

# Implementation Roadmap



**Ongoing**      Annual inventories | Condition assessments | Policy review and updates | Council reporting

# Roles and Responsibilities

## City Manager

Policy oversight, approve surplus declarations under \$25,000 threshold disposal authorization for assets, overall accountability to Council

## Public Works w/Finance

Master asset records, BARS compliance, SAO reporting, inventory coordination, and review

## Department Heads

Day-to-day asset management, physical inventories, maintenance schedules

## City Clerk

Policy records management, surplus property public notice, and procedures

## City Council

Approve surplus declarations at or over \$25,000 threshold, policy amendments, annual report review

# Recommendation

## Staff recommends City Council approve the City Asset Management Policy by Resolution 2026-07

---

- Ensures compliance with State Auditor's Office requirements
- Aligns with MRSC best practices and comparable city standards
- Protects City assets and public investment in infrastructure
- Establishes clear accountability across all departments
- No additional budget impact for initial policy adoption

# Questions & Next Steps

---

- Resolution on tonight's agenda for consideration
- Policy effective upon adoption
- Implementation begins immediately with Phase 1 activities

# CITY OF GRANITE FALLS, WASHINGTON

## RESOLUTION NO. 2026-07

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRANITE FALLS, WASHINGTON, ADOPTING A CITY ASSET MANAGEMENT POLICY FOR THE MANAGEMENT, TRACKING, AND SAFEGUARDING OF CITY ASSETS

**WHEREAS**, the City of Granite Falls is responsible for the stewardship and safeguarding of public assets acquired through taxpayer funds, grants, donations, and other sources; and

**WHEREAS**, the Washington State Auditor's Office requires all local governments, regardless of size, to maintain an asset management system to ensure accountability and control of public assets; and

**WHEREAS**, the Budgeting, Accounting, and Reporting System (BARS) Manual, Section 3.3.8, establishes capital asset management requirements for cash basis reporting entities in the State of Washington; and

**WHEREAS**, RCW 43.09.185 requires state agencies and local governments to immediately report known or suspected loss of public funds or assets to the State Auditor's Office; and

**WHEREAS**, the Municipal Research and Services Center (MRSC), in partnership with the State Auditor's Office Center for Government Innovation, recommends that all local governments adopt formal asset management policies addressing scope and purpose, definitions, capitalization thresholds, asset additions, transfers, disposals, losses, inventory procedures, and maintenance requirements; and

**WHEREAS**, the proposed City Asset Management Policy establishes capitalization thresholds consistent with MRSC recommendations and comparable city standards, including a \$5,000 threshold for most asset classes; and

**WHEREAS**, the proposed Policy creates a Small and Attractive Assets tracking program to safeguard items below the capitalization threshold that are susceptible to theft, loss, or misuse; and

**WHEREAS**, the proposed Policy establishes annual inventory procedures, asset disposition requirements, maintenance planning obligations, and reporting requirements consistent with State law and SAO standards; and

**WHEREAS**, adoption of this Policy will ensure the City's compliance with State Auditor's Office requirements and protect the public's investment in City assets; and

**WHEREAS**, the City Council finds that adoption of this Policy is in the best interest of the City of Granite Falls and its residents;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Granite Falls, Washington, as follows:

**Section 1.** The City Asset Management Policy, attached hereto as Exhibit A and incorporated herein by this reference, is hereby adopted as the official asset management policy of the City of Granite Falls. A copy of the City Asset Management Policy shall be on file with the City Clerk.

**Section 2.** The City Manager is hereby authorized and directed to implement the provisions of the City Asset Management Policy, including the development of any necessary administrative procedures, forms, and training materials to carry out the intent of the Policy.

**Section 3.** All City departments shall comply with the provisions of the City Asset Management Policy, and Department Heads shall be responsible for asset management within their respective departments as set forth in the Policy.

**Section 4.** The City Manager shall provide an annual report to the City Council on the status of the City's asset inventory and the implementation of the Policy.

**Section 5.** This Resolution shall be effective upon passage and approval.

PASSED BY THE CITY COUNCIL OF THE CITY OF GRANITE FALLS, WASHINGTON, AT A REGULAR MEETING THEREOF HELD ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2026.

**CITY OF GRANITE FALLS**

\_\_\_\_\_  
Matthew Hartmant, Mayor

**ATTEST:**

\_\_\_\_\_  
Darla Wilkins, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Thomas Graafstra, City Attorney  
Emily Guildner, City Attorney

**CITY OF GRANITE FALLS, WASHINGTON**

---

**CITY ASSET MANAGEMENT POLICY**

---

Effective Date: \_\_\_\_\_

Adopted by Resolution No. 2026-07

## SECTION 1: PURPOSE AND SCOPE

This policy establishes guidelines to ensure good stewardship of City resources through a uniform method of accountability and inventory of the City of Granite Falls' assets. The policy applies to all departments and functions of the City and governs the acquisition, tracking, maintenance, transfer, and disposal of City-owned assets.

The City of Granite Falls uses cash basis accounting and reporting as prescribed by the Washington State Auditor's Office (SAO) Budgeting, Accounting, and Reporting System (BARS) Manual. Under cash-basis reporting, the City is not required to report depreciation; however, it must maintain an asset inventory and management system.

The SAO requires asset management for all local governments in the State of Washington, regardless of size. This policy fulfills the requirements of the SAO BARS Manual's Capital Asset Management Requirements and establishes internal controls to protect City assets from loss, theft, misuse, and neglect.

This policy shall be applicable to all assets owned by the City of Granite Falls, including those held in the General Fund, Special Revenue Funds, Capital Project Funds, and Proprietary (Enterprise) Funds, including but not limited to the Water Fund, Sewer Fund, and Stormwater Fund.

## SECTION 2: DEFINITIONS

**Capital Assets:** Tangible or intangible assets that have an initial useful life extending beyond one year and a cost meeting or exceeding the capitalization threshold established in this policy. Capital assets include land, buildings, improvements, infrastructure, machinery, equipment, vehicles, artwork, construction-in-progress, other tangible assets and intangible assets such as software and water rights.

**Infrastructure:** Long-lived capital assets that are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Infrastructure includes roads, bridges, sidewalks, water and sewer distribution systems, stormwater systems, and similar assets.

**Small and Attractive Assets:** Tangible or intangible assets, referred to as Items that fall below the capitalization threshold but are susceptible to loss, theft, or misuse due to their portable nature or desirability. These items are tracked on departmental inventory lists but are not capitalized.

**Inventory:** A complete listing of all capital assets and small and attractive assets or items owned by the City, including relevant identifying information such as description, location, cost, acquisition date, condition, and responsible department.

**Fair Market Value:** The price at which real or personal property, tangible or intangible property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or sell, and both having reasonable knowledge of relevant facts.

**Useful Life:** The estimated period during which an asset is expected to be usable for the purpose for which it was acquired. Useful life estimates should reference the Office of Financial Management (OFM) State Administrative and Accounting Manual (SAAM) useful life tables.

**Capitalization Threshold:** The minimum dollar value at or above which an asset must be recorded as a capital asset. Items below this threshold are expensed in the period of acquisition unless they qualify as small and attractive assets.

**Depreciation:** The systematic allocation of the cost of a capital asset over its useful life. Note: Depreciation is not applicable for cash basis reporting entities. The City of Granite Falls reports on a cash basis and therefore does not calculate or report depreciation. However, the estimated useful life is recorded for asset planning purposes.

**Surplus Property:** City-owned property that has been declared by the City Council as no longer needed for City purposes and is available for disposal through sale, trade, donation, or destruction in accordance with state law of the City’s municipal code.

**Asset Disposition:** The process of removing an asset from City ownership through sale, trade-in, donation, transfer to another government, recycling, or destruction, in accordance with applicable state law, city code and this policy.

### SECTION 3: CAPITALIZATION THRESHOLDS

Assets with an individual cost (including sales tax, shipping, and installation) at or above \$5,000.00 and a useful life of more than one year shall be capitalized and recorded in the City's capital asset inventory. The following capitalization thresholds apply:

Asset Class	Capitalization Threshold
Land	\$0 (all land capitalized)
Buildings and Building Improvements	\$5,000
Improvements Other Than Buildings	\$5,000
Infrastructure (streets, water, sewer, stormwater)	\$5,000
Machinery and Equipment	\$5,000
Vehicles	\$5,000
Artwork and Historical Treasures	\$0 (all artwork capitalized)
Construction-In-Progress	\$5,000
Intangible Assets	\$5,000

**Grant-Funded Assets:** The capitalization thresholds above may be superseded by the requirements of a specific grant agreement. When a grant agreement specifies a lower capitalization threshold, the grant threshold shall apply to assets acquired with those grant

funds. Departments shall consult the grant agreement and the Finance Department when acquiring grant-funded assets.

**BARS Coding:** Capital expenditures shall be coded using BARS expenditure code 594 plus the appropriate object code for the asset class. Road and street expenditures shall use BARS code 595. Departments shall coordinate with the Finance Department to ensure proper coding of capital acquisitions.

## SECTION 4: SMALL AND ATTRACTIVE ASSETS

Small and attractive assets are items that fall below the \$5,000 capitalization threshold but are susceptible to loss, theft, or misuse because of their portability, desirability, or intrinsic value. These items must be tracked on departmental inventory lists maintained by each department. The following minimum tracking thresholds apply:

Item Type	Minimum Tracking Threshold
Laptops and Notebook Computers	\$300
Tablets and Smartphones	\$300
Cameras and Photographic Equipment	\$500
Communications Equipment (radios, etc.)	\$500
Power Tools and Shop Equipment	\$500
Television/Audio/Video Equipment	\$500
All Other Attractive Items	\$500

### Marking and Identification

All small and attractive assets shall be marked or engraved with the "City of Granite Falls" and an assigned asset identification number. When engraving is impractical due to the item's nature, a permanent label or tag shall be affixed. The marking shall be placed in a visible location that does not impair the function of the item.

### Tracking Requirements

All small and attractive assets that meet or exceed the applicable threshold shall be tracked in the department's inventory system. The inventory record shall include, at a minimum, the item description, manufacturer, model and serial number, acquisition date, cost, assigned employee or location, and condition. Department Heads are responsible for maintaining current and accurate small and attractive asset records.

## SECTION 5: ASSET ADDITIONS AND ACQUISITIONS

### Reporting New Assets

When a department acquires a new capital asset, the acquiring department shall notify the Public Works Department within thirty (30) days of receipt. The notification shall include

the asset description, manufacturer, model, and serial number, cost (including tax, shipping, and installation), acquisition date, funding source, BARS expenditure code, location, assigned department, and estimated useful life. The Public Works Department shall add the asset to the City's master capital asset inventory.

### Donated Assets

Assets received through donation shall be recorded at their estimated fair market value at the date of donation. The receiving department shall provide documentation supporting the estimated value. If the fair market value meets or exceeds the applicable capitalization threshold, the asset shall be added to the capital asset inventory.

### Self-Constructed Assets

Assets constructed by the City shall be capitalized at the total of all direct costs, including materials, labor, and equipment usage. Overhead costs may be included when they are directly attributable to the construction project. Departments shall coordinate with the Finance Department to track costs during the construction period. Upon completion, the asset shall be reclassified to the appropriate asset category.

### Grant-Funded Assets

Assets acquired with grant funding shall be recorded in accordance with both this policy and the terms of the applicable grant agreement. If the grant agreement specifies a lower capitalization threshold or additional tracking requirements, the more restrictive standard shall apply. The department managing the grant shall provide the Public Works Department with a copy of all relevant grant provisions pertaining to property management. For federally funded assets, the requirements of 2 CFR Part 200, Subpart D, shall apply.

## SECTION 6: ASSET TRANSFERS

### Interdepartmental Transfers

When a capital asset or small and attractive asset is transferred from one City department to another, the transferring department shall complete an Asset Transfer Form documenting the asset description, asset identification number, current condition, reason for transfer, transferring department, and receiving department. Both the transferring and receiving Department Heads shall sign the form. A copy shall be submitted to the Public Works Department for updating the master asset inventory.

No surplus declaration by the City Council is required for interdepartmental transfers, as the asset remains in City ownership.

### Transfers Between Fund Types

When assets are transferred between governmental funds and proprietary funds (enterprise funds), the transfer shall be recorded at the current estimated market value of the asset. The Public Works Department shall ensure that both the transferring and receiving funds' records are updated to reflect the transfer and that any applicable interfund transaction is properly recorded.

## Transfer Notification

All transfers shall be reported to the Public Works Department within fifteen (15) days of the physical transfer. The Public Works Department shall update the master asset inventory within thirty (30) days of receiving the transfer notification.

## SECTION 7: ASSET DISPOSAL AND SURPLUS

### Disposal Authorization

No City asset shall be disposed of without proper authorization. The following approval process applies:

1. **Department Initiation:** The Department Head identifies the asset as no longer needed or serviceable and completes an Asset Disposition Form.
2. **City Manager Approval:** The City Manager reviews and approves the disposition recommendation.
3. **City Council Declaration:** Assets valued at more than \$25,000 require a surplus declaration; the City Council shall declare the property as surplus through a resolution or motion.
4. **Disposal Execution:** Following all required approvals, the asset is disposed of through sale, auction, trade-in, donation to another government entity, recycling, or destruction as appropriate.

### Asset Disposition Form

An Asset Disposition Form shall be completed for every asset proposed for disposal. The form shall include: asset description, asset identification number, original acquisition date and cost, current condition, reason for disposition, estimated current value, recommended method of disposal, and funding source (if grant-funded). The completed form shall be retained by the Public Works Department.

### Surplus Property Requirements

Property originally acquired for public utility purposes (water, sewer, stormwater) shall be disposed of in accordance with RCW 35.94.040.

### Grant-Funded Asset Disposal

Before disposing of any asset acquired with grant funds, the responsible department shall consult the original grant documents and, if required, obtain written approval from the granting agency. Federal grant-funded property shall be disposed of in accordance with the requirements of 2 CFR Part 200, Subpart D. Failure to follow grant disposal requirements may result in the City being required to reimburse the granting agency.

## SECTION 8: LOST, STOLEN, OR DESTROYED ASSETS

### Notification Requirements

Upon discovery that a City asset is lost, stolen, or destroyed, the responsible employee shall immediately notify the following:

- The Department Head
- The City Manager
- The Public Works Department

If theft is suspected, the Department Head shall immediately notify the Granite Falls Police Department and request a police report. A copy of the police report shall be provided to the City Manager and Public Works Department.

### State Auditor Notification

Pursuant to RCW 43.09.185, the loss of any public funds or assets shall be reported immediately to the State Auditor's Office. The Public Works Department shall ensure this report is filed promptly upon confirmation of the loss.

### Recovery Period and Removal

A ninety (90) day waiting period shall be observed from the date the loss is reported. If the asset is not recovered within ninety (90) days, the Public Works Department shall remove the asset from the inventory with appropriate documentation, including the date of loss, a description of the circumstances, the police report number (if applicable), and approvals from the Department Head and City Manager.

### Insurance

The Finance Department shall notify the City's insurance provider, as appropriate, of stolen or destroyed assets. The Department Head shall cooperate with any insurance investigation and provide all requested documentation.

## SECTION 9: INVENTORY PROCEDURES

### Annual Physical Inventory

A physical inventory of all capital assets and small and attractive assets shall be conducted annually. The inventory cycle shall follow this timeline:

1. **By February 28:** The Public Works Department shall distribute inventory worksheets to all departments. Worksheets shall list all assets currently assigned to the department.
2. **By April 30:** Each department shall complete the physical inventory and return the completed worksheets to the Public Works Department. The inventory shall verify the existence, location, condition, and continued use of each listed asset. Any discrepancies, additions, or deletions shall be noted on the worksheet.

3. **By June 30:** The Public Works Department shall reconcile the returned worksheets with the master asset inventory and resolve any discrepancies.

### Inventory Teams and Internal Controls

To ensure proper internal controls, the person conducting the physical inventory shall NOT be the same person who was responsible for purchasing or authorizing the purchase of the asset. Departments shall ensure adequate segregation of duties in the inventory process.

### Independent Review

The Finance Department shall conduct an independent review of asset inventories on a rotating basis, covering all departments at least once every two (2) years. The review shall include a physical spot-check of a sample of assets and verification of inventory records against the master inventory.

### Required Inventory Data Elements

The following data elements shall be recorded for each capital asset in the City's master inventory:

- Agency/Entity name (City of Granite Falls)
- Asset identification number
- Asset description
- Location (building, room, or field location)
- Acquisition date
- Acquisition cost or estimated value (for donated assets)
- Asset condition (Excellent, Good, Fair, or Poor)
- Manufacturer, model, and serial number (where applicable)
- Estimated useful life
- Funding source (general fund, grant, enterprise fund, etc.)
- Disposal date and method (when applicable)

### Condition Assessment

During each annual inventory, the condition of each asset shall be assessed and recorded using the following rating scale:

- **Excellent:** Like new; no visible wear or defects; fully functional.
- **Good:** Minor wear; fully functional; no repairs needed.
- **Fair:** Moderate wear; functional but may need repairs; approaching end of useful life.
- **Poor:** Significant wear or damage; limited functionality; at or beyond useful life; candidate for replacement or surplus.

## Exception Documentation

All exceptions identified during the physical inventory shall be documented, including:

- Missing items not previously reported as lost, stolen, or destroyed
- Newly located items not currently on the inventory (unrecorded assets)
- Assets with incomplete or inaccurate information requiring correction
- Discrepancies between physical location and recorded location

The Public Works Department shall investigate all exceptions and update the master inventory accordingly. Unresolved exceptions shall be reported to the City Manager.

## SECTION 10: MAINTENANCE AND REPAIR

### Stewardship Obligations

As stated in the SAO BARS Manual:

*"As a steward of public property, officials have the obligation not only to safeguard assets from loss but also to ensure that they are not neglected, wasted, or misused. The local government should not find itself surprised by building or equipment repair or maintenance requirements or by predictable problems with down time and availability of spare parts."*

### Maintenance Philosophy

The City of Granite Falls shall prioritize predictive and preventive maintenance over reactive (breakdown) maintenance. Predictive and preventive maintenance extends the useful life of assets, reduces total lifecycle costs, improves reliability, and minimizes service disruptions to the public.

### Departmental Maintenance Schedules

Each department shall develop and maintain a maintenance schedule for all critical assets under its control. The schedule shall include:

- Identification of each critical asset and its maintenance requirements
- Frequency of routine maintenance activities
- Manufacturer-recommended maintenance intervals and procedures
- Records of completed maintenance, including dates, work performed, and costs
- Identification of assets approaching the end of useful life, requiring replacement planning

### Rate Sufficiency for Proprietary Funds

Utility rates for the City's enterprise funds (Water, Sewer, and Stormwater) must be set at levels sufficient to support the ongoing maintenance, repair, and eventual replacement of utility infrastructure and equipment. The Public Works and Finance Departments shall include asset maintenance and replacement costs in rate study analyses to ensure long-term rate sufficiency.

### Long-Term Maintenance Planning

Departments shall develop long-term maintenance and replacement plans for critical infrastructure assets, including water and sewer systems, streets, buildings, and major equipment. These plans shall be updated annually and shall inform the City's capital improvement planning and budgeting process.

### Emergency Repair Reserves

The City shall maintain adequate reserves or contingency funds to address emergency repairs to critical assets. Emergency repairs that exceed normal maintenance budgets shall be reported to the City Manager and, if exceeding budget authority, shall be brought to the City Council for appropriation.

## SECTION 11: ROLES AND RESPONSIBILITIES

### City Manager

- Provides overall policy oversight and ensures compliance across all departments
- Authorizes the disposal of assets in conjunction with the Department Head
- Reviews and approves Asset Disposition Forms
- Receives and acts upon reports of lost, stolen, or destroyed assets
- Approves surplus property declarations, below \$25,000, and reports it to Council via a Staff Report at a Regular City Council meeting
- Reviews annual asset summary reports

### Public Works Department, with support from the Finance Department

- Maintains the master capital asset inventory records for the City
- Distributes annual inventory worksheets to departments by February 28
- Reconciles returned inventory worksheets and resolves discrepancies
- Conducts independent inventory reviews of each department at least every two years
- Ensures BARS compliance for all asset-related coding and reporting
- Files required reports with the State Auditor's Office per RCW 43.09.185
- Prepares annual asset reports for the City Manager and City Council
- Coordinates with insurance providers regarding asset losses

### Department Heads

- Manage and safeguard all assets assigned to their department
- Conduct or supervise the annual physical inventory

- Report all asset additions, transfers, disposals, and losses to the Finance Department promptly
- Maintain department-level records for small and attractive assets
- Develop and maintain maintenance schedules for critical departmental assets
- Ensure proper marking and identification of all department assets
- Initiate Asset Disposition Forms when assets are no longer needed

### **City Clerk**

- Maintains official policy records and approved resolutions
- Assists with surplus property procedures, including public notices, and hearing scheduling
- Maintains records of City Council surplus declarations

### **City Council**

- Approves surplus property declarations, at or above \$25,000 by resolution or motion
- Adopts policy amendments and revisions
- Receives and reviews the annual asset inventory report

## **SECTION 12: REPORTING**

### **Quarterly Reports**

The Finance Department shall prepare quarterly summary reports for the City Manager detailing:

- New assets added during the quarter
- Assets transferred between departments
- Assets disposed of or declared surplus
- Lost, stolen, or destroyed assets reported
- Notable condition changes identified during routine operations

### **Annual Asset Inventory Report**

The Public Works Department shall present an annual asset inventory report to the City Council following the completion of the annual inventory cycle. The report shall include a summary of total assets by category, total estimated value, notable additions and disposals, and significant condition findings.

### State Auditor Reporting

Pursuant to RCW 43.09.185, the loss of any public funds or assets shall be reported immediately to the State Auditor's Office. The Public Works Department is responsible for ensuring timely compliance with all SAO reporting requirements.

### Annual Financial Reporting

Asset information shall be included in the City's annual financial report as required by the SAO BARS Manual.

## SECTION 13: POLICY REVIEW AND AMENDMENT

### Annual Review

This policy shall be reviewed annually by the City Manager to ensure it remains current with state law, SAO requirements, and best practices. The review shall be completed by September 30 of each year and shall include an assessment of whether capitalization thresholds, tracking thresholds, or procedures need adjustment.

### Amendments

Amendments to this policy shall be recommended by the City Manager to the City Council for adoption by resolution. Administrative or procedural updates that do not alter the substance of the policy may be approved by the City Manager.

### Effective Date

This policy shall take effect upon adoption by the City Council by resolution. Upon adoption, this policy supersedes all prior asset management policies, procedures, and memoranda of the City of Granite Falls.