

**CITY COUNCIL MEETING
AGENDA**

**April 15, 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, 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 063-2026 Approval of April 1, 2026 Minutes**
 - 4.b. AB 064-2026 Approval of April 15, 2026 Claims Checks #416133 through 416182 and One EFT totaling \$323,721.16**
 - 4.c. AB 065-2026 Approval of March 16, 2026 through March 31, 2026 Payroll Claims Checks #416129 through 416131 and Thirty EFT's totaling \$186,764.76**
- 5. STAFF REPORTS**
 - 5.a. Planning**
 - 5.b. Passports**
 - 5.c. Public Works**
 - 5.d. City Clerk**
 - 5.e. Police**
- 6. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON-ACTION ITEMS**

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

7. NEW BUSINESS

- 7.a. AB 066-2026 PUBLIC HEARING - 7:10 P.M., or soon thereafter**
To consider adopting Ordinance 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
- 7.b. AB 067-2026 Consideration to award the Kentucky and Indiana Low Impact Development (LID) project to Earthwork Solutions, LLC**
- 7.c. AB 068-2026 Consideration to Adopt Ordinance 1075-2026, an Ordinance of the City of Granite Falls, Washington, relating to the 2026 City Budget; and amending Ordinance No. 1066-2025, adopting the 2026 Budget to adjust revenue estimates and appropriations for funds as included in Exhibit "A".**
- 7.d. AB 069-2026 Consideration to Approve 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**

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 15, 2026

Date Submitted:

Exhibit(s):

1. 04-01-2026 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**

**April 1, 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
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. CONSENT AGENDA

MOTION:	Motion to approve the Consent Agenda.
MOVER:	City Councilmember Steven Glenn
SECONDER:	City Councilmember Bruce Straughn
AYES:	Mayor/City Councilmember Matthew Hartman, City

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

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

City Manager Jeff Balentine commented on the following:

- Passports financial update (March 2026)
- Q1 Financial Summary

5.b. City Clerk

City Clerk Darla Wilkins commented on the following:

- Population numbers submitted to the Office of Financial Management for the City (4,768)
- Bid update Kentucky & Indiana Project
- Council Liaison Groups
- Public Hearing Moonbird Farms (4/16/2026 @ 10AM)
- Answered questions on Elected Officials Training

5.c. Planning

Planning Director Amy Hess was absent from the meeting.

5.d. Police Report

Consultant Police Chief Thomas Dalton commented on the following:

- Began writing specialized operating procedures (Flock)
- Training

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

None.

7. NEW BUSINESS

7.a. AB 061-2026 First Reading of Ordinance No. 1073-2026 — Electric-Assisted Bicycles and Motorized Foot Scooters

City Manager Jeff Balentine gave a PowerPoint presentation on the proposed ordinance which included discussion on the following slides:

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
- Ordinance No. 1073-2026 Overview
- Key Ordinance Provisions
- Next Steps - Public Hearing April 15

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

City Manager Jeff Balentine gave a PowerPoint presentation on City Asset Management Policy and discussed the following slides in detail:

- Why Asset Management Matters
- Current Situation
- Legal Framework
- MRSC Best Practices
- What Comparable Cities Are Doing
- Proposed Capitalization Thresholds
- Small and Attractive Assets
- Inventory and Accountability
- Maintenance and Lifecycle Planning

- Asset Disposal and Surplus
- Implementation Roadmap
- Roles and Responsibilities
- Recommendation
- Questions & Next Steps

Councilmember Suggestions:

- If there is only one item of something, maybe the dollar amount should be less
- Maybe there should be a dollar amount for any value if a subsequent budget amendment would be required for replacement. (discussion on purchase of a new item would happen before getting rid of the old item).
- Small and attractive assets — just have a uniform number

8. CURRENT BUSINESS

None.

9. MAYOR'S COMMENT (5 MINUTES)

Mayor Matthew Hartman commented on the following:

- Took part in "Tiger Cabinet" last week with the student council (3rd - 12th grade school kids)
- SCC Meeting (April 16th)
- Empty Bowls - Grange (April 18th)
- Easter egg hunt - Frank Mason Park (April 4th)
- Wastewater Treatment Plant Ribbon Cutting (April 9th 1-3pm)
- Lake Stevens Mayor Gailey (resigned)
- 39th District Representative Carolyn Eslick (will not re-run)
- Artemis II (headed back to the moon)
- Almost Live "Space Needle Collapsing" hoax (April 1, 1989)

10. COUNCIL COMMENTS (15 MINUTES)

Mayor Pro Tem David Griggs had no comments.

Councilmember Steven Glenn commented on graffiti and law enforcement reliability.

Councilmember Tom FitzGerald commented on the following:

- Reminded Elected Officials to file their F1 with PDC by April 15th
- AWC opening District 8
- Two school committees have formed after the levee;

- Athletic Field Improvement committee (meeting May 12th 6pm @ Library)
- Facilities and Capital Projects

Councilmember Bruce Straughn had no comments.

11. CITY MANAGER (5 MINUTES)

City Manager Jeff Balentine commented on the following items:

- RCO Grant Application (completed)
- Snohomish County Tourism Grant Application (completed)
- Monument RFP (no bids received)
 - Re-bid
 - Groundbreaking Ceremony
 - Sondra Novak (July 4th @ 10AM - 5K)
- Wastewater Treatment Plant ribbon cutting & prep work for the event (thanked the public works department)
- Community Center update (thanked Brian)
- Contract negotiations with the Snohomish County Sheriff's Office (starting discussions)
- Teamsters Pension Trust Fund Audit

12. ADJOURNMENT

With no further business to come before the City Council, the meeting was adjourned at 8:17 p.m.

City Clerk Darla Wilkins, MMC

Mayor Matthew Hartman



CITY COUNCIL AGENDA BILL

Subject: 4.b.

Originating Dept.: City Manager

Action Recommended: Approval of the Consent Agenda

Approval(s): City Manager
Finance

Meeting Date: April 15, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount: \$323,721.16

BARS Code: 001 Current Expense = \$58,674.14

101 Streets = \$7,355.35

303 CIF / Streets = \$32,805.33

401 Water = \$48,075.10

402 Cif / Water = \$196.48

403 Sewer = \$52,501.45

404 Cif / Sewer = \$114,210.29

405 Storm Drainage = \$1,809.44

406 Cif / Storm Drainage = \$7,697.58

630 Trust Agency = \$396.00

Summary Statement:

April 15, 2026 Claims are for the time period of April 2, 2026 through April 15, 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.c.

Originating Dept.: City Manager

Action Recommended: Approval of the Consent Agenda

Approval(s): City Manager
Finance

Meeting Date: April 15, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount: \$186,764.76

BARS Code: 001 Current Expense = \$80,843.92

101 Streets = \$15,851.31

401 Water = \$27,965.97

403 Sewer = \$54,688.95

405 Storm Drainage = \$7,414.61

Summary Statement:

Payroll claims are for the time period of March 16, 2026 through March 31, 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: 5.a.

Originating Dept.: Planning Department

Action Recommended:

Approval(s):

Meeting Date: April 15, 2026

Date Submitted:

Exhibit(s):

1. 04.15.2026 Planning Staff Report

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:



GRANITE FALLS

CITY COUNCIL STAFF REPORT

To: Mayor and City Council

From: Amy Hess, Planning Director

Department: Planning and Community Development

Date: April 15, 2026

Subject: Planning Department Update

1. UPDATES

Review of Pre-applications and land use applications continues.

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 or 20.

2. DEVELOPMENT ACTIVITY

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
Grandview North LLC	106 Cascade Ave Ste. 101	Salon Tenant Improvement
AC Electric Service	410 Saratoga	Furnace Replacement
Bob’s Heating & Air	10107 Messner	New AC
Bob’s Heating & Air	17605 Maple St.	New AC

4. LONG-RANGE PLANNING

Proposed changes to the *Change of Use, Non-conforming structures and uses*, as well as other sections of Title 19 were reviewed by Planning Commission April 14. Staff will continue

to propose general clean-up amendments and, once enough have been reviewed by Planning Commission, will bring those before City Council.

Staff will be evaluating types of permit review to ensure the review types in place are appropriate based on the type of application, and to identify areas to streamline processes and improve permit turnaround times.

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. It is anticipated that many new efficiencies will be achieved with the implementation of SmartGov.

6. UPCOMING PRIORITIES

Staff's top priority is the implementation of SmartGov and processing of Land Use applications.

Once SmartGov is live, staff will shift focus to other items identified on the 2026 work plan previously provided. If there are any sections of code that you feel should be prioritized, please share those with me.

7. SUMMARY

The department remains busy with application review as well as permit/process updates and ensuring responsible growth in the City.



**CITY OF
GRANITE FALLS**

CITY COUNCIL AGENDA BILL

Subject: 5.b.

Originating Dept.: City Council

Action Recommended:

Approval(s):

Meeting Date: April 15, 2026

Date Submitted:

Exhibit(s):

1. COGF Passport PnL

Budgeted Amount:

BARS Code:

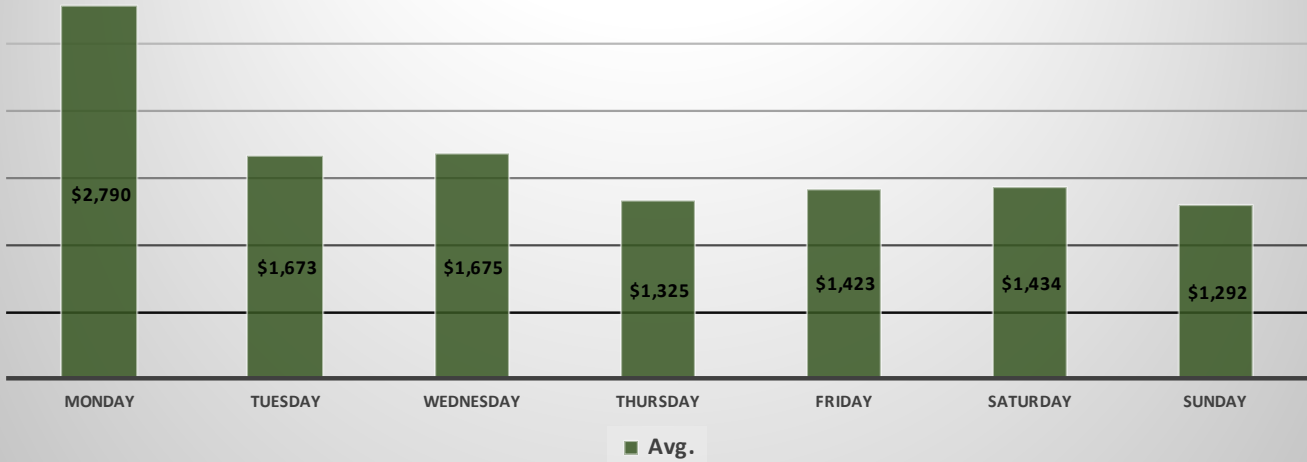
Summary Statement:

Background:

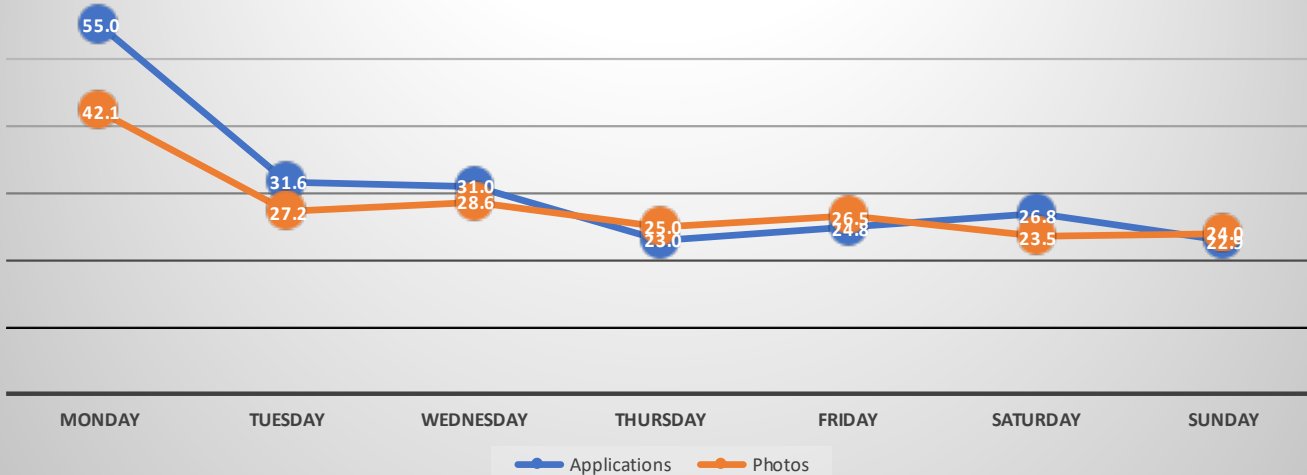
Recommended Motion:

As of April 8, 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	\$ 192,066.80	\$ 102,596.84	
30-day Annualized Revenue Trend	\$ 715,350.84		53.4%	
	Gross Margin	% Sales	Tracking v Budget	Revenue Change v prior year
Total Gross Margin (since 6-6-2022)	\$ 547,169.43	44.4%	\$ 732.16	\$ (76,392.64)
30-day Annual Projected Gross Margin	\$ 382,120.90	53.4%	0.4%	-28.5%
		# Processed	Last 30 day Avg. per day	Break Even
Total Passport Applications Processed		39,186	30.7	15.7
Total Passport Photos Taken		35,899	28.1	14.4



CITY OF
GRANITE FALLS

CITY COUNCIL AGENDA BILL

Subject: 5.c.

Originating Dept.: Public Works

Action Recommended:

Approval(s):

Meeting Date: April 15, 2026

Date Submitted:

Exhibit(s):

1. PublicWorksStaffReport 4-15-2026

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:

Public Works Staff Report

April 15, 2026

STREETS

Street flooding occurred on E. Galena on March 19, 2026. Text alerts were used to notify residents; currently, 110 residents are signed up, and participation continues to grow.

The updated cost estimate for the crack sealing project was submitted to the Transportation Improvement Board (TIB). Staff have executed the contract with the contractor. Material submittals have been reviewed and approved, and materials are expected to arrive by April 10, 2026. The project is currently awaiting decent weather conditions and contractor availability to proceed.

Public Works replaced worn stop bars and crosswalk markings on the south and west sides of the Stanley and Granite intersection. The remaining markings receive less traffic and will be replaced at a later date.



Snohomish County Department of Public Works is proposing Rule 4430, which would establish fees for utilities within County right-of-way. The City currently maintains a franchise agreement for approximately 2,600 feet of waterline along Menzel Lake Road. The County is evaluating potential fee impacts to the City, but initial estimates suggest the monetary amount will be around \$2,200 per year. More information is available here: <https://snohomishcountywa.gov/DocumentCenter/View/143593/DPW-Proposed-Rule-4430?bidId=>

The Pedestrian Improvement Project, partially funded by TIB, is currently out to bid. This project includes procurement of rapid rectangular flashing beacons (RRFBs), which will be installed by Public Works at four intersections throughout the City. In accordance with the City's purchasing policy, a bid tabulation will be presented to Council for approval following the bid opening. The bid deadline is April 20, 2026.

STORM

To meet a 2027 requirement of the Phase II Stormwater NPDES Permit, staff will partner with Snohomish County and the Department of Natural Resources to share costs for a leaf-on LiDAR flyover to estimate urban tree canopy coverage within city limits. The estimated cost is \$385 per square mile.

An open house will be held at City Hall for the LID Stormwater Retrofit Project. Door hangers were hand-delivered to all residents directly adjacent to the project. During the open house, residents will have the opportunity to view project plans, speak with City staff and engineers, and meet the contractor (pending project award). The open house will take place from 5:30 p.m. to 6:30 p.m. on Thursday, April 16, 2026.

SEWER

Public Works responded to a pump fault alarm at the Smoots Lift Station on Sunday, April 5, 2026. The alarm relay for the pump was temporarily disabled to prevent additional callouts, and the pump was pulled on Monday, April 6, 2026, during normal operating hours when two employees were available. The "elastic bandit" appears to have returned. Public Works removed underwear imprinted with cartoon characters from Pump 2. After clearing the obstruction, the pump was lowered back into the wet well and returned to service.

WATER

Public Works is currently assembling two temporary hydrant meters in preparation for potential upcoming development. These assemblies track water usage for reporting and invoicing purposes. Additionally, the enclosures house reduced-pressure backflow assemblies to prevent backflow events into the public water system.

MISC.

Public Works removed ash and the majority of the remaining debris from the Legion building burn site. Following cleanup, structural fill was placed to eliminate the abrupt drop along the north side of the sidewalk. A 50/50 topsoil mix was then applied, and the area was seeded with grass.



CITY COUNCIL AGENDA BILL

Subject: 5.d.

Originating Dept.: City Clerk

Action Recommended: Approval of
Consent Agenda

Approval(s): City Clerk

Meeting Date: April 15, 2026

Date Submitted:

Exhibit(s):

1. 04-15-2026 City Clerk Report
-

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 Clerk Staff Report April 15, 2026

Business Licenses (Inside City):

Clearview Concepts, LLC
17807 Mill Valley Rd.
Granite Falls, WA 98252-9058
Business license application is for: Remodeling, handyman, construction

Granite Falls Automotive, LLC
201 E. Stanley St.
Granite Falls, WA 98252-8494
Business license application is for: Automotive repair services

Cheryl Sall Styling (Sall, Cheryl Lynn)
17906 Maple St.
Granite Falls, WA 98252-9059
Business license application is for: Makeup services

Brave Change Recovery, SPC
323 Raybird Ave.
Granite Falls, WA 98252-8657
Business license application is for: Mental health counselor, substance abuse counselor, social worker, uncertified

Asadollah Afshar (Afshar, Asadollah B)
17908 Mill Valley Rd.
Granite Falls, WA 98252-9061
Business license application is for: Interpreter

Thunder Valley Asset Group LLC
108 S. Kentucky Ave.
Granite Falls, WA 98252-4086
Business license application is for: Private investigator, surveillance, background checks, skip-tracing, and asset recovery for legal, corporate and private

Zook, Katie M
301 Angeline Ave.
Granite Falls, WA 98252-8444
Business license application is for: Jewelry making, sewing, cutting flowers, magnets and magnetics devices, sales

Handmade with Smooches (Hayter, Tisha L)
504 Cedar Ct.
Granite Falls, WA 98252-8711
Business license application is for: Handmade greeting cards

JMG Mobile Personal Training (Gorbunov, Jason Max)
10008 Mountain Loop Hwy., Apt. 118
Granite Falls, WA 98252-9065
Business license application is for: Personal trainer, fitness training, physical fitness, health assessment, nutrition counseling

-Continued-

Simply Balanced Solutions, LLC
20318 Gun Club Rd.
Granite Falls, WA 98252-9163
Business license application is for: *Billing service*

Business Licenses (Outside City):

AC Electric Service (A Major Corporation)
20012 35th Ave. S.
Seatac, WA 98198-5723
Business license application is for: *Electrical contractor*

Nu-Ray Metal Products (Omnimax International, LLC)
507 N. Levee Rd.
Puyallup, WA 98371-3224
Business license application is for: *Metal roofing products*

PP Construction LLC
2222 Burley Dr.
Everett, WA 98208-2407
Business license application is for: *Contracting, general business*

Salish Plumbing Co PLLC
1204 N 172nd St.
Shoreline, WA 98133-5418
Business license application is for: *Plumbing-install, repair*

North Star Counseling & Wellness, PLLC
21907 64th Ave. W., Ste. 200
Mountlake Terrace, WA 98043-6200
Business license application is for: *Therapy, counseling*

Fikes Puget Sound, Inc.
34110 9th Ave. S.
Federal Way, WA 98003-6710
Business license application is for: *Sales of napkins and other paper products, janitorial services*



**CITY OF
GRANITE FALLS**

CITY COUNCIL AGENDA BILL

Subject: 5.e.

Originating Dept.: Consultant Police Chief

Action Recommended:

Approval(s):

Meeting Date: April 15, 2026

Date Submitted:

Exhibit(s): None

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:



CITY COUNCIL AGENDA BILL

Subject: 7.a.

Originating Dept.: City Manager

Action Recommended: Adopt Ordinance
1073-2026

Approval(s): City Manager
Attorney

Meeting Date: April 15, 2026

Date Submitted:

Exhibit(s):

1. gfORD 1073-2026 E-Bike E-ScooterTG
2. COGF ebike scooter public hearing
3. Exhibit 1 - Public Hearing Notice dated April 3, 2026
4. Exhibit 2 - Verification of Posting dated April 3, 2026
5. Exhibit 3 - Affidavit of Publication from the Everett Daily Herald dated April 6, 2026

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 park and trail access rules, 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.

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, 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. On April 1, 2026, the City Council approved the first reading of Ordinance No. 1073-2026 and scheduled the public hearing and second reading/adoption for 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, thereby automatically incorporating any future statutory changes.

Recommended Motion:

1) Move to adopt Ordinance 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.

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 OF GRANITE FALLS

E-Bike & E-Scooter Regulatory Framework

Public Hearing — Second Reading & Adoption

Presented to the City Council

Regular Meeting — April 15, 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 Public Hearing — Requested Action

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 Motor ceases at 20 mph No throttle</p>	<p>Throttle-capable Motor ceases at 20 mph No pedaling required</p>	<p>Pedal-assist only Motor ceases at 28 mph 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
Bellingham	E-bikes allowed in parks and on city trails; 15 mph speed limit on park roads
Bremerton	Motorized devices prohibited in parks, multipurpose trails, streets > 25 mph; manual power only on sidewalks
Wenatchee	E-scooters banned from all sidewalks; bicycles banned from downtown sidewalks
Spokane Valley	Prohibited in parks, sidewalks, multipurpose trails, streets > 25 mph (except bike lanes)
Snoqualmie	Local helmet requirement; park-specific rules for wheeled devices and scooters
Lake Stevens	Impoundment of bikes/scooters/wheeled devices unclaimed for 60 days
Multiple cities	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	GAP	Prohibit in downtown core; allow elsewhere at pedestrian speed
Helmet requirement	GAP	Require helmets for all riders under 18
City park/trail access	GAP	Class 1/2 on paved trails at 10 mph; all classes off natural surface trails
Parking / impoundment	GAP	Prohibit blocking ADA ramps, crosswalks; 72-hour impoundment
Shared programs	Covered	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:

Public Hearing & Requested Action

Requested Council Action — April 15, 2026:

Open the public hearing, accept public comment, close the public hearing, and adopt Ordinance No. 1073-2026 on second reading.

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 (Completed)

April 15 — Public hearing and second reading / adoption (TODAY)



GRANITE FALLS

City of Granite Falls
215 S. Granite Avenue / P.O. Box 1440
Granite Falls, Washington 98252

P (360) 691-6441
F (360) 691-6734
www.ci.granite-falls.wa.us

PUBLIC HEARING NOTICE

City of Granite Falls

April 15, 2026

7:10 p.m., or soon thereafter

BEFORE THE GRANITE FALLS CITY COUNCIL

NOTICE IS HEREBY GIVEN THAT, in the Granite Falls City Hall Council Chambers at 215 S. Granite Avenue, Granite Falls, WA on Wednesday, the 15th day of April, 2026, at 7:10 p.m., or soon thereafter, a public hearing will occur to receive comments regarding Ordinance No. 1073-2026 which adds 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).

Any person may appear at the hearing and may comment on the proposed amendments. If you are unable to attend the public hearing in person, you may submit your written comments by 5:00 p.m., April 15, 2026, to the attention of the City Clerk at Granite Falls City Hall, 215 S Granite Avenue, Granite Falls, WA, 98252 or darla.wilkins@ci.granite-falls.wa.us, in order for your comments to be considered as part of the formal record. Additional information may be obtained at City Hall from 8:30 a.m. to 5:00 p.m. or by calling 360-691-6441.

GRANITE FALLS CITY COUNCIL

Darla Wilkins, City Clerk

Dated this 3rd day of April, 2026.

Notice – All Proceedings of this meeting are sound recorded



VERIFICATION OF PUBLIC HEARING POSTING
FOR CONSIDERATION OF ORDINANCE 1073-2026,
E-BIKES & E-SCOOTERS

I, Darla Wilkins, City Clerk for the City of Granite Falls, WA hereby certifies the Notice of Public Hearing for the Granite Falls City Council was posted in three public places as described below. This Public Hearing will be held on Wednesday, April 15, 2026, at 7:10 p.m., or soon thereafter in person.

City Hall, 215 South Granite Avenue by: Darla date: 4/2/2026

Granite Falls Public Library, 815 East Galena Street by: DW date: 4/2/2026

Granite Falls Post Office, 205 East Stanley Street by: DW date: 4/2/2026

Emailed to the media parties of record

by: Darla date: 4/3/2026

Certified this 3rd day of April, 2026

Darla Wilkins
By Darla Wilkins, MMC, City Clerk

Everett Daily Herald

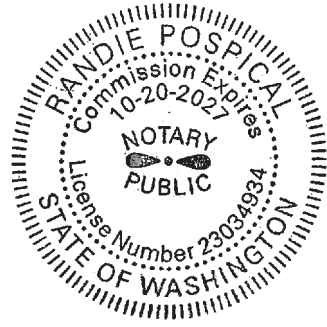
Affidavit of Publication

State of Washington }
County of Snohomish } ss

Michael Gates being first duly sworn, upon oath deposes and says: that he/she is the legal representative of the Everett Daily Herald a daily newspaper. The said newspaper is a legal newspaper by order of the superior court in the county in which it is published and is now and has been for more than six months prior to the date of the first publication of the Notice hereinafter referred to, published in the English language continually as a daily newspaper in Snohomish County, Washington and is and always has been printed in whole or part in the Everett Daily Herald and is of general circulation in said County, and is a legal newspaper, in accordance with the Chapter 99 of the Laws of 1921, as amended by Chapter 213, Laws of 1941, and approved as a legal newspaper by order of the Superior Court of Snohomish County, State of Washington, by order dated June 16, 1941, and that the annexed is a true copy of EDH1028957 PUBLIC HEARING NOTIC as it was published in the regular and entire issue of said paper and not as a supplement form thereof for a period of 1 issue(s), such publication commencing on 04/04/2026 and ending on 04/04/2026 and that said newspaper was regularly distributed to its subscribers during all of said period.

The amount of the fee for such publication is \$43.00.
[Signature]

Subscribed and sworn before me on this 14th day of April, 2024.
[Signature: Rendie P.]



Notary Public in and for the State of Washington.
City Of Granite Falls/LEGAL ADS | 14102095
DARLA WILKINS

PUBLIC HEARING NOTICE
City of Granite Falls
April 15, 2026

7:10 p.m., or soon thereafter

BEFORE THE GRANITE FALLS CITY COUNCIL

NOTICE IS HEREBY GIVEN THAT, in the Granite Falls City Hall Council Chambers at 215 S. Granite Avenue, Granite Falls, WA on Wednesday, the 15th day of April, 2026, at 7:10 p.m., or soon thereafter, a public hearing will occur to receive comments regarding Ordinance No. 1073-2026 which adds 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).

Any person may appear at the hearing and may comment on the proposed amendments. If you are unable to attend the public hearing in person, you may submit your written comments by 5:00 p.m., April 15, 2026, to the attention of the City Clerk at Granite Falls City Hall, 215 S Granite Avenue, Granite Falls, WA, 98252 or darla.wilkins@ci.granite-falls.wa.us, in order for your comments to be considered as part of the formal record. Additional information may be obtained at City Hall from 8:30 a.m. to 5:00 p.m. or by calling 360-681-6441.

GRANITE FALLS CITY COUNCIL

Darla Wilkins, City Clerk

Published: April 4, 2026.

EDH1028957



CITY COUNCIL AGENDA BILL

Subject: 7.b.

Originating Dept.: Public Works

Action Recommended: Staff recommends awarding the project to Earthwork Solutions, LLC

Approval(s): Attorney
City Manager

Meeting Date: April 15, 2026

Date Submitted:

Exhibit(s):

1. White Review of Bids - Signed_2026-04-07

Budgeted Amount: Total project budget \$2,423,500.00

BARS Code: 303 fund 595-42-63-25 \$73,000.00

402 fund 594.34.63.15 \$410,000.00

406 fund 594.31.63.09 \$1,940,500.00

Summary Statement:

On Tuesday, March 31, 2026, bids were received and opened at City Hall in response to the project scope of work issued by Gray & Osborne on behalf of the City of Granite Falls for the Kentucky and Indiana Avenue Low Impact Development Project. The bids were reviewed for completeness and errors and are summarized below. Earthwork Solutions, LLC appears to possess the necessary qualifications to successfully complete the project.

Earthwork Solutions submitted a bid of \$1,815,088.39, which is below the engineer's estimate of \$2,434,939.40. The bid is itemized as follows:

- Waterline Replacement: \$357,910.48
 - Decorative Lighting Installation: \$90,400.00
 - Stormwater LID Retrofit: \$1,366,777.91
-

Background:

In 2014, design was completed for a Low Impact Development (LID) project encompassing the 100–200 blocks of Wabash Avenue, Kentucky Avenue, Indiana Avenue, and portions of Union Street. Through a similar grant from the Washington State Department of Ecology (Ecology), construction was completed on Wabash Avenue, Union Street, and a portion of Kentucky Avenue.

In 2024, the City applied for and was awarded grant funding through the Model Toxics Control Capital Account, administered by Ecology, to support stormwater quality improvements through retrofit projects. Following the Council’s adoption of Ordinance No. 1072-2026 related to critical areas, Ecology executed the funding agreement, providing an 85% match for the retrofit portion of the project.

Recommended Motion:

1) Motion to award the Kentucky and Indiana Avenue Low Impact Development Retrofit Project to the lowest responsive and responsible bidder, Earthwork Solutions LLC, in the amount of \$1,815,088.39, including applicable sales tax.



April 7, 2026

Mr. Charles White
Public Works Director
City of Granite Falls
215 South Granite Avenue
Granite Falls, Washington 98252

SUBJECT: REVIEW OF BIDS – KENTUCKY AVENUE AND INDIANA AVENUE LID IMPROVEMENT PROJECT
CITY OF GRANITE FALLS, SNOHOMISH COUNTY, WASHINGTON
G&O #25495.00

Dear Mr. White:

On March 31, 2026, the City of Granite Falls received seven responsive bids for the Kentucky Avenue and Indiana Avenue LID Improvement Project. The responsive bids ranged from \$1,815,088.39 to \$3,787,925.51. The Engineer’s Estimate was \$2,434,939.40. Each proposal was checked for correctness of extensions of the prices per unit and the total price. Twenty corrections were made; however, these corrections did not change the position of the low bidder. The bidders and their respective bid amounts, including sales tax where applicable, are as follows.

- 1. Earthwork Solutions, LLC (Arlington, Washington)\$1,815,088.39
- 2. WSB Excavation & Utilities, LLC (Arlington, Washington).\$1,892,018.02
- 3. SRV Construction, Inc. (Anacortes, Washington).....\$2,056,758.90
- 4. Welwest Construction, Inc. (Monroe, Washington)\$2,079,442.88
- 5. Faber Construction Corporation (Lynden, Washington)\$2,132,861.95
- 6. Colacurcio Brothers Construction Company, Inc.
(Blaine, Washington)\$2,140,779.96
- Engineer’s Estimate\$2,434,939.40**
- 7. A-1 Landscaping and Construction, Inc.
(Snohomish, Washington).....\$3,787,925.51

The lowest responsive bidder, Earthwork Solutions, LLC of Arlington, Washington, is currently a Washington State registered and licensed Contractor and appears to have the relevant qualifications and experience to successfully perform the work the project will require. To our knowledge, the lowest bidder has not claimed bid error and no formal bidding protests have been recorded. In accordance with RCW 39.04, we have verified



Mr. Charles White
April 3, 2026
Page 2

the lowest bidder, Earthwork Solutions, LLC of Arlington, Washington, has met the responsibility criteria. The Mandatory Bidder Responsibility Checklist, including documentation, is attached for the City's file. We have also reviewed the Supplemental Bidder Criteria information submitted by Earthwork Solutions, LLC and they appear to meet the requirements of the Supplemental Bidder Responsibility Criteria.

Based on our evaluation, we recommend that the project be awarded to the lowest responsive, responsible bidder:

Earthwork Solutions, LLC
8629 156th Street NE
Arlington, Washington 98223

Please contact us if you have any questions and/or require additional information.

Sincerely,

GRAY & OSBORNE, INC.

Christopher J. Bacon, P.E.

CJB/sr
Encl.



CITY COUNCIL AGENDA BILL

Subject: 7.c.

Originating Dept.: City Manager

Action Recommended: Adopt Ordinance
1075-2026

Approval(s): City Manager
Attorney

Meeting Date: April 15, 2026

Date Submitted:

Exhibit(s):

1. Budget Amendment Ordinance No.
1075-2026 Amend No 1

Budgeted Amount: Beginning Balance - Unassigned 3,799,691.00
Estimated Beginning Balance 540,153.00
Beginning Cash & Investments 56,375.00
Estimated Beginning Balance 153,318.00
Beginning Cash & Investment 4,226.00
TIB Grant - Galena Street Extension - 6-P-820(010)-1 0.00
Beginning Cash & Investment 45,762.00
Beginning Cash & Investment 35,575.00
Beginning Cash & Investment 722,996.00
Beginning Cash & Investment 580,029.00
Beginning Cash & Investment 1,074,453.00
Beginning Cash & Investment 2,312,009.00
Beginning Cash & Investment 2,821,972.00
Capital Expenditures/Expenses - WWTP 0.00
WWTP Construction Management 0.00
Beginning Cash & Investment 1,186,649.00
Professional Services - Misc. 24,878.00
Beginning Cash & Investment 614,796.00
Beginning Cash & Investment 101,054.00
Estimated Beginning Balance 8,769.00
State Court Fees 7,589.00

BARS Code: 308 91 13 00 Beginning Balance - Unassigned
308 51 12 00 Estimated Beginning Balance
308 31 01 00 Beginning Cash & Investments

308 51 14 00	Estimated Beginning Balance
308 51 09 00	Beginning Cash & Investment
595 30 63 16	TIB Grant - Galena Street Extension - 6-P-820(010)-1
308 31 02 00	Beginning Cash & Investment
308 51 11 00	Beginning Cash & Investment
308 31 03 00	Beginning Cash & Investment
308 51 08 00	Beginning Cash & Investment
308 51 02 00	Beginning Cash & Investment
308 51 03 00	Beginning Cash & Investment
308 51 04 00	Beginning Cash & Investment
594 35 63 15	Capital Expenditures/Expenses - WWTP
594 35 63 16	WWTP Construction Management
308 51 05 00	Beginning Cash & Investment
531 00 41 04	Professional Services - Misc.
308 51 06 00	Beginning Cash & Investment
308 51 07 00	Beginning Cash & Investment
308 31 00 00	Estimated Beginning Balance
586 30 03 04	State Court Fees

Summary Statement:

This City Ordinance amends the 2026 budget for the City of Granite Falls, Washington, by adjusting appropriations across various funds. The amendments include actual Beginning Balance adjustments for all Funds; an increase in the Streets Capital Improvement Fund for the delayed release of retainage for the TIB Grant - Galena Street Extension Project (6-P-820(010)-1); increases in the CIF Sewer Fund for capital expenditures and construction management costs related to the delayed WWTP Upgrade Project; an increase in the Storm Water Fund for Professional Services associated with the initiation of the City's Proactive Preventive Maintenance Program; and an increase in the Trust Fund for State Court Fees due to increased case volume and 2026 pricing.

Background:

The City Council of Granite Falls has determined the need to make further adjustments to the 2026 city budget, adopted by Ordinance No. 1066-2025, to more accurately reflect revenue and expense estimates. This amendment reflects changes to actual Beginning Balances for all Funds. It includes Streets Capital Improvement Fund expense increases due to the delayed release of retainage for the TIB Grant - Galena Street Extension - 6-P-820(010)-1 Project. Sewer Fund expense increases are attributable to weather-related construction delays for the WWTP Upgrade Project, which affects both capital expenditures and construction management costs. Storm Water Fund increases reflect the 2026 initiation of the City's Proactive Preventive Maintenance Program. Trust Fund increases are due to the volume of cases and 2026 prices associated with State Court Fees.

Recommended Motion:

1) Move to adopt Ordinance No. 1075-2026, an Ordinance of the City of Granite Falls, Washington, relating to the 2026 City Budget; and Amending Ordinance No. 1066-2025, Adopting the 2026 Budget to Adjust Revenue Estimates and Appropriations for Funds as included in Exhibit "A".

CITY OF GRANITE FALLS

ORDINANCE NO. 1075-2026

AN ORDINANCE OF THE CITY OF GRANITE FALLS, WASHINGTON, RELATING TO THE 2026 CITY BUDGET; AND AMENDING ORDINANCE NO. 1066-2025 ADOPTING THE 2026 BUDGET TO ADJUST REVENUE ESTIMATES AND APPROPRIATIONS FOR FUNDS AS INCLUDED IN EXHIBIT “A”.

WHEREAS, the City Council of the City of Granite Falls, Washington (the “City”) adopted the 2026 BUDGET by Ordinance No. 1066-2025 on November 19, 2025, establishing necessary and proper allocations for each department and fund; and

WHEREAS, the amount of revenue and appropriation allocations can only be estimated at the time of finalization of the budget; and

WHEREAS, the City Council has determined it is necessary to make further adjustments in the budget to adjust the expenditures and revenues to reflect:

- Actual Beginning Balances for all Funds
- Streets Capital Improvement Fund increases in Expenses
 - TIB Grant - Galena Street Extension - 6-P-820(010)-1 (Retainage Release)
- Sewer Fund increase in Expenses
 - Capital Expenditures/Expenses – WWTP (Delay in Project Closeout)
 - WWTP Construction Management (Delay in Project Closeout)
- Storm Fund increase in Expenses
 - Professional Services – Misc. (Proactive Preventive Maintenance Program)
- Trust Fund increase in Expenses
 - State Court Fees (volume and price increase)

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

Section 1. Amendment of 2026 BUDGET and Appropriation of Funds. The 2026 annual budget, adopted through Ordinance No. 1066-2025 for the period from January 1, 2026, to December 31, 2026, is hereby amended. This amendment reflects changes to the actual Beginning Balances for all Funds; Streets Capital Improvement Fund increases in Expenses due to the delayed release of retainage for the TIB Grant - Galena Street Extension - 6-P-820(010)-1 Project; Sewer Fund increases in Expenses due to construction delays for the WWTP Upgrade Project caused by weather; Storm Fund increases in Expenses due to the 2026 initiation of the city’s Proactive Preventive Maintenance Program; and Trust Fund increases in Expenses due to both the volume of cases and 2026 prices associated with the State Court Fees, all in accordance with Exhibit A.

Section 2. The City Treasurer is hereby authorized and instructed to make the necessary changes to the 2026 annual budget adopted by Ordinance No. 1066-2025 and make any necessary and appropriate line item entries and adjustments to reflect the amendments contained in this Ordinance.

Section 3. Ordinance No. 1066-2025 is hereby amended as necessary to reflect the budget amendments contained in this Ordinance.

Section 4. Severability. Should any section, paragraph, sentence, clause, or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 5. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of the publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ DAY OF _____ 2026.

CITY OF GRANITE FALLS

Matthew Hartman, Mayor

ATTEST/AUTHENTICATED:

Darla Reese, 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:

ORDINANCE No: 1075-2026
EXHIBIT A

Budget Amendment #1						
Fund	Account	Account Title	Budget Amend 1	Budget	Var \$	Notes
General	308 91 13 00	Beginning Balance - Unassigned	3,661,794.38	3,799,691.00	(137,896.62)	Beg. Balance Adjustment
Street	308 51 12 00	Estimated Beginning Balance	354,416.81	540,153.00	(185,736.19)	Beg. Balance Adjustment
Park Impact	308 31 01 00	Beginning Cash & Investments	54,510.37	56,375.00	(1,864.63)	Beg. Balance Adjustment
Community, Arts, & Rec	308 51 14 00	Estimated Beginning Balance	111,307.00	153,318.00	(42,011.00)	Beg. Balance Adjustment
CIF Streets	308 51 09 00	Beginning Cash & Investment	43,192.31	4,226.00	38,966.31	Beg. Balance Adjustment
CIF Streets	595 30 63 16	TIB Grant - Galena Street Extension - 6-P-820(010)-1	38,491.20	-	38,491.20	Release of Retainage
Alt. Route	308 31 02 00	Beginning Cash & Investment	13,569.49	45,762.00	(32,192.51)	Beg. Balance Adjustment
CIF Streets	308 51 11 00	Beginning Cash & Investment	32,597.74	35,575.00	(2,977.26)	Beg. Balance Adjustment
REET	308 31 03 00	Beginning Cash & Investment	703,642.58	722,996.00	(19,353.42)	Beg. Balance Adjustment
Water	308 51 08 00	Beginning Cash & Investment	597,979.83	580,029.00	17,950.83	Beg. Balance Adjustment
CIF Water	308 51 02 00	Beginning Cash & Investment	1,044,041.45	1,074,453.00	(30,411.55)	Beg. Balance Adjustment
Sewer	308 51 03 00	Beginning Cash & Investment	2,537,472.96	2,312,009.00	225,463.96	Beg. Balance Adjustment
CIF Sewer	308 51 04 00	Beginning Cash & Investment	3,293,983.23	2,821,972.00	472,011.23	Beg. Balance Adjustment
CIF Sewer	594 35 63 15	Capital Expenditures/Expenses - WWTP	1,231,840.80	-	1,231,840.80	2025 Delay WWTP Upgrade
CIF Sewer	594 35 63 16	WWTP Construction Management	601,631.20	-	601,631.20	2025 Delay WWTP Upgrade
Storm Water	308 51 05 00	Beginning Cash & Investment	1,174,776.81	1,186,649.00	(11,872.19)	Beg. Balance Adjustment
Storm Water	531 00 41 04	Professional Services - Misc.	71,438.80	24,878.00	46,560.80	Proactive Preventative Maintenance Program
CIF Storm Water	308 51 06 00	Beginning Cash & Investment	703,589.63	614,796.00	88,793.63	Beg. Balance Adjustment
Solid Waste	308 51 07 00	Beginning Cash & Investment	101,035.83	101,054.00	(18.17)	Beg. Balance Adjustment
Trust	308 31 00 00	Estimated Beginning Balance	10,648.23	8,769.00	1,879.23	Beg. Balance Adjustment
Trust	586 30 03 04	State Court Fees	23,195.01	7,589.00	15,606.01	Increased rates and volume of cases



CITY COUNCIL AGENDA BILL

Subject: 7.d.

Originating Dept.: City Manager

Action Recommended: Approve Resolution 2026-07

Approval(s): City Manager
Attorney

Meeting Date: April 15, 2026

Date Submitted:

Exhibit(s):

1. GraniteFalls_AssetManagement_Presentation_REVISION D
2. R 4-15-26 Resolution 2026-07 Asset Management Policy

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 presented the draft Asset Management Policy to the City Council on April 1, 2026, and has incorporated the Council's direction into the draft. Staff has also researched MRSC best practices and reviewed asset management policies adopted by comparable Washington cities, including the City of Sultan (Resolution 21-06), the City of Ridgefield (Resolution 637, 2024), 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 POLICY:

- Establishes a \$5,000 capitalization threshold for most asset classes, consistent with MRSC guidance and comparable city standards. Land and artwork are capitalized at \$0.
- Creates a Small and Attractive Assets tracking program for items below the capitalization threshold that are susceptible to theft or loss, with a uniform minimum tracking threshold of \$300 across all item categories.
- 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.
- Establishes procedures for asset additions, transfers, disposals, and reporting of lost or stolen assets consistent with RCW 43.09.185 and SAO requirements. Requires City Council review and approval prior to disposal of any sole-item asset when replacement would necessitate a budget amendment, with replacement procurement discussion to occur before any surplus declaration.
- Addresses maintenance and repair obligations, emphasizing preventive maintenance to extend asset useful life and reduce lifecycle costs, consistent with SAO BARS Manual guidance.
- Defines roles and responsibilities for the City Manager, Finance Department, Department Heads, City Clerk, and City Council.

References:

- 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:

1) Move to approve Resolution 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.

City Asset Management Policy

Presentation

City of Granite Falls, Washington

April 15, 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	\$300
Radios / Comms Equipment	\$300
Power Tools / Shop Equipment	\$300
AV Equipment	\$300

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 **\$7,500** require a surplus declaration; the City Council shall declare the property as surplus through a resolution or motion. Council approval is also required for any sole-item asset when replacement would require a budget amendment, regardless of value. Replacement discussion and approval shall occur before surplus declaration.

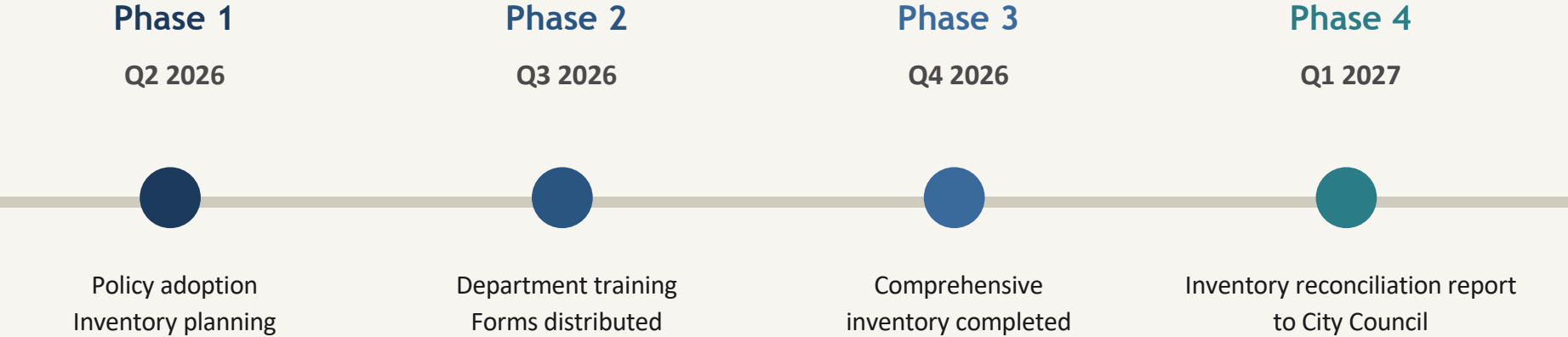
Disposal Execution

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 \$7,500 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; approve disposal of any sole-item asset when replacement requires a budget amendment (regardless of value); 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	\$300
Communications Equipment (radios, etc.)	\$300
Power Tools and Shop Equipment	\$300
Television/Audio/Video Equipment	\$300
All Other Attractive Items	\$300

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 \$7,500 require a surplus declaration; the City Council shall declare the property as surplus through a resolution or motion.
4. **Sole-Item and Replacement Budget Amendment Exception:** Notwithstanding the \$7,500 threshold above, City Council review and approval shall also be required prior to disposal of any asset that is the City's only item of that type when the purchase of a replacement would require a budget amendment. In such cases, discussion and approval of the replacement item—including any necessary budget amendment—shall occur before the existing asset is declared surplus.
5. **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 \$7,500, 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 \$7,500 by resolution or motion, or for any value when the asset is the City's only item of that type and replacement would require a budget amendment (see Section 7)
- 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.