



GRANITE FALLS WASHINGTON

GATEWAY TO THE MOUNTAIN LOOP

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

DIAL-IN CONTACT PHONE NUMBER: (US) +1(253) 215-8782/MEETING ID: 828 3367 6209

The Granite Falls City Council will hold an in-person and online (hybrid) meeting in the Civic Center at 7:00 PM on January 18, 2023. Information is above for joining the meeting by telephone. You can also join by computer at the Zoom meeting link: <https://us06web.zoom.us/j/82833676209>. Whether in advance of the meeting, by comment sent or emailed to the City Clerk in person, by phone or computer connection, public comment is encouraged.

CITY COUNCIL MEETING

JANUARY 18, 2023

7:00 PM

AGENDA

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. CONSENT AGENDA**
 - A. AB 004-2023 Approval of December 21, 2022 Minutes**
 - B. AB 005-2023 Approval of January 5, 2023 through January 18, 2023 claims checks #413049 through 413085 and One EFT totaling \$406,039.48**
 - C. AB 006-2023 Approval of December 16, 2022 through December 31, 2022 payroll claims checks #27484 through 27488 and Twenty-Six EFT's totaling \$118,451.47**
- 5. STAFF REPORTS**
- 6. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON ACTION ITEMS**

(Public comments are encouraged for items that are and are not on action items on this Agenda. Comments may be submitted in advance by writing or e-mailing the City Clerk, or made in person, or by telephone or computer connections at the time of the meeting. Individual comments will be limited to three minutes. Group comments shall be limited to five minutes.)
- 7. NEW BUSINESS**
 - A. AB 007-2023 The Inequities in Senior Property Tax Exemption; and other Senior Discount Programs**

Evelyn Stone

- B. AB 008-2023 Consideration of adopting Ordinance 1038-2023 An Ordinance of the City of Granite Falls, Washington, Relating to the 2023 City Budget; and Amending Ordinance No. 1035-2022 Adopting the 2023 Budget to Adjust Revenue Estimates and Appropriations for Funds as Included on Exhibit 'A'.**
- C. AB 009-2023 Consideration of Proposal/Scope of Work for Engineering services related to the North Alder Ave Road and Water Main improvements**
- D. AB 010-2023 Set Date for Council-Planning Commission Joint Workshop**

- 8. CURRENT BUSINESS**
- 9. MAYOR'S COMMENTS (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.

Notice - All proceedings of this meeting are sound recorded
Except Executive Sessions.



Agenda Bill # 004-2023

CITY COUNCIL AGENDA BILL

Subject:

AB 004-2023 Approval of December 21, 2022 Minutes

Meeting Date: Wednesday, January 18, 2023

Date Submitted: December 21, 2022

Originating Department: City Clerk

Action Required:

Approval of consent agenda

Clearances:

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

Exhibits:

[12/21/2022 Minutes](#)

☐ Engineering

☐ Planning

☐ Other: _____

Budgeted Amount:

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 items from the consent agenda for discussion and the items would be voted on separately from the other consent agenda items.

Background:

Recommended Motion:

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



**CITY COUNCIL
MEETING MINUTES
DECEMBER 21, 2022
7:00 PM**

1. CALL TO ORDER (Via In-Person & Online Via Zoom)

Mayor Hartman called the City Council Meeting to order at 7:00 PM.

2. FLAG SALUTE

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

3. ROLL CALL

City Council

Mayor Matthew Hartman	Present
Steven Glenn	Present
Tom FitzGerald	Present
Erin Hogan	Present
David Griggs	Present

City Staff

City Clerk Darla Reese
City Manager Brent Kirk
Deputy City Manager Jeff Balentine
Community Dev. Director Eric Jensen

Consultants

Thom Graafstra – Thompson, Guildner & Assoc.
Police Chief Tom Dalton – S.C.S.O.

4. CONSENT AGENDA

- A. AB 152-2022 Approval of December 21, 2022 claims checks #412996 through #413028 totaling \$221,824.09**
- B. AB 153-2022 Approval of December 1, 2022 through December 15, 2022 payroll claims checks #27483 and Nineteen EFT's totaling \$60,628.84**

Councilmember Hogan moved to approve the Consent Agenda. Councilmember Glenn seconded. Motion carried.

5. STAFF REPORTS

Community Development Director Eric Jensen mentioned the Planning Commission adopted their Final Work Plan for 2023-2024. This plan can be updated quarterly.

Consultant Police Chief Dalton gave an update regarding:

- End of year training – finishing up (new policies)
- New taser training
- Looking forward to providing a detailed report in middle of January
- Currently working on jail bill errors
- Mt. Loop Highway incidents; 3 dump trucks stuck and car in ditch
- Thanked Public Works staff for a great job on roads

City Manager Kirk gave a Public Works update on the following information:

- Sanding & plowing update
- Sewage = County ordinance on solid waste
- ILA's for smaller wastewater treatment plants – exemptions
- Snohomish County Cities Dinner – attended last week
- Economic Alliance Meeting in Snohomish County on January 5th
- Crosswalk module to be fixed

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

Justin Thoreson

Mr. Thoreson was present at tonight's meeting just to observe.

7. NEW BUSINESS

- A. AB 154-2022 Public Hearing – 7:10 PM, or soon thereafter,
For consideration to adopt Resolution 2022-06 – Adoption of the 2022 Water System Plan
and Water Use Efficiency goal settings**

Councilmember Hogan moved to open the Public Hearing. Councilmember Glenn seconded.
Motion carried.

City Clerk Reese entered the following exhibits into the record:

Exhibit 1 – Public Hearing Notice dated December 6, 2022, 1 page

Exhibit 2 – Verification of Public Hearing Posting dated December 6, 2022, 1 page

Exhibit 3 – Affidavit of Public Hearing from the Everett Daily Herald dated December 12, 2022,
2 pages

Exhibit 4 – Resolution No. 2022-06, 2 pages

City Manager Kirk explained this is a follow-up to the recent presentation by Gray & Osborne:

- Looked into loss of water with Charles
 - Spiked up consistent with development in the area
 - Contractors hooking up to the water mains directly

- People trying to bypass the service
- Treatment

Mayor Hartman opened the public comment portion of the meeting.

No one from the audience or on-line chose to comment.

Mayor Hartman closed the public comment portion of the meeting.

Councilmember Glenn moved to close the Public Hearing. Councilmember Hogan seconded. Motion carried.

Councilmember FitzGerald moved to adopt Resolution 2022-06. Adopting the City's water system plan and water use efficiency goal. Councilmember Griggs seconded. Motion carried.

B. AB 155-2022 Consideration of Approval of 2023 City Attorney Agreement with Trusted Guidance Law, Inc. for Legal Services

Councilmember Griggs moved to approve 2023 City Attorney Agreement between the City of Granite Falls and Trusted Guidance Law, Inc. for legal services. Councilmember Hogan seconded. Motion carried.

C. AB 156-2022 Consideration of Adoption of Ordinance No. 1036-2022, an Ordinance of the City of Granite Falls, Washington relating to the 2022 City Budget; and amending Ordinance No. 1017-2021 adopting the 2021 Budget to adjust revenue estimates and appropriations for funds as included on Exhibit "A".

Councilmember Glenn moved to adopt Ordinance 1036-2022, an Ordinance of the City of Granite Falls, Washington, relating to the 2022 City Budget; and amending Ordinance No. 1017-2021 adopting the 2022 Budget to adjust revenue estimates and appropriations for funds as included on Exhibit "A". Councilmember Hogan seconded. Motion carried.

D. AB 157-2022 Consideration of Approval of Project Grants Awarded from the Washington State Transportation Improvement Board (TIB) for West Stanley St. Sidewalks, TIB project number P-P-820(P05)-1 and N. Alder Ave. Overlay, TIB Project number 2-P-820(008)-1

Councilmember FitzGerald moved to approve 2022 TIB grant agreements for Stanley St. and Alder Ave. transportation projects and authorize City Manager to sign. Councilmember Glenn seconded. Motion carried.

- E. AB 158-2022 Consideration of Approval of Ordinance #1037-2022, An Ordinance adding Chapter 2.60 “Environmentally Preferable Purchasing and Product Utilization” to Granite Falls Municipal Code related to compost procurement requirements in compliance with RCW 43.19A.150.**

Councilmember Hogan moved to approve Ordinance #1037-2022 and authorize Mayor to sign. Councilmember Glenn seconded. Motion carried.

- F. AB 159-2022 Consideration of Amendment Number 6, Employment Agreement Between the City of Granite Falls, Washington and the City Manager**

Councilmember Glenn moved to approve amendment #6, Employment Agreement between the City of Granite Falls, Washington and Brent Kirk for the amount of \$174,704.75 beginning January 1, 2023 and including salary scale step increase consistent with the current 2022-2024 union collective bargaining agreement and an annual cola also consistent with the current CBA. Councilmember Hogan seconded. Motion carried.

8. CURRENT BUSINESS

There were no Current Business items for the Agenda.

9. MAYOR'S COMMENTS

Mayor Hartman gave an update on the new board members chosen on the Granite Falls Chamber of Commerce and mentioned the next meeting would be held on January 12, 2023. He also added the Public Works Department is staying on top of the weather-related issues – hats off to them!

10. COUNCIL COMMENTS

Mayor Pro Tem Glenn stated he was very happy to see the trucks out. Happy to be able to drive around the City and was happy with the street conditions.

Councilmember FitzGerald gave updates on the following items:

- AWC Conference – he will attend and ask for money for the Wastewater Treatment Plant
- January 5, 2023 – Economic Legislative Kick Off is in Everett from 10am-12pm
- AWC Center for Quality Communities Scholarship has increased to \$2,500 and is due on January 13th

Councilmember Hogan stated the Santa Cruise was a big hit. Sheriff & Washington State Patrol joined in. Lots of food was donated for the Food Bank.

Councilmember Griggs mentioned his two-year-old grandson enjoyed the Santa Cruise. He asked about liability for the City and options on change for the American Legion building. (Attorney Graafstra to send a report to City Manager Kirk in the morning.)

11. CITY MANAGER

City Manager Kirk had left the meeting earlier, therefore there was no report.

12. ADJOURNMENT

Mayor Hartman wished everyone Happy Holidays and adjourned the meeting.

City Clerk Darla Reese, MMC

Mayor Matthew Hartman



GRANITE FALLS WASHINGTON
GATEWAY TO THE MOUNTAIN LOOP

Agenda Bill # 005-2023

CITY COUNCIL AGENDA BILL

Subject:

AB 005-2023 Approval of January 5, 2023 through January 18, 2023 claims checks #413049 through 413085 and One EFT totaling \$406,039.48

Meeting Date: Wednesday, January 18, 2023

Date Submitted: January 13, 2023

Originating Department: City Treasurer

Action Required:

Approval of consent agenda

Clearances:

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

Exhibits:

☐ Engineering

☐ Planning

☒ Other: City Manager & Finance Director

Budgeted Amount:

001 Current Expense = \$81,782.45

101 Streets = \$23,660.87

305 Capital Improvement = \$-49.07

401 Water = \$81,762.29

402 Cif/Water = \$206.39

403 Sewer = \$98,427.58

404 Cif/Sewer = \$98,544.37

405 Storm Drainage = \$21,351.35

630 Trust Agency = \$353.25

Summary Statement:

Claims are for January 5, 2023 through January 18, 2023.

Background:**Recommended Motion:**

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



Agenda Bill # 006-2023

CITY COUNCIL AGENDA BILL

Subject:

AB 006-2023 Approval of December 16, 2022 through December 31, 2022 payroll claims checks #27484 through 27488 and Twenty-Six EFT's totaling \$118,451.47

Meeting Date: Wednesday, January 18, 2023

Date Submitted: January 4, 2023

Originating Department: City Treasurer

Action Required:

Approval of consent agenda

Clearances:

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

Exhibits:

☐ Engineering

☐ Planning

☒ Other: City Manager & Finance Director

Budgeted Amount:

001 Current Expense = \$58,671.41

101 Streets = \$9,514.81

401 Water = \$15,708.75

403 Sewer = \$30,188.03

405 Storm Drainage = \$4,368.47

Summary Statement:

Payroll is from December 16, 2022 through December 31, 2022.

Background:

Recommended Motion:

- 1) Motion to accept the payroll as presented. This can be accomplished as part of the motion to approve the consent agenda.
- 2) Motion to amend the payroll [state change] and approve the payroll as amended.



Agenda Bill # _____

CITY COUNCIL AGENDA BILL

Subject:

Passport Services through 1-12-2023

Meeting Date: Wednesday, January 18, 2023

Date Submitted: January 13, 2023

Originating Department: City Treasurer

Action Required:

None

Clearances:

☒ Mayor

☒ Police

☒ Public Works

☒ Attorney

Exhibits:

[Passport Services Dashboard through January 12, 2023](#)

☒ Engineering

☒ Planning

☒ Other: Finance

Budgeted Amount:

N/A

Summary Statement:

Passport Services through January 13, 2023

Background:

Recommended Motion:

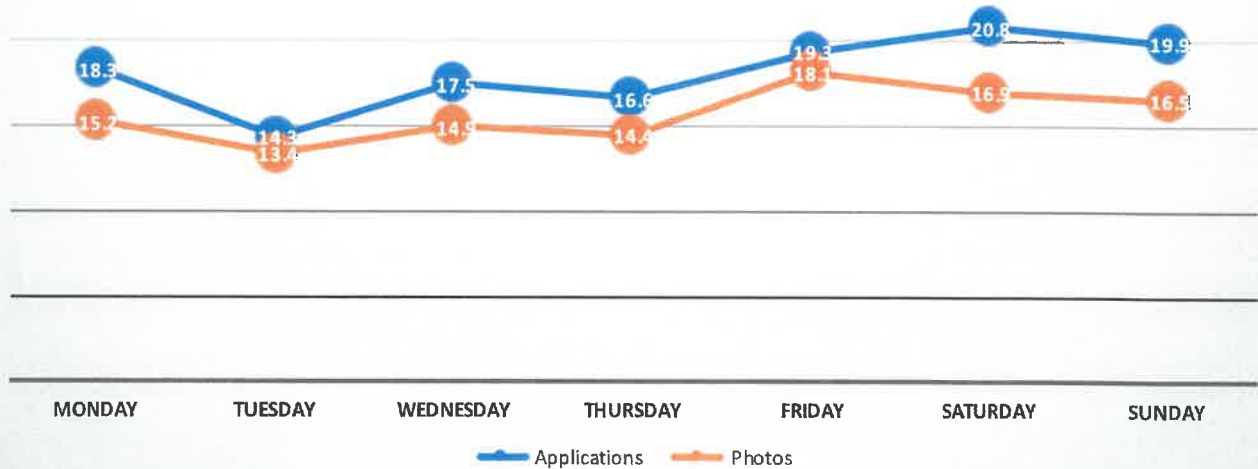
NA

As of January 12, 2023

Statistics By Day



Application & Photo Processing By Weekday



	Revenue		
Total Revenue (since 6-6-2022)	\$ 204,535.85		
Annualized Revenue Trend (Dec/Jan)	\$ 569,842.26		
	Gross Margin	% Sales	
Total Gross Margin (since 6-6-2022)	\$ 67,892.62	33.2%	
Annual Projected Gross Margin	\$ 191,540.18	33.6%	
	# Processed	Avg. per day	Break Even
Total Passport Applications Processed	3,882	18.7	11.0
Total Passport Photos Taken	3,358	16.1	10.4



GRANITE FALLS WASHINGTON
GATEWAY TO THE MOUNTAIN LOOP

Agenda Bill # N/A

CITY COUNCIL AGENDA BILL

Subject:

Staff Reports

Meeting Date: Wednesday, January 18, 2023

Date Submitted: January 13, 2023

Originating Department: City Clerk

Action Required:

N/A

Clearances:

☐ Mayor

☒ Police

☐ Public Works

☐ Attorney

Exhibits:

[01/18/2023 City Clerk Report](#)

[01/18/2023 Police Chief Report](#)

☐ Engineering

☐ Planning

☒ Other: City Clerk

Budgeted Amount:

Summary Statement:

Attached, please find the City Clerk and Police Chief Staff Reports for your review and information.

Background:

Recommended Motion:

City Clerk Staff Report January 18, 2023

Business Licenses (Outside City):

Chons Landscaping L.L.C.

6401-20th Dr. NE
Tulalip, WA 98271
Landscape design

Pike Plumbing & Sewer LLC

26530 Woodland Way S.
Kent, WA 98030
Side sewer – install, repair

Bickford Motors, Inc.

3100 Bickford Ave.
Snohomish, WA 98290
Franchised automobile dealership-sale of new & used vehicles, parts & service

Asphalt Patch Systems

8812 Canyon Rd. E.
Puyallup, WA 98371
Repair of asphalt driveways and parking lots, streets, 12/90 and concrete restoration. 050110 asphalt and concrete restoration

Dickson Electric, LLC

5815-163rd Ave. SE
Snohomish, WA 98290
Electrical contractor. Build and sell electrical equipment, services and wiring

Lumber Maks Tree Service LLC

18016-177th Ave SE
Monroe, WA 98272
Tree removal service

Building Permits Issued:

Kate Thorp

505 Hemlock Ave.
Residential forced air furnace

Building Permit #2023-001

Keith Santo

610 Peak Lane
Residential hot water tank

Building Permit #2023-002



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



Sheriff Adam Fortney

City Manager Brent Kirk

Council Members,

As we have spoken about, I have yearly totals for the contract for your review. I have included yearly school totals as well, as I know we have had concerns about the manpower used for school type calls over the past year.

All the schools have shown an increase of calls for service (CFS) this past year (302) over the previous two years, but the calls for service for 2022 did not reach the levels we saw pre-pandemic, in 2019 when we had 369 CFS at the schools.

The high school (59/ 2022) and middle school (49/ 2022) still represent the most CFS but surprisingly, Monte Cristo ES (29/2022) had a higher call volume then Crossroads HS (23/ 2022). Please remember these totals are yearly and not school year totals, so school data could vary from that is being presented to you at this time.

Total incidents for the city for 2022 was 5120. This represents about a 11% decrease in CFS from 2021 and a decrease in calls from 2019 by 22.5%. Reports written by Deputies increased by 20%. This tells us that more serious crimes have been reported and Deputies conducted more investigations in 2022 than the previous year.

Animal control calls within the city rose by about 22.5%. Animal control calls within the County area beats that are covered by the regional contract were up as well about 20%. When the pandemic hit, more people obtained animals and with people returning to work, this has caused more animal complaints from those who are still working from home.

Burglary cases rose in 2022, with the largest increase in commercial burglaries. We saw a large increase in storage unit burglaries. We have requested that the storage unit owners provide better security for their facilities, so we may be able to get a better understanding of when and who commits these burglaries.

Theft cases have risen as well, this goes hand in hand a growing number of the unhoused making their way to Granite and not having the means to care for themselves or get back to Everett. We do our best to combat this with frequent welfare checks and subject stops on these individuals.

Assault cases nearly doubled in 2020 compared to 2021 and slightly higher than 2022. Harassment cases for 2022 stayed stagnant compared to previous years but rose in the County area beats by more than double.

Collisions stayed about the same. Traffic complaints and enforcement was slightly down from 2021 (3%). DUIs were almost double for 2022 compared to 2021 but about the same for 2020.

Vehicle recoveries for 2022 were five time more than 2021 and about the same verses 2020. Abandoned vehicles (parking complaints) were slightly up in 2022 compared to 2021 but about the same for 2020. Theft of motor vehicle parts were up as well, due to catalytic converters and gas being stolen from vehicles around town.

Our behavioral health contacts (BHC) were up by about 25% for 2022 compared to 2021 and other years. We have seen a steady rise in these sorts of contacts over the years and this is just another example of why our community, along with others are struggling with mental health issues. Deputies continue to train and become familiar with ways to deal with people in crisis.

Our CFS for incidents that were domestic related increased by about 25% over 2021 and even more than 2020. The most notable increase was in actual assault 4 DV cases, almost double. Harassment cases with threats to kill increased notably as well.

Cynthia was busy in the front office as well, but we saw a decrease in firearms transfers and CPL's while seeing an increase in fingerprinting. Cynthia processed 116 fingerprint requests in 2022 up from 80 in 2021. Cynthia processed 175 CPL's, down from 183 in 2021. Cynthia processed 301 firearms transfers, down from 355 in 2021.

Overall, 2022 was good year for the Granite Falls Police Department and Regional Contract. We were able to stay within budget and accomplish all our civic responsibilities. It has been a pleasure working with City Staff, having the support of the Council and the community.

Respectfully submitted,

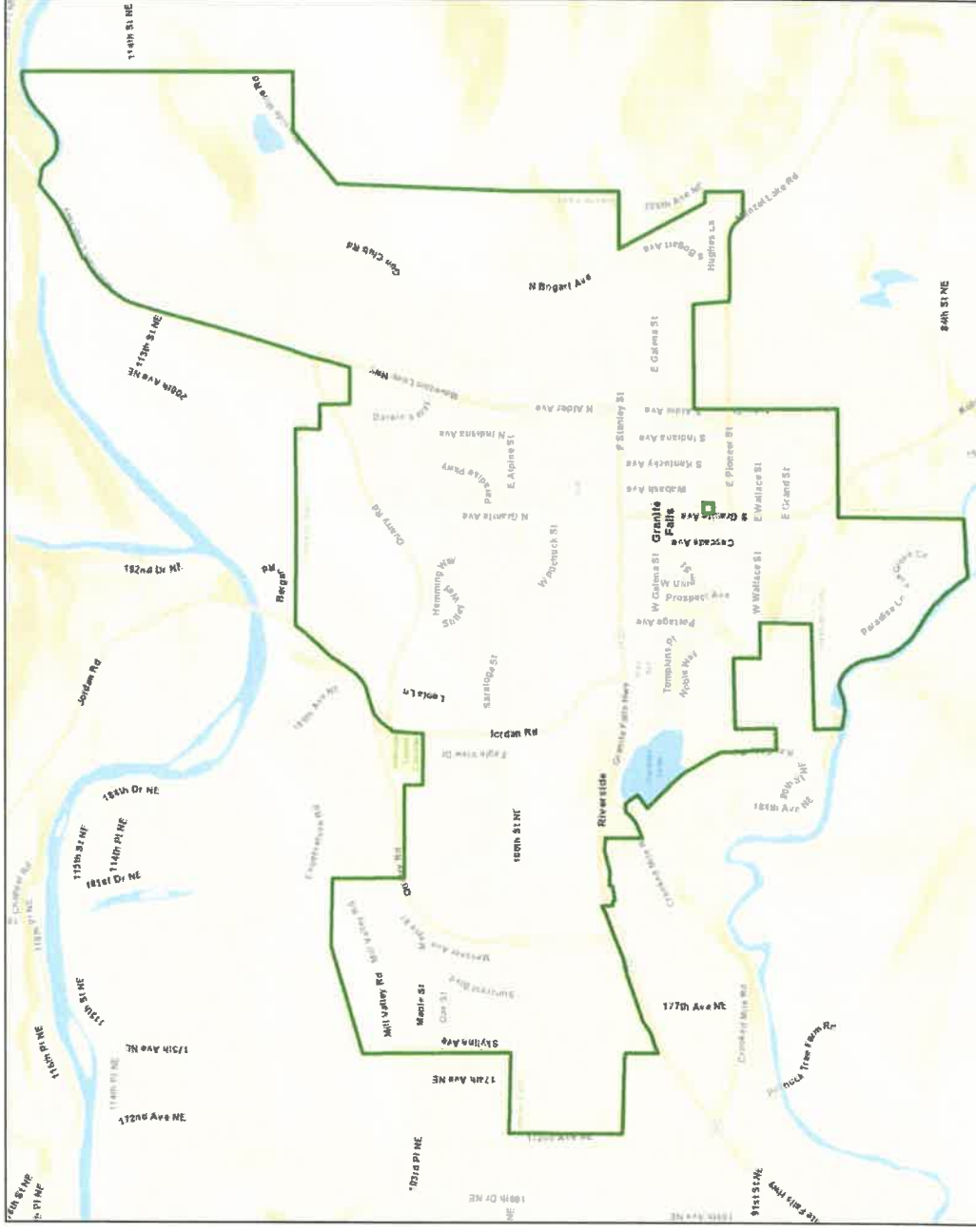
Tom Dalton #1508

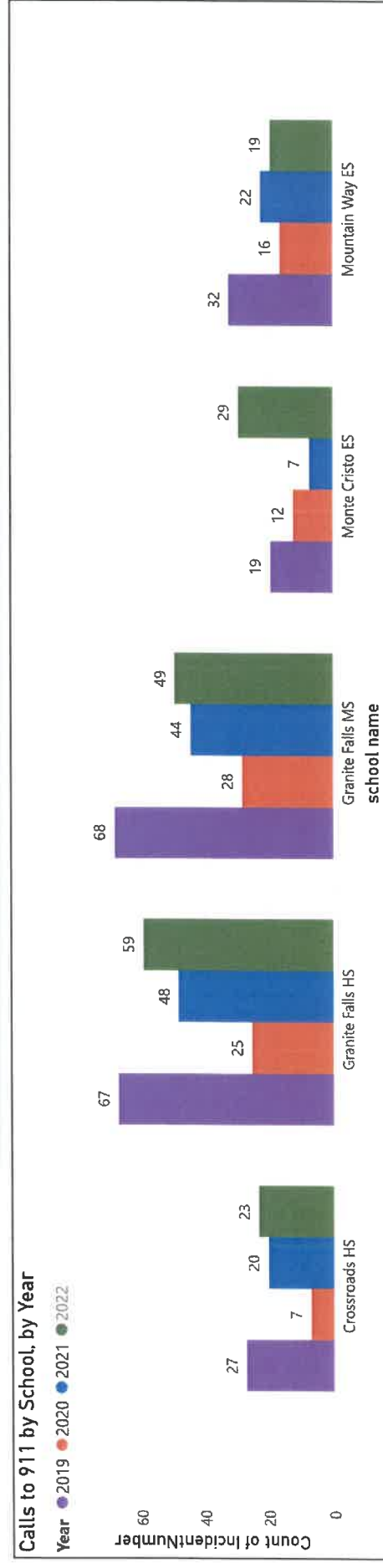
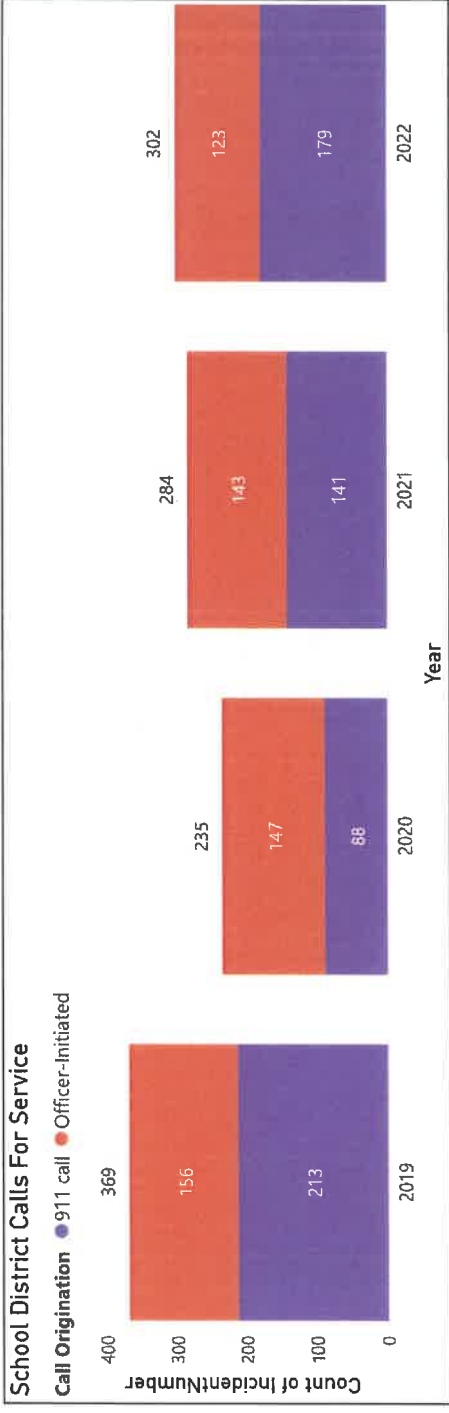
Chief Tom Dalton



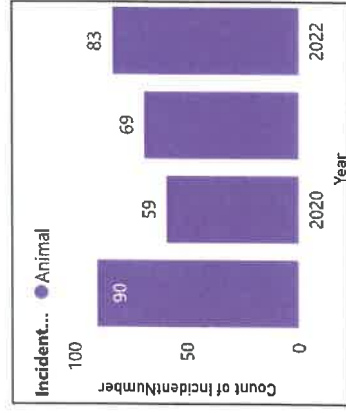
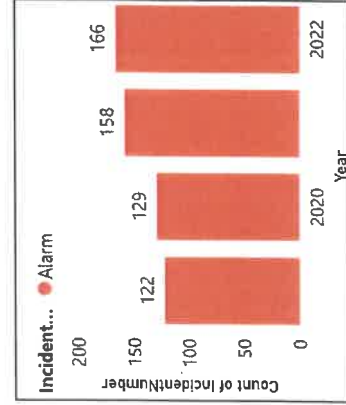
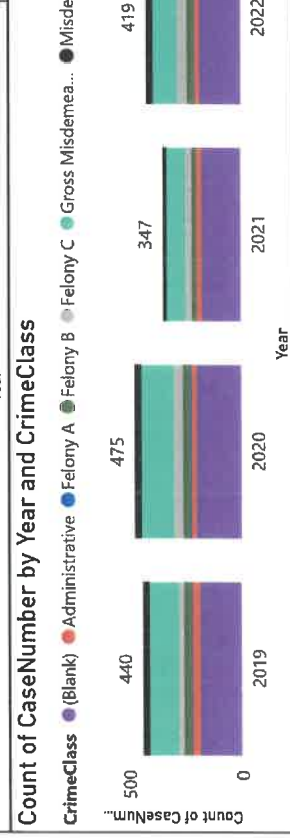
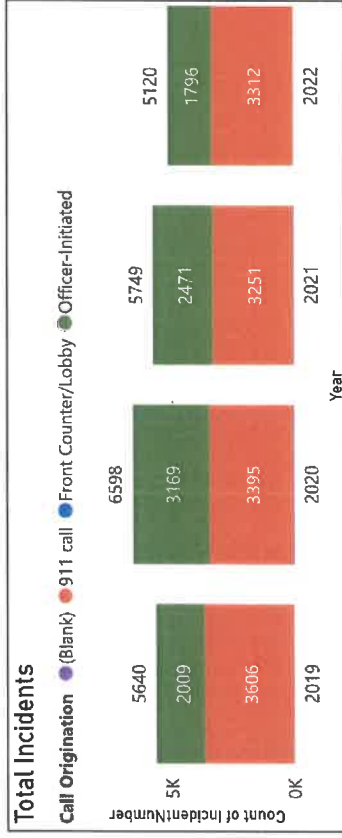
CY 2022 REPORT

Prepared 12 Jan 2023

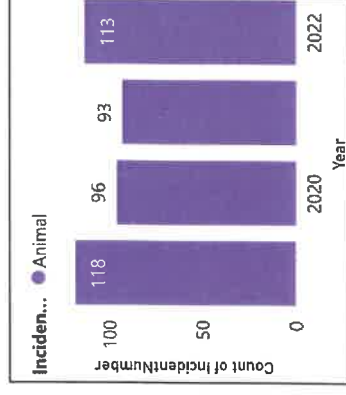
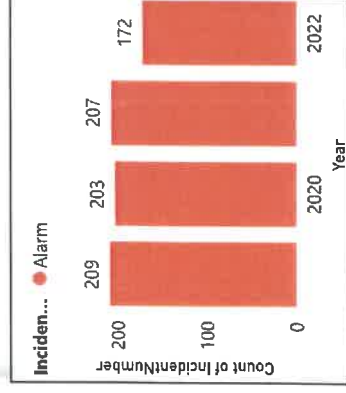
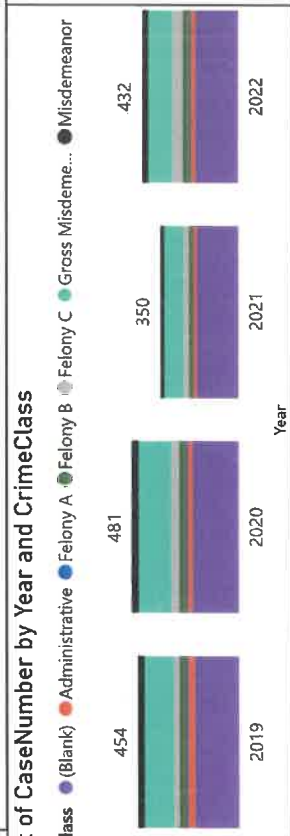




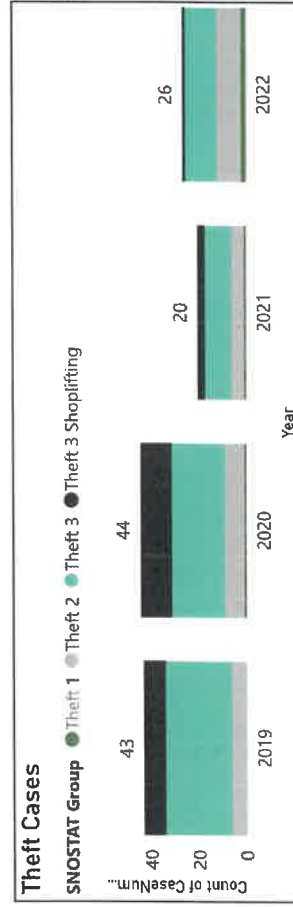
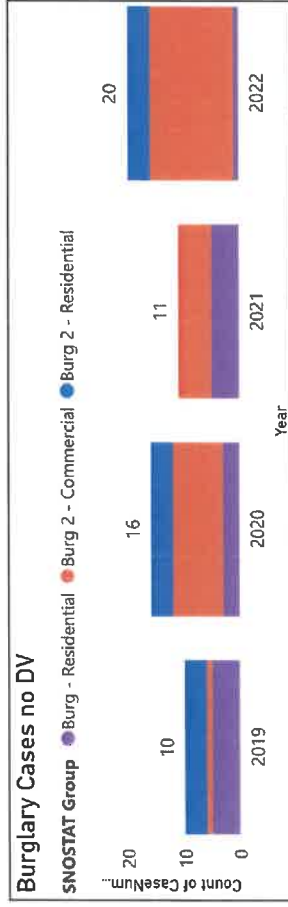
IN THE GRF BEAT



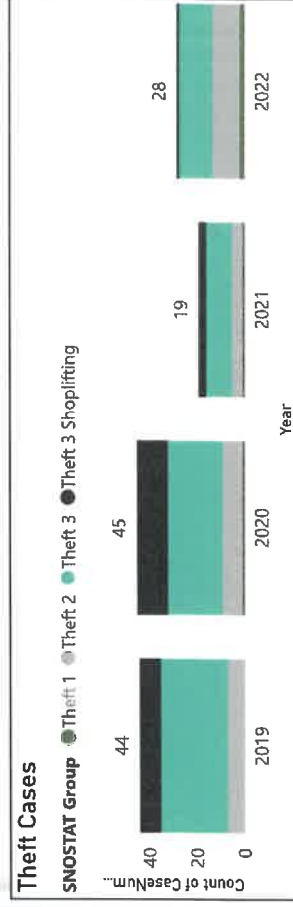
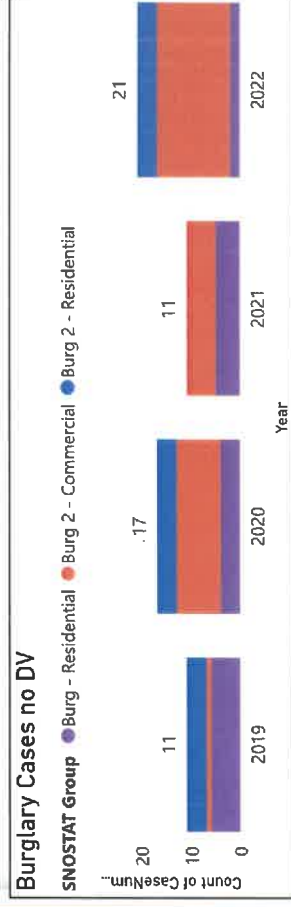
ANSWERED BY GRF ORI



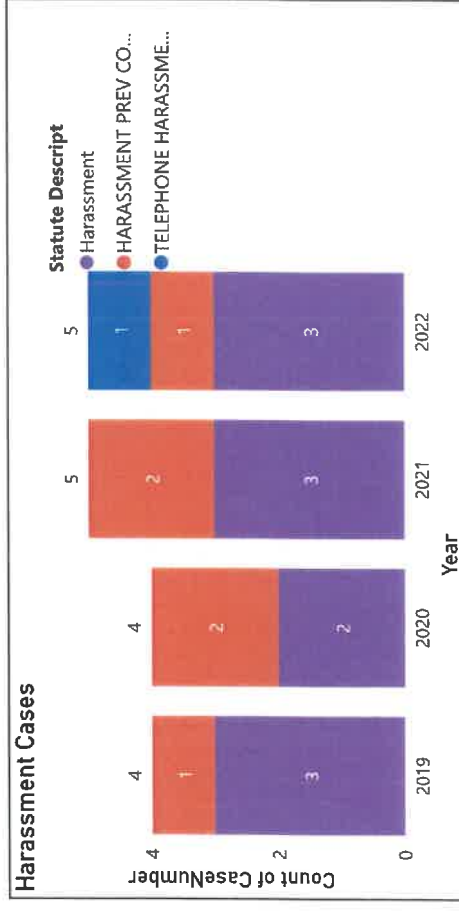
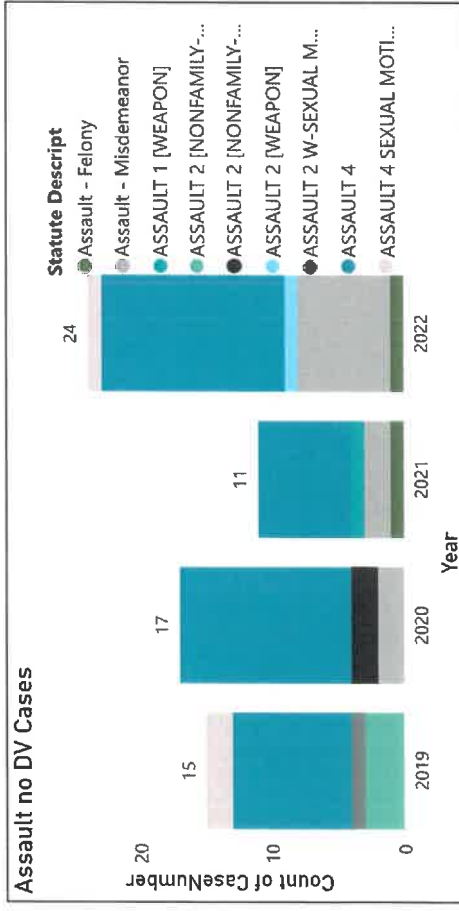
IN THE GRF BEAT



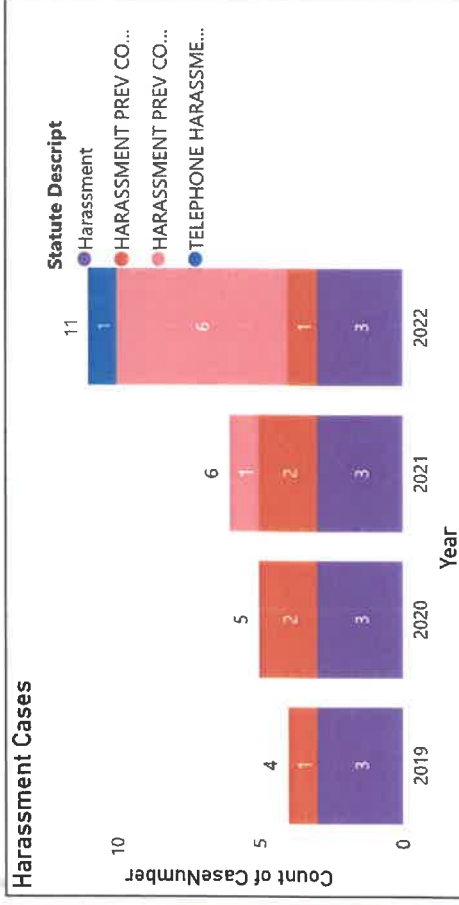
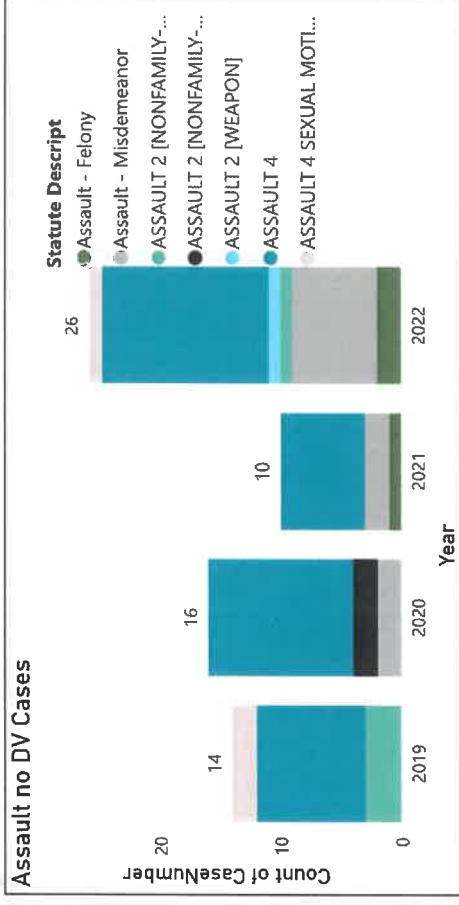
ANSWERED BY GRF ORI



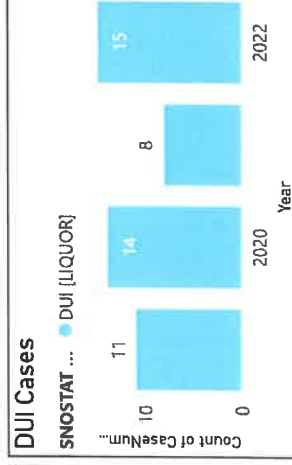
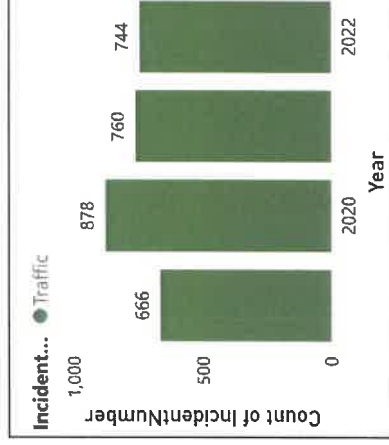
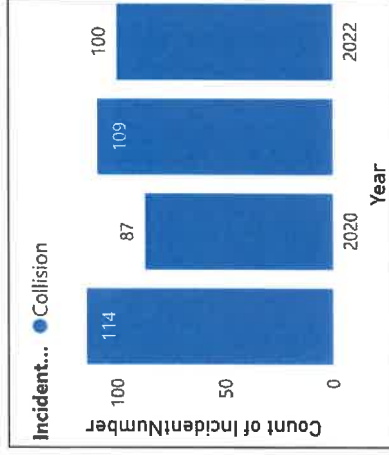
IN THE GRF BEAT



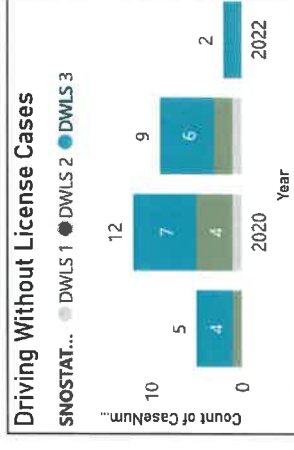
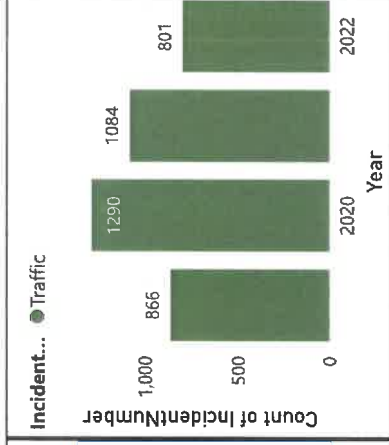
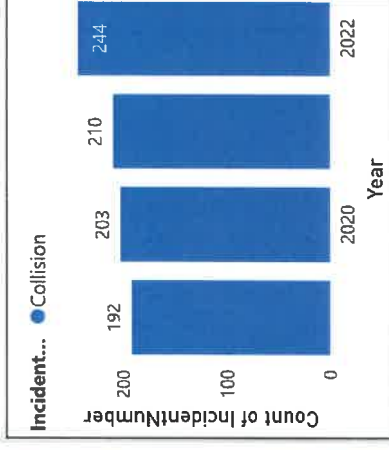
ANSWERED BY GRF ORI



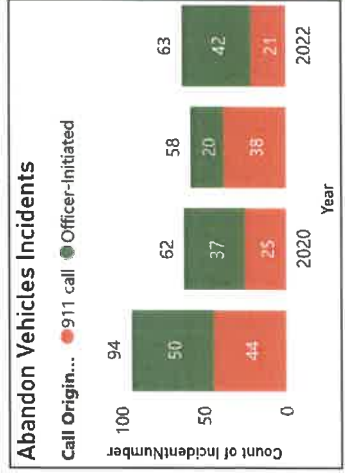
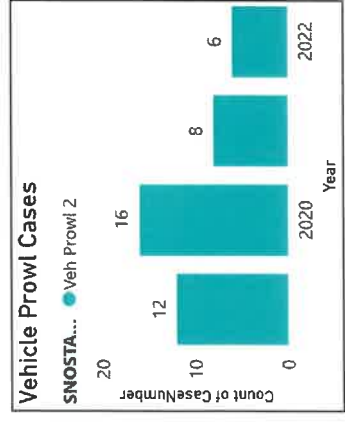
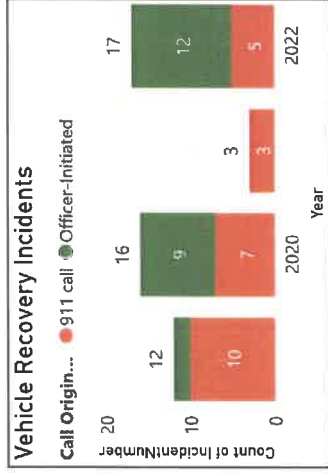
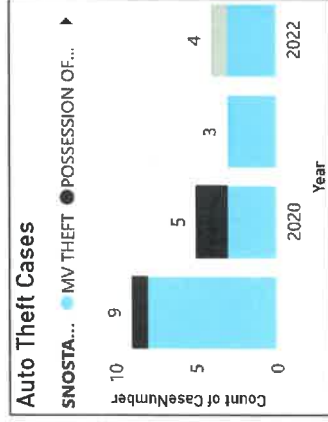
IN THE GRF BEAT



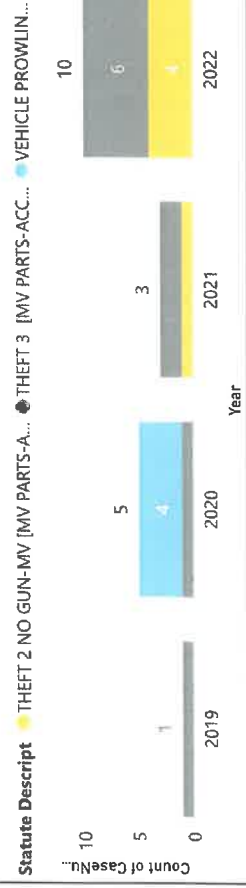
ANSWERED BY GRF ORI



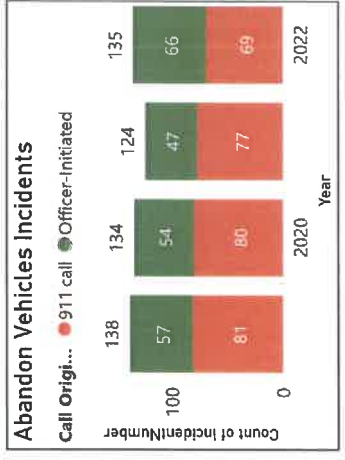
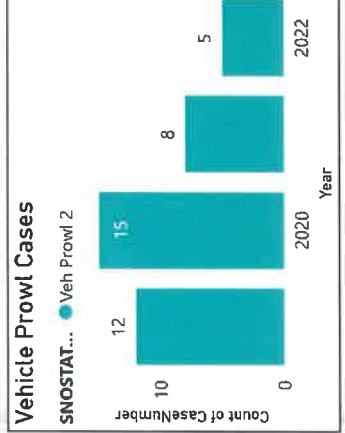
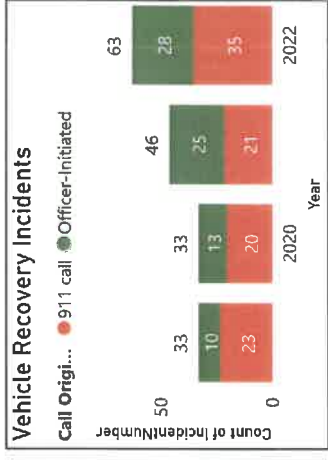
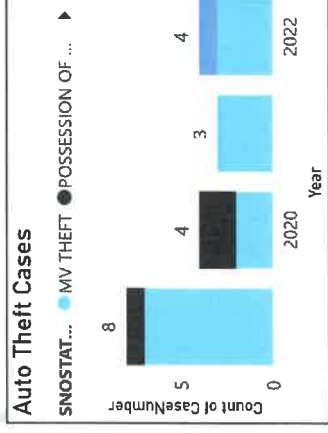
IN THE GRF BEAT



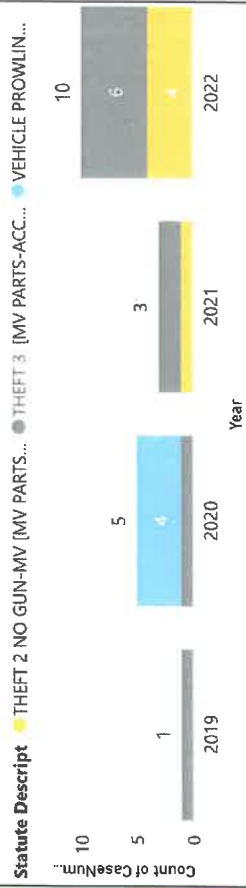
Theft of MV Parts Cases



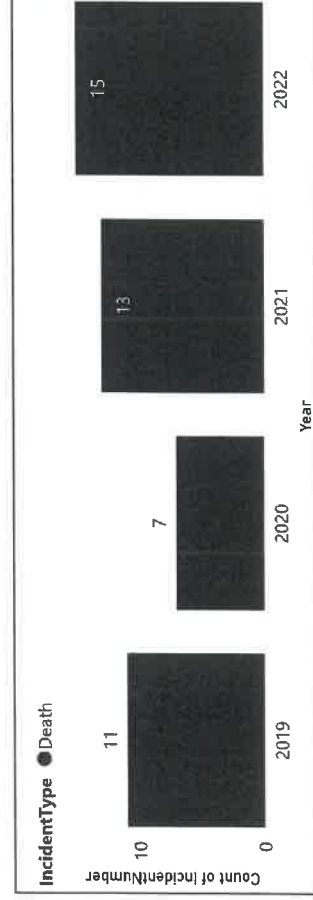
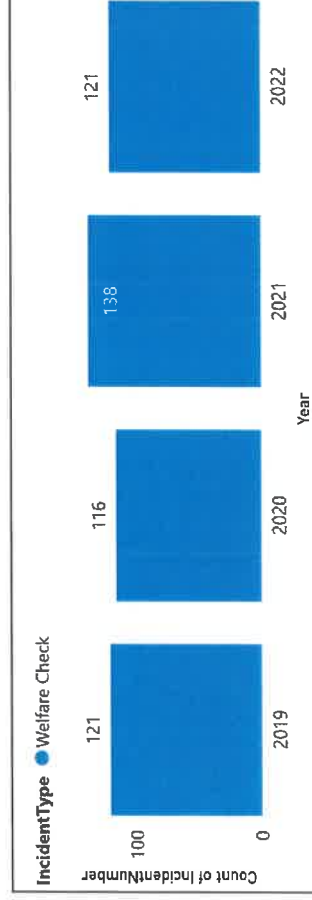
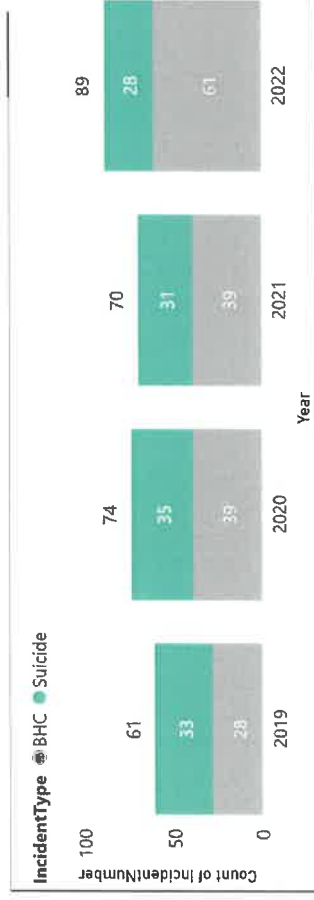
ANSWERED BY GRF ORI



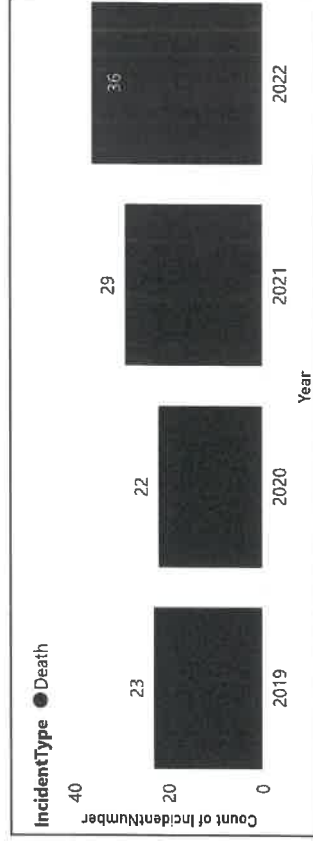
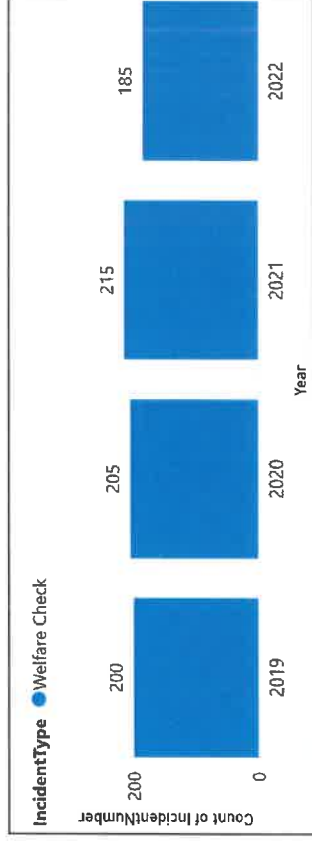
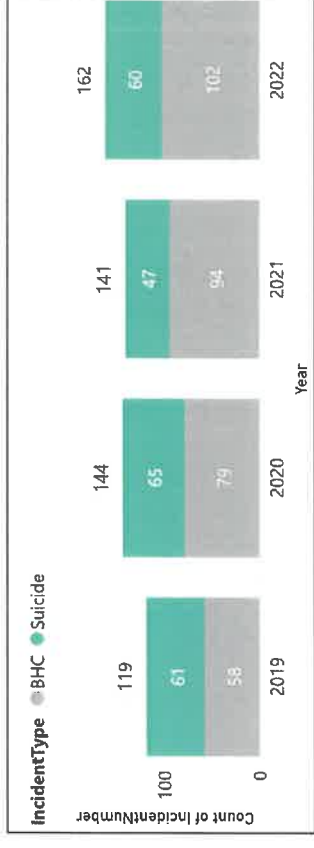
Theft of MV Parts Cases



IN THE GRF BEAT

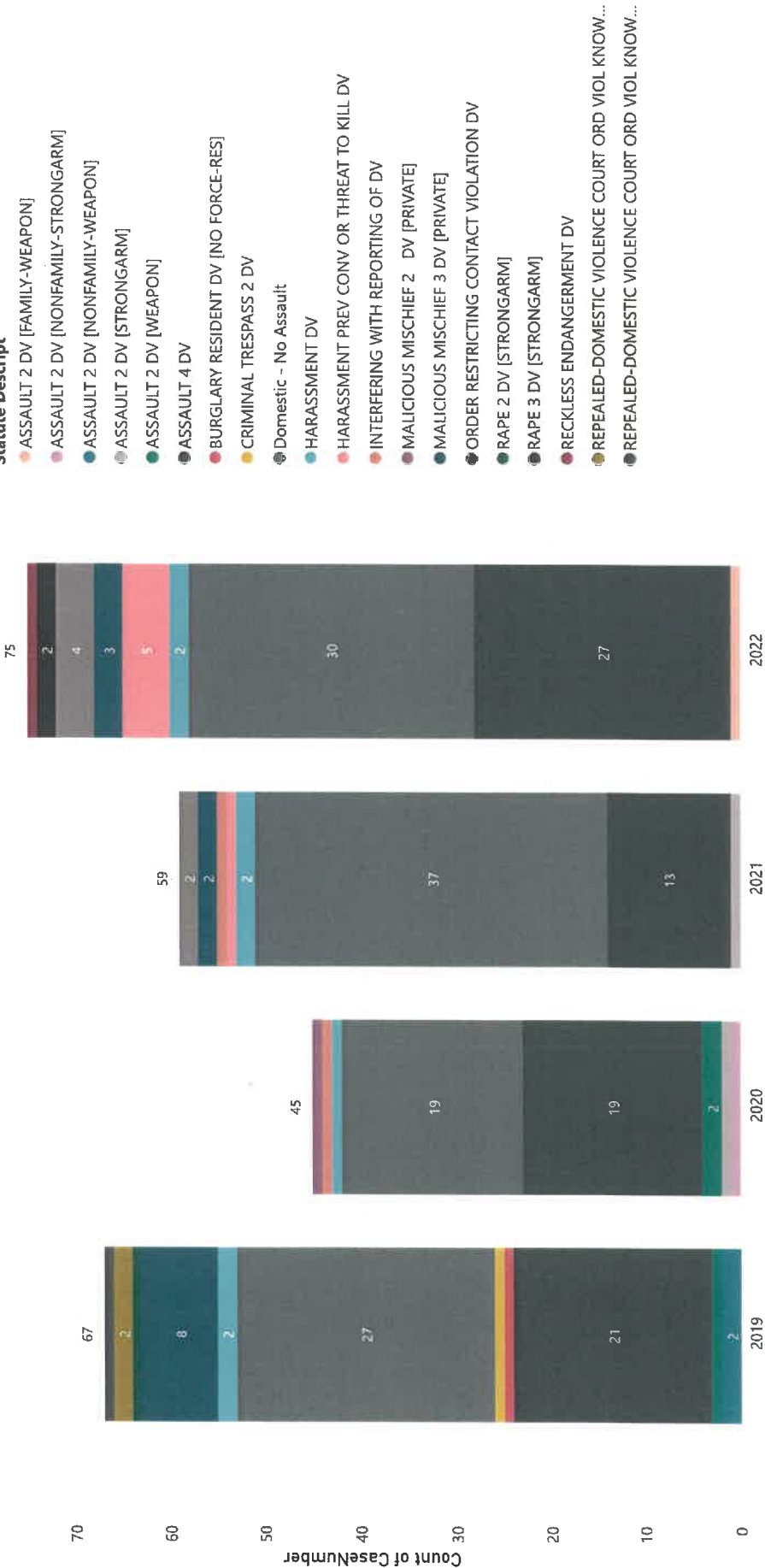


ANSWERED BY GRF ORI



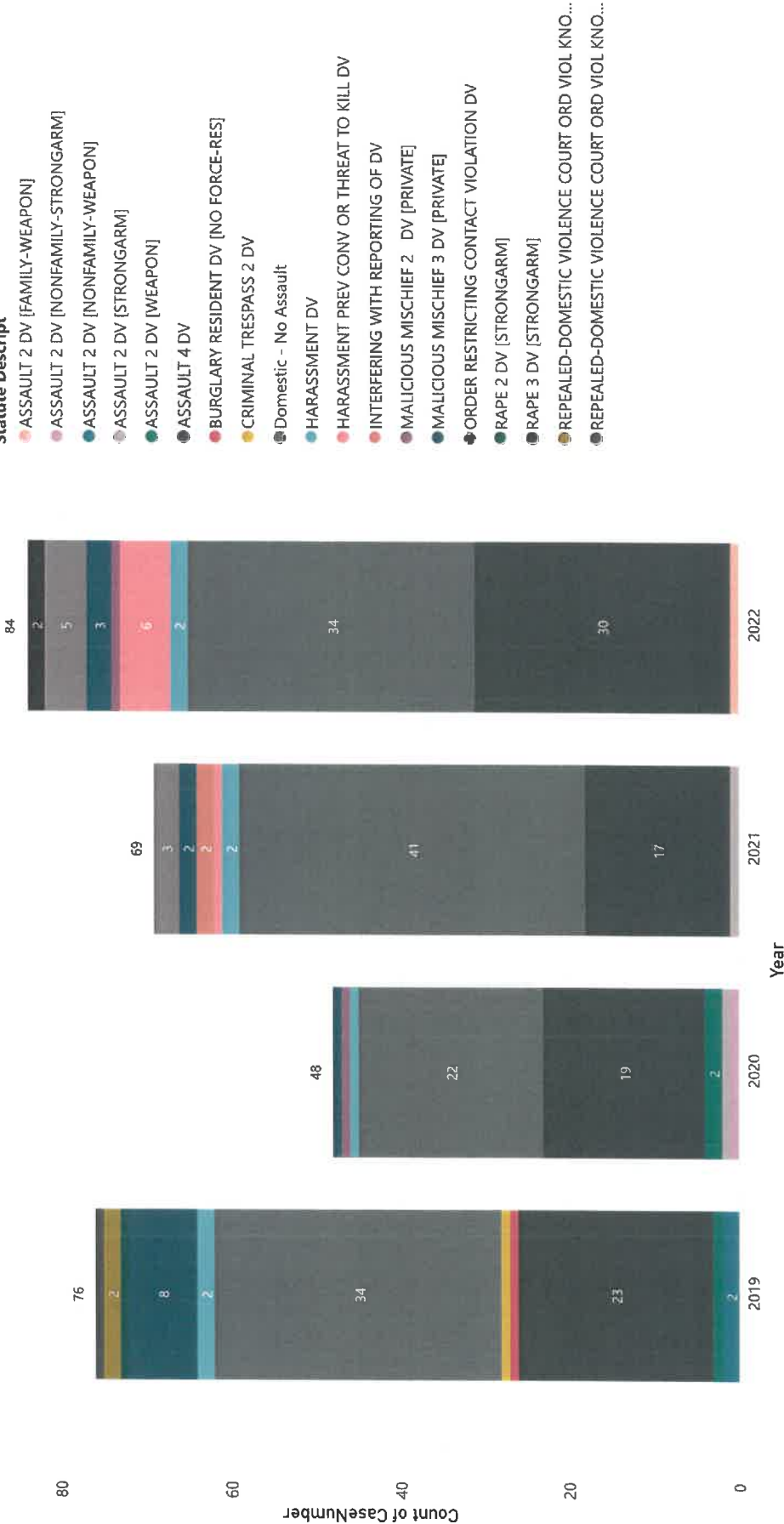
Domestics in Beat GRF, regardless of ORI

Count of Statute (*) Case Number

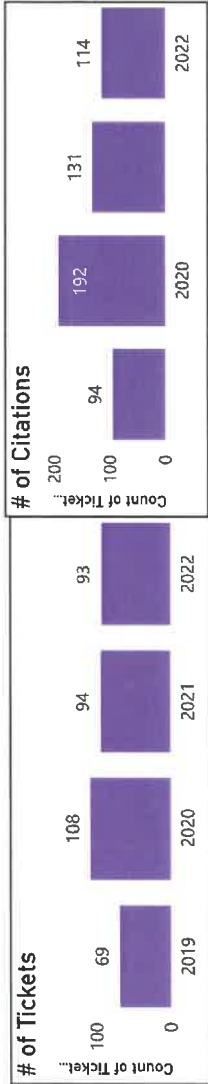


Domestics Answered by GRF ORI

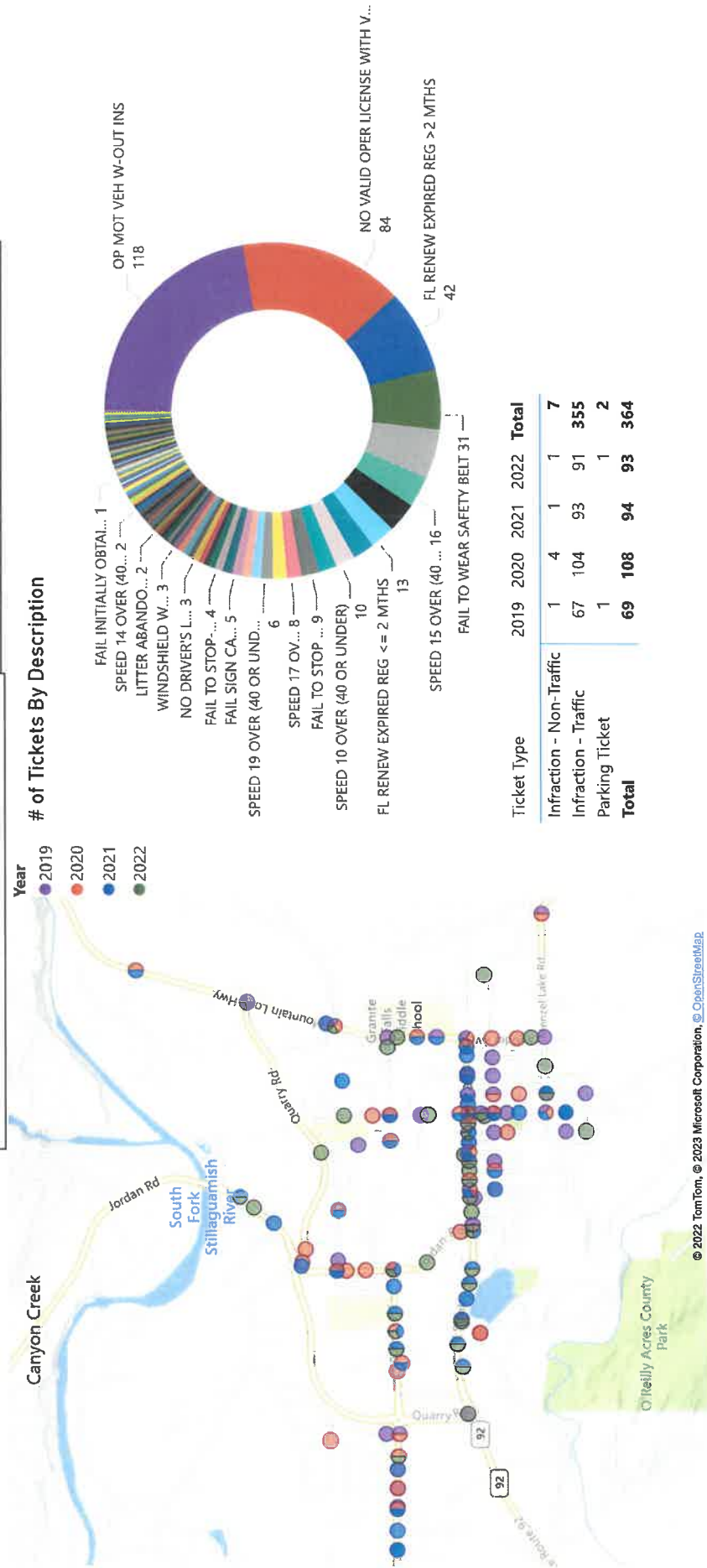
Count of Statute (*) Case Number



Number of Tickets/Citations Past Calendar Years Beat GRF - regardless of ORI



NOTE: If a ticket/citation does not show on this page, then it is possible that Records has not keyed it in yet or we did not have a specific issue for a particular month.





Agenda Bill # 007-2023

CITY COUNCIL AGENDA BILL

Subject:

AB 007-2023 The Inequities in Senior Property Tax Exemption; and other Senior Discount Programs
Evelyn Stone

Meeting Date: Wednesday, January 18, 2023

Date Submitted: January 13, 2023

Originating Department: City Treasurer

Action Required:

N/A - Discussion Only

Clearances:

☐

Mayor

☐

Police

☐

Public Works

☐

Attorney

Exhibits:

☐

Engineering

☐

Planning

Other: _____

Budgeted Amount:

Summary Statement:

Mrs. Stone will be presenting to the Council, Staff and Public a discussion regarding the inequities in Senior Property Tax Exemption; and other Senior Discount Programs.

Background:

Recommended Motion:

Discussion Only

GRANITE FALLS CITY COUNCIL MEETING

JANUARY 18, 2023

HAND-OUT OF SUPPLEMENTAL NOTES TO PRESENTATION

PURPOSE OF THE PRESENTATION: Provide a brief, informal overview to convey awareness of the inequities in the State's "Senior/Disabled Persons Property Tax Exemption law. Similar inequities appear in the City's Senior's Low-Income Seniors/Disabled Utility Rate Assistance Program Application.

Senior/Disabled Persons Property Tax Exemption

The intent of defining major groups of retirees is for discussion purposes only; and only to demonstrate the inequity in using current year income criteria for eligibility. (There is no inference that the Managed Funds should not have received the maximum exemption.)

Managed Funds (**MF's**) have financial resources for which they can control and limit current year income; and still accumulate more financial resources. Prior to retirement, they may have had high-income jobs, owned business, rental property, investments, etc. They can liquidate and/or invest and still control the amount of current year income. These sources of income are not verifiable by third-party documents except SSA benefits. **MF's** can legitimately qualify for the maximum exemption.

Whereas

Structured Income (SI's), have "fixed income"; primarily pensioners; receiving a full pension* and social security. All income is verifiable with 1099's and tax returns.

(*also applies to other "fixed income" such as disability income, veterans benefits, etc.).

SI's may not qualify for any exemptions; or may have qualified for the lowest exemption with 2019 threshold changes but now in jeopardy of losing exemption status; and previous frozen values of their homes.

CURRENT PROGRAM INEQUITIES/ISSUES

Discussion Points

- 1) "Low-income" is no longer an equitable measure of the original intent of "need for financial assistance."
 - 2) Unverifiable, Underreported/Unreported Income
 - 3) Household income
 - 4) Disposable income – Federal Income Taxes – Health Insurance Premiums – Out-of-Pocket Medical expenses (2021)
 - 5) Revenue control – now and in the future
 - 6) State vs County
 - 7) Who is a Senior? Age Factors
 - 8) Accumulative economic effect
 - 9) Many other senior benefits/discounts are available to MF's but not SI's
-

(My) Proposal for Revision of Senior Property Tax Exemption

Discussion and Legislative Status*

Brief personal comment on the City of Granite Falls, Low-Income Senior/Disabled Utility Rate Assistance Program.

*There are 3 other house bills pending so far pertaining to state property taxes (HB 4200 and HB 1092); and increasing income thresholds of the Senior/Disabled property tax exemption program. HB 1355.

CITY COUNCIL AGENDA BILL

Subject:

AB 008-2023 Consideration of adopting Ordinance 1038-2023 An Ordinance of the City of Granite Falls, Washington, Relating to the 2023 City Budget; and Amending Ordinance No. 1035-2022 Adopting the 2023 Budget to Adjust Revenue Estimates and Appropriations for Funds as Included on Exhibit 'A'.

Action Required:

Consideration of adopting Ordinance 1038-2023 An Ordinance of the City of Granite Falls, Washington, Relating to the 2023 City Budget; and Amending Ordinance No. 1035-2022 Adopting the 2023 Budget to Adjust Revenue Estimates and Appropriations for Funds as Included on Exhibit 'A'.

Exhibits:

[Ordinance 1038-2023 BA #1](#)
[Passport Manager Job Description](#)

Meeting Date: Wednesday, January 18, 2023

Date Submitted: January 9, 2023

Originating Department: City Treasurer

Clearances:

☐ Mayor ☐ Police

☐ Public Works ☒ Attorney

☐ Engineering ☐ Planning

☒ Other: City Manager and Deputy City Manager

Budgeted Amount:

Streets CIF 334 03 80 13 TIB Grant - 2-P-820(008)-1 N Alder Overlay, Stanley St to Alpine St \$0.00

Water CIF 594 34 63 13 Water Main Replace - N Alder \$0.00

General Fund 514 20 11 00 Passport Salaries & Wages \$117,342.63

General Fund 514 20 20 00 Passport Benefits \$45,340.74

Summary Statement:

The City of Granite Falls received two TIB Grants for 2023/2024. This Budget Amendment accounts for the maximum grant revenue and anticipated expenses for each project. The TIB funding covers 95% of the cost of each project, with the maximum grant funding of \$408,000 for the N Alder Overlay and \$496,400 for the W Stanley Street sidewalk. To maximize the efficiencies and aesthetics of the N Alder Overlay project, City staff and engineering recommend replacing the water main on N Alder in conjunction with the N Alder TIB Overlay project.

This Budget Amendment also includes the new salary scale for an exempt Passport Manager position.

Background:**Transportation Improvement Board Awards and the N Alder Water Main Replacement:**

The City of Granite Falls received two TIB Grants for 2023: TIB 2-P-820(008)-1 – N Alder Overlay, Stanley St to Alpine St and TIB P-P-820(P05)-1 – W Stanley St Sidewalk. The TIB funding covers 95% of the cost of each project, with the maximum grant funding of \$408,000 for the N Alder Overlay and \$496,400 for the W Stanley Street sidewalk. The City will bear 100% of the costs for the N Alder Water Main replacement.

Passports

The City has seen a dramatic increase in the number of passport applications. As such, the City has increased its Passport Technician Staff to six (four full-time and two part-time). Initially, the volume only required that the City employ one Passport Lead as a non-exempt position. However, with the increase, the Lead is now required to take on more management functions and has two or more positions that manage confidential public information. For those reasons, the City recommends shifting the Lead position to a manager position reporting directly to the Deputy City Manager.

Recommended Motion:

1) Motion to Adopt Ordinance 1038-2023 An Ordinance of the City of Granite Falls, Washington, Relating to the 2023 City Budget; and Amending Ordinance No. 1035-2022 Adopting the 2023 Budget to Adjust Revenue Estimates and Appropriations for Funds as Included on Exhibit 'A' and Exhibit 'B'.

CITY OF GRANITE FALLS

ORDINANCE NO. 1038-2023

AN ORDINANCE OF THE CITY OF GRANITE FALLS, WASHINGTON, RELATING TO THE 2023 CITY BUDGET; AND AMENDING ORDINANCE NO. 1035-2022 ADOPTING THE 2023 BUDGET TO ADJUST REVENUE ESTIMATES AND APPROPRIATIONS FOR FUNDS AS INCLUDED ON EXHIBIT "A" AND EXHIBIT "B".

WHEREAS, the City Council of the City of Granite Falls, Washington (the "City") adopted the 2023 Budget by Ordinance No. 1035-2022 on December 7, 2022, 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 revenues and expenditures to reflect:

- Increase Streets Capital Improvement Fund Revenue and Expense – TIB 2-P-820(008)-1 – N Alder Overlay, Stanly St to Alpine St
- Increase Streets Capital Improvement Fund Revenue and Expense – TIB P-P-820(P05)-1 – W Stanley St Sidewalk
- Increase Water Capital Improvement Fund Expense – N Alder Water Main Replacement

WHEREAS, the budget includes a list of employee positions and salary scales which needs revision:

- Addition of an exempt Passport position and associated Salary Scale per EXHIBIT B.

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

Section 1. **Amendment of 2023 Budget and Appropriation of Funds.** The 2023 annual budget, adopted by Ordinance No. 1035-2022 for the period January 1, 2023 through December 31, 2023 is hereby amended to reflect awarded TIB Grants for the N Alder Overlay and the W Stanley St Sidewalk, and the N Alder Water Main replacement in accordance with Exhibit A and the addition of a Passport Manager position in accordance with Exhibit B.

Section 2. The City Treasurer is hereby authorized and instructed to make the necessary changes to the 2023 annual budget adopted by Ordinance No. 1035-2022 and make any necessary and appropriate line item entries and adjustments in order to reflect the amendments contained in this Ordinance.

Section 3. Ordinance No. 1035-2022 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
_____ 2023.**

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: 1038-2022
EXHIBIT A

2023 Budget Amendment #1 EXHIBIT A						
Fund	Account	Title	Budget 2023	Budget Amendment 1 2023 (change)	Budget after Amedment	Notes
Streets CIF	334 03 80 13	TIB Grant - 2-P-820(008)-1 N Alder Overlay, Stanley St to Alpine St	\$ -	\$ 408,000.00	\$ 408,000.00	TIB Grant @ 95%
Streets CIF	334 03 80 14	TIB Grant - P-P-820(p05)-1 W Stanley St Sidewalk, Jordan Rd to Prospect Ave	\$ -	\$ 496,400.00	\$ 496,400.00	TIB Grant @ 95%
Streets CIF	595 30 63 18	TIB Grant - 2-P-820(008)-1 N Alder Overlay, Stanley St to Alpine St	\$ -	\$ 429,500.00	\$ 429,500.00	TIB Grant @ 95%
Streets CIF	595 30 63 19	TIB Grant - P-P-820(p05)-1 W Stanley St Sidewalk, Jordan Rd to Prospect Ave	\$ -	\$ 522,600.03	\$ 522,600.03	TIB Grant @ 95%
Streets CIF	508 91 02 00	Ending Cash & Investments	\$ 272,333.78	\$ (47,700.03)	\$ 224,633.75	

Fund	Account	Title	Budget 2023	Budget Amendment 1 2023 (change)	Budget after Amedment	Notes
Water CIF	594 34 63 13	Water Main Replace - N Alder	\$ -	\$ 500,000.00	\$ 500,000.00	100% City - complete with TIB project - lcludes \$90,000 engineering
Water CIF	508 51 02 00	Ending Cash & Investments	\$ 1,680,847.03	\$ 500,000.00	\$ 1,180,847.03	

ORDINANCE No: 1038-2022
EXHIBIT B

Salary Scale												
Passport Manager												
Classification No. Months	STEP A 0 to 6	STEP B 7 to 12	STEP C 13 to 24	STEP D 25 to 36	STEP E 37 to 48	STEP F 49 to 60	STEP G 61 to 120	STEP H 121 to 180	STEP I 181 to 240	STEP J 241 to 300	STEP K 301 to 360	
	6	12	24	36	48	60	120	180	240	300	360	
Passport Manager 2023	1/1/23	\$ 72,000.00	\$ 73,800.00	\$ 75,645.00	\$ 77,536.13	\$ 79,474.53	\$ 81,461.39	\$ 83,497.93	\$ 85,585.37	\$ 87,725.01	\$ 89,918.13	\$ 92,166.09

City of Granite Falls Position Description



Position Title: Passport Manager
Reports to: Deputy City Manager
Salary: Step B \$73,800 (see attached Salary Scale)
Hours: Supports Monday – Sunday 8:30 AM – 7:00 PM
Schedule: Dependent on Team Workplan

Job Description:

Responsible for managing the City's Passport and Utility Technician employees, including performance reviews, hiring new employees, and, if applicable, terminating employees. The Manager will also perform the role of Acceptance Agent on behalf of the U.S. Department of State to accept (or execute) the passport application and ensure all materials needed to process the applications are correctly submitted and enclosed. Supports Utility Billing Clerk with collecting information to begin and discontinue water service, answering customer inquiries, processing payments, following up on delinquent accounts, and processing meter reading data. Supports payroll, finance, and permitting functions as needed.

Job Functions:

- Responsible for managing the City's Passport and Utility Technician employees, including performance reviews, hiring new employees, and, if applicable, terminating employees. Greet the public in person and over the phone and provide information regarding the passport application process and traveling requirements.
- Review applications and other applicable documents for completeness, signature, affirmation of truthfulness, verification of applicant's identity, and presence of required photographs and fees.
- Take, print, and crop passport photos according to the required specifications.
- Submit an observation checklist with applications that require further scrutiny by the passport office.
- Stay current with and implement all passport regulations and procedures changes.
- Attend training courses as assigned by the Deputy City Manager.
- Process passport transmittals, mail documents, and track document acceptance at government facilities.
- Order and maintain all supplies necessary to process passport applications and photos.
- Update travel brochure, website, and other passport notifications with applicable information.
- Receive and accurately process payments for passport services, issue receipts, make change, and balance the cash drawer.
- Supports Utility Billing Clerk with collecting information to begin and discontinue water service, answering customer inquiries, processing payments, following up on delinquent accounts, and processing meter reading data.
- Other office-related duties as required.
- Supports payroll, finance, and permitting functions as needed.

City of Granite Falls

Position Description



Qualifications:

To be successful, an individual must be able to perform each essential job function satisfactorily. The requirements listed below represent the knowledge, skill, or ability required. The City of Granite Falls will make reasonable accommodations to enable individuals with disabilities to perform essential functions.

Knowledge of:

- General office practices and procedures.
- Cash receipting and reconciliation procedures.

Ability to:

- Operate various computer software applications, including word processing and databases.
- Operate a digital camera and printer.
- Work cooperatively with diverse cultures and language barriers.
- Examine documents for authenticity and acceptability; read/understand documents that contain small print.
- Maintain confidentiality and security of information.
- Work independently, prioritize work, and meet deadlines.
- Follow established office procedures.
- Communicate information effectively in English, both verbally and in writing.
- Work as part of a work team; establish and maintain effective and positive working relationships with co-workers and the public.

Minimum Requirements:

- High school diploma or equivalent

Experience and Education:

- A high school diploma or GED
- Two years of general office experience, including customer service experience or any equivalent combination of education and experience.

Additional requirements (if any):

- Proof of United States Citizenship or U.S. national.
- Be approved by the Department of State.
- Dress business casual.
- Must be able to pass a national and local criminal background check.
- Complete and maintain an annual certification of an official Passport Application Acceptance course, including a yearly criminal history check.

Desired Qualifications:

City of Granite Falls Position Description



- Bilingual or, at a minimum, the ability to understand and make oneself understood in a second language is desirable.

Physical Requirements:

- The City of Granite Falls provides a tobacco-free environment for its employees; as such, it prohibits smoking/tobacco use in City facilities and vehicles.
- Duties are performed indoors, individually, and as part of a work team.
- Occasionally, the incumbent may be required to work overtime or outside the regular work schedule.
- Duties may require standing for long periods.



Agenda Bill # 009-2023

CITY COUNCIL AGENDA BILL

Subject:

AB 009-2023 Consideration of Proposal/Scope of Work for Engineering services related to the North Alder Ave Road and Water Main improvements

Meeting Date: Wednesday, January 18, 2023

Date Submitted: 1/10/23

Originating Department: Public Works

Action Required:

Approval of Scope of Work and Fee Proposal Agreement with Gray and Osborne Inc for Engineering Design services related to the North Alder Ave Road and Water Main Improvements

Clearances:

☐ Mayor ☐ Police

☒ Public Works ☐ Attorney

Exhibits:

[Scope and Fee Proposal - N Alder Ave Improvements](#)

☒ Engineering ☐ Planning

☐ Other: _____

Budgeted Amount:

Water Main Replacement - \$703,000 est cost per Water Comp Plan

Alder Ave Asphalt Overlay - \$ 429,500 (95% paid via TIB Grant - \$21,500 City cost)

Summary Statement:

As part of the City's Water Capital Facilities Plan, staff is recommending the replacement of an existing 6-inch AC water main in N Alder Ave with 1400 linear feet of 8-inch ductile iron piping to be installed in conjunction with a TIB grant funded asphalt overlay road project to take advantage of cost savings associated with doing these projects at the same time.

Gray and Osborne Inc has provided a proposal for engineering design and inspection/construction management services related to these Capital improvement projects, which are scheduled for construction in the summer of 2023.

Background:**Recommended Motion:**

1) Motion to approve Scope of Work and Fee Proposal for North Alder Ave Improvements with Gray and Osborne Inc in an amount not to exceed \$136,300.00 and authorize City Manager to sign



January 9, 2023

Mr. Brent Kirk
City Manager
City of Granite Falls
P.O. Box 1440
215 Granite Avenue
Granite Falls, Washington 98252

SUBJECT: SCOPE OF WORK AND FEE PROPOSAL – NORTH ALDER
AVENUE IMPROVEMENTS
CITY OF GRANITE FALLS, SNOHOMISH COUNTY, WASHINGTON
G&O #PR226.06

Dear Mr. Kirk:

Per your request, we are submitting the following Scope of Work and Fee Proposal to complete the engineering design (PS&E) and construction management services for the improvements on North Alder Avenue, from Stanley Street to Alpine Street. The improvements will include for the replacement of the existing water main and a full-width pavement grind and overlay.

The City has received grant funding from the Transportation Improvement Board (TIB) to partially fund the grind and overlay improvements. All other funding will be local City funds. As such, the project will be split into two separate schedules of work. Schedule A will be the pavement grind and overlay, which will be eligible for TIB reimbursement. Schedule B will be the water main improvements and will be funded entirely by the City. All costs associated with this Project will be tracked and invoiced accordingly. Our proposed Scope of Work is presented in Exhibit A. Our cost to complete both schedules of work is \$136,300, as shown in Exhibit B-1 and Exhibit B-2.

Please contact the undersigned if you wish to discuss this Proposal, or if you need additional information. If you would like us to proceed with this work, please sign where indicated on the following page and return the signed page to us. Thank you for the opportunity to provide these engineering services to the City. We look forward to continuing our working relationship with the City of Granite Falls.

Sincerely,

GRAY & OSBORNE, INC.

Stacey Clear, P.E.

SAC/sr
Encl.



Mr. Brent Kirk
January 9, 2023
Page 2

**CITY OF GRANITE FALLS
NORTH ALDER AVENUE IMPROVEMENTS**

I hereby authorize Gray & Osborne, Inc., to proceed with the design assistance as described herein under the terms and conditions of our current general services agreement, and for a cost not to exceed of \$136,300 without written authorization by the City.

Name (Print)

Title

Signature

Date

EXHIBIT A
SCOPE OF SERVICES
CITY OF GRANITE FALLS
NORTH ALDER AVENUE IMPROVEMENTS

INTRODUCTION

The City of Granite Falls desires to complete improvements on North Alder Avenue, from Stanley Street to Alpine Street, approximately 1,300 feet. The improvements will generally include replacement of the existing water main, and a full-width grind (to reestablish the crown of the Alder Avenue) and overlay.

The water main work will include replacing the existing 6-inch, AC water main with a new 8-inch, ductile iron water main within the same limits. The new water main will connect to existing mains at Stanley Street, the Senior Living Community, the Alternative High School, the Middle School and at Alpine Street. Existing water services/meters and fire hydrants will be replaced with new facilities. The water main improvements will be funded entirely by the City.

The roadway work will include the full-width grind and overlay, isolated pavement repairs, reestablishing the existing pavement markings and utility casting adjustments. The roadway work will be funded in part, by a grant from the Washington State Transportation Improvement Board (TIB) and the City.

To accommodate the various funding sources, the project will be split into two separate schedules of work. Schedule A will be for the Roadway Rehabilitation on North Alder Avenue, which is eligible for TIB reimbursement. Schedule B will be for the Water Main Improvements, and will be funded entirely by the City. All costs associated with this Project will be tracked and invoiced accordingly.

The engineering and related services considered for this project will generally include Topographic Survey and Mapping, Preparing Plans (including project specific details), Specifications, Cost Estimates and coordinating with the funding agency.

Our Scope of Work is more fully detailed below.

Task 1 – Project Management

Objective: Provide overall project management of Gray & Osborne resources, monitor and manage budget, manage and oversee the schedule of deliverables, manage quality assurance/quality control (QA/QC) program, and provide client contact.

Consultant Responsibilities

1. Contract execution, internal accounting, and auditing.
2. Internal resource management and prioritization of resources.

3. Oversee QA/QC Reviews (see Task 7 of engineering products to include Constructability Review, Risk Management Assessment, and identification and pursuit of critical path items).
4. Preparation of monthly progress reports and invoices that identify major work items to be completed during the invoice period, and identification of any impacts to the schedule, scope, and budget.
5. Manage and oversee the schedule of deliverables.

Assumptions

1. Gray & Osborne will provide standard Gray & Osborne-formatted invoices identifying personnel, hours, and direct costs (mileage, printing, etc.).

City Responsibilities

1. Review and process monthly invoices in a timely fashion.

Task 2 – Survey and Mapping

Objective: Establish vertical and horizontal control (or utilize existing control from previously designed projects), and acquire pertinent topographical features suitable to support the design of the new water main and roadway rehabilitation on North Alder Avenue.

Consultant Responsibilities

1. Establish vertical and horizontal control for survey and mapping at a scale of 1-inch=20-feet horizontal and 1-inch=5-feet vertical. Datum will be NAVD 88. Provide (set or establish) a minimum of two survey control points for vertical and horizontal control within the project area.
2. Perform Topographical Survey within the project area and within the existing rights-of-way. The Survey will establish surface grades, pavement edges, curbs, gutters, sidewalks, utilities (visually obvious and/or painted on the ground prior to the survey), utility structures (poles, hydrants, meters, valves, etc.), fences, and any significant landscaping adjacent to the areas of work.
3. Map survey data and show pertinent topographical features at each curb ramp location.

Assumptions

1. The development and/or recording of a “Record of Survey” is not required or included in this Scope of Work.
2. City-approved horizontal and vertical control/datum is available and accessible within 1/4 mile of the project site.

3. No right-of-way acquisition to include Title Reports, Right-of-Entry Agreements, Appraisals, Appraisal Reviews, market research, legal descriptions, deeds, negotiations or Conveyance Documents, or temporary construction easements are included in this Scope of Work.

City Responsibilities

1. The City will support survey efforts regarding notification to, and inquiries from private property owners.
2. The City will contact the private utility companies to have their facilities marked/painted on the ground prior to the survey.

Task 3 – Utility Data Acquisition

Objective: Acquire record drawings and map information from utility companies known to provide service in the project corridor.

Consultant Responsibilities

1. Provide written (email) requests to all utility companies known to provide utility service in the project area.
2. Review data provided by utility companies and incorporate into design products as may be applicable.

Assumptions

1. Utility companies will provide requested information in a timely manner.

Task 4 – Preliminary Design (60 Percent)

Objective: Use information generated in Task 2 and Task 3 to develop a Preliminary Design for the City's evaluation, review, and comment.

Consultant Responsibilities

1. Develop a base map of the project corridor to include survey data and pertinent utility information.
2. Provide a preliminary layout of the water improvements. Project-specific water connection details will be provided for review and comment by the City.
3. Develop a Construction Cost Estimate of the Preliminary Design for City review and comment. Work will be broken into separate schedules for water improvements and roadway improvements (TIB-eligible work).
4. Conduct a Design Meeting/Project Walk Through with City Staff.
5. Perform QA/QC review at the 60 Percent Level.

Deliverables

1. Provide electronic (pdf) copy of the Preliminary Layout of the Water Main Improvements.
2. Provide electronic (pdf) copy of the Construction Cost Estimate.

Task 5 – Semifinal Design (90 Percent)

Objective: Develop Design/Bid/Construction Documents based on the Preliminary Design (60 Percent) Documents and comments.

1. Prepare semifinal Specifications to include Proposal, Contract, and Bonding Forms. This work assumes project specifications (including Special Provisions) will be based on the WSDOT Standard Specifications for Road, Bridge, and Municipal Construction and Amendments thereto (2023 version).
2. Prepare Semifinal Plans. The Plans will include a title sheet, index sheet, legend, vicinity map, etc., Water Plan and connection details, typical roadway sections, Pavement Marking Plan Sheets, and TESC Sheets. Applicable City design standards, WSDOT design standards, MUTCD standards, and AASHTO Manual guidelines will also be included.
3. Update the Construction Cost Estimate.
4. Perform QA/QC review at 90 Percent Level.

Deliverables

1. Provide electronic (pdf) copy of the Semifinal Specifications and Construction Cost Estimate.
2. Provide electronic (pdf) copy of the Semifinal Plans.

Task 6 – Final Design (100 Percent)

Objective: Prepare Final Project Plans, Specifications, and Cost Estimates sufficient for bidding and constructing the project.

1. Prepare Final Plans, Specifications, and Construction Cost Estimate, which incorporate relevant comments from the QA/QC process and City reviews.
2. Prepare the Transportation Improvement Board's (TIB) Bid Authorization Form for signature by the City.

City Responsibilities

1. The City will submit the signed TIB Bid Authorization Form to the TIB and receive approval to advertise the project.

Deliverables

1. Provide separate electronic (pdf) files for the Plans, Specifications (including any Addenda), and Construction Cost Estimate.
2. Provide two paper copies of the Final Plans (half-size), Specifications (including any Addenda), and Construction Cost Estimates.

Task 7 – Quality Assurance/Quality Control

Objective: Provide QA/QC reviews of engineering products to enhance overall quality of products. Prepare QA/QC review recommendations as further noted below.

1. Conduct two QA/QC reviews at 60 percent and 90 percent, by key design team members to solicit comments, recommendations and suggestions regarding engineering products, constructability issues, critical path items, risk management, and quality of product. The City will be invited to participate.

Task 8 – Bid and Award Services

Objective: Assist the City in bidding and awarding the project to the lowest, responsible, and most responsive Contractor.

1. Prepare the “Call for Bids” and submit to the Everett Herald and the Daily Journal of Commerce for publication.
2. Answer bid inquiries received during the bid phase.
3. Prepare Addendum(s), as needed, to the clarify Bid Documents.
4. Post Bid Documents to the Gray & Osborne, Inc.’s Bid Document Distribution System where the information may be downloaded, free of charge, by bidders.
5. Generate and distribute summary of the bids received.

City Responsibilities

1. The City will cover the costs for the publication of the “Call for Bids” in the newspapers previously noted.

Task 9 – Construction Management Services

- Objective:** Provide overall construction management services for the duration of the project. The Scope of Work includes office support and half-time (20 hours per week) field inspection services. Based on the size of the project, it is anticipated that Contract duration will be 50 working days to substantial completion, and an additional 10 working days to reach physical completion.
1. **Project Management** – Provide overall project management to include resource allocation management, client contact, a risk management assessment, monitoring of Contractor's compliance with the schedule, and assist City and TIB coordination during the construction phase of this project.
 2. **Preconstruction Services**
 - a. Assist Agency in Contract execution (Contractor and City).
 - b. Organize and lead the preconstruction conference (prepare agenda, conduct meeting, and prepare meeting minutes), and the issuance of a formal Notice to Proceed.
 - c. Review Contractor's schedule and provide comments to Contractor and Agency, as applicable.
 3. **Contract Administration**
 - a. Provide construction survey staking in compliance with the Contract Documents, sufficient in nature to assist the Contractor in the construction of this project. All such work is to be performed under the supervision of a Washington State licensed professional land surveyor (PLS).
 - b. Assist the City in negotiation of Change Orders, as may be applicable.
 - c. Track, review and evaluate Request for Information (RFI) from the Contractor. Manage responses to RFIs.
 - d. Provide office support to include review of material submittals, statement of intent to pay prevailing wages, and other miscellaneous items to support Contractor inquiries, field activities, Contract requirements, and City requests.
 - e. Prepare Monthly Progress (pay) Estimates and review with the Contractor and the City.

4. Field Observation

- a. Provide onsite, observation services to observe the progress of the work and determine, in general, that the work is proceeding in accordance with the Contract Documents, and notifying Contractor of any non-compliance. Review means and methods employed by Contractor and materials delivered to the site.
- b. Provide field documentation to include: Inspector's Daily Report, Weekly Quantity Reports, and Weekly Working Day Reports. Confirm quantities for payment with Contractor in the field, on a weekly basis.
- c. At substantial completion, coordinate with the Agency and prepare a punchlist of items to be completed or corrected.

5. Project Closeout Services

- a. Assist the City in preparing project closeout paperwork, in compliance with state law and TIB requirements.
- b. Prepare record drawings based on Contractor's submittal of their drawings (including markups) and the inspector's markups.

Deliverables

- 1. Provide electronic (pdf) copies of all daily and weekly inspection reports to the City, throughout the construction phase.
- 2. Provide an electronic (pdf) copy of the final record drawings to the City.

EXHIBIT B-1

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

City of Granite Falls - North Alder Avenue Improvements: Roadway Improvements

Tasks	Principal Hours	Project Manager/ Engineer Hours	Civil Engineer Hours	Field Inspector Hours	AutoCAD/ GIS Tech./ Engineer Intern Hours
1 Project Management	4	6			
2 Survey and Mapping					
3 Utility Data Acquisition					
4 Preliminary Design (60 Percent)		10	16		
5 Semifinal Design (90 Percent)		10	16		4
6 Final Design (100 Percent)		10	16		16
7 Quality Assurance/Quality Control	2	4	4		
8 Bid and Award Services	2	4			
9 Construction Management Services	6	28	40	80	
Hour Estimate:	14	72	92	80	20
Fully Burdened Billing Rate Range:*	\$150 to \$235	\$125 to \$235	\$115 to \$155	\$100 to \$173	\$60 to \$165
Estimated Fully Burdened Billing Rate:*	\$205	\$190	\$155	\$150	\$125
Fully Burdened Labor Cost:	\$2,870	\$13,680	\$14,260	\$12,000	\$2,500

Total Fully Burdened Labor Cost: \$ 45,310

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 590

TOTAL ESTIMATED COST (Roadway Improvements): \$ 45,900

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

EXHIBIT B-2

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

City of Granite Falls - North Alder Avenue Improvements: Water Improvements

Tasks	Principal Hours	Project Manager/ Engineer Hours	Civil Engineer Hours	Field Inspector Hours	AutoCAD/ GIS Tech./ Engineer Intern Hours	Professional Land Surveyor Hours	Field Survey (Two Person) Hours
1 Project Management	4	6					
2 Survey and Mapping		2			8	8	10
3 Utility Data Acquisition		2	2				
4 Preliminary Design (60 Percent)		16	30				
5 Semifinal Design (90 Percent)		16	30		16		
6 Final Design (100 Percent)		26	30		16		
7 Quality Assurance/Quality Control	4	8	8				
8 Bid and Award Services	2	4	4				
9 Construction Management Services	6	40	60	168	8	4	8
Hour Estimate:	16	120	164	168	48	12	18
Fully Burdened Billing Rate Rate:*	\$150 to \$235	\$125 to \$235	\$115 to \$155	\$100 to \$173	\$60 to \$165	\$125 to \$190	\$180 to \$295
Estimated Fully Burdened Billing Rate:*	\$205	\$190	\$155	\$150	\$125	\$190	\$280
Fully Burdened Labor Cost:	\$3,280	\$22,800	\$25,420	\$25,200	\$6,000	\$2,280	\$5,040

Total Fully Burdened Labor Cost: \$ 90,020

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 380

TOTAL ESTIMATED COST (Water Improvements): \$ 90,400

TOTAL ESTIMATED COST (Roadway Improvements): \$ 45,900

TOTAL ESTIMATED COST (All Work): \$ 136,300

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.



GRANITE FALLS WASHINGTON

GATEWAY TO THE MOUNTAIN LOOP

Agenda Bill # 010-2023

CITY COUNCIL AGENDA BILL

Subject:

AB 010-2023 Set Date for Council-Planning Commission
Joint Workshop

Meeting Date: Wednesday, January 18, 2023

Date Submitted: January 13, 2023

Originating Department: Planning

Action Required:

Set a date for joint meeting

Clearances:

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

Exhibits:

☐ Engineering

☒ Planning

☐ Other: _____

Budgeted Amount:

Summary Statement:

Discussion on setting a specific date for a joint meeting between the City Council and Planning Commission.

Background:

Recommended Motion: