



**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](http://www.ci.granite-falls.wa.us)

**DIAL-IN CONTACT PHONE NUMBER: (US) +1(253) 215-8782 MEETING ID:819 1429 8281**

The Granite Falls City Council will hold an in-person meeting in the civic center at 7:00 PM on December 6, 2023. Please use the phone number above for joining the meeting by telephone. You can also join by Copying the Zoom meeting link: [//us06web.zoom.us/j/81914298281](https://us06web.zoom.us/j/81914298281) and pasting it into the browser of your choice. Comments are encouraged and may be e-mailed to the city clerk in advance of the meeting, given in person, by telephone or computer connection.

**CITY COUNCIL MEETING**

**DECEMBER 6, 2023**

**7:00 PM**

**AGENDA**

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. CONSENT AGENDA**
  - A. AB 126-2023 Approval of November 14, 2023 Minutes**
  - B. AB 127-2023 Approval of November 15, 2023 Minutes**
  - C. AB 128-2023 Approval of November 16, 2023 through December 6, 2023 claims checks #413845 through 413899 totaling \$177,251.10**
  - D. AB 129-2023 Approval of November 1, 2023 through November 15, 2023 payroll claims checks consisting of Nineteen EFT's totaling \$64,758.81**
- 5. STAFF REPORTS**
- 6. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON ACTION ITEMS**  
(Speakers must sign up prior to the meeting. Individual comments will be limited to three minutes. Group comments shall be limited to five minutes.)
- 7. NEW BUSINESS**
  - A. AB 130-2023 Public Hearing - 7:10 PM, or soon thereafter for consideration of the 2024 Budget.**
  - B. AB 131-2023 Consideration of Interlocal Agreement with City of Everett for Animal Shelter Services**
  - C. AB 132-2023 Consideration to approve equipment purchase**

**D. AB 133-2023 Consideration of Approval of Subscription Agreement Contract with eScribe and authorization for the City Manager to Sign**

- 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.**



## CITY COUNCIL AGENDA BILL

**Subject:**

AB 126-2023 Approval of November 14, 2023 Minutes

**Meeting Date:** Wednesday, December 6, 2023

**Date Submitted:** November 14, 2023

**Originating Department:** City Clerk

**Action Required:**

Approval of consent agenda

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

[11/14/2023 Minutes](#)

☐ Engineering

☐ Planning

☐ Other: \_\_\_\_\_

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**Budgeted Amount:**

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**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 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.



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## CITY COUNCIL & PLANNING COMMISSION SPECIAL JOINT MEETING MINUTES NOVEMBER 14, 2023 7:00 PM

### 1. CALL TO ORDER (Online and In-Person)

Community Development Director Jensen called the Special Joint Meeting to order at 7:00 PM.

### 2. ROLL CALL

#### City Council

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

#### City Staff

Community Dev. Director Eric Jensen

#### Planning Commission

Fred Cruger	Present
Ron Stephenson	Absent
Jude Anderson	Present
Chris Marsh	Present
Scott Morrison	Present

### 3. NEW BUSINESS

#### A. Memo to City Council and Planning Commission Re Joint Workshop

The City Councilmembers and the Planning Commission Members met to discuss, share input and ideas regarding City-owned properties and parks issues. Discussion included the following items:

- City-owned Properties
  - Future need for Community Center
- Parks
  - Parks Facilities
  - Open Space
  - Recreation
  - Arts & Cultural

#### **4. CURRENT BUSINESS**

There were no Current Business items on the Agenda.

#### **5. ADJOURNMENT**

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City Clerk Darla Reese, MMC

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Mayor Matthew Hartman



Agenda Bill # 127-2023

## CITY COUNCIL AGENDA BILL

**Subject:**

AB 127-2023 Approval of November 15, 2023 Minutes

**Meeting Date:** Wednesday, December 6, 2023

**Date Submitted:** November 15, 2023

**Originating Department:** City Clerk

**Action Required:**

Approval of consent agenda

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

[11/15/2023 Minutes](#)

☐ Engineering

☐ Planning

☐ Other: \_\_\_\_\_

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**Budgeted Amount:**

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**Summary Statement:**

The city council minutes are the official action 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 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.



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## CITY COUNCIL MEETING MINUTES NOVEMBER 15, 2023 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 120-2023 Approval of November 1, 2023 Minutes
- B. AB 121-2023 Approval of November 2, 2023 through November 15, 2023 claims checks #413810 through #413844 and One EFT totaling \$384,288.25
- C. AB 122-2023 Approval of October 16, 2023 through October 31, 2023 payroll claims checks #27538 through #27541 and Twenty-Three EFT's totaling \$120,547.72

**Councilmember Glenn** moved to approve the Consent Agenda as stated. Councilmember Griggs seconded. Motion carried.

### 5. STAFF REPORTS

**Consultant Police Chief Dalton** reported on the following items:

- Was away at training last week
- Windows broke out at old City Hall
- Kids out tagging today

- Frank Mason Park bathrooms were tagged
- Met with School District today (law enforcement training – Chief not invited)

**Community Development Director Jensen** discussed the following Planning Department updates:

- Thanked everyone for attending and participating in the joint meeting last night
- Planners/Jurisdictions asking for relief in new state rules deadlines relating to land use planning

**City Manager Kirk** gave the Public Works update and discussed the following items:

- Alder Avenue project being closed out this week
- Old City Hall update
- Street sweeping, etc.

**Deputy City Manager Balentine** gave the following finance updates:

- Passport update
- Christmas Party on December 9<sup>th</sup>
- Performance Review Survey - City Manager email will be emailed out soon
- Levy was certified and sent to Snohomish County

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

There were no public comments submitted for the record. No one online opted to speak during this portion of the meeting.

## 7. NEW BUSINESS

### A. AB 123-2023 Public Hearing – 7:10 PM or soon thereafter, for consideration of the 2024 Preliminary Budget

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

**City Clerk Reese** entered the following exhibits into the record:

Exhibit 1 – Public Hearing Notice dated November 3, 2023

Exhibit 2 – Verification of Public Hearing Posting dated November 3, 2023

Exhibit 3 – DRAFT 2024 Budget

Exhibit 4 – Budget Review #4



**Deputy City Manager Balentine** gave a presentation and discussed the following items in detail:

- Granite Falls 2024 Budget Calendar
- 2024 Estimated General Fund
- 2024 Estimated Street Fund
- 2024 Estimated Park Impact Fund
- 2024 Estimated CIF/Streets
- 2024 Estimated CID/Alternate Route
- 2024 Estimated CIF
- 2024 Estimated REET CIF
- 2024 Estimated Water Fund
- 2024 Estimated Water CIF
- 2024 Estimated Sewer Fund
- 2024 Estimated Sewer CIF
- 2024 Estimated Storm Fund
- 2024 Estimated Storm CIF
- 2024 Estimated Solid Waste Fund
- 2024 Estimated Trust Fund
- 2024 Estimated Summary
- 2023 Non-Exempt Positions as of Jan. 1, 2023
- 2023 Exempt Positions as of Jan. 1, 2023

**Mayor Hartman** opened the public testimony portion of the Public Hearing.

There were no public comments submitted for the hearing record, and no one online opted to speak.

**Mayor Hartman** closed the public testimony portion of the Public Hearing.

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

**B. AB 124-2023 Consideration of Adoption of Ordinance 1046-2023 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"**

**Councilmember Griggs** moved to adopt Ordinance No. 1046-2023 An Ordinance of the City of Granite Falls, Washington, related 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". Councilmember Hogan seconded. Motion carried.

**C. AB 125-2023 Discussion of Mayor role and title in Manager Council Form of Government.**

**Mayor Hartman, City Manager Kirk and the Councilmembers** all reviewed and discussed the role of the Mayor in our current form of government.

**8. CURRENT BUSINESS**

There were no Current Business items for the Agenda.

**9. MAYOR'S COMMENTS**

**Mayor Hartman** discussed the following items:

- The joint meeting with the Planning Commission
- Wished everyone a Happy Thanksgiving!

**10. COUNCIL COMMENTS**

**Councilmember Glenn** mentioned the following items:

- He also enjoyed the joint meeting with the Planning Commission
- Emergencies that can arise in the community

**Councilmember FitzGerald** discussed asking Councilmember Nehring about being involved in the Transportation Committee or discussions

- Tolling trestle
- Safety on 84<sup>th</sup> Avenue

**Councilmember Hogan** had no comments.

**Councilmember Griggs** discussed the following items:

- Light Rail
- Community Transit Survey = shuttles
- Wants to do a ride-along with one of the deputies

**11. CITY MANAGER**

**City Manager Kirk** mentioned FCS Group rate update, and his thoughts on the Mayor's discussion.

### 13. ADJOURNMENT

**Mayor Hartman** adjourned the meeting.

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City Clerk Darla Reese, MMC

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Mayor Matthew Hartman



**GRANITE FALLS WASHINGTON**  
GATEWAY TO THE MOUNTAIN LOOP

Agenda Bill # 128-2023

## CITY COUNCIL AGENDA BILL

**Subject:**

AB 128-2023 Approval of November 16, 2023 through December 6, 2023 claims checks #413845 through 413899 totaling \$177,251.10

**Meeting Date:** Wednesday, December 6, 2023

**Date Submitted:** December 1, 2023

**Originating Department:** City Treasurer

**Action Required:**

Approval of consent agenda

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

☐ Engineering

☐ Planning

☐ Other: City Manager & Deputy City Manager

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**Budgeted Amount:**

001 Current Expense = \$131,287.46

101 Streets = \$4,373.69

303 Cif/Streets = \$8,683.00

401 Water = \$8,183.05

403 Sewer = \$23,526.46

405 Storm Drainage = \$583.47

630 Trust Agency = \$613.97

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**Summary Statement:**

Claims are for November 16, 2023 through December 6, 2023.

**Background:****Recommended Motion:**

- 1) Motion to accept the 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] and approve the claims as amended.



## CITY COUNCIL AGENDA BILL

**Subject:**

AB 129-2023 Approval of November 1, 2023 through November 15, 2023 payroll claims checks consisting of Nineteen EFT's totaling \$64,758.81

**Meeting Date:** Wednesday, December 6, 2023

**Date Submitted:** November 15, 2023

**Originating Department:** City Treasurer

**Action Required:**

Approval of consent agenda

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

☐ Engineering

☐ Planning

☒ Other: City Manager & Deputy City Manager

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**Budgeted Amount:**

001 Current Expense = \$23,261.74

101 Streets = \$5,666.93

401 Water = \$11,680.34

403 Sewer = \$21,104.03

405 Storm Drainage = \$3,045.77

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**Summary Statement:**

Payroll claims are for November 1, 2023 through November 15, 2023.

**Background:**

**Recommended Motion:**

- 1) Motion to accept payroll claims 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.



**GRANITE FALLS WASHINGTON**  
GATEWAY TO THE MOUNTAIN LOOP

Agenda Bill # \_\_\_\_\_

## CITY COUNCIL AGENDA BILL

**Subject:**

CD Report to City Council

**Meeting Date:** Wednesday, December 6, 2023

**Date Submitted:**

**Originating Department:** City Clerk

**Action Required:**

**Clearances:**

☒ Mayor

☒ Police

☒ Public Works

☒ Attorney

**Exhibits:**

[CD Staff Report](#)

☒ Engineering

☒ Planning

☒ Other: \_\_\_\_\_

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**Budgeted Amount:**

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**Summary Statement:**

**Background:**

**Recommended Motion:**

# Memo

To: City Council  
From: Eric Jensen, Community Development Director  
CC: City Manager Brent Kirk  
Date: November 30, 2023  
Re: **Community Development Report to City Council**

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Here is a summary of some recent activity in Community Development:

- Work continues on preparing draft chapter updates for all Comp Plan elements. A calendar of draft review chapters will be presented to the Planning Commission at their next meeting outlining the order in which the chapters will be presented to the Commission for review and public comment. Once the Commission has completed their review and determined the nature of their recommendations, such drafts will be forwarded to Council for their preliminary review. Please note that open public meetings will be held following Commission review and before public hearings are scheduled before the City Council.
- A public hearing will be held at the first Council meeting in January to review a Planning Commission recommendation for adopting various Title 19 code cleanup work affecting minor provisions for parking, landscaping, RV parks, basic definitions, and sign code sections of the Municipal Code.
- We recently received and returned the Year 2 Grant contract agreement from WA Commerce to complete the Comp Plan update.
- The City is in receipt of a private application submittal proposing comprehensive plan and zoning map amendments in consideration of certain land use provisions at several singular-owned properties in the north end of the City. This amendment proposal request that the City redraw the zoning and future land use maps to reallocate some industrial and residential land in particular fashion and consider a development agreement for the eventual residential and industrial development within those specific properties. The application has been deemed complete and will now be forwarded to the other City departments for their internal review and comment.



- Starting in January, I will be providing a series of Roadmap memos and short presentations at Council meetings outlining the impacts and next step processes for responding to recent State land use legislation. This is in follow up to the Legislative Actions table I shared in a recent memo to the Council. It is essential to provide you with a better understanding of what direct impacts will stem from these new regulations.
- Preparation for the next joint workshop is underway. The agenda will include the opportunity to discuss the Galena Street extension impacts and opportunities as well as middle housing approaches. It is anticipated that the next workshop may provide adequate time to fully discuss one or both issues on that date, or if necessary, schedule a third workshop to continue the effort to address these priority issues.



Agenda Bill # N/A

## CITY COUNCIL AGENDA BILL

**Subject:**

Staff Reports

**Meeting Date:** Wednesday, December 6, 2023

**Date Submitted:** December 1, 2023

**Originating Department:** City Clerk

**Action Required:**

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

[12/06/2023 City Clerk Staff Report](#)

☐ Engineering

☐ Planning

☐ Other: \_\_\_\_\_

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**Budgeted Amount:**

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**Summary Statement:**

Attached, please find the City Clerk's Staff report for your review and information.

**Background:**

**Recommended Motion:**

## City Clerk Staff Report December 6, 2023

### **Business Licenses (inside City):**

*Brittany Bish*  
106 S. Granite Ave.  
Granite Falls, WA 98252  
Hair salon

*Caremman General Services (Nyundo, Emmanuel Kaingu)*  
9613 Hawkins Ave.  
Granite Falls, WA 98252  
Interpretation & translation (English to Swahili) blogging and health care services

*Omex Excavating LLC*  
503 Manor Way  
Granite Falls, WA 98252  
Excavating-construction

*Hallof Custom Painting LLC*  
112 Cascade Ave.  
Granite Falls, WA 98252  
Contractor-construction

*The Junk Wizards LLC*  
210 Anderson Ave.  
Granite Falls, WA 98252  
Garbage hauling

### **Business Licenses (outside City):**

*Harbor Pacific Contractors, Inc.*  
19628-144<sup>th</sup> Ave. NE, Ste. A  
Woodinville, WA 98072  
Contractor construction

*The Plumbing & Heating Group, LLC*  
1830 Bickford Ave., Ste. 203  
Snohomish, WA 98290  
Residential plumbing company for new and remodels

*Cascade Construction Company, Inc.*  
3819-100<sup>th</sup> St. SW, Ste. 7A  
Lakewood, WA 98499-4478  
Commercial masonry contractor

*Burris Family Home Innovations (Burris, Jonathan)*  
4832 Cemetery Rd.  
Arlington, WA 98223  
Construction; contractor, framing, painting, masonry

*Taz Haven (Taz Cleaning Haven LLC)*  
4407-203<sup>rd</sup> Ave. NE  
Snohomish, WA 98290  
Janitorial, house cleaning

*Sauve & Sons Tree Work (Sauve & Sons LLC)*  
3165 Goldberry Ln.  
Camano Island, WA 98282  
Tree removal service

*TML International LLC*  
6405 E Mill Plain Blvd.  
Vancouver, WA 98661  
Sell internet and phone products. Mainly Centrylink

*Layne Plumbing & Water Heaters*  
3204 Smokey Pt. Dr., Ste. 101  
Arlington, WA 98223  
Plumbing service residential and some commercial, water heater repair and install

**Building Permits Issued:**

<i>Granite Falls School District</i>	<i>Building Permit #2023-073</i>
702 N. Granite Ave.	
Replacement of existing failing fire alarm panel	

<i>Evelyn Stone</i>	<i>Building Permit #2023-074</i>
204 Wabash Ave.	
Single-zone ductless heat pump addition	

<i>Grand Pacific Investments, LLC</i>	<i>Building Permit #2023-075</i>
303 Prospect Ave.	
Single Family Residence	

<i>John Howe</i>	<i>Building Permit #2023-076</i>
213 Paradise Pkwy.	
Installation of 6 ceiling cassette units and outdoor minisplit unit	

<i>Keith Santo</i>	<i>Building Permit #2023-077</i>
610 Peak Lane	
Residential gas furnace replacement	

<i>Patricia Edwards</i>	<i>Building Permit #2023-078</i>
1008 Hughes Lane	
Residential Gas Hot Water Heater Replacement	



Agenda Bill # 130-2023

## CITY COUNCIL AGENDA BILL

**Subject:**

AB 130-2023 Public Hearing - 7:10 PM, or soon thereafter for consideration of the 2024 Budget.

**Meeting Date:** Wednesday, December 6, 2023

**Date Submitted:** November 26, 2023

**Originating Department:** City Treasurer

**Action Required:**

Final Public Hearing Adoption of Budget Ordinance No. 1047-2023.

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☒ Attorney

**Exhibits:**

[Exhibit 1 - Notice of Public Hearing, dated November 17th and 24th, 2023](#)

[Exhibit 2 - Verification of Public Hearing Posting dated November 17, 2023](#)

[2024 Budget \(adopt at fund-level\)](#)

[DRAFT 2024 Budget 5th Presentation](#)

[Ordinance 1047-2023 2024 Budget](#)

☐ Engineering

☐ Planning

☒ Other: City Manager

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**Budgeted Amount:**

See attached Exhibits (adopting at fund level)

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**Summary Statement:**

Final public hearing in consideration of the final 2024 Budget.

Changes since the 4th Budget Review:

**2023 Project estimates roll-over to 2024**

- Fund 001 Current Expense
  - BARS: 518 30 48 00 Building Repairs & Maintenance
    - 2023 Expense Budget \$155,000
    - 2023 Expense Remaining \$141,963.07
      - Add \$141,963.07 to 2024 Beg. Balance
      - Add \$141,963.07 to 2024 Expense Budget
- Fund 303 CIF Streets
  - BARS: 595 30 63 16 TIB Galena Street Extension
    - 2023 Expense Budget \$2,586,419.67
    - 2023 Expense Remaining \$1,016,248.69
      - Add \$1,016,248.69 to 2024 Beg. Balance
      - Add \$1,016,248.69 to 2024 Expense Budget
  - BARS: 334 03 80 11 TIB Galena Street Extension
    - 2023 Revenue Budget \$690,000.00
    - 2023 Revenue Remaining \$171,222.55
      - Reduce \$171,222.55 to 2024 Beg. Balance
      - Add \$171,222.55 to 2024 Revenue Budget
- Fund 404 CIF Sewer
  - BARS: 594 35 63 16 WWTP Construction Management
    - 2023 Expense Budget \$2,675,000.00
    - 2023 Expense Remaining \$2,615,638.49
      - Add \$2,615,638.49 to 2024 391 80 35 01 DOE Loan Proceeds
      - Add \$2,615,638.49 to 2024 Expense Budget

**Background:**

The City Council held workshops and invited public comment and testimony on the preliminary budget for 2024 on September 6, 2023, October 4, 2023, November 1, 2023, November 15, 2023, and December 6, 2023

The City Council held public hearings on November 1, 2023, November 15, 2023, and December 6, 2023, to consider 2024 revenue sources and expenditure appropriations for 2024.

**Recommended Motion:**

- 1) Close the Public Hearing
- 2) Motion to adopt Ordinance No. 1047-2023, an Ordinance of the City of Granite Falls, Washington, adopting the 2024 Annual Budget providing estimated revenues and appropriated expenditures for the operation of the City.



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## **PUBLIC HEARING NOTICE**

City of Granite Falls  
December 6, 2023  
7:10 p.m., or soon thereafter

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### **BEFORE THE GRANITE FALLS CITY COUNCIL**

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NOTICE IS HEREBY GIVEN THAT via Zoom Meeting online, on Wednesday, December 6, 2023, at 7:10 p.m., or soon thereafter, a public hearing will be held by the Granite Falls City Council for consideration of the 2024 Final Budget.

Any person may appear at the Zoom Meeting online hearing or may call in at the designated meeting number +1(253) 215-8782, Meeting ID: 819 1429 8281, and may be heard in support of or in opposition to the proposed budget. You may submit your written comments in advance of the meeting, to the attention of the City Clerk at Granite Falls City Hall, 215 S. Granite Avenue, Granite Falls, WA, 98252, or you may submit them during the public comment portion of the public hearing. Additional information may be obtained at City Hall from 8:30 a.m. to 5:00 p.m. by calling 360-691-6441.

GRANITE FALLS CITY COUNCIL

Darla Reese, City Clerk

Dated this 17<sup>th</sup> and 24<sup>th</sup> day of November, 2023.

**Notice – All Proceedings of this meeting are sound recorded  
Except Executive Sessions.**



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Exhibit 2, page 1 of 1

P 360/691-6441  
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www.cityofgranitefalls.com

VERIFICATION OF PUBLIC HEARING POSTING  
FOR CONSIDERATION OF THE 2024 BUDGET

I, Darla Reese, 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, December 6, 2023, at 7:10 p.m., or soon thereafter, online via Zoom meeting online and in person.

City Hall, 215 South Granite Avenue by: Darla date: 11/17/2023

Granite Falls Public Library, 815 East Galena Street by: TA date: 11/17/2023

Granite Falls Post Office, 205 East Stanley Street by: TA date: 11/17/2023

Emailed to the media parties of record

by: Darla date: 11/17/2023

Certified this 17<sup>th</sup> day of November, 2023

Darla Reese  
By Darla Reese, MMC, City Clerk



## 2024 BUDGET TOTALS

City Of Granite Falls

Time: 14:07:20 Date: 11/26/2023

Page: 1

001 Current Expense

01/01/2024 To: 12/31/2024

REVENUES

### 308 Beginning Balances

308 91 13 00	Beginning Balance - Unassigned	4,213,498.07
308 Beginning Balances		4,213,498.07

### 310 Taxes

311 10 00 00	General Property Tax	587,045.00
313 11 00 00	Local Retail Sales & Use Tax	758,955.00
313 71 00 00	Local Criminal Justice	117,803.00
316 40 01 00	Utility Tax - Water Fund	206,993.00
316 40 02 00	Utility Tax - Sewer Fund	399,870.00
316 40 03 00	Utility Tax - Electric	210,025.00
316 40 04 00	Utility Tax - Gas	85,000.00
316 40 05 00	Utility Tax - Phone	40,000.00
337 00 00 00	Excise Tax-Private Harvest	35.00
310 Taxes		2,405,726.00

### 320 Licenses & Permits

321 91 01 00	Franchise Fees - Garbage (7%)	72,000.00
321 91 02 00	Franchise Fees - Cable (5%)	65,000.00
321 99 00 00	Business Licenses	24,514.00
322 10 00 00	Building Permits	40,000.00
322 10 01 00	Plumbing Permits	2,000.00
322 10 02 00	Mechanical Permits	3,000.00
322 10 03 00	Grading Permits	3,000.00
322 30 00 00	Animal Licenses	100.00
322 90 00 00	Concealed Pistol Licenses	50.00
322 90 01 00	Peddler's License	50.00
322 91 58 00	Land Use Permits	500.00
322 91 58 01	Sign Permits	200.00
322 91 58 02	Special Event Permit	200.00
320 Licenses & Permits		210,614.00

### 330 Intergovernmental Revenues

334 04 20 03	2024 DOC GMA Periodic Update Grant	62,500.00
335 00 91 00	PUD Privilege Tax	24,827.00
336 00 98 00	City-County Assistance	10,588.00
336 06 21 00	Criminal Justice - Pop	2,322.00
336 06 26 00	Criminal Justice - Special Prog.	7,200.00
336 06 42 00	Marijuana Excise Tax	23,215.00
336 06 51 00	DUI - Cities	250.00
336 06 94 00	Liquor / Beer Excise Tax	35,633.00
336 06 95 00	Liquor Control Board Profits	37,158.00
337 00 00 06	ILA with SNOCO FD 17 for Accounting Services	40,002.00

## 2024 BUDGET TOTALS

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001 Current Expense

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REVENUES

### 330 Intergovernmental Revenues

330 Intergovernmental Revenues	243,695.00
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### 340 Charges For Goods And Services

341 81 00 01	Records & Copy Services	1,200.00
341 99 00 00	Passport & Naturalization Fee	330,000.00
341 99 00 01	Passport Photo Fees	150,000.00
342 10 21 00	Fingerprinting	500.00
345 81 00 00	Plan / Engr Land Use Review Fees	1,500.00
345 83 00 00	Plan Check Fees	10,000.00

340 Charges For Goods And Services	493,200.00
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### 350 Fines And Penalties

353 10 00 00	Traffic Violations	1,750.00
353 10 01 00	District Court Fines	4,250.00

350 Fines And Penalties	6,000.00
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### 360 Interest And Other Earnings

361 11 01 00	Interest - Investments	108,929.00
361 40 00 00	Interest - Local Sales Tax	1,469.00
361 40 01 00	Interest - Property Tax	948.00
362 00 00 00	Lease And Rentals	1,538.00
369 91 00 00	Other Misc. Revenues	3,000.00

360 Interest And Other Earnings	115,884.00
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### 380 Non Revenues

382 30 01 02	Land Use Deposits Passthrough	3,000.00
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380 Non Revenues	3,000.00
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### Fund Revenues:

7,691,617.07

EXPENDITURES

### 511 Legislative

511 30 41 00	Official Publication Services	1,100.00
511 60 10 00	Salaries - Council	18,820.00
511 60 20 00	Benefits - Council	1,511.00
511 60 31 00	Office / Operating Supplies	200.00
511 60 43 00	Travel	500.00
511 60 49 00	Training	2,000.00
511 70 41 00	Prof. Svs-Lobby Consultant	12,000.00

## 2024 BUDGET TOTALS

City Of Granite Falls

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### 001 Current Expense

01/01/2024 To: 12/31/2024

#### EXPENDITURES

### 511 Legislative

511 Legislative	36,131.00
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### 512 Judicial

512 50 41 00	Cascade District Court	8,000.00
512 60 10 00	Salaries & Wages	13,833.00
512 60 20 00	Benefits	5,005.00

512 Judicial	26,838.00
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### 513 Executive

513 10 10 01	Salaries-City Manager	65,198.00
513 10 20 01	Benefits-City Manager	18,796.00
513 10 42 00	Communications - Executive	700.00
513 10 43 00	Travel	1,000.00
513 10 43 01	Mileage Reimbursement	600.00
513 10 49 00	Training	2,000.00
513 10 49 02	Prof. Membership Fees	1,000.00

513 Executive	89,294.00
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### 514 Financial And Recording

514 20 11 00	Passport Salaries & Wages	259,525.00
514 20 20 00	Passport Benefits	139,319.00
514 23 41 03	Software License And Support	16,000.00

000	414,844.00
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514 23 10 00	Salaries & Wages	53,665.00
514 23 20 00	Benefits	16,568.00
514 23 31 00	Office / Operating Supplies - Passports	12,000.00
514 23 41 00	Professional Services - Passports	55,000.00
514 23 41 01	Professional Services - Audit	14,500.00
514 23 41 02	Professional Services - Finance	500.00
514 23 42 00	Communications - Treasurer	1,000.00
514 23 49 00	Membership Fees - Treasurer	75.00
514 23 49 01	Bank Charges	3,450.00

023 Financial Services	156,758.00
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514 25 10 00	Salaries & Wages - Clerk	82,788.00
514 25 20 00	Benefits - Clerk	29,303.00
514 25 31 00	Office / Operating Supplies - Clerk	500.00
514 25 41 00	Professional Services - Misc.	1,000.00
514 25 41 02	Professional Services - Publishing	4,000.00
514 25 42 00	Communications - Clerk	650.00
514 25 43 00	Travel - Clerk	1,000.00
514 25 43 01	Mileage Reimbursement - Clerk	500.00
514 25 49 00	Professional Membership Fees - Clerk	1,000.00

## 2024 BUDGET TOTALS

City Of Granite Falls

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### 001 Current Expense

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#### EXPENDITURES

### 514 Financial And Recording

514 25 49 01	Professional Service - Recording Fees	1,000.00
514 25 49 02	Other Operating Expense - Clerk	200.00
514 25 49 05	Training / Staff Development - Clerk	2,500.00

025 Records Services 124,441.00

514 40 41 00	Election Costs	4,000.00
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040 Election Services 4,000.00

514 90 41 00	Voter Registration Costs	6,000.00
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090 Voter Services 6,000.00

514 Financial And Recording 706,043.00

### 515 Legal Services

515 41 41 00	Legal Services - Criminal Prosecution	12,000.00
515 41 41 02	Legal Services - Civil	80,000.00
515 93 41 01	Legal Services - Criminal Defense	10,000.00

515 Legal Services 102,000.00

### 517 Other Admin

517 20 20 00	Health Insurance - LEOFF I	12,500.00
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517 Other Admin 12,500.00

### 518 Central Services

518 20 44 00	Taxes/Assessments	2,500.00
518 30 10 00	Salaries & Wages	18,709.00
518 30 20 00	Benefits	8,193.00
518 30 31 00	Office / Operating Supplies - City Hall	15,000.00
518 30 31 99	COVID-19 Expenses	497,600.00
518 30 35 00	Small Tools And Minor Equipment	3,500.00
518 30 41 00	Professional Services - Misc	7,000.00
518 30 41 01	Professional Svcs-Custodial	8,500.00
518 30 41 02	Professional Services-Copier	3,500.00
518 30 42 00	Communication	7,000.00
518 30 42 01	Postage	30,000.00
518 30 46 00	Insurance - City Hall	37,011.00
518 30 47 00	City Utilities - Water - City Hall	7,000.00
518 30 47 03	PUD - Old City Hall	830.00
518 30 47 04	PUD - Decorative Street Lighting	2,000.00
518 30 47 05	PUD - New City Hall/Civic Ctr	12,500.00
518 30 48 00	Bldg. Repairs & Maint-City Hall	341,963.07
518 30 49 00	Annual Agency Membership Fees	6,500.00
518 86 41 00	Professional Services - IT	5,000.00

## 2024 BUDGET TOTALS

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001 Current Expense

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EXPENDITURES

518 Central Services

518 Central Services 1,014,306.07

521 Law Enforcement

521 10 46 00 Insurance 8,483.00

010 Administration 8,483.00

521 20 31 01 Operating Supplies 2,000.00

521 20 35 00 Small Tools & Equipment 100.00

521 20 41 01 Intergovt-Sheriff Contract 911,482.00

521 20 41 03 Intergovt-Animal Services 1,000.00

521 20 41 04 Intergovt-WSP Services 1,000.00

020 Police Operations 915,582.00

521 30 41 01 Drug Task Force Contribution 1,800.00

521 30 49 00 Crime Prevention 1,050.00

030 Crime Prevention 2,850.00

521 40 49 01 Training / Staff Development 2,000.00

040 Training 2,000.00

521 50 41 01 Professional Svcs-Custodial 5,500.00

521 50 47 00 PUD 4,100.00

521 50 47 01 City Utilities - Water 4,500.00

521 50 48 03 Building Repairs & Maintenance 3,000.00

050 Facilities 17,100.00

521 Law Enforcement 946,015.00

522 Fire Control

522 10 44 00 Forest Land Assessment 150.00

010 Administration 150.00

522 30 41 00 Arson Interlocal 473.00

030 Fire Prevention & Investigatio 473.00

522 Fire Control 623.00

523 Jail Costs

523 60 41 00 Jails 70,000.00

523 Jail Costs 70,000.00

## 2024 BUDGET TOTALS

City Of Granite Falls

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### 001 Current Expense

01/01/2024 To: 12/31/2024

#### EXPENDITURES

#### 524 Protective Inspections

524 20 41 00	Prof. Svcs - Building Inspections	10,000.00
524 Protective Inspections		10,000.00

#### 525 Emergency Services

525 60 41 00	Emergency Services	7,000.00
525 Emergency Services		7,000.00

#### 528 Comm/Alarms/Dispatch

528 00 42 01	SnoPac Dispatch	66,000.00
060 Operations - Contracted Servic		66,000.00
528 Comm/Alarms/Dispatch		66,000.00

#### 553 Conservation

553 70 41 00	Pollution Control	3,500.00
553 Conservation		3,500.00

#### 557 Community Services

557 30 41 01	Sno.County Tourism - Annual Fee	230.00
557 30 41 02	Historical Society - Annual Fee	750.00
557 Community Services		980.00

#### 558 Planning & Community Devel

558 50 10 00	Salaries & Wages-Permits	233,791.00
558 50 20 00	Personnel Benefits-Permits	76,779.00
558 50 41 01	Prof. Svcs - Plan Review	10,000.00
558 60 31 00	Office Supplies-Planning	100.00
558 60 31 02	Operating Supplies	500.00
558 60 41 00	Planning Consultant	61,500.00
558 60 41 02	Advertising	1,000.00
558 60 41 03	Professional Services - Engineer	12,000.00
558 60 41 04	Prof. Svcs-Plan/Code Enforc	12,000.00
558 60 43 01	Planning Mileage Reimbursement	500.00
558 60 49 01	Training & Conferences	2,500.00
558 60 49 04	Housing Committee-annual Fee	2,050.00
558 Planning & Community Devel		412,720.00

#### 560 Social Services

566 66 41 00	Alcoholism	1,500.00
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## 2024 BUDGET TOTALS

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### 001 Current Expense

01/01/2024 To: 12/31/2024

#### EXPENDITURES

### 560 Social Services

569 69 41 00	Aging/Disability Svcs - Senior Center	750.00
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560 Social Services	2,250.00
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### 573 Cultural & Community Activities

573 90 41 00	Community Events	7,500.00
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573 Cultural & Community Activities	7,500.00
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### 576 Park Facilities

576 80 10 00	Salaries & Wages	106,224.00
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576 80 20 00	Benefits	42,958.00
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576 80 31 03	Operating Supplies	6,000.00
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576 80 32 00	Fuel	2,500.00
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576 80 35 00	Small Tools/Minor Equip.	550.00
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576 80 41 00	Prof. Svcs- DOC Inmates	1,100.00
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576 80 47 00	PUD-Utilities-Frank Mason Park	1,900.00
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576 80 47 01	City Utilities - Water	5,000.00
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576 80 47 02	PUD Electrical-Jack Webb	1,200.00
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576 80 48 00	Repairs & Maintenance	4,700.00
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576 Park Facilities	172,132.00
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### 580 Non Expenditures

582 30 00 01	Developer Costs Passthrough	10,000.00
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580 Non Expenditures	10,000.00
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### 591 Redemption Of Debt

591 59 70 00	City Hall/Civic Ctr: Principal	201,000.00
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592 18 80 00	Interest/Tax City Copier Lease	253.00
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592 59 80 00	City Hall/Civic Ctr Interest	59,840.00
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591 Redemption Of Debt	261,093.00
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### 594 Capital Expenses

591 18 70 00	City Hall Copier Lease	6,000.00
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591 18 70 01	Postage Meter Lease-City	1,235.00
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594 18 64 01	Machinery & Equipment-City	2,160.00
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594 76 63 00	Park Improvements	25,000.00
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594 76 64 01	Parks Mach & Equip	1,051.00
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594 76 64 02	Mach/Equipment-Vehicle	15,750.00
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594 Capital Expenses	51,196.00
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2024 BUDGET TOTALS

City Of Granite Falls

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001 Current Expense 01/01/2024 To: 12/31/2024  
EXPENDITURES

597 Interfund Transfers

597 00 11 00	Transfer to Water Fund	103,496.00
597 00 15 00	Operating Trf to Sewer Fund (403)	199,935.00
597 Interfund Transfers		303,431.00

999 Ending Balance

508 91 13 00	Ending Cash & Investments	3,380,065.00
999 Ending Balance		3,380,065.00

Fund Expenditures: 7,691,617.07

Excess/Deficit: 0.00



## 2024 BUDGET TOTALS

City Of Granite Falls

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### 101 Streets

01/01/2024 To: 12/31/2024

#### REVENUES

### 308 Beginning Balances

308 51 12 00	Estimated Beginning Balance	395,944.00
308 Beginning Balances		395,944.00

### 310 Taxes

311 10 01 00	Real & Personal Property Taxes	103,596.00
317 60 00 00	Vehicle Fees TBD	86,000.00
310 Taxes		189,596.00

### 320 Licenses & Permits

322 40 00 00	Street & Curb Right-of-Way Permits	7,000.00
320 Licenses & Permits		7,000.00

### 330 Intergovernmental Revenues

336 00 71 00	Multimodal Transportation	6,100.00
336 00 87 00	Fuel Tax	84,100.00
330 Intergovernmental Revenues		90,200.00

### 360 Interest And Other Earnings

361 11 02 00	Investment Interest	10,584.00
360 Interest And Other Earnings		10,584.00

### Fund Revenues:

**693,324.00**

#### EXPENDITURES

### 542 Streets - Maintenance

542 30 10 00	Salaries & Wages	142,643.00
542 30 20 00	Benefits	56,852.00
542 30 21 00	Uniforms & Clothing	750.00
542 30 31 00	Office Supplies	100.00
542 30 31 01	Operating Supplies	6,000.00
542 30 32 00	Fuel	4,000.00
542 30 35 00	Small Tool & Equipment	1,000.00
542 30 41 11	Prof. Svcs-Street Light Repairs	2,500.00
542 30 45 00	Equipment Rentals & Leases	500.00
542 30 48 00	Repairs & Maintenance	8,000.00
542 61 48 00	Sidewalks Repairs & Maintenance	5,000.00
542 63 47 00	PUD - Street Lighting	32,500.00
542 64 41 05	Professional Services - Street Striping	11,300.00
542 64 48 00	Traffic Control Devices	15,000.00
542 66 48 00	Snow & Ice Control	2,600.00

## 2024 BUDGET TOTALS

City Of Granite Falls

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101 Streets

01/01/2024 To: 12/31/2024

EXPENDITURES

### 542 Streets - Maintenance

542 70 41 06	Prof. Svcs - Shoulder / Brush Mower	10,000.00
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542 Streets - Maintenance	298,745.00
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### 543 Streets Admin & Overhead

543 10 41 01	Professional Services - Other (BIAS)	11,000.00
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543 10 41 02	Prof Svcs - DOC Inmates	1,100.00
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543 10 43 01	Training / Staff Development	250.00
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543 30 42 00	Communications	1,500.00
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543 30 46 00	Insurance	13,219.00
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543 30 49 01	Membership Fees	100.00
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543 50 48 01	Vehicle / Fleet Maintenance	2,500.00
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543 Streets Admin & Overhead	29,669.00
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### 999 Ending Balance

508 51 12 00	Ending Cash & Investments	364,910.00
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999 Ending Balance	364,910.00
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**Fund Expenditures:**

**693,324.00**

**Excess/Deficit:**

**0.00**

## 2024 BUDGET TOTALS

City Of Granite Falls

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102 Park Impact Fees

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 31 01 00	Beginning Cash & Investments	50,130.00
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308 Beginning Balances	50,130.00
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360 Interest And Other Earnings

361 11 00 01	Investment Interest	1,290.00
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360 Interest And Other Earnings	1,290.00
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**Fund Revenues:**

**51,420.00**

EXPENDITURES

999 Ending Balance

508 31 01 00	Ending Balance	51,420.00
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999 Ending Balance	51,420.00
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**Fund Expenditures:**

**51,420.00**

**Excess/Deficit:**

**0.00**

## 2024 BUDGET TOTALS

City Of Granite Falls

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303 Cif / Streets

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 09 00	Beginning Cash & Investment	1,192,172.14
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308 Beginning Balances	1,192,172.14
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330 Intergovernmental Revenues

334 03 80 11	TIB Grant - Galena Street Extension - 6-P-820(010)-1	171,222.55
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330 Intergovernmental Revenues	171,222.55
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340 Charges For Goods And Services

345 84 02 00	Mitigation 60% Cemex	15,000.00
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345 84 05 00	Mitigation 60% Lake Industries	20,000.00
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340 Charges For Goods And Services	35,000.00
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360 Interest And Other Earnings

361 11 04 00	Investment Interest	33,940.00
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360 Interest And Other Earnings	33,940.00
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**Fund Revenues:**

**1,432,334.69**

EXPENDITURES

594 Capital Expenses

595 30 63 16	TIB Grant - Galena Street Extension - 6-P-820(010)-1	1,016,248.69
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594 Capital Expenses	1,016,248.69
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999 Ending Balance

508 51 09 00	Ending Cash & Investment	416,086.00
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999 Ending Balance	416,086.00
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**Fund Expenditures:**

**1,432,334.69**

**Excess/Deficit:**

**0.00**

## 2024 BUDGET TOTALS

City Of Granite Falls

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304 Cif / Arterial/alternate Route

01/01/2024 To: 12/31/2024

REVENUES

### 308 Beginning Balances

308 31 02 00	Beginning Cash & Investment	24,013.00
308 Beginning Balances		24,013.00

### 340 Charges For Goods And Services

345 84 00 02	Mitigation 40% Cemex	10,000.00
345 84 00 05	Mitigation 40% Lake Industries	13,333.00
340 Charges For Goods And Services		23,333.00

### 360 Interest And Other Earnings

361 11 05 00	Investment Interest	1,710.00
360 Interest And Other Earnings		1,710.00

### Fund Revenues:

49,056.00

EXPENDITURES

### 595 Capital Improvements

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

### 999 Ending Balance

508 31 02 00	Ending Cash & Investment	24,056.00
999 Ending Balance		24,056.00

### Fund Expenditures:

49,056.00

### Excess/Deficit:

0.00

## 2024 BUDGET TOTALS

City Of Granite Falls

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305 Capital Improvement

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 11 00	Beginning Cash & Investment	51,259.00
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308 Beginning Balances	51,259.00
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360 Interest And Other Earnings

361 11 06 00	Investment Interest	603.00
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360 Interest And Other Earnings	603.00
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**Fund Revenues:**

**51,862.00**

EXPENDITURES

999 Ending Balance

508 51 11 00	Ending Cash & Investments	51,862.00
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999 Ending Balance	51,862.00
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**Fund Expenditures:**

**51,862.00**

**Excess/Deficit:**

**0.00**

## 2024 BUDGET TOTALS

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306 REET Capital Improvement

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 31 03 00	Beginning Cash & Investment	558,694.00
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308 Beginning Balances	558,694.00
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310 Taxes

318 34 00 01	Real Estate Excise Tax-1st 1/2%	99,797.00
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318 35 00 01	Real Estate Excise Tax-2nd 1/2%	99,797.00
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310 Taxes	199,594.00
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360 Interest And Other Earnings

361 11 00 06	Investment Interest	20,429.00
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360 Interest And Other Earnings	20,429.00
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**Fund Revenues:**

**778,717.00**

EXPENDITURES

999 Ending Balance

508 31 03 00	Ending Cash & Investment	778,717.00
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999 Ending Balance	778,717.00
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**Fund Expenditures:**

**778,717.00**

**Excess/Deficit:**

**0.00**

## 2024 BUDGET TOTALS

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### 401 Water

01/01/2024 To: 12/31/2024

#### REVENUES

### 308 Beginning Balances

308 51 08 00	Beginning Cash & Investment	715,180.00
308 Beginning Balances		715,180.00

### 340 Charges For Goods And Services

343 40 00 00	Water Sales	1,028,965.00
343 40 01 00	Installations	1,000.00
343 40 02 00	Reconnect Fees	5,000.00
340 Charges For Goods And Services		1,034,965.00

### 350 Fines And Penalties

359 34 04 01	Late Fees	15,000.00
350 Fines And Penalties		15,000.00

### 360 Interest And Other Earnings

361 11 07 00	Investment Interest	18,247.00
360 Interest And Other Earnings		18,247.00

### 397 Interfund Transfers

397 34 64 00	Transfer from the General Fund	103,496.00
397 Interfund Transfers		103,496.00

### Fund Revenues:

**1,886,888.00**

#### EXPENDITURES

### 534 Water Utilities

534 00 10 00	Salaries & Wages	243,875.00
534 00 20 00	Benefits	91,917.00
534 00 21 00	Uniforms & Clothing	1,000.00
534 00 31 00	Office Supplies	600.00
534 00 31 01	Operating Supplies	1,700.00
534 00 31 03	Utility Billing Supplies	300.00
534 00 32 00	Fuel	1,750.00
534 00 35 00	Small Tools / Minor Equipment	5,200.00
534 00 41 00	Professional Services - Engineer	1,400.00
534 00 41 01	Professional Services - Lab	3,800.00
534 00 41 03	Prof Svcs - DOC Inmates	1,000.00
534 00 41 04	Professional Services - Audit	8,936.00
534 00 41 06	Professional Services - Misc.	10,000.00
534 00 41 07	Utility Locate Fees	500.00
534 00 41 09	Prof. Svcs - Utility Billing	3,500.00



## 2024 BUDGET TOTALS

City Of Granite Falls

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401 Water

01/01/2024 To: 12/31/2024

### EXPENDITURES

#### 534 Water Utilities

534 00 41 10	Software License And Support	8,000.00
534 00 42 00	Communications	2,000.00
534 00 42 01	Intergovernmental - PUD Water	465,000.00
534 00 42 02	Utility Billing Postage	4,500.00
534 00 44 00	Intergovernmental - DOR Excise Tax	50,032.00
534 00 44 02	Utility Tax To Current Expense	206,993.00
534 00 46 00	Insurance	9,425.00
534 00 47 00	Utility Service - PUD (electricity)	3,000.00
534 00 48 00	Repairs & Maintenance	14,000.00
534 00 48 01	Equipment Maintenance	500.00
534 00 49 01	Permits & Fees	4,000.00
534 00 49 02	Membership Fees	100.00
534 00 49 03	Service Charges	12,000.00
534 00 49 05	Training / Staff Development	2,000.00

534 Water Utilities 1,157,028.00

#### 591 Redemption Of Debt

591 34 70 00	Sno County PWAF Principal	25,556.00
592 34 81 00	Sno County PWAF Interest	1,150.00

591 Redemption Of Debt 26,706.00

#### 999 Ending Balance

508 51 08 00	Ending Cash & Investments	703,154.00
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999 Ending Balance 703,154.00

#### Fund Expenditures:

1,886,888.00

#### Excess/Deficit:

0.00

## 2024 BUDGET TOTALS

City Of Granite Falls

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402 Cif / Water

01/01/2024 To: 12/31/2024

REVENUES

### 308 Beginning Balances

308 51 02 00	Beginning Cash & Investment	1,414,033.00
308	Beginning Balances	1,414,033.00

### 340 Charges For Goods And Services

343 40 00 01	CIF Water Sales	45,518.00
340	Charges For Goods And Services	45,518.00

### 360 Interest And Other Earnings

361 11 08 00	Investment Interest	49,276.00
360	Interest And Other Earnings	49,276.00

### Fund Revenues:

1,508,827.00

EXPENDITURES

### 534 Water Utilities

534 20 44 01	Intergovernmental - DOR Excise Tax	1,888.00
534	Water Utilities	1,888.00

### 594 Capital Expenses

594 34 64 04	Meter Replacement Program	2,000.00
594	Capital Expenses	2,000.00

### 999 Ending Balance

508 51 02 00	Ending Cash & Investment	1,504,939.00
999	Ending Balance	1,504,939.00

### Fund Expenditures:

1,508,827.00

### Excess/Deficit:

0.00

## 2024 BUDGET TOTALS

City Of Granite Falls

Time: 14:07:20 Date: 11/26/2023

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### 403 Sewer

01/01/2024 To: 12/31/2024

#### REVENUES

### 308 Beginning Balances

308 51 03 00	Beginning Cash & Investment	1,848,391.00
308 Beginning Balances		1,848,391.00

### 340 Charges For Goods And Services

343 50 00 00	Sewer Charge	1,800,000.00
343 50 00 01	Sewer Overage Charge	17,000.00
343 50 00 03	Sewer Inspections	250.00
340 Charges For Goods And Services		1,817,250.00

### 350 Fines And Penalties

359 35 04 03	Late Fees	2,500.00
350 Fines And Penalties		2,500.00

### 360 Interest And Other Earnings

361 11 09 00	Investment Interest	46,623.00
360 Interest And Other Earnings		46,623.00

### 397 Interfund Transfers

397 35 64 00	Transfer from General Fund	697,535.00
397 Interfund Transfers		697,535.00

### Fund Revenues:

**4,412,299.00**

#### EXPENDITURES

### 535 Sewer Utilities

535 00 10 00	Salaries & Wages	473,200.00
535 00 20 00	Benefits	175,034.00
535 00 21 00	Uniforms & Clothing	1,800.00
535 00 31 00	Office / Operating Supplies	7,000.00
535 00 31 02	Process Control / Composting	87,000.00
535 00 31 03	Lab Supplies	12,500.00
535 00 31 04	Operating Supplies-Chemicals	17,500.00
535 00 32 00	Fuel	7,000.00
535 00 32 01	Fuel - Lift Station	250.00
535 00 35 00	Small Tools & Minor Equipment	3,000.00
535 00 41 00	Professional Services - Engineer	20,000.00
535 00 41 01	Professional Services - Misc.	7,000.00
535 00 41 02	Professional Services Audit	9,487.00
535 00 41 06	Utility Locate Fees	150.00
535 00 41 07	Sampling Requirements	5,000.00

## 2024 BUDGET TOTALS

City Of Granite Falls

Time: 14:07:20 Date: 11/26/2023

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403 Sewer

01/01/2024 To: 12/31/2024

### EXPENDITURES

#### 535 Sewer Utilities

535 00 41 08	Prof. Svcs - Utility Billing	3,500.00
535 00 41 09	Prof Svcs - DOC Inmates	1,000.00
535 00 41 10	Software License And Support	15,000.00
535 00 42 00	Communications	7,200.00
535 00 42 01	Utility Billing Postage	5,000.00
535 00 43 00	Travel	1,000.00
535 00 43 02	Mileage Reimbursement	500.00
535 00 44 00	Intergovernmental - DOR Excise Tax	34,689.00
535 00 44 01	Utility Tax Current Exp Fund	399,870.00
535 00 46 00	Insurance	65,658.00
535 00 47 00	WWTP Electrical	50,000.00
535 00 47 01	PUD - Lift Station	6,000.00
535 00 47 02	Utilities - Lift Station	3,200.00
535 00 47 03	WWTP Water	9,000.00
535 00 47 04	Maintenance - Sludge Hauling	160,000.00
535 00 48 00	Repairs & Maintenance - Treatment Plant	80,000.00
535 00 48 01	Repairs & Maintenance - Collection	2,000.00
535 00 48 02	Repairs & Maintenance - Lift Station	25,000.00
535 00 48 03	Equipment Maintenance	10,000.00
535 00 49 01	Permits And Fees	7,000.00
535 00 49 02	Membership Fees	650.00
535 00 49 03	Service Charges	10,500.00
535 00 49 05	Training / Staff Development	2,000.00
535 00 49 06	Filing/record Liens	50.00

535 Sewer Utilities 1,724,738.00

#### 591 Redemption Of Debt

591 35 78 02	Loan Payment-PWTF Electrical	47,647.37
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591 Redemption Of Debt 47,647.37

#### 592 Interest & Other Debt Costs

592 35 83 02	PWTF 2013 Loan Interest	2,144.00
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592 Interest & Other Debt Costs 2,144.00

#### 594 Capital Expenses

594 35 64 02	Cap Exp - Lab Equipment	12,500.00
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594 Capital Expenses 12,500.00

#### 999 Ending Balance

508 51 03 00	Ending Cash & Investment	2,625,269.63
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999 Ending Balance 2,625,269.63

2024 BUDGET TOTALS

City Of Granite Falls

Time: 14:07:20 Date: 11/26/2023  
Page: 21

403 Sewer

01/01/2024 To: 12/31/2024

EXPENDITURES

Fund Expenditures: 4,412,299.00

Excess/Deficit: 0.00

## 2024 BUDGET TOTALS

City Of Granite Falls

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404 Cif / Sewer

01/01/2024 To: 12/31/2024

### REVENUES

#### 308 Beginning Balances

308 51 04 00	Beginning Cash & Investment	2,800,155.00
308	Beginning Balances	2,800,155.00

#### 360 Interest And Other Earnings

361 11 10 00	Investment Interest	90,365.00
360	Interest And Other Earnings	90,365.00

#### 390 Other Financing Sources

391 80 35 01	DOE Loan Proceeds	28,245,638.49
390	Other Financing Sources	28,245,638.49

#### Fund Revenues:

31,136,158.49

### EXPENDITURES

#### 594 Capital Expenses

594 35 62 01	Cap Expend -Storage Shed	60,000.00
594 35 62 02	Capital Expenditures -Vehicle	77,000.00
594 35 63 15	Capital Expenditures/Expenses - WWTP 2023	25,630,000.00
594 35 63 16	WWTP Construction Management	2,615,638.49
594	Capital Expenses	28,382,638.49

#### 999 Ending Balance

508 51 04 00	Ending Cash & Investment	2,753,520.00
999	Ending Balance	2,753,520.00

#### Fund Expenditures:

31,136,158.49

#### Excess/Deficit:

0.00

## 2024 BUDGET TOTALS

City Of Granite Falls

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405 Storm Drainage

01/01/2024 To: 12/31/2024

### REVENUES

#### 308 Beginning Balances

308 51 05 00	Beginning Cash & Investment	960,290.00
308 Beginning Balances		960,290.00

#### 330 Intergovernmental Revenues

334 03 10 06	Dept of Ecology WQSWCAP-2123-raFal-00207	130,000.00
330 Intergovernmental Revenues		130,000.00

#### 340 Charges For Goods And Services

343 11 00 00	Storm Drainage Fees	226,000.00
340 Charges For Goods And Services		226,000.00

#### 360 Interest And Other Earnings

361 11 11 00	Investment Interest	22,891.00
360 Interest And Other Earnings		22,891.00

#### Fund Revenues:

**1,339,181.00**

### EXPENDITURES

#### 531 Storm Drainage Utilities

531 00 10 00	Salaries & Wages	67,669.00
531 00 20 00	Benefits	24,000.00
531 00 21 00	Uniforms & Gear	700.00
531 00 31 01	Operating Supplies	700.00
531 00 31 02	Office Supplies	400.00
531 00 32 00	Fuel	2,000.00
531 00 35 00	Small Tools & Minor Equipment	1,000.00
531 00 41 01	Professional Services - Audit	1,659.00
531 00 41 04	Professional Services - Misc.	18,000.00
531 00 41 05	Utility Locate Fees	200.00
531 00 41 06	Professional Services - Lab	400.00
531 00 41 08	Prof Svcs - Software	2,000.00
531 00 41 09	Prof Svcs - Doc Inmates	1,000.00
531 00 42 00	Communications	1,000.00
531 00 42 01	Intergovt Prof Svcs-Tax Billing	6,000.00
531 00 44 00	Intergovernmental - DOR Excise Tax	8,069.00
531 00 45 00	Equipment Rental & Lease	500.00
531 00 46 00	Insurance	12,170.00
531 00 48 01	Vehicle/Fleet Maintenance	2,000.00
531 00 48 02	Repairs & Maintenance	2,000.00
531 00 49 00	Annual Permit Fees	3,500.00
531 00 49 01	Training / Staff Development	2,000.00
531 00 49 03	Membership Fees	100.00

## 2024 BUDGET TOTALS

City Of Granite Falls

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405 Storm Drainage

01/01/2024 To: 12/31/2024

EXPENDITURES

531 Storm Drainage Utilities

531 43 41 01	Prof Svcs-Software Consulting	1,000.00
531 43 47 00	Water - Decant	3,000.00
531 43 47 02	Electrical Decant	1,500.00
<b>531 Storm Drainage Utilities</b>		<b>162,567.00</b>

594 Capital Expenses

594 31 63 00	Cap Exp - Collection	5,000.00
594 31 64 00	Capital Expend. - Mach/Equip.	10,000.00
<b>594 Capital Expenses</b>		<b>15,000.00</b>

999 Ending Balance

508 51 05 00	Ending Cash & Investment	1,161,614.00
<b>999 Ending Balance</b>		<b>1,161,614.00</b>

**Fund Expenditures:**

**1,339,181.00**

**Excess/Deficit:**

**0.00**



## 2024 BUDGET TOTALS

City Of Granite Falls

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406 Cif / Storm Drainage

01/01/2024 To: 12/31/2024

REVENUES

308 Beginning Balances

308 51 06 00	Beginning Cash & Investment	669,696.00
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308 Beginning Balances	669,696.00
------------------------	------------

360 Interest And Other Earnings

361 11 12 00	Investment Interest	9,790.00
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360 Interest And Other Earnings	9,790.00
---------------------------------	----------

**Fund Revenues:**

**679,486.00**

EXPENDITURES

999 Ending Balance

508 51 06 00	Ending Cash & Investment	679,486.00
--------------	--------------------------	------------

999 Ending Balance	679,486.00
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**Fund Expenditures:**

**679,486.00**

**Excess/Deficit:**

**0.00**

2024 BUDGET TOTALS

City Of Granite Falls

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Page: 26

407 Solid Waste 01/01/2024 To: 12/31/2024  
REVENUES

308 Beginning Balances  
308 51 07 00 Beginning Cash & Investment 93,246.00  
308 Beginning Balances 93,246.00

360 Interest And Other Earnings  
361 11 13 00 Investment Interest 2,718.00  
360 Interest And Other Earnings 2,718.00

Fund Revenues: 95,964.00  
EXPENDITURES

999 Ending Balance  
508 51 07 00 Ending Cash & Investment 95,964.00  
999 Ending Balance 95,964.00

Fund Expenditures: 95,964.00  
Excess/Deficit: 0.00

## 2024 BUDGET TOTALS

City Of Granite Falls

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630 Trust Agency

01/01/2024 To: 12/31/2024

### REVENUES

#### 308 Beginning Balances

308 31 00 00	Estimated Beginning Balance	4,104.00
308 Beginning Balances		4,104.00

#### 380 Non Revenues

386 30 01 01	Court Remittances-District	5,000.00
386 30 02 02	Court Remittances-GFTVB	2,500.00
389 30 03 03	State Building Fee Charges	1,000.00
389 40 01 01	Fire Inspections Passthrough	2,000.00
389 40 02 02	Firearms Licenses	11,000.00
380 Non Revenues		21,500.00

#### Fund Revenues:

25,604.00

### EXPENDITURES

#### 580 Non Expenditures

586 30 03 04	State Court Fees	7,500.00
589 30 00 01	State Building Code Surcharges	1,000.00
589 30 01 02	Firearms Licenses	11,000.00
589 40 01 02	Fire Inspection Costs Passthrough	2,000.00
580 Non Expenditures		21,500.00

#### 999 Ending Balance

508 31 00 00	Ending Balance	4,104.00
999 Ending Balance		4,104.00

#### Fund Expenditures:

25,604.00

#### Excess/Deficit:

0.00

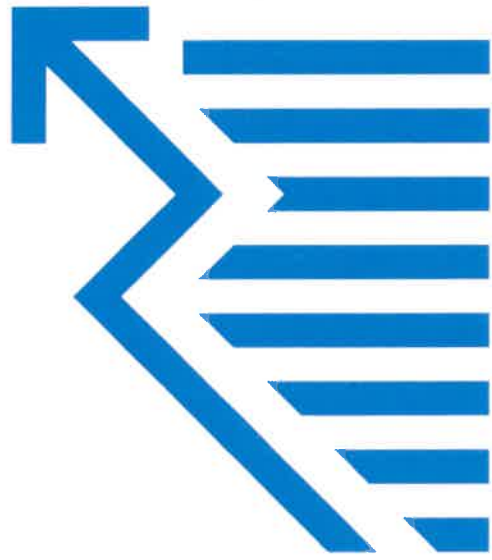
## 2024 BUDGET TOTALS

City Of Granite Falls

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Fund	Revenues	Expenditures	Net
001 Current Expense	7,691,617.07	7,691,617.07	0.00
101 Streets	693,324.00	693,324.00	0.00
102 Park Impact Fees	51,420.00	51,420.00	0.00
303 Cif / Streets	1,432,334.69	1,432,334.69	0.00
304 Cif / Arterial/alternate Route	49,056.00	49,056.00	0.00
305 Capital Improvement	51,862.00	51,862.00	0.00
306 REET Capital Improvement	778,717.00	778,717.00	0.00
401 Water	1,886,888.00	1,886,888.00	0.00
402 Cif / Water	1,508,827.00	1,508,827.00	0.00
403 Sewer	4,412,299.00	4,412,299.00	0.00
404 Cif / Sewer	31,136,158.49	31,136,158.49	0.00
405 Storm Drainage	1,339,181.00	1,339,181.00	0.00
406 Cif / Storm Drainage	679,486.00	679,486.00	0.00
407 Solid Waste	95,964.00	95,964.00	0.00
630 Trust Agency	25,604.00	25,604.00	0.00
	<u>51,832,738.25</u>	<u>51,832,738.25</u>	<u>0.00</u>



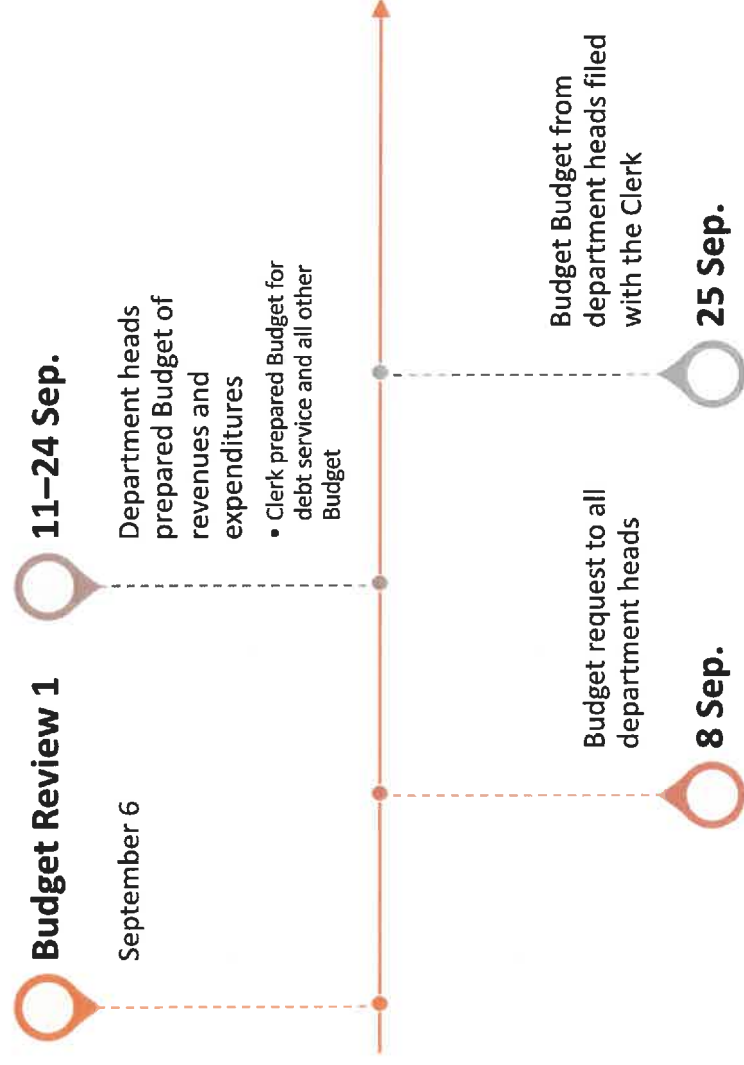
**Jeff Balentine**  
**December 6, 2023**

# 2024 DRAFT Budget Review

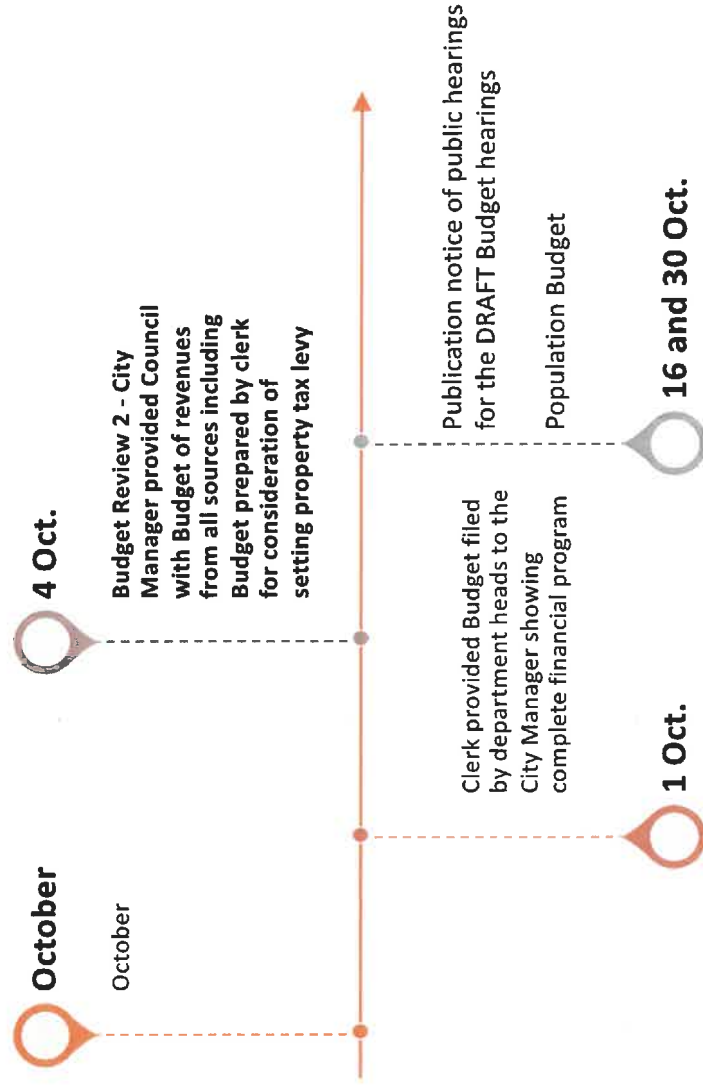
# Granite Falls 2024 Calendar



## Granite Falls Budget - Calendar



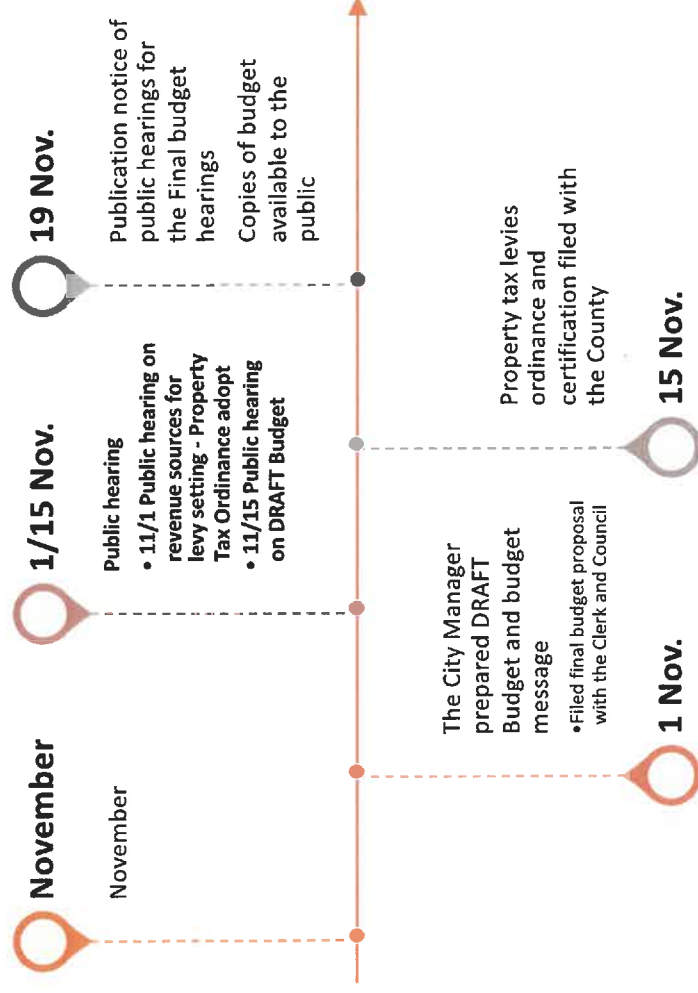
# Granite Falls 2024 Calendar



# Granite Falls 2024 Calendar



## Granite Falls Budget - Calendar

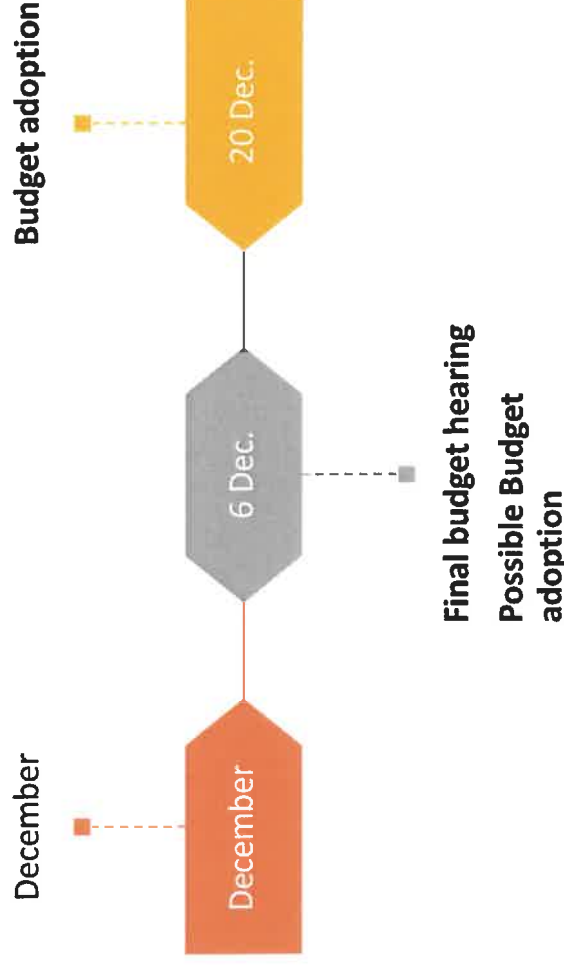




# Granite Falls 2024 Calendar



## Granite Falls Budget - Calendar



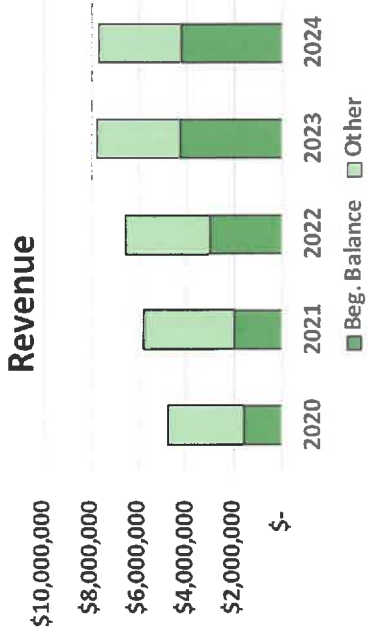


## DRAFT 2024 Budget Changes since 4<sup>th</sup> Budget Review

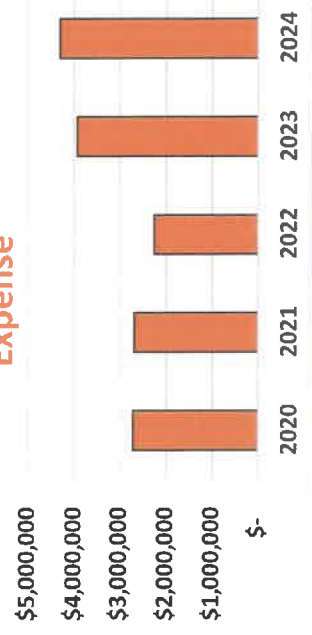
### 2023 Project estimates roll-over to 2024

- Fund 001 Current Expense
  - BARS: 518 30 48 00 Building Repairs & Maintenance
    - 2023 Expense Budget \$155,000
    - 2023 Expense Remaining \$141,963.07
  - Add \$141,963.07 to 2024 Beg. Balance
  - Add \$141,963.07 to 2024 Expense Budget
- Fund 303 CIF Streets
  - BARS: 595 30 63 16 TIB Galena Street Extension
    - 2023 Expense Budget \$2,586,419.67
    - 2023 Expense Remaining \$1,016,248.69
  - Add \$1,016,248.69 to 2024 Beg. Balance
  - Add \$1,016,248.69 to 2024 Expense Budget
- BARS: 334 03 80 11 TIB Galena Street Extension
  - 2023 Revenue Budget \$690,000.00
  - 2023 Revenue Remaining \$171,222.55
- Reduce \$171,222.55 to 2024 Beg. Balance
- Add \$171,222.55 to 2024 Revenue Budget
- Fund 404 CIF Sewer
  - BARS: 594 35 63 16 WWTP Construction Management
    - 2023 Expense Budget \$2,675,000.00
    - 2023 Expense Remaining \$2,615,638.49
  - Add \$2,615,638.49 to 2024 391 80 35 01 DOE Loan Proceeds
  - Add \$2,615,638.49 to 2024 Expense Budget

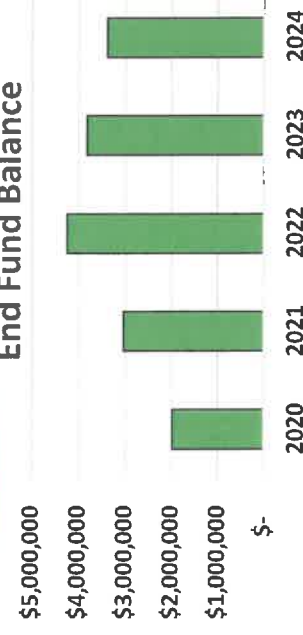
# 001 Current Expense



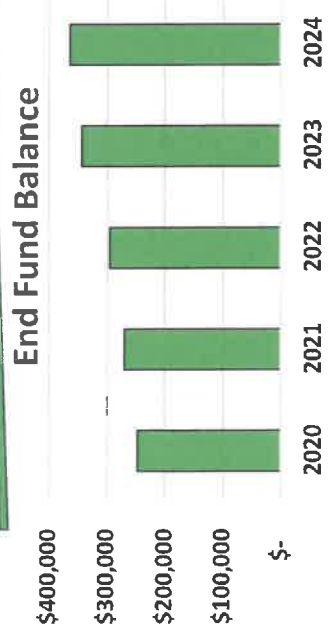
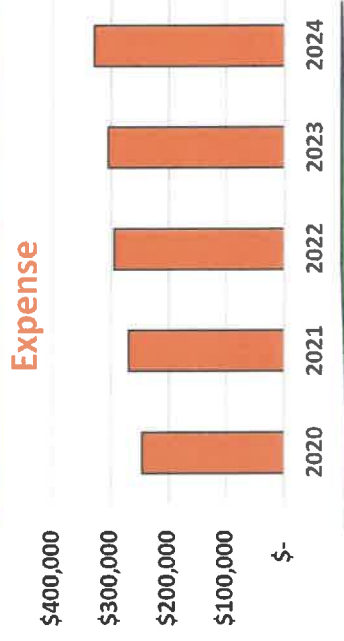
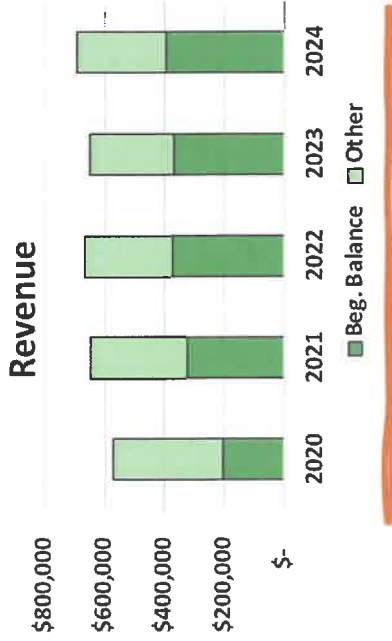
## Expense



## End Fund Balance

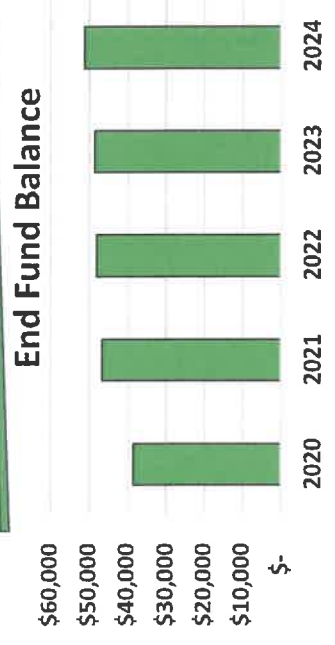
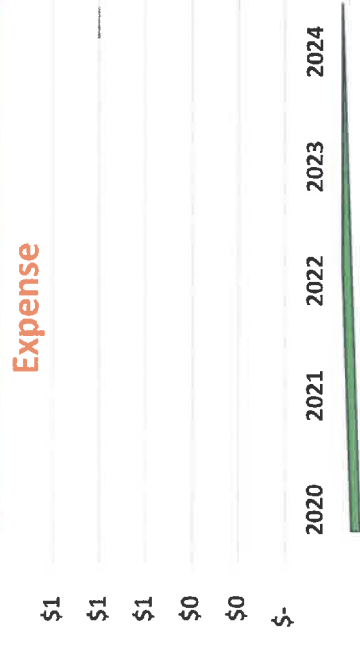
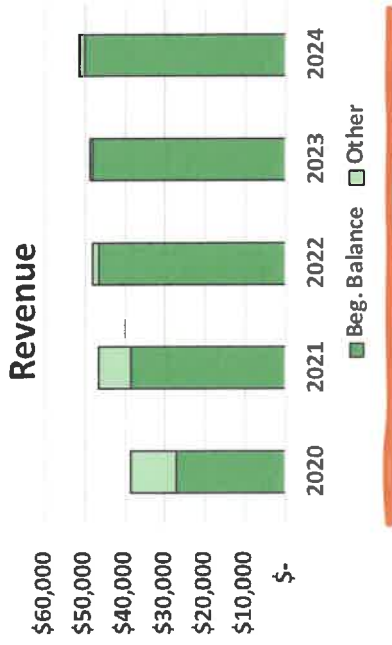


Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated
308 Beginning Balances	1,591,214.64	1,983,201.44	3,031,831.14	4,258,094.01	4,258,094.01	4,213,498.07
310 Taxes	2,074,945.78	2,247,852.10	2,269,896.86	2,087,614.86	2,244,177.45	2,405,726.00
320 Licenses & Permits	360,889.93	310,205.27	194,517.85	203,612.94	191,659.05	210,614.00
330 Intergovernmental Revenues	520,375.07	1,138,102.12	735,642.90	213,103.55	224,503.04	243,695.00
340 Charges For Goods And Services	154,533.86	34,445.91	225,760.86	505,163.00	682,732.68	493,200.00
350 Fines And Penalties	8,921.99	10,511.13	5,003.56	4,996.71	4,900.00	6,000.00
360 Interest And Other Earnings	9,659.60	14,142.43	58,696.30	165,089.21	137,318.34	115,884.00
380 Non Revenues	0.00	0.00	2,300.00	11,181.34	23,587.68	3,000.00
390 Other Financing Sources	0.00	0.00	1.00	0.00	0.00	0.00
397 Interfund Transfers	0.00	0.00	0.00	30,000.00	0.00	0.00
398 Insurance Recovery	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES:</b>	<b>4,720,540.87</b>	<b>5,738,460.40</b>	<b>6,523,650.47</b>	<b>7,478,855.62</b>	<b>7,766,972.25</b>	<b>7,691,617.07</b>
511 Legislative	22,458.18	22,492.81	15,946.96	18,499.61	34,601.96	36,131.00
512 Judicial	16,136.97	20,855.22	21,301.77	22,033.70	21,204.60	26,838.00
513 Executive	63,581.37	67,267.74	74,960.81	73,006.23	83,793.69	89,294.00
514 Financial And Recording	165,016.88	163,667.81	332,107.84	517,762.55	601,739.42	708,043.00
515 Legal Services	50,677.35	69,511.59	83,137.21	43,763.06	65,000.00	102,000.00
517 Other Admin	9,062.01	8,748.37	9,506.10	8,944.97	9,500.00	12,500.00
518 Central Services	284,399.94	300,086.39	135,064.27	164,297.21	426,429.89	1,014,306.07
521 Law Enforcement	820,255.39	749,136.46	771,187.12	802,081.22	842,604.30	946,015.00
522 Fire Control	0.00	20.60	471.10	1,462.12	504.40	623.00
523 Jail Costs	50,964.30	30,212.10	34,897.87	50,486.92	75,621.62	70,000.00
524 Protective Inspections	27,045.00	26,231.67	12,378.95	10,880.00	12,000.00	10,000.00
525 Emergency Services	5,499.00	5,675.00	6,153.00	6,514.00	6,500.00	7,000.00
528 Comm/Alarms/Dispatch	59,105.32	57,189.40	62,207.76	58,817.88	69,175.95	66,000.00
553 Conservation	2,292.00	2,484.00	2,807.00	3,062.00	2,877.18	3,500.00
557 Community Services	750.00	750.00	750.00	750.00	980.00	980.00
558 Planning & Community Devel	207,978.83	195,958.90	201,262.83	284,596.45	368,158.95	412,720.00
560 Social Services	5,307.80	6,768.46	2,082.01	1,788.30	6,777.01	2,250.00
573 Cultural & Community Activities	3,000.00	2,783.93	2,287.55	2,438.36	2,500.00	7,500.00
576 Park Facilities	88,955.60	109,328.95	126,463.78	119,318.36	135,124.13	172,132.00
580 Non Expenditures	0.00	-1,118.35	7,693.68	8,994.41	23,587.68	10,000.00
581 Interfund Loan Disbursements	0.00	0.00	0.00	0.00	0.00	0.00
591 Redemption Of Debt	261,133.82	260,292.29	259,916.09	260,205.55	260,578.00	261,093.00
592 Interest & Other Debt Costs	0.00	0.00	0.00	0.00	0.00	0.00
594 Capital Expenses	19,249.67	194,048.92	4,049.76	4,741.95	74,410.42	51,196.00
597 Interfund Transfers	574,470.00	424,227.00	98,923.00	818,009.84	818,009.84	303,431.00
999 Ending Balance	0.00	0.00	0.00	0.00	3,825,293.21	3,380,065.00
<b>TOTAL EXPENDITURES:</b>	<b>2,737,339.43</b>	<b>2,706,629.26</b>	<b>2,265,556.46</b>	<b>3,282,454.69</b>	<b>7,766,972.25</b>	<b>7,691,617.07</b>



CITY OF  
GRANITE FALLS

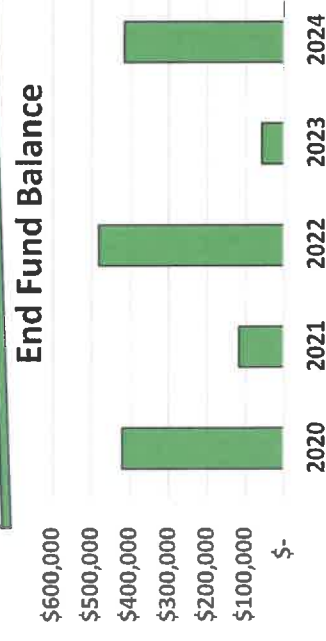
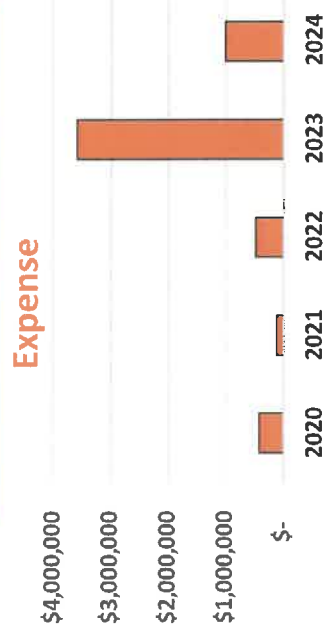
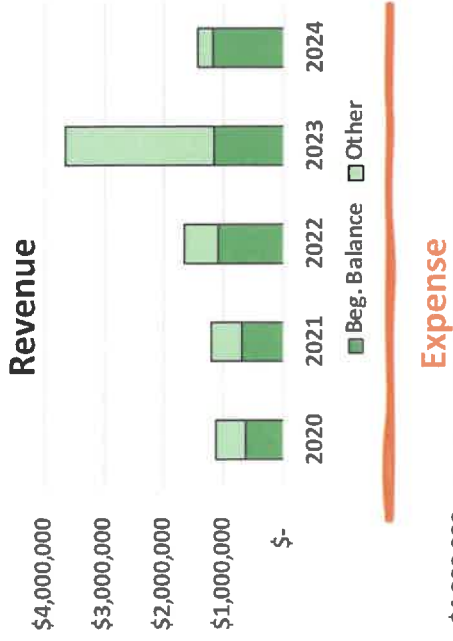
101 Streets		2020		2021		2022		2023		2023		2024	
Account		Actual		Actual		Actual		Actual		Appropriated		Appropriated	
308	Beginning Balances	203,861.75		323,981.67		373,998.79		369,707.49		369,707.49		395,944.00	
310	Taxes	167,204.27		180,713.71		184,155.19		170,983.82		178,712.98		189,596.00	
320	Licenses & Permits	4,925.75		48,712.50		7,069.25		7,355.75		6,000.00		7,000.00	
330	Intergovernmental Revenues	77,156.19		90,121.52		90,193.45		76,931.82		92,044.09		90,200.00	
340	Charges For Goods And Services	0.00		0.00		0.00		250.00		0.00		0.00	
360	Interest And Other Earnings	1,523.63		213.38		5,209.12		13,547.10		3,648.69		10,584.00	
380	Non Revenues	0.00		0.00		0.00		0.00		0.00		0.00	
390	Other Financing Sources	0.00		0.00		0.00		0.00		0.00		0.00	
397	Interfund Transfers	94,867.00		0.00		0.00		0.00		0.00		0.00	
398	Insurance Recovery	21,456.28		0.00		4,114.55		6,850.92		0.00		0.00	
TOTAL REVENUES:		570,994.87		643,742.78		664,740.35		645,626.90		650,113.25		693,324.00	
542	Streets - Maintenance	210,582.65		254,484.95		258,354.51		213,467.71		284,944.24		298,745.00	
543	Streets Admin & Overhead	23,208.50		15,012.29		18,413.55		35,743.47		20,703.76		29,669.00	
544	Road & Street Operations	0.00		246.75		18,264.80		0.00		45.00		0.00	
594	Capital Expenses	13,222.05		0.00		0.00		0.00		0.00		0.00	
999	Ending Balance	0.00		0.00		0.00		0.00		344,420.25		364,910.00	
TOTAL EXPENDITURES:		247,013.20		269,743.99		295,032.86		249,211.18		650,113.25		693,324.00	



CITY OF  
GRANITE FALLS

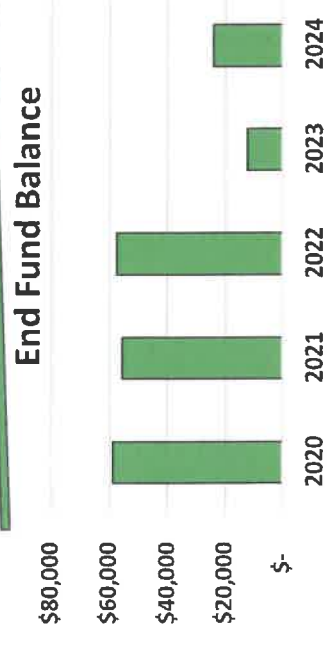
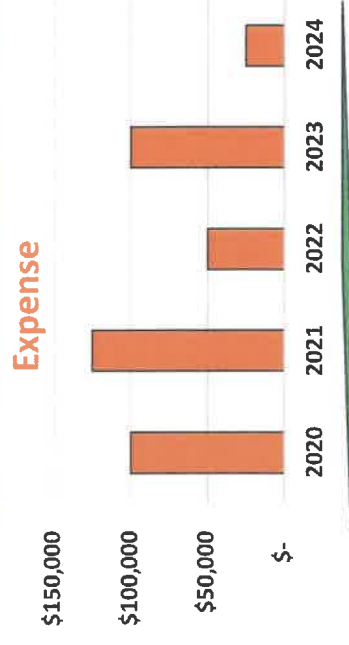
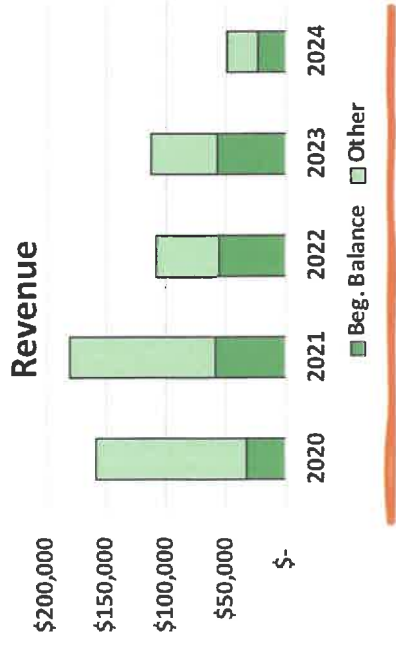
### 102 Park Impact Fees

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated
308 Beginning Balances	27,162.77	38,568.10	46,643.62	48,193.03	48,193.03	50,130.00
340 Charges For Goods And Services	11,270.00	8,050.00	920.00	0.00	0.00	0.00
360 Interest And Other Earnings	135.33	25.52	629.41	1,614.28	484.72	1,290.00
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES:</b>	<b>38,568.10</b>	<b>46,643.62</b>	<b>48,193.03</b>	<b>49,807.31</b>	<b>48,677.75</b>	<b>51,420.00</b>
999 Ending Balance	0.00	0.00	0.00	0.00	48,677.75	51,420.00
<b>TOTAL EXPENDITURES:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>48,677.75</b>	<b>51,420.00</b>



CITY OF  
GRANITE FALLS

303 Cif / Streets									
Account		2020	2021	2022	2023	2023	2023	2024	2024
		Actual	Actual	Actual	Actual	Actual	Appropriated	Appropriated	
308	Beginning Balances	642,647.01	703,931.30	1,097,787.14	1,167,901.36	1,167,901.36	1,167,901.36	1,192,172.14	
330	Intergovernmental Revenues	291,090.00	177,181.00	208,118.00	518,777.45	518,777.45	1,594,400.00	171,222.55	
340	Charges For Goods And Services	187,886.03	183,195.65	76,999.45	58,091.85	58,091.85	72,292.09	35,000.00	
360	Interest And Other Earnings	3,266.38	611.94	16,980.39	42,783.87	42,783.87	13,099.03	33,940.00	
397	Interfund Transfers	0.00	150,000.00	250,000.00	801,573.06	801,573.06	0.00	0.00	
595	Capital Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL REVENUES:		1,124,889.42	1,214,919.89	1,649,884.98	2,589,127.59	3,649,265.54	1,432,334.69		
544	Road & Street Operations	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	
594	Capital Expenses	420,958.12	117,132.75	481,983.62	2,017,885.08	3,588,519.70	1,016,248.69		
595	Capital Improvements	0.00	0.00	0.00	659.40	0.00	0.00	0.00	
597	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
999	Ending Balance	0.00	0.00	0.00	0.00	58,745.84	416,086.00		
TOTAL EXPENDITURES:		420,958.12	117,132.75	481,983.62	2,018,544.48	3,649,265.54	1,432,334.69		

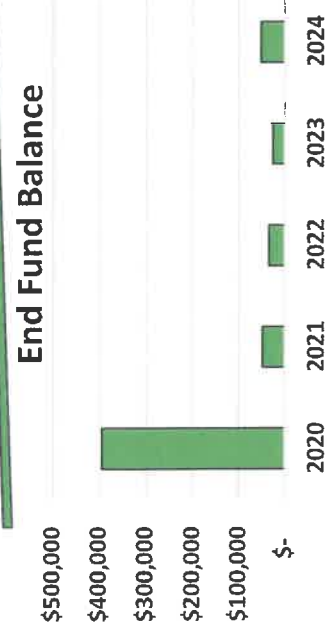
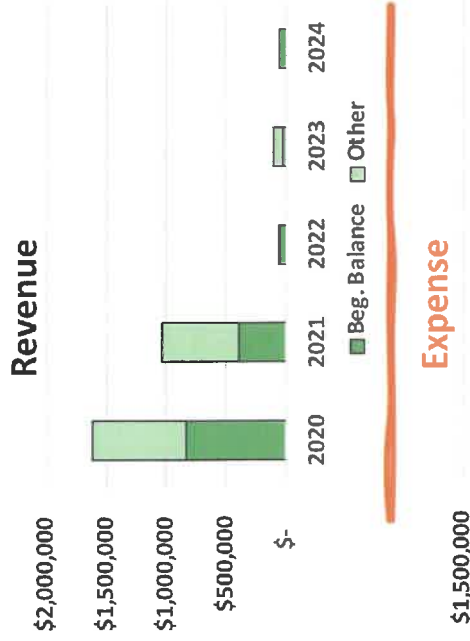


CITY OF  
GRANITE FALLS

#### 304 Cif / Arterial/alternate Route

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated
308 Beginning Balances	33,190.80	58,780.37	55,614.76	57,644.83	57,644.83	24,013.00
340 Charges For Goods And Services	125,257.32	121,797.10	51,332.98	38,727.90	54,316.73	23,333.00
360 Interest And Other Earnings	332.25	37.29	697.09	2,199.94	543.42	1,710.00
<b>TOTAL REVENUES:</b>	<b>158,780.37</b>	<b>180,614.76</b>	<b>107,644.83</b>	<b>98,572.67</b>	<b>112,504.98</b>	<b>49,056.00</b>
544 Road & Street Operations	0.00	0.00	0.00	0.00	0.00	0.00
595 Capital Improvements	100,000.00	125,000.00	50,000.00	75,000.00	100,000.00	25,000.00
999 Ending Balance	0.00	0.00	0.00	0.00	12,504.98	24,056.00
<b>TOTAL EXPENDITURES:</b>	<b>100,000.00</b>	<b>125,000.00</b>	<b>50,000.00</b>	<b>75,000.00</b>	<b>112,504.98</b>	<b>49,056.00</b>

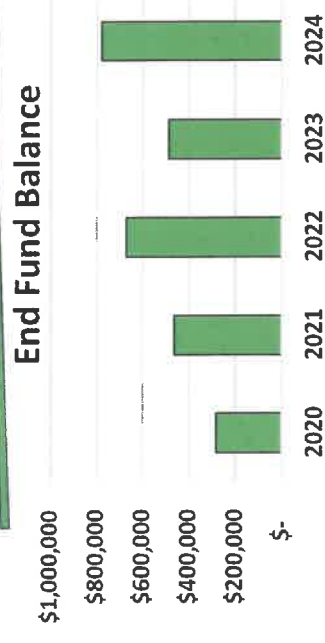
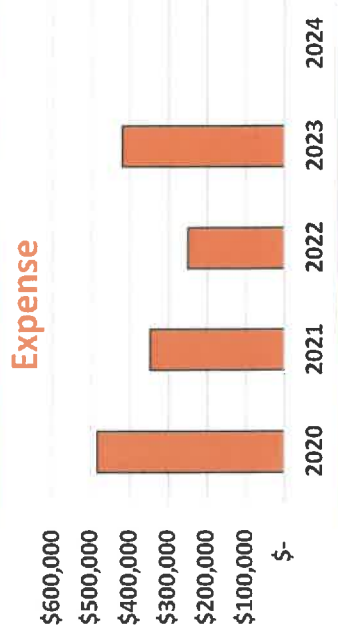
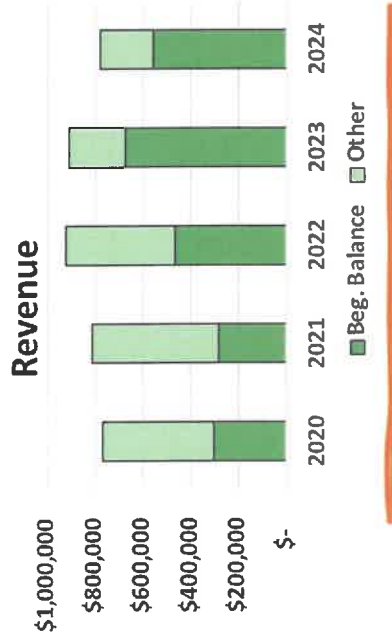




CITY OF  
GRANITE FALLS

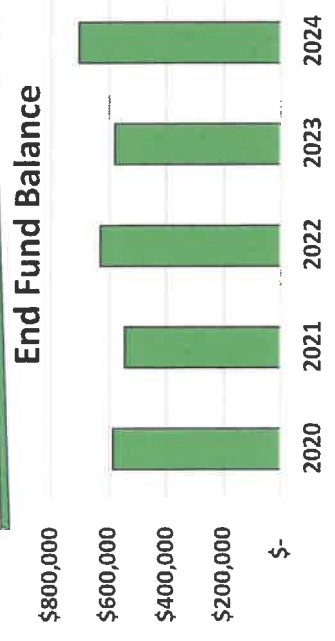
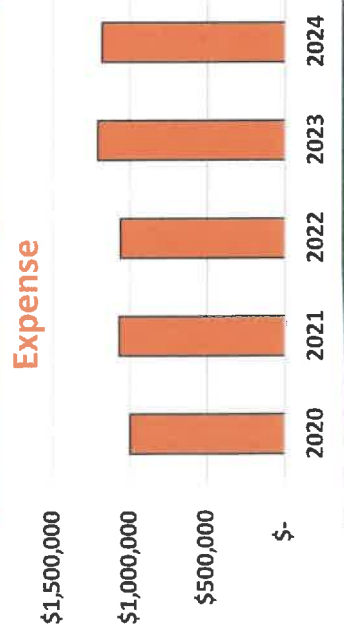
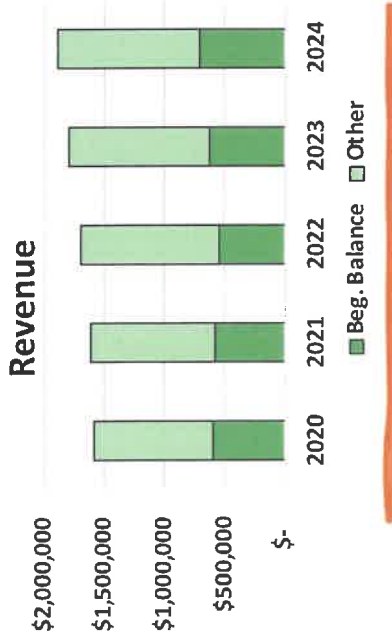
305 Capital Improvement									
Account		2020	2021	2022	2023	2023	2023	2024	2024
308	Beginning Balances	834,207.87	396,198.56	49,066.96	34,971.10	34,971.10	34,971.10	51,259.00	51,259.00
310	Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330	Intergovernmental Revenues	0.00	10,000.00	15,259.00	43,000.00	43,000.00	43,000.00	0.00	0.00
340	Charges For Goods And Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
360	Interest And Other Earnings	4,919.28	167.24	699.43	739.99	606.54	606.54	603.00	603.00
380	Non Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
397	Interfund Transfers	779,603.00	623,109.00	0.00	28,000.00	28,000.00	28,000.00	0.00	0.00
TOTAL REVENUES:		1,618,730.15	1,029,474.80	65,025.39	106,711.09	106,577.64	106,577.64	51,862.00	51,862.00
580	Non Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
594	Capital Expenses	1,222,531.59	980,407.84	30,054.29	49,079.07	80,600.00	80,600.00	0.00	0.00
595	Capital Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
597	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999	Ending Balance	0.00	0.00	0.00	0.00	25,977.64	25,977.64	51,862.00	51,862.00
TOTAL EXPENDITURES:		1,222,531.59	980,407.84	30,054.29	49,079.07	106,577.64	106,577.64	51,862.00	51,862.00





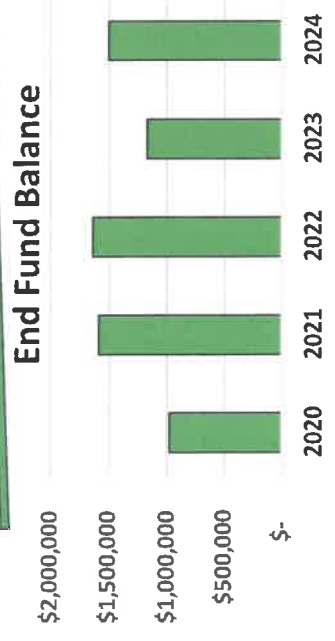
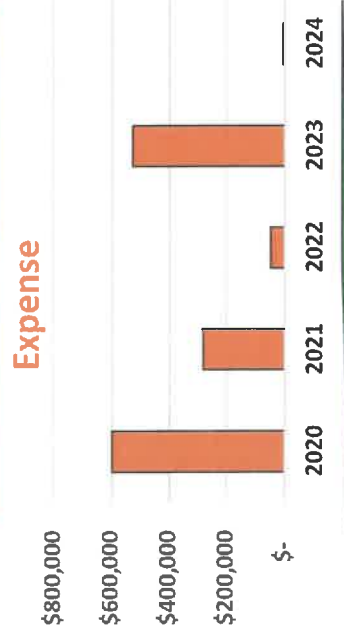
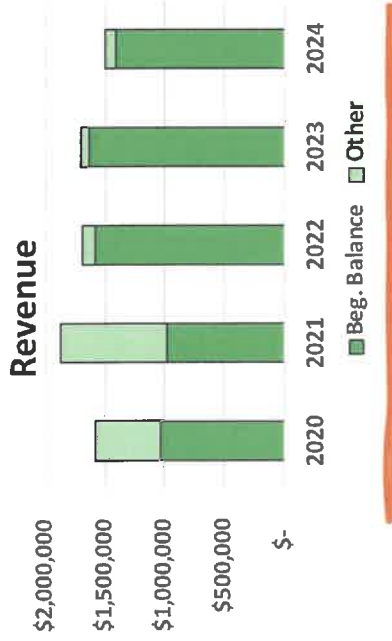
## 306 REET Capital Improvement

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated
308 Beginning Balances	305,852.16	284,500.26	463,578.16	672,578.74	672,578.78	568,694.00
310 Taxes	461,669.62	527,797.29	451,375.63	230,556.71	228,575.00	199,594.00
360 Interest And Other Earnings	738.18	162.61	7,624.95	22,970.95	5,815.87	20,429.00
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES:</b>	<b>768,259.96</b>	<b>812,460.16</b>	<b>922,578.74</b>	<b>926,106.40</b>	<b>906,969.65</b>	<b>778,717.00</b>
594 Capital Expenses	183,759.70	0.00	0.00	101,260.75	120,000.00	0.00
597 Interfund Transfers	300,000.00	348,882.00	250,000.00	300,000.00	300,000.00	0.00
999 Ending Balance	0.00	0.00	0.00	0.00	486,969.65	778,717.00
<b>TOTAL EXPENDITURES:</b>	<b>483,759.70</b>	<b>348,882.00</b>	<b>250,000.00</b>	<b>401,260.75</b>	<b>906,969.65</b>	<b>778,717.00</b>



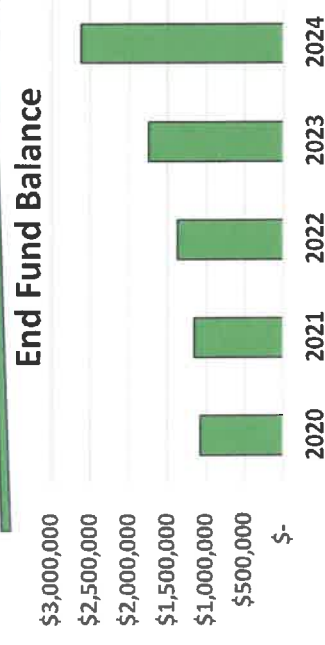
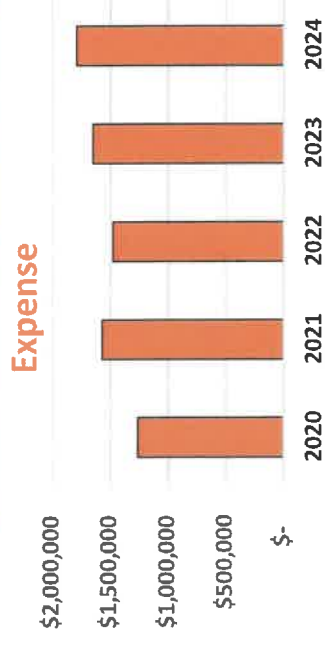
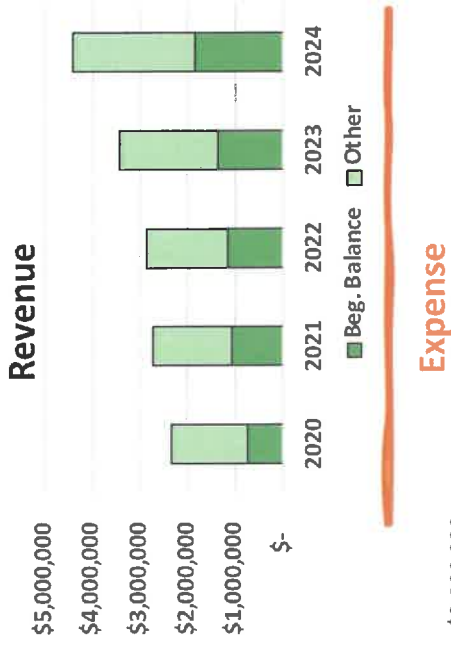
CITY OF  
GRANITE FALLS

401 Water									
Account		2020	2021	2022	2023	2023	2023	2024	2024
		Actual	Actual	Actual	Actual	Actual	Appropriated	Appropriated	
308	Beginning Balances	601,366.01	585,763.62	546,312.54	631,433.96	631,433.96	631,433.96	715,180.00	
340	Charges For Goods And Services	979,857.54	1,028,490.79	1,029,130.69	1,021,456.11	1,038,716.94	1,038,716.94	1,034,965.00	
350	Fines And Penalties	3,046.88	2,461.89	12,103.11	20,670.00	13,084.75	13,084.75	15,000.00	
360	Interest And Other Earnings	2,744.58	362.11	8,329.03	22,822.32	6,250.30	6,250.30	18,247.00	
380	Non Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
397	Interfund Transfers	0.00	0.00	98,923.00	105,180.17	105,180.17	105,180.17	103,496.00	
TOTAL REVENUES:		1,587,015.01	1,617,078.41	1,694,798.37	1,801,562.56	1,794,666.12	1,794,666.12	1,886,888.00	
534	Water Utilities	959,790.45	1,042,910.31	1,035,892.18	1,028,288.62	1,186,951.95	1,186,951.95	1,157,028.00	
591	Redemption Of Debt	28,238.89	27,855.56	27,472.23	27,088.89	27,089.33	27,089.33	26,706.00	
594	Capital Expenses	13,222.05	0.00	0.00	0.00	0.00	0.00	0.00	
597	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
999	Ending Balance	0.00	0.00	0.00	0.00	580,624.84	580,624.84	703,154.00	
TOTAL EXPENDITURES:		1,001,251.39	1,070,765.87	1,063,364.41	1,055,377.51	1,794,666.12	1,794,666.12	1,886,888.00	



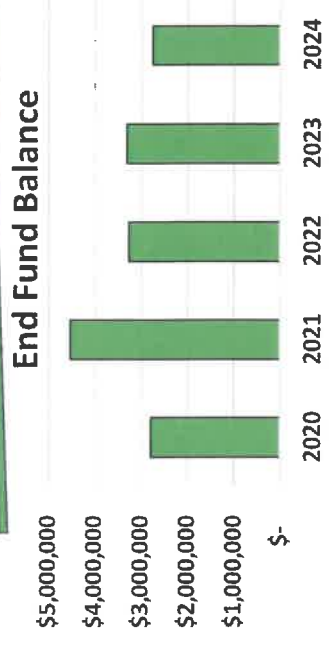
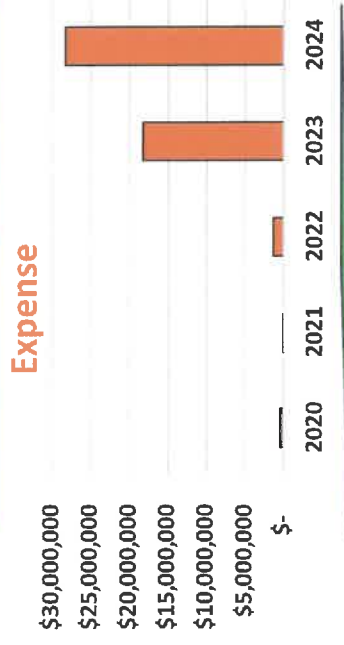
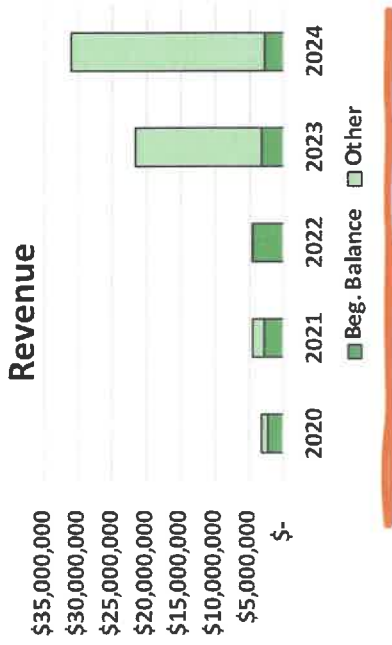
CITY OF  
GRANITE FALLS

402 Cif / Water									
Account		2020	2021	2022	2023	2023	2023	2024	2024
		Actual	Actual	Actual	Actual	Actual	Appropriated	Appropriated	
308	Beginning Balances	1,030,174.83	980,005.19	1,590,090.53	1,642,229.37	1,642,229.37	1,642,229.37	1,414,033.00	
340	Charges For Goods And Services	544,702.57	890,760.90	78,418.17	49,674.02	49,674.02	43,721.95	45,518.00	
360	Interest And Other Earnings	5,224.37	873.93	21,585.13	58,825.25	58,825.25	16,701.54	49,276.00	
390	Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL REVENUES:		1,580,101.77	1,871,640.02	1,690,093.83	1,750,728.64	1,702,652.86	1,702,652.86	1,508,827.00	
534	Water Utilities	306,085.99	281,529.98	47,864.46	60,433.36	60,433.36	1,255.35	1,888.00	
594	Capital Expenses	294,010.59	19.51	0.00	284,519.01	284,519.01	527,000.00	2,000.00	
597	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
999	Ending Balance	0.00	0.00	0.00	0.00	0.00	1,174,397.51	1,504,939.00	
TOTAL EXPENDITURES:		600,096.58	281,549.49	47,864.46	344,952.37	1,702,652.86	1,702,652.86	1,508,827.00	

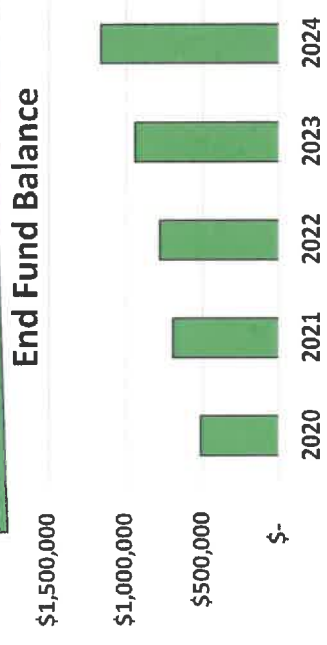
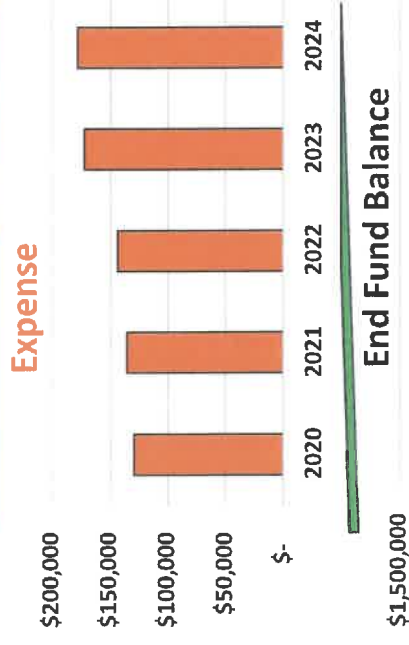
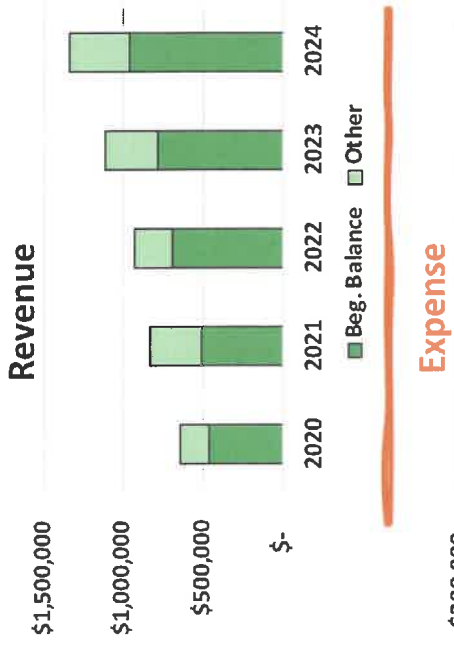


CITY OF  
GRANITE FALLS

403 Sewer									
Account		2020	2021	2022	2023	2023	2023	2024	2024
		Actual	Actual	Actual	Actual	Actual	Appropriated	Appropriated	Appropriated
308	Beginning Balances	738,998.35	1,073,998.12	1,159,307.89	1,373,114.74	1,373,114.74	1,373,114.74	1,848,391.00	1,848,391.00
340	Charges For Goods And Services	1,565,403.41	1,650,384.16	1,663,387.86	1,638,415.68	1,638,415.68	1,638,415.68	1,819,541.61	1,819,541.61
350	Fines And Penalties	2,755.62	2,047.50	11,632.50	2,017.50	2,017.50	2,017.50	13,024.46	2,500.00
360	Interest And Other Earnings	3,579.18	618.91	16,771.07	58,322.50	58,322.50	58,322.50	12,911.28	46,623.00
390	Other Financing Sources	29,476.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00
397	Interfund Transfers	0.00	0.00	0.00	183,256.61	183,256.61	183,256.61	697,535.00	697,535.00
TOTAL REVENUES:		2,340,212.58	2,727,048.69	2,851,099.32	3,255,127.03	3,255,127.03	3,401,848.70	4,412,299.00	4,412,299.00
535	Sewer Utilities	1,190,635.90	1,214,886.59	1,425,884.28	1,313,802.92	1,313,802.92	1,587,685.04	1,724,738.00	1,724,738.00
591	Redemption Of Debt	72,235.60	47,647.37	47,647.37	47,647.37	47,647.37	47,647.37	47,647.37	47,647.37
592	Interest & Other Debt Costs	3,342.96	2,858.84	2,620.61	2,382.37	2,382.37	2,382.37	2,144.00	2,144.00
594	Capital Expenses	0.00	0.00	1,832.32	0.00	0.00	12,000.00	12,500.00	12,500.00
597	Interfund Transfers	0.00	302,348.00	0.00	0.00	0.00	0.00	0.00	0.00
999	Ending Balance	0.00	0.00	0.00	0.00	0.00	1,752,133.92	2,625,269.63	2,625,269.63
TOTAL EXPENDITURES:		1,266,214.46	1,567,740.80	1,477,984.58	1,363,832.66	1,363,832.66	3,401,848.70	4,412,299.00	4,412,299.00



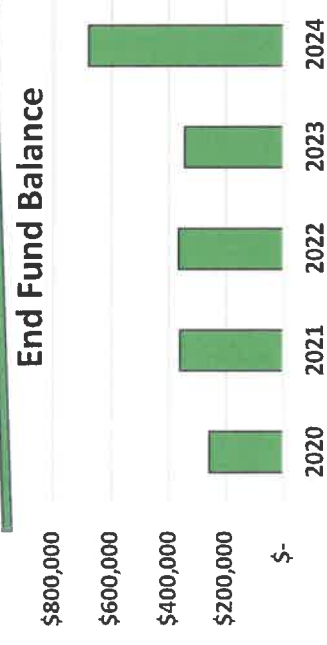
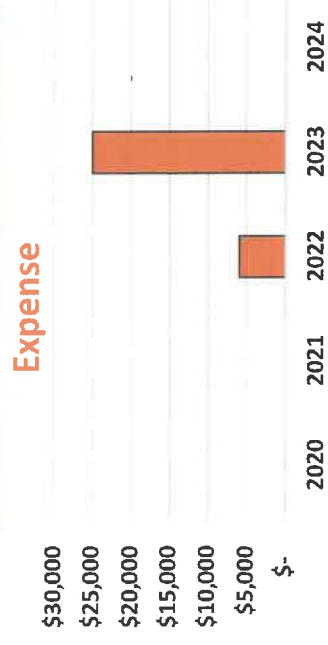
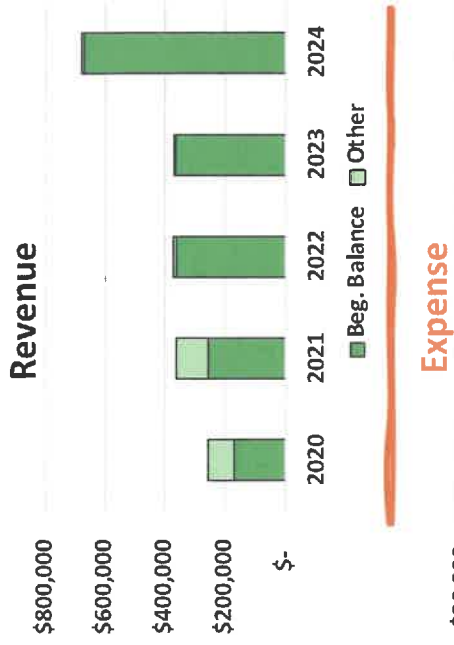
404 Cif / Sewer									
Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated			
308 Beginning Balances	2,335,811.66	2,793,487.47	4,546,680.73	3,280,290.15	3,280,290.15	2,800,155.00			
340 Charges For Goods And Services	844,594.06	1,450,320.86	41,697.00	500.00	0.00	0.00			
360 Interest And Other Earnings	10,568.16	2,410.10	58,675.54	107,539.47	41,063.03	90,365.00			
390 Other Financing Sources	0.00	0.00	0.00	0.00	18,333,333.33	28,245,638.49			
397 Interfund Transfers	0.00	302,348.00	0.00	0.00	0.00	0.00			
<b>TOTAL REVENUES:</b>	<b>3,190,973.88</b>	<b>4,548,566.43</b>	<b>4,647,053.27</b>	<b>3,388,329.62</b>	<b>21,654,686.51</b>	<b>31,136,158.49</b>			
535 Sewer Utilities	0.00	0.00	0.00	0.00	0.00	0.00			
594 Capital Expenses	397,486.41	1,885.70	1,366,763.12	671,506.97	18,343,333.33	28,382,638.49			
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00			
999 Ending Balance	0.00	0.00	0.00	0.00	3,311,353.18	2,753,520.00			
<b>TOTAL EXPENDITURES:</b>	<b>397,486.41</b>	<b>1,885.70</b>	<b>1,366,763.12</b>	<b>671,506.97</b>	<b>21,654,686.51</b>	<b>31,136,158.49</b>			



CITY OF  
GRANITE FALLS

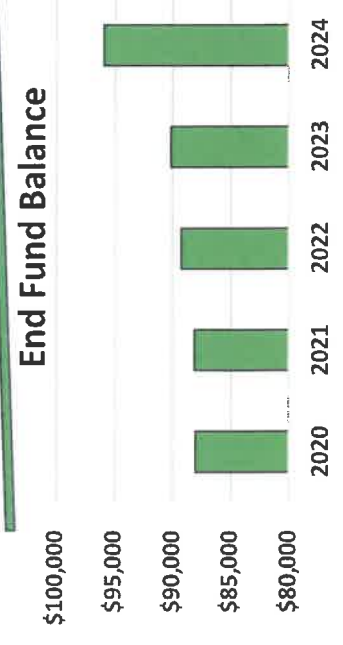
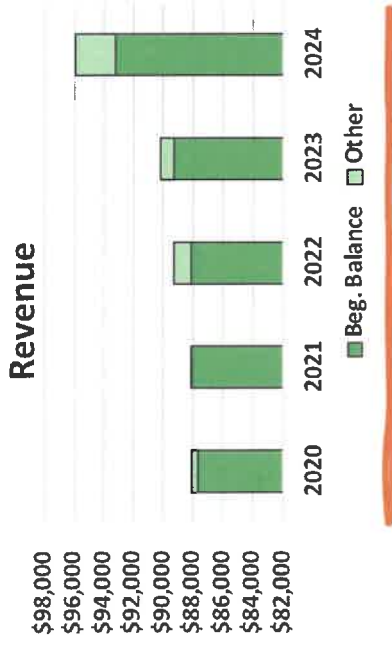
#### 405 Storm Drainage

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated
308 Beginning Balances	467,068.67	513,198.80	692,624.07	784,159.43	784,159.43	960,290.00
330 Intergovernmental Revenues	0.00	95,000.00	0.00	75,000.00	75,000.00	130,000.00
340 Charges For Goods And Services	173,161.31	219,730.59	225,098.72	220,928.46	247,816.62	226,000.00
350 Fines And Penalties	0.81	0.00	0.00	0.00	0.00	0.00
360 Interest And Other Earnings	2,056.06	359.36	9,755.03	28,748.48	7,410.75	22,891.00
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES:</b>	<b>642,286.85</b>	<b>828,288.85</b>	<b>927,477.82</b>	<b>1,108,836.37</b>	<b>1,114,386.80</b>	<b>1,339,181.00</b>
531 Storm Drainage Utilities	115,689.90	135,312.50	143,318.39	145,417.20	168,866.24	162,557.00
591 Redemption Of Debt	176.09	352.18	0.00	0.00	0.00	0.00
594 Capital Expenses	13,222.06	0.00	0.00	0.00	3,000.00	15,000.00
999 Ending Balance	0.00	0.00	0.00	0.00	942,520.56	1,161,614.00
<b>TOTAL EXPENDITURES:</b>	<b>129,088.05</b>	<b>135,664.78</b>	<b>143,318.39</b>	<b>145,417.20</b>	<b>1,114,386.80</b>	<b>1,339,181.00</b>



406 Cif / Storm Drainage									
Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated			
308 Beginning Balances	168,912.93	257,126.26	361,799.10	366,045.98	366,045.98	669,696.00			
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00	0.00			
340 Charges For Goods And Services	87,292.94	104,486.45	5,406.00	317,734.14	0.00	0.00			
360 Interest And Other Earnings	920.39	186.39	4,840.88	14,482.04	3,725.37	9,790.00			
380 Non Revenues	0.00	0.00	0.00	0.00	0.00	0.00			
397 Intertund Transfers	0.00	0.00	0.00	0.00	0.00	0.00			
<b>TOTAL REVENUES:</b>	<b>257,126.26</b>	<b>361,799.10</b>	<b>372,045.98</b>	<b>698,262.16</b>	<b>369,771.35</b>	<b>679,486.00</b>			
580 Non Expenditures	0.00	0.00	0.00	0.00	0.00	0.00			
594 Capital Expenses	0.00	0.00	6,000.00	0.00	25,000.00	0.00			
595 Capital Improvements	0.00	0.00	0.00	0.00	0.00	0.00			
597 Intertund Transfers	0.00	0.00	0.00	0.00	0.00	0.00			
999 Ending Balance	0.00	0.00	0.00	0.00	344,771.35	679,486.00			
<b>TOTAL EXPENDITURES:</b>	<b>0.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>369,771.35</b>	<b>679,486.00</b>			

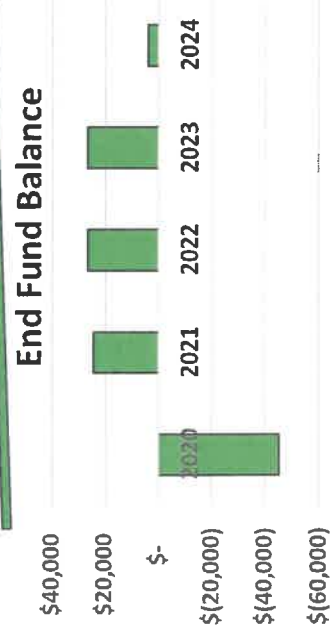
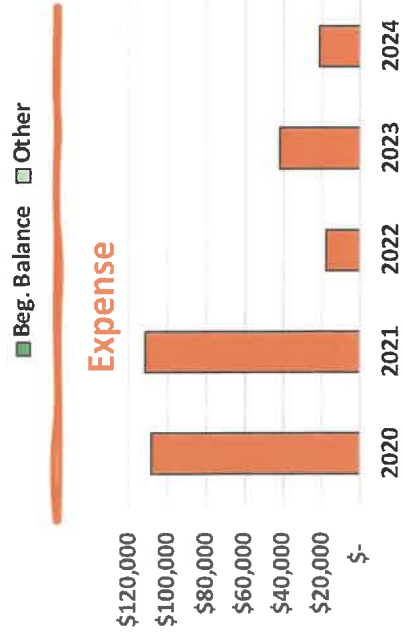
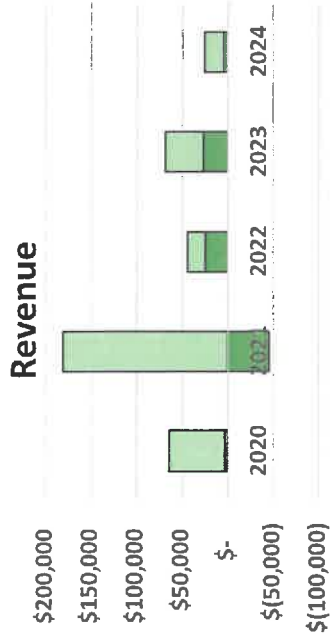




#### 407 Solid Waste

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated
308 Beginning Balances	87,561.35	88,056.19	88,113.41	89,279.48	89,279.48	93,246.00
350 Fines And Penalties	0.00	0.00	0.00	0.00	0.00	0.00
360 Interest And Other Earnings	394.84	57.22	1,166.07	3,305.21	899.75	2,718.00
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES:</b>	<b>88,056.19</b>	<b>88,113.41</b>	<b>89,279.48</b>	<b>92,584.69</b>	<b>90,179.23</b>	<b>95,964.00</b>
537 Garbage & Solid Waste Utilitys	0.00	0.00	0.00	0.00	0.00	0.00
999 Ending Balance	0.00	0.00	0.00	0.00	90,179.23	95,964.00
<b>TOTAL EXPENDITURES:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90,179.23</b>	<b>95,964.00</b>

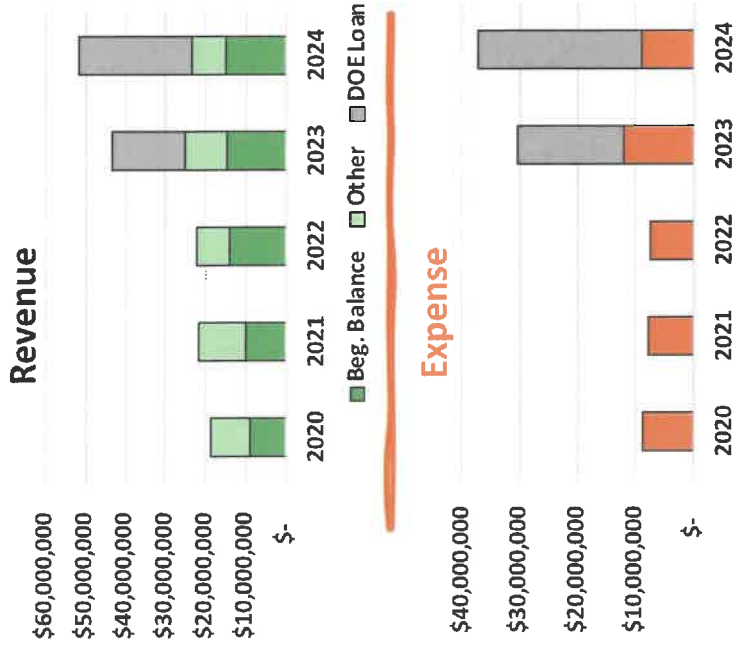




CITY OF  
GRANITE FALLS

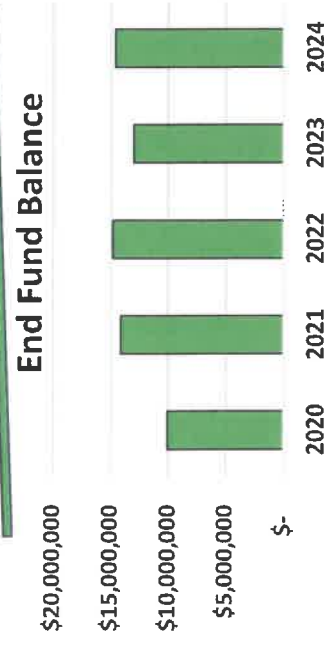
#### 630 Trust Agency

Account	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2023 Appropriated	2024 Appropriated
308 Beginning Balances	4,019.73	-45,221.14	24,578.02	26,752.47	26,752.47	4,104.00
310 Taxes	0.00	0.00	0.00	0.00	0.00	0.00
360 Interest And Other Earnings	0.00	0.00	0.00	0.00	0.00	0.00
380 Non Revenues	59,223.70	181,504.48	20,058.49	16,225.73	41,857.58	21,500.00
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES:</b>	<b>63,243.43</b>	<b>136,283.34</b>	<b>44,636.51</b>	<b>42,978.20</b>	<b>68,610.05</b>	<b>25,604.00</b>
380 Non Revenues	0.00	0.00	0.00	0.00	0.00	0.00
580 Non Expenditures	108,464.57	111,705.32	17,884.04	8,804.53	41,857.58	21,500.00
597 Interfund Transfers	0.00	0.00	0.00	30,000.00	0.00	0.00
999 Ending Balance	0.00	0.00	0.00	0.00	26,752.47	4,104.00
<b>TOTAL EXPENDITURES:</b>	<b>108,464.57</b>	<b>111,705.32</b>	<b>17,884.04</b>	<b>38,804.53</b>	<b>68,610.05</b>	<b>25,604.00</b>



CITY OF  
GRANITE FALLS

Account	2020 Actual	2021 Actual	2022 Actual	2023 Appropriated	2024 Appropriated
001 Current Expense	4,720,540.87	5,738,460.40	6,523,650.47	7,766,972.25	7,691,617.07
101 Streets	570,994.87	643,742.78	664,740.35	650,113.25	693,324.00
102 Park Impact Fees	38,568.10	46,643.62	48,193.03	48,677.75	51,420.00
303 Cif / Streets	1,124,889.42	1,214,919.89	1,649,884.98	3,649,265.54	1,432,334.69
304 Cif / Arterial/alternate Route	158,780.37	180,614.76	107,644.83	112,504.98	49,056.00
305 Capital Improvement	1,618,730.15	1,029,474.80	65,025.39	106,577.64	51,862.00
306 REET Capital Improvement	768,259.96	812,460.16	922,578.74	906,969.65	778,717.00
401 Water	1,587,015.01	1,617,078.41	1,694,798.37	1,794,666.12	1,886,888.00
402 Cif / Water	1,580,101.77	1,871,640.02	1,690,093.83	1,702,652.86	1,508,827.00
403 Sewer	2,340,212.58	2,727,048.69	2,851,099.32	3,401,848.70	4,412,299.00
404 Cif / Sewer	3,190,973.88	4,548,566.43	4,647,053.27	21,654,686.51	31,136,158.49
405 Storm Drainage	642,286.85	828,288.85	927,477.82	1,114,386.80	1,339,181.00
406 Cif / Storm Drainage	257,126.26	361,799.10	372,045.98	369,771.35	679,486.00
407 Solid Waste	88,056.19	88,113.41	89,279.48	90,179.23	95,964.00
630 Trust Agency	63,243.43	136,283.34	44,636.51	68,610.05	25,604.00
	18,749,779.71	21,845,134.66	22,298,202.37	43,437,882.68	51,832,738.25
001 Current Expense	2,737,339.43	2,706,629.26	2,265,556.46	3,941,679.04	4,311,552.07
101 Streets	247,013.20	269,743.99	295,032.86	305,693.00	328,414.00
102 Park Impact Fees					
303 Cif / Streets	420,958.12	117,132.75	481,983.62	3,590,519.70	1,016,248.69
304 Cif / Arterial/alternate Route	100,000.00	125,000.00	50,000.00	100,000.00	25,000.00
305 Capital Improvement	1,222,531.59	980,407.84	30,054.29	80,600.00	
306 REET Capital Improvement	483,759.70	348,882.00	250,000.00	420,000.00	
401 Water	1,001,251.39	1,070,765.87	1,063,364.41	1,214,041.28	1,183,734.00
402 Cif / Water	600,096.58	281,549.49	47,864.46	528,255.35	3,888.00
403 Sewer	1,266,214.46	1,567,740.80	1,477,984.58	1,649,714.78	1,787,029.37
404 Cif / Sewer	397,486.41	1,885.70	1,366,763.12	18,343,333.33	28,382,638.49
405 Storm Drainage	129,088.05	135,664.78	143,318.39	171,866.24	177,567.00
406 Cif / Storm Drainage			6,000.00	25,000.00	
407 Solid Waste					
630 Trust Agency	108,464.57	111,705.32	17,884.04	41,857.58	21,500.00
	8,714,203.50	7,717,107.80	7,495,806.23	30,412,560.30	37,237,571.62



## 2023 Non-Exempt Positions As of Jan 1, 2023



Position	Annualized (less OT) Min (2080 hours)	Annualized (less OT) Max (2080 hours)
Maint. Worker I	\$55,771 + OT	\$83,442 + OT
Maint. Worker II/ WWTP I	\$68,190 + OT	\$85,129 + OT
WWTP II	\$71,117 + OT	\$91,249 + OT
WWTP Supervisor	\$79,258 + OT	\$102,655 + OT
PW Ops Supervisor	\$83,802 + OT	\$107,199 + OT
Casual	\$40,496 + OT	\$52,576 + OT
Clerk	\$78,066 + OT	\$99,911 + OT
Deputy Clerk/Utilities	\$68,976 + OT	\$88,299 + OT
Passport	\$54,080 + OT	\$58,406 + OT
<i>Grandfathered</i>		
WWTP Supervisor	\$109,359 + OT	\$111,902 + OT
Maint. Worker II		
Prior to 1-1-2022	\$56,828 + OT	\$85,129 + OT

# 2023 Exempt Positions As of Jan 1, 2023



Position	Annual
City Manager (Note 1)	\$181,692
Deputy City Manager (Note 2)	\$137,177 (net from \$40,002 credit from FD17)
Passport Manager	\$80,638
Community Development Director	\$113,636

Note 1: 2024 City Manager contingency of 4%

Note 2: 2024 Deputy City Manager 4% COLA

Granite Falls Budget

**Questions?**

# Thank You!

Granite Falls  
Budget

**CITY OF GRANITE FALLS  
GRANITE FALLS, WASHINGTON**

**ORDINANCE NO. 1047-2023**

**AN ORDINANCE OF THE CITY OF GRANITE FALLS, WASHINGTON, ADOPTING THE  
2024 ANNUAL BUDGET PROVIDING ESTIMATED REVENUES AND APPROPRIATED  
EXPENDITURES FOR THE OPERATION OF THE CITY.**

**WHEREAS**, State law requires cities to adopt a 2024 budget no later than December 31, 2023, and provides procedures for filing estimates, a preliminary budget, public hearings, and final fixing of the budget; and

**WHEREAS**, the City Council held workshops and invited public comment and testimony on the preliminary budget for 2024 on September 6, 2023, October 4, 2023, November 1, 2023, November 15, 2023, and December 6, 2023; and

**WHEREAS**, the 2024 proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Granite Falls (the "City") for the purposes set forth in said budget.

**WHEREAS**, the estimated expenditures set forth in the budget are all necessary to carry on the government of the City for the 2024 calendar year and are sufficient to meet the various needs of the City during said period; and

**WHEREAS**, the City Council after due notice, held public hearings on November 1, 2023, November 15, 2023, and December 6, 2023, to consider 2024 revenue sources and expenditure appropriations for the year 2024; and

**WHEREAS**, the City Council has deliberated on the proposed 2024 budget and made adjustments and changes deemed necessary and proper.

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

**Section 1. Adoption by Reference.** The annual budget for the City of Granite Falls, Washington, for the year 2024 is hereby adopted at the fund level in its final form and content as set forth in the document entitled City of Granite Falls 2024 Annual Budget, one copy of which is on file in the Office of the City Clerk.

**Section 2. Resources(Revenues) and Expenditures.** Estimated resources (revenues) for each separate fund of the City of Granite Falls and aggregate expenditures for all such funds for the year 2024 are set forth in summary form below and are hereby appropriated for expenditure at the fund level during the year 2024 as set forth more fully in the City of Granite Falls 2024 Annual Budget on file in the Office of the City Clerk.

Fund No.	Fund Name	2024 Budget Beginning Balance	2024 Budget Revenues	2024 Budget Expense	2024 Budget Ending Fund Balance
001	Current Expense	\$ 4,213,498.07	\$ 3,478,119.00	\$ 4,311,552.07	\$ 3,380,065.00
101	City Street	\$ 395,944.00	\$ 297,380.00	\$ 328,414.00	\$ 364,910.00
102	Parks Impact Fee	\$ 50,130.00	\$ 1,290.00	\$ -	\$ 51,420.00
303	Street Capital Improvement	\$ 1,192,172.14	\$ 240,162.55	\$ 1,016,248.69	\$ 416,086.00
304	Alternate Route Capital Improvement	\$ 24,013.00	\$ 25,043.00	\$ 25,000.00	\$ 24,056.00
305	Capital Improvement	\$ 51,259.00	\$ 603.00	\$ -	\$ 51,862.00
306	REET Capital Improvement	\$ 558,694.00	\$ 220,023.00	\$ -	\$ 778,717.00
401	Water Utility	\$ 715,180.00	\$ 1,171,708.00	\$ 1,183,734.00	\$ 703,154.00
402	Water Capital Improvement	\$ 1,414,033.00	\$ 94,794.00	\$ 3,888.00	\$ 1,504,939.00
403	Sewer Utility	\$ 1,848,391.00	\$ 2,563,908.00	\$ 1,787,029.37	\$ 2,625,269.63
404	Sewer Capital Improvement	\$ 2,800,155.00	\$ 28,336,003.49	\$ 28,382,638.49	\$ 2,753,520.00
405	Storm Drainage	\$ 960,290.00	\$ 378,891.00	\$ 177,567.00	\$ 1,161,614.00
406	Storm Capital Improvement	\$ 669,696.00	\$ 9,790.00	\$ -	\$ 679,486.00
407	Solid Waste	\$ 93,246.00	\$ 2,718.00	\$ -	\$ 95,964.00
630	Trust	\$ 4,104.00	\$ 21,500.00	\$ 21,500.00	\$ 4,104.00
<b>Total All Funds</b>		<b>\$ 14,990,805.21</b>	<b>\$ 36,841,933.04</b>	<b>\$ 37,237,571.62</b>	<b>\$ 14,595,166.63</b>

**Section 3. Filing and Transmittal.** The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditor's Office and the Municipal Research & Services Center.

**Section 4. Repealer.** All ordinances, or parts of ordinances, of the City of Granite Falls in conflict herewith, be and the same are hereby repealed.

**Section 5. Severability.** If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

**Section 6. Publication and Summary.** This Ordinance or summary thereof consisting of the title shall be published in the official newspaper of the City.

**Section 7. Effective Date.** This Ordinance shall be in full force and effect five (5) days after publication of the summary consisting of the title.



Said Ordinance was passed in open session by the City Council of the City of Granite Falls on the \_\_\_\_\_ day of \_\_\_\_\_, 2023, and signed in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

ATTEST:

\_\_\_\_\_  
Darla Reese, MMC, City Clerk

APPROVED AS TO FORM:

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

DATE OF FIRST AND FINAL READING: \_\_\_\_\_  
DATE OF PUBLICATION: \_\_\_\_\_  
EFFECTIVE DATE: \_\_\_\_\_



Agenda Bill # 131-2023

## CITY COUNCIL AGENDA BILL

**Subject:**

AB 131-2023 Consideration of Interlocal Agreement with  
City of Everett for Animal Shelter Services

**Meeting Date:** Wednesday, December 6, 2023

**Date Submitted:** 11/29/23

**Originating Department:** City Manager

**Action Required:**

Approval of 2024 Interlocal Agreement with City of  
Everett for Animal Shelter Services

**Clearances:**

☐ Mayor

☒ Police

☐ Public Works

☒ Attorney

**Exhibits:**

[2024 Everett Animal Shelter ILA & Cover Letter](#)

☐ Engineering

☐ Planning

☐ Other: \_\_\_\_\_

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**Budgeted Amount:**

2024 Budget - \$1000.00

2023 Expense to date - \$750.00

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**Summary Statement:**

The City of Everett has always historically provided Animal Shelter services to the City as they do for many Cities within Snohomish County. The 'per animal' rate has increased annually over time and the new structure proposed for 2024 imposes a decrease in the initial administrative intake fee from \$250 to \$215, but the structure has been changed so that if someone comes in to pick up their animal, they now pay a \$100 fee to retrieve the animal in lieu of paying the entire \$250 fee as in the past, and the City will no longer be credited for the \$215 intake fee if the animal is claimed by its owner. This is part of a number of changes outlined in the attached contract and cover letter that are necessary as the operating costs have gone up for the shelter and the number of animals brought in has declined over the years.

Staff does not anticipate this having much effect on the overall annual cost of services, as most of the stray animals brought in are not claimed. They have also reduced fees for 'litters' of puppies and kittens so that it is a flat fee of \$50 instead of the per animal rate, which should reduce costs to the City in that area.

There is also now a \$50 per animal fee charged to the City for any animals brought to the shelter and being released by their owners. In the past this cost was entirely on the owner of the animal. The intent is to make it less expensive for owners to reclaim their pets and/or surrender their pets to the shelter and unfortunately this reduction in cost is being offset by increases in cost to the cities in which the animals reside. More details are outlined in the attached cover letter and IAL agreement for 2024.

**Background:****Recommended Motion:**

1) Motion to approve Interlocal Agreement between the City of Everett and the City of Granite Falls for Animal Shelter Services for 2024 and authorize City Manager to sign



RECEIVED  
OCT 03 2023  
City of Granite Falls

September 27, 2023

City of Granite Falls  
Mayor Matt Hartman  
PO Box 1440  
Granite Falls, WA 98252

Dear Mayor Hartman:

Thank you for being a valued partner with the Everett Animal Shelter (EAS). Please be aware that this is notification that the current interlocal agreement for animal sheltering will expire on December 31, 2023. It will be replaced with a new agreement, enclosed, effective January 1, 2024.

While the number of stray and impounded animals entering the Everett Animal Shelter has decreased in recent years, as in all areas, operational costs continue to rise. Our partner cities are currently charged a 'per-animal fee' that is based on cost of shelter operations divided by the number of animal intakes.

Increases to the 'per-animal fee' have made it harder and harder for families to reclaim their lost pets, and EAS staff are increasingly confronted by angry and emotional people who can't afford the fees. Staff are faced with either turning families away or seeking approval to reduce fees. Nationally, most animal shelters charge much lower reclaim and surrender fees to pet owners and charge contracted jurisdictions separate fees for animal sheltering service.

We have restructured our animal sheltering agreement and lowered fees charged to pet owners and our city partners, and we have incorporated several suggestions from our cities. We feel that this new structure is fair and cost-effective for all parties, and it is more consistent with how most animal sheltering contracts are structured.

Please see the enclosed updated agreement for your review. A summary of changes include:

- Holding time for animals with known owners is reduced from 10 days to 6 days, consistent with Everett municipal code. We encourage our partner jurisdictions to amend their municipal code for consistency, and to help move animals through the shelter system more quickly.
- Lower 'per-animal fee' from \$250 in 2023 to \$215 for 2024 for dogs and cats.
- New \$50 'per-animal fee' for all small animal intakes, and dogs and cats released to the shelter by their owners.
- The lower impound and surrender fees charged to pet owners will be retained by Everett.
- All stray, impounded and surrendered animal intakes will be billed to cities at the new rates.
- New, lower \$45 disposal fee for DOA animals brought to the shelter by officers.
- We encourage partner jurisdictions to provide any urgent veterinary care needed prior to an animal's arrival. If urgent veterinary services are required upon the animal's intake, cities will be



333 Smith Island Rd.  
Everett, WA 98201



425.257.6013  
425.257.6018 fax



gfrederiksen@everettwa.gov  
everettwa.gov/animals

billed up to \$250 for these services provided by EAS. If the animal is reclaimed, these veterinary fees will be paid by the owner and not billed to the city.

- Boarding fees have increased from \$20 to \$25/night for extended hold time at the written request of a city officer.
- Animal remains may be held upon request by city in EAS cooler or freezer for \$50/month or portion of month.

A template of the new interlocal agreement is enclosed for your review. We now use Everett's AdobeSign system to sign contracts electronically. Please notify me by email at your earliest convenience of your city's intent to sign the agreement, so that we may collect the required contact information and prepare the document for signature routing.

If you have any questions regarding this matter please call me at 425-257-6013 or email [gfrederiksen@everettwa.gov](mailto:gfrederiksen@everettwa.gov).

Sincerely,

A handwritten signature in dark ink, appearing to read 'Glynis', with a long, horizontal, slightly wavy line extending to the right.

Glynis Frederiksen  
Animal Services Manager

Cc: Kimberly Moore, Assistant Parks Director



## INTERLOCAL AGREEMENT REGARDING ANIMAL SHELTER SERVICES

This Interlocal Agreement Regarding Animal Shelter Services ("**Agreement**") is effective as of the date of last signature below and is between the City of Everett, a Washington municipal corporation (the "**Everett**"), and the entity identified as Participating Jurisdiction in the Basic Provisions below ("**Participating Jurisdiction**"). This Agreement is pursuant to RCW 39.34.010 and 39.34.080, which authorize the parties to contract for the performance of government services such as Animal Shelter services. This Agreement includes the Basic Provisions, the General Provisions, the attached illustrative service list (Exhibit A), and the fee schedule (Exhibit B).

BASIC PROVISIONS	
Participating Jurisdiction	Enter Participating Jurisdiction name
Participating Jurisdiction Notice Address	Enter Participating Jurisdiction name
	Enter Participating Jurisdiction street address
	Enter Participating Jurisdiction city, state, zip
	Enter Participating Jurisdiction email address
Everett Notice Address	Enter PM name
	City of Everett -- Enter PM 's department
	Enter PM office street address
	Enter PM office city, state, zip
	Enter PM email address
Term of Agreement	From Select date to Select date

## GENERAL PROVISIONS

### I. Scope of Services.

A. Everett shall provide the services described herein for Animals found or living in the Participating Jurisdiction that are delivered to Everett's Animal Shelter. In consideration of Everett providing such services, Participating Jurisdiction agrees to comply with the provisions of this Agreement.

B. For purposes of this Agreement:

1. ***"Animal"*** refers to any member of the classes reptile, amphibian, bird or non-human mammal.

2. ***"Small Animal"*** refers to domestic Animals that are rabbits, small mammals, small birds/fowl, small reptiles, amphibians, and fish. Small Animal does not refer to dogs or cats.

C. Animal Shelter services provided by Everett shall include:

1. Receiving, sheltering, and holding stray, impounded, and owner-surrendered Animals at facilities operated by Everett, provided that Everett determines that capacity is available at the time of delivery. Sheltering will include daily care, feeding and routine veterinary services. Exhibit A is a current list of services provided by the Everett Animal Shelter. Exhibit A is provided solely for illustrative purposes. Everett Animal Shelter services (including without limitation those described in Exhibit A) may, in the sole discretion of Everett, change from time to time without prior notice to Participating Jurisdiction.

2. Making a reasonable effort at the time of intake to verify each stray Animal's ownership status when delivered by finder to Everett, including scanning for microchips, checking for identification, and requesting information pertaining to how the Animal was found. Participating Jurisdiction is responsible for pursuing any payment directly from any individual later discovered to have provided incorrect or incomplete or false information about an Animal's ownership.

3. Providing owner notification and releasing Animals to their owners. When any identified Animal is impounded, Everett will attempt to give notice to the owner by telephone. The notice shall inform the owner of the impounding of such Animal, the reason for impounding and the time period during which the Animal can be claimed prior to disposition. It shall, however, be the entire responsibility of the owner to ascertain that the Animal has been impounded and to take such measures as the owner deems fit for redeeming the Animal. Everett shall not be responsible for failing to notify an Animal owner.

4. Disposing of Animals, including through adoption, transfer or humane destruction of Animals not claimed by an owner, in accordance with the provisions of Participating Jurisdiction's laws and regulations, the provisions of Everett Municipal Code, the

provisions of applicable Everett regulations, and the provisions of this Agreement. In the event of a conflict between any such provisions, the parties will engage in discussions and mutually agree which controls. Everett reserves the right to use reasonable and humane alternatives to euthanasia.

5. Disposing of dead Animals delivered to the Everett Animal Shelter by Participating Jurisdiction's animal control officer or designee. (Participating Jurisdiction will pay for Dead-on-Arrival (DOA) Animals in accordance with Exhibit B attached.)

D. Everett reserves the right to refuse acceptance of any Animal, where, in the opinion of the Animal Services Manager or designee, the Shelter does not have facilities, capacity, or expertise appropriate or available to accommodate the needs of the Animal.

E. Prior to a Participating Jurisdiction's animal control officer or designee delivering an Animal to the Everett Animal Shelter, any reasonably apparent, urgent, or necessary veterinary care shall have been already provided by Participating Jurisdiction. In the event an Animal in need of such veterinary care is delivered to the Everett Animal Shelter by an officer or designee without prior notification and authorization by Everett, and veterinary care was not provided, Participating Jurisdiction agrees to pay and will be billed for (1) the cost of such care and any direct cost incurred by Everett to provide such care, with total up to \$250, and (2) a \$200 additional fee. However, if Everett provides advance authorization to deliver the Animal to the Everett Animal Shelter, the additional \$200 fee will not apply.

F. Everett agrees to provide Animal Shelter Services for stray and impounded Animals delivered to the Everett Animal Shelter for the following periods:

1. Seventy-two (72) hours from the hour of delivery for unlicensed stray Animals and currently licensed stray Animals that do not display a license tag or traceable, registered microchip with current owner contact information.

2. One hundred forty-four hours (144) from the hour of delivery for (a) currently licensed stray Animals displaying a license tag and/or traceable, registered microchip with current owner contact information and (b) impounded Animals with a known owner at the time the Animal is delivered to the Everett Animal Shelter by a Participating Jurisdiction's animal control officer or designee.

3. At the written request of Participating Jurisdiction, for a period longer than that set forth in I.F.1 or I.F.2. In such cases, Participating Jurisdiction agrees to pay Everett the daily boarding fee, starting with the 11th day from the date of delivery.

G. Unless otherwise specified by Participating Jurisdiction, Everett will release an impounded stray Animal to any person who claims to be and has evidence of the ownership of such Animal.

H. Everett has no obligation to release an Animal to its owner until fees associated with the Animal have been paid. Regardless of the foregoing sentence, Everett, may, in its sole



discretion, release an Animal to its owner upon accepting less than the full amount of fees owed, if it is in the best interest of the Animal and the operations of the Everett Animal Shelter. All fees collected by Everett will be retained by Everett.

I. Participating Jurisdiction agrees to furnish Everett copies of all provisions of Participating Jurisdiction's Municipal Code and regulations affecting Everett's performance under this Agreement and shall notify Everett at least thirty (30) days prior to the effective date of any amendment or revision of the code or regulations.

J. Everett shall have the authority to immediately sell or dispose of owner-surrendered Animals, and stray and impounded Animals after the period(s) provided in section I.F if not claimed as provided in sections I.G and I.H. The proceeds of such sale shall belong to Everett. Any such sale or disposition by Everett shall be in accordance with all applicable state statutes and state administrative codes.

K. Everett shall not sell or donate any Animal for the purpose of scientific research or testing.

## **II. Term of Agreement.**

The initial term of this Agreement is as provided in the Basic Provisions. This Agreement will continue for the initial term and will be automatically renewed for additional one-year terms, subject to the right of either party to terminate this Agreement on sixty (60) days' notice in accordance with Section IV below.

## **III. Fees.**

A. Participating Jurisdiction agrees to pay Everett, within thirty (30) days of receipt of an invoice or statement from Everett, all fees incurred pursuant to this Agreement in accordance with Exhibit B. Administrative fees are based on the Animal Shelter's per-Animal maintenance and operation costs and may be adjusted in accordance with section III.B below. Participating Jurisdiction shall pay the administrative fee for any Animal born at the Everett Animal Shelter to an Animal delivered to Everett from Participating Jurisdiction during the holding periods set forth in section I.F.1-3.

B. Everett may adjust the fees imposed pursuant to this Agreement in Exhibit B on an annual basis to be effective on January 1 of each calendar year. If Everett intends to adjust Exhibit B, it will give Participating Jurisdiction at least ninety (90) days written notice of its intent to do so.

C. Everett, in its sole discretion, may establish and charge fees for additional and/or optional services.

D. Everett shall deliver a monthly invoice detailing the total number of Animals delivered and their disposition. Each invoice shall also be accompanied by a list that covers the same period as the invoice, showing the name, address, phone number and driver's license number of the person delivering the Animal that corresponds to each Animal on the invoice, the address where the Animal was found, if stray or impounded, and the name, address, phone

number and driver's license number of any person reclaiming an Animal during the invoice period. The invoice shall include a detailed list of any Animal that incurred other fees or charges during the invoice period, including any Animal held pursuant to section I.F.3., the number of billable nights held, and the name of the Participating Jurisdiction's Animal Control Officer or other representative requesting the hold or other activity.

E. Everett must maintain adequate records to support billings for a period of six (6) years after the date of billing. Participating Jurisdiction or any of its duly authorized representatives shall have access to any books, documents, papers and records of Everett which are directly related to this Agreement for the purposes of audit examinations.

#### **IV. Termination.**

Either party may terminate this Agreement, for any reason, by sixty (60) days' written notice to the other party.

#### **V. Indemnification.**

A. Each party agrees to defend, indemnify and hold harmless the other party from any and all claims arising out of, in connection with, or incident to its conduct relating to this Agreement. A party shall not indemnify the other party for the other party's sole negligence. If a claim is caused by or results from the conduct of both parties, each party shall be responsible to the extent of its fault.

B. As used in this paragraph, "claims" include, but are not limited to, any and all losses, claims, demands, expenses (including, but not limited to, attorney's fees and litigation expenses), suits, judgments, or damages, irrespective of the type of relief sought or demanded, such as money or injunctive relief, and irrespective of whether the damage alleged is bodily injury, damage to property, economic loss, general damages, special damages, or punitive damages. "Party" includes Everett, Participating Jurisdiction and their employees, volunteers, officers, representatives, and elected officials.

#### **VI. Miscellaneous.**

A. Notices. Notices to the parties shall be sent to the notice addresses in the Basic Provisions.

B. Construction. Each party acknowledges that it has read this Agreement, understands it and agrees to be bound by its terms. Each party acknowledges that the Agreement should not be strictly construed against one party or the other, but interpreted reasonably and fairly so as to give effect to the manifest intentions of the parties.

C. Modification. This Agreement may not be modified except by a written instrument duly executed by the parties hereto.

D. Severability. In the event that any provision of this Agreement is held invalid, void, illegal or unenforceable, the remainder of this Agreement shall not be impaired or affected thereby, and each term, provision, and part shall continue in full force and effect and shall be interpreted in a manner consistent with the intent of the parties.

E. Headings for Convenience. The section and subsection headings used herein are for convenience only and shall not be used to interpret the Agreement.

F. Assignment Barred. Neither party may assign its rights or duties under this Agreement without the prior written consent of the other party

G. Complete Agreement. This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, Agreement or negotiation whether oral or written not set forth herein.

H. Governing Law and Venue. The laws of the State of Washington shall govern this Agreement. Any lawsuit regarding this Agreement must be brought in the Superior Court of Snohomish County, Washington.

I. Relationship of Parties. Everett and Participating Jurisdiction shall not be construed as joint ventures or general partners, and neither shall have the power to bind or obligate the other party.

J. No Third-Party Rights. The provisions of this Agreement are intended solely for the benefit of, and may only be enforced by, the parties hereto. None of the rights or obligations of the parties herein set forth is intended to confer any claim, cause of action, remedy, defense, legal justification, indemnity, contribution claim, set-off, or other right whatsoever upon or for the benefit of any third party. This Agreement does not create any legal duty by any of the parties, except such contractual duties between them as explicitly stated in the Agreement.

K. Interlocal Cooperation Act. Each party to this Agreement shall serve as an administrator of this Agreement for the purposes of compliance with RCW 39.34.030 for each party's respective actions in performance of this Agreement. Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either party in connection with its performance under this Agreement will remain the sole property of such party, and the other party shall have no interest therein. The parties agree that no separate legal or administrative entities are necessary to carry out this Agreement. This Agreement shall be recorded or otherwise made available to the public in accordance with RCW 39.34.040.

L. Signatures/Counterparts. This Agreement and any amendment may be signed in counterparts, each of which shall be deemed an original, and all of which, taken together, shall be deemed one and the same document. Signatures with AdobeSign are fully binding. Any ink, electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as an original signature.

IN WITNESS WHEREOF, Everett and Participating Jurisdiction have executed this Agreement, which includes the Basic Provisions, the General Provisions, the attached Exhibit A (Illustrative Service List), and the attached Exhibit B (Fee Schedule).

**CITY OF EVERETT  
WASHINGTON**

Participating Jurisdiction

\_\_\_\_\_  
Cassie Franklin, Mayor

Signature: \_\_\_\_\_

Name of Signer:

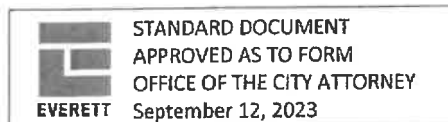
Signer's Email Address:

Title of Signer:

\_\_\_\_\_  
Date

ATTEST

\_\_\_\_\_  
Office of the City Clerk



**EXHIBIT A**  
**ILLUSTRATIVE SERVICES LIST**

**Programs and services provided to the public:**

- Everett Animal Shelter is open for shelter services, 7-days per week, excluding holidays, by appointment from 11 a.m. – 5 p.m., at 333 Smith Island Road, Everett, WA 98201.
- Animal-related resource for Everett and contracted jurisdictions, including:
  - Lost/found inquiries, found pet reporting, lost pet website checks for found animals at the shelter
  - Information and referrals regarding pet rehoming, behavior issues, end-of-life services, and responsible pet ownership
  - Referrals for animal control, community cats, and wildlife concerns
  - Emergency pet food pantry and supplies for low-income pet owners
- Stray, impounded, and owner-surrendered animal receiving for Everett and Participating Jurisdictions.
  - Except for emergencies, intakes are by appointment
  - Animals scanned for microchips, vaccinated, de-wormed, and treated for fleas on intake (May be delayed for fractious animals.)
  - Veterinary care is provided in-house by staff veterinarians and technicians
  - No time limit for holding adoptable animals, no euthanasia of healthy, behaviorally sound, or non-aggressive animals
- Release animals to owners
- Adoption program, including spay/neuter, vaccinations, microchip
- Barn cat program for feral/unsocialized cats
- Adoption transfer partnerships with local shelters and rescue organizations
- Owner-requested euthanasia for animals with incurable or untreatable medical or behavioral condition
- Disposal and cremation of deceased animals (private cremation available)
- Public microchipping services, spay/neuter, and veterinary care on a limited basis for low-income pet owners within Participating Jurisdiction's service area
- Volunteer and foster opportunities, approximately 200 active volunteers assist with animal care, socialization and exercise, customer service, veterinary clinic support, fostering animals, laundry, dishes, events/outreach, clerical and special projects, and Shelter Advisory Board participation
- Community donations, bequests and grants to Everett's 'Fund for the Animals' pay for medical and surgery supplies and other veterinary costs

**Services limited to the City of Everett (and not provided to Participating Jurisdiction):**

- Animal control investigations and enforcement of Everett Municipal Code
- Pet licensing

**Services provided to Participating Jurisdictions:**

- Shelter animals at facility operated by Everett, including holding for dangerous dog, bite quarantine and cruelty investigations
- Research animal identification/microchips, provide owner notification
- Return animals to owners (Owners reclaiming animals pay fees set by the City of Everett.)
- Deceased animal disposal, animal remains holding upon request
- 24/7 key card access to the facility to deliver animals
- Orientation and training for Participating Jurisdictions animal control officers or designees to Everett Animal Shelter's admissions policies, procedures, and operations as appropriate. Hands-on animal experience and training with shelter animals may be provided upon request.

**Optional services that may be provided to Participating Jurisdiction if requested by Participating Jurisdiction and Everett agrees:**

- Animal forensic exams & testimony upon request (as veterinary staffing resources permit)
- Microchipping of animals at time of owner reclaim

**EXHIBIT B  
FEE SCHEDULE**

Fees are payable to Everett by Participating Jurisdiction as follows:

<b>Fees Charged Pursuant to the Interlocal Agreement:</b>		
<b>Fee</b>	<b>Amount</b>	<b>Description</b>
Administrative Fee for Animals other than Small Animals	\$215	Fee for each Animal (for example: stray or impounded dog, cat, pot-bellied pig, goat, sheep, large exotic bird, e.g. ratite, large reptile) other than a Small Animal, delivered to and accepted by the Everett Animal Shelter
Administrative Fee for Small Animals	\$50	Fee for each Small Animal (for example: stray or impounded domestic rabbit, small domestic mammal, bird/fowl, reptile, amphibian, fish) delivered to and accepted by the Everett Animal Shelter
Administrative Fee for Owner-Surrendered Animals	\$50	Fee for each Animal (including each Small Animal) delivered to the Everett Animal Shelter by its owner
Boarding (per day)	\$25	Payable for each night an Animal is held by Everett at the Participating Jurisdiction's request, per I.F.3
Additional Fee for Failure to Provide Veterinary Care	\$200	Per section I.E., payable if Participating Jurisdiction delivers an Animal in need of urgent veterinary care to the Everett Animal Shelter without prior authorization from Everett.
Urgent and Necessary Veterinary Costs	Varies, up to \$250	Payable to Everett for direct costs incurred for urgent and necessary veterinary care at intake, per I.E., up to a total \$250 per Animal if payable by Participating Jurisdiction, or, actual cost of invoiced care if paid by the Animal's owner.
DOA Disposal Fee	\$45  \$2/lb for livestock/deer	For non-private cremation and disposal of deceased animals. No sheep.
Animal Remains Storage	\$50/month or portion of month	For holding Animal remains in walk-in cooler or chest freezer, at the written request of Participating Jurisdiction.

<b>Fees For Optional Services:</b>		
Forensic Veterinary Services	\$120/hour for veterinarian's time	When requested by Participating Jurisdiction and agreed upon by Everett if resources allow, may include exam/necropsy, report, and consultation.
Lab work	\$60 per item, or actual cost, if higher	When requested by Participating Jurisdiction and agreed upon by Everett as part of forensic veterinary services. Incurred vendor fees higher than \$60 are payable to Everett at cost.
Radiographs	\$75 for first view, \$50 each add'l view, \$25 for sedation if needed.	When requested by Participating Jurisdiction as part of forensic veterinary services.
Animal Shelter Staff Overtime	Actual cost	When assistance is requested by Participating Jurisdiction and agreed upon by Everett as resources allow, for work outside regularly scheduled work hours. This is not common and generally reserved for large-scale animal impounds.
Private Cremation	\$225	When requested by Participating Jurisdiction.
Microchip	\$25	Fee for microchip implantation, at the request of Participating Jurisdiction. May be payable by owner if reclaimed.





Agenda Bill # 132-2023

## CITY COUNCIL AGENDA BILL

**Subject:**

AB 132-2023 Consideration to approve equipment purchase

**Meeting Date:** Wednesday, December 6, 2023

**Date Submitted:** Thursday, November 30, 2023

**Originating Department:** Public Works

**Action Required:**

Motion to approve equipment purchase.

**Clearances:**

☐ Mayor

☐ Police

☒ Public Works

☒ Attorney

**Exhibits:**

[Sonsray Machinery sales quote](#)  
[580SV at the Marysville location](#)

☐ Engineering

☐ Planning

☒ Other: City Manager

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**Budgeted Amount:**

\$150,000 (404, 402, 406, 303, 305 funds)

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**Summary Statement:**

The attached quote reflects state contracting pricing through sourcewell contract 032119-CNH for a 2023 Case 580SV TC CP 4WD extendahoe backhoe with a 4-in-1 front loader (opening bucket), inclosed cab, and mechanical thumb. The backhoe is ready for delivery from Sonsray's Marysville location. Public Works uses the current 1993 580CK for alley maintenance, material removal at the decant facility, snow removal, loading the sander, park maintenance, utility excavation, and other tasks.

**Background:**

In July of this year, the city applied for grant funding to help offset this purchase. Unfortunately, in late October, we received news that our application was not funded. We worked with Sonsray Machinery over the last month to lower the cost without impacting the features and functions of the machine as well as appraise our current 1993 Case 580 backhoe for trade-in. The first quote that accompanied the grant application without sales tax was \$145,265 in July. In the most recent, Sonsray included an additional discount of 2.25% on top of the 6% sourcewell discount bringing the cost down to \$133,965. Additionally, \$11,000 for trade-in that is not reflected on the attached quote but will occur as a separate transaction due to contracting requirements.

**Recommended Motion:**

1) Motion to approve the purchase of a Case 580SV from Sonsray Machinery in an amount not to exceed \$134,364 excluding WSST



**WE MOVE MOUNTAINS** ARIZONA CALIFORNIA NEVADA OREGON WASHINGTON



15111 Smokey Point Blvd. · Marysville · WA · 98271 TEL: (360) 651-2171

[www.SonsrayMachinery.com](http://www.SonsrayMachinery.com)

Ship To: CITY OF GRANITE FALLS  
P.O. BOX 1440  
GRANITE FALLS WA 98252  
Invoice To: CITY OF GRANITE FALLS  
P.O. BOX 1440  
GRANITE FALLS WA 98252

Marysville  
November 30, 2023  
BP0010405  
sbenton-0045  
3606916441  
Purchase Order:

Sales Person: Sandra Benton

Attention: CHARLES WHITE

**EQUIPMENT QUOTE/SALES ORDER**

2023 CASE 580SV TC CP 4WD      Serial #: FNH580SVNZHH11538      Stock #:      \$128,399.00  
EQ0058311

FPT F5 diesel 4WD PS w CAB:2 door w/ heat, A/C defroster, floor mat, Bluetooth radio, Mechanical suspension, Super Luxe seat, with retractable seat belt, Cup holder, storage trays, Storage compartment, Backup alarm, Horn, LED working lights, Glide ride control system, Heavy front counterweight, Dual batteries, CASE Sitewatch telematics, Operators manual, Mechanical transport lock, Reversible pads, Pilot Controls, Backhoe mechanical quick coupler, 15' extendahoe, 24" backhoe bucket, 1way/2way auxiliary hydraulics, 3 spool loader auxiliary hydraulic circuit, 4-in-1 loader bucket with cutting edge, 36" clean out bucket, Mechanical linkage thumb.

**\*\* NEW CASE FACTORY WARRANTY TO APPLY: 1 YEAR WITH UNLIMITED HOURS, 2nd YEAR POWER TRAIN WARRANTY FOR UP TO 2,000 HOURS,\*\*\* QUOTE EXPIRES 11/30/23 \*\*\* FOB GRANITE FALLS, WA \*\*\* MACHINE QUOTED IS SUBJECT TO AVAILABILITY \*\*\* QUOTED PRICE IS NOT GUARANTEED AND SUBJECT TO MANUFACTURER'S PRICE INCREASES, INCLUDING ANY ADDITIONAL SURCHARGES \*\*\* FINANCING AVAILABLE ON APPROVED CREDIT (OAC). QUOTED INTEREST RATE BASED ON CURRENT RATES. INTEREST RATE IS SUBJECT TO CHANGE, BASED ON THE FINANCIAL INSTITUTION \*\*\***

SONSRAY SIGNATURE SERVICE – A commitment to providing excellent service and care when you purchase a new piece of equipment from Sonsray Machinery.

Mechanical Thumb      \$3,114.00  
36" clean out bucket      \$2,152.00  
Delivery to Granite Falls      \$ 300.00

Quoted Price      \$133,965.00  
Sales Tax 9.10 %      \$12,227.12  
Processing Fee      \$ 399.00  
Cash Due or Finance Amount      \$146,591.12

**NOTICE TO PURCHASER**

Caution. Do not sign this contract before you thoroughly read both pages 1 and 2 of it or if it contains blank spaces, even if otherwise advised.

You are entitled to an exact and completely filled in copy of this Sales Order when you sign it. Keep it to protect your legal rights.

Store Manager signature required for final acceptance of Sales Order.

**THIS AGREEMENT IS SUBJECT TO THE ADDITIONAL TERMS AND CONDITIONS ON THE REVERSE SIDE. CUSTOMER HAS HAD THE OPPORTUNITY TO READ THE TERMS OF THIS AGREEMENT PRIOR TO SIGNING.**

Purchaser's Signature \_\_\_\_\_ Sales Consultant \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_ Date \_\_\_\_\_ Accepted By \_\_\_\_\_ Date \_\_\_\_\_



1. This is a cash transaction. If the Purchaser so requests prior to acceptance, the Cash Due on Delivery may be financed as a time sale transaction, subject to credit approval. If this transaction becomes a time sale, Purchaser agrees (1) to make payments pursuant to the Sonosray Machinery Accounts Receivable System Agreement, which is incorporated into this Purchase Order by reference, and (2) that Seller retains a security interest in the goods described herein until all obligations of Purchaser are paid in full and discharged.
2. When trade-in equipment is not to be delivered to the Seller until delivery of the equipment purchased by this order, the trade-in equipment may be reappraised at that time and such reappraisal value shall determine the allowance made for such trade-in equipment. When the reappraised value is less than the original trade-in allowance shown on this form, the purchaser may terminate this order; however, this right of termination must be exercised prior to delivery of the equipment by Seller and surrender of the trade-in equipment to Seller.
3. The prices which Purchaser will pay for the new equipment set forth on the reverse side hereof shall be based upon the Case dealer price in effect on date of delivery of the new equipment. In the event Case dealer's price is changed prior to delivery, the purchase price shall be adjusted accordingly. If such price change results in an increase, purchaser has the option of canceling the order in writing immediately on being notified thereof.
4. The Seller shall be excused if delivery is delayed or rendered impossible by differences with workmen, strikes, work stoppages, car shortages, delays in transportation, inability to obtain labor or materials and also by any cause beyond the reasonable control of Seller, including but not restricted to acts of God, floods, fire, storms, acts of civil and military authorities, war and insurrections.
5. Purchaser shall keep the property free of all liens, taxes, encumbrances and seizure or levy, shall not use same illegally, shall not damage, abuse, misuse, abandon or lose said property, shall not part with possession thereof, whether voluntarily or involuntarily or transfer any interest therein or remove same out of the county or filing district in which Purchaser resides as indicated herein without the prior written consent of Seller, shall keep said property insured in such amounts and with such insurer as may be acceptable to Seller with any loss payable to Seller as his interest in the property may appear.
6. Time is of the essence of this contract and if purchaser fails to comply with any of the terms and conditions hereof or defaults in the payment of any installment hereunder or under any renewal or renewals hereof, or in the payment of interest or defaults in the payment of any installment due under any other indebtedness of contract held by the Seller or Assignee, or if proceedings are instituted against Purchaser under any bankruptcy or insolvency law or Purchaser makes an assignment for the benefit of creditors or if for any reason the Seller deems himself insecure and so declares all payments heretofore made by Purchaser shall be retained by the seller and all indebtedness hereunder shall become immediately due and payable, with or without notice, together with all expenses of collection by suit or otherwise, including reasonable attorney fees and Seller may, without notice or demand, take possession of the equipment set forth on the reverse hereof, or any additions to, replacements of, or any proceeds from said equipment or may render the property unusable or Seller may require Purchaser to assemble the property and make it available at a place designated by Seller. Seller may resell the retaken property at public or private Sale in accordance with the Uniform Commercial Code or applicable state or provincial law. After deducting reasonable expenses for retaking, repairing, holding, preparing for sale, other selling expenses including attorney fees and legal expenses, the remaining proceeds of Sale shall be credited upon the amount of indebtedness remaining unpaid hereunder, and Purchaser agrees to pay any deficiency upon demand by Seller, any surplus, however, shall be paid to Purchaser. Said retaking or repossession shall not be deemed rescission of the contract. Seller may exercise any other rights and remedies provided by applicable law.
7. No waivers or modifications hereof shall be valid unless written upon or attached to this contract. Waiver or conditions of any breach or default hereunder shall not constitute a waiver of any other or subsequent breach or default. Payments received by Seller are to be applied first to delinquent interest and then to principal.
8. The remedies provided for herein are not exclusive and any action to enforce payment shall not waive or affect any of the holder's rights to have recourse to the property. The transfer of this contract shall operate to pass a security interest in the property as security for the payment hereof.
9. Any provision of this contract prohibited by the laws of any state, the United States, any province of Canada, shall be ineffective to the extent of such prohibition without invalidating the remaining portions of the contract.
10. Each maker, endorser, guarantor and surety hereon severally waives presentment, demand protest, and notice of non-payment and all defenses of want of diligence in collection and bringing suit. This contract shall be binding upon and shall insure to the benefit of the parties hereto and their respective heirs, personal representative, successors, and signs.
11. Buyer authorizes Seller to insert the Serial and/or model numbers of the goods set forth on the reverse side hereof for the purposes of identifying said goods. The seller may correct patent errors herein.





Brian Jackson

October 13, 2023 09:57



## CITY COUNCIL AGENDA BILL

**Subject:**

AB 133-2023 Consideration of Approval of Subscription Agreement Contract with eScribe and authorization for the City Manager to Sign

**Meeting Date:** Wednesday, December 6, 2023

**Date Submitted:** December 1, 2023

**Originating Department:** City Clerk

**Action Required:**

Approval of Subscription Agreement with eScribe

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

[eScribe Subscription Agreement](#)

☐ Engineering

☐ Planning

☒ Other: City Manager, Deputy City Manager

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**Budgeted Amount:**

518.86.41.00 = \$5,900.00 for annual subscription fee plus \$2,350.00 one time implementation service fee

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**Summary Statement:**

The City has long been relying on Agendase for storing agenda packets and related data that are available on the city's website. However, the city received a notification from Agendase that they would be discontinuing their services by 2023. As a result, the City has been exploring a variety of alternatives to ensure a seamless transition for the residents.

After researching numerous options, the City has concluded that eScribe is the most appropriate replacement for Agendase. The eScribe service works similarly to Agendase and offers comparable features. The City is confident that eScribe would work well with the new website and would provide a user-friendly experience for the residents.

The City is currently working on the transition process and is committed to ensuring that all relevant data is transferred to eScribe before Agendase discontinues its services.

**Background:****Recommended Motion:**

- 1) Motion to approve subscription agreement with eScribe and authorize City Manager to sign.



## Subscription Agreement



This Subscription Agreement (the "Agreement") is entered into \_\_\_\_ day of \_\_\_\_\_, 2023 by and between eScribe Software Ltd. ("eScribe") and City of Granite Falls ("Customer") (each a "Party" and collectively, the "Parties"). This Agreement, together with any appendices referenced and attached, govern the Customer's subscription to the eScribe product.

## eScribe Terms and Conditions

### 1. Overview of eScribe

eScribe's service is a proprietary software application and platform for the purpose of meeting and agenda automation which it makes available as services via the internet. eScribe includes online storage space for storing, retrieving and sharing Customer Content (as defined below).

### 2. Definitions

The terms below have the following meaning:

- A. **"Customer Content"** shall mean the content, documents, audio and video uploaded or inputted to the Services or created, produced by the Customer during Use of the Services.
- B. **"Data Storage"** refers to the online electronic secure storage of all Customer Content during the Use of the Services.
- C. **"Documentation"** includes any and all printed or electronic guides and manuals, including sales, marketing and training materials provided by eScribe for the proper Use of the Services.
- D. **"Implementation Services"** refers to the configuration, training, and other services set out in Appendix C.
- E. **"Legacy Data"** refers to the ongoing Data Storage of Customer Content from previous Term(s) as set out in Appendix D.
- F. **"Personal Information"** means information which relates to an identified or identifiable individual, and includes any information defined from time to time as "personal information" under applicable Privacy as defined herein.
- G. **"Privacy Laws"** means applicable laws and regulations relating to privacy, data protection, or data security.

## Subscription Agreement

- H. **"Services" or "Software"** means the provision of the software service known as "eScribe", together with any services provided, including the applications for access to the eScribe site, System Upgrades and interfaces made available to the Customer in connection with eScribe.
- I. **"Support Services"** shall mean the technical support for the Customer's use of eScribe as made available under eScribe's Support Services set out in Appendix B.
- J. **"Taxes"** refers to all present or future sales tax, consumption tax and similar taxes.
- K. **"Usage Data"** refers to the data generated automatically through access or use of eScribe, including but not limited to user log-in data, date and time stamps, device details such as browser type and operating system, IP address, feature usage, product settings and configuration, activity records, and associated log data and metadata. For the avoidance of doubt, Usage does not include Customer Content.
- L. **"Use"** shall mean the ability for the Customer to login with username and password and access the Services via the internet.
- M. **"You or Your"** refers to Customer, as defined in the preamble of this Agreement.

### 3. Operations

- 3.1 Software, Implementation Services. eScribe shall provide the Software, Implementation Services, and the Documentation to the Customer subject to the terms of this Agreement. The Implementation Services will be provided in a professional, timely, and competent manner. eScribe shall take appropriate steps to carry out the Implementation Services to the reasonable satisfaction of the Customer.
- 3.2 Availability of Service. eScribe shall make the Services available twenty-four (24) hours a day, seven (7) days a week, and will credit the Customer 10% of the equivalent monthly Subscription Fees listed in Appendix A for each three (3) hour period for which the Services are unavailable for Use by the Customer in a monthly period. "Uptime" and "Downtime" is recorded and calculated on a monthly basis and will be applied as a credit towards the annual Subscription Fees listed in Appendix A, for the next year. Downtime does not include scheduled outages for software updates,

server or network maintenance (which will generally be scheduled for weekends or after midnight eastern time), notification of which will be provided to the Customer's designated Support Contacts five (5) days in advance. Unsuitable Customer operating environment, including, but not limited to, inadequate end user computer configuration, installed third party software, internet connection issues or general internet congestion issues are excluded from any downtime calculations. Account credits of eScribe for any twelve (12) month period are hereby limited to a maximum of twenty percent (20%) of the annual Subscription Fees listed in Appendix A paid by the Customer during the prior twelve (12) month period up to the outage. Downtime is measured from the time that a trouble ticket is registered with Support Services by the Customer for the Services being unavailable for Use or the time that eScribe becomes aware that the Services are unavailable for Use (whichever is earlier), to the time the problem is resolved, and the Services are restored. In the event that eScribe becomes aware that the Services are unavailable for Use, eScribe shall notify the Customer immediately.

- 3.3 Support Services. During the Term of this Agreement, eScribe will provide the Customer the Support Services as described in Appendix B.
- 3.4 Access. eScribe will provide access to users designated by the Customer. eScribe may deny access to the Service if it has reason to believe that a login or password has been lost, stolen or compromised or is used contrary to the terms of this Agreement or threatens the security of Customer Data, the eScribe Service, or other users. You are solely responsible for all acts or omissions of any person using eScribe through assigned logins or passwords, or integrated access methods like Azure Active Directory. Use of eScribe via Customer logins and passwords, or integrated access methods is deemed to have been authorized by the Customer. If any of the Customers logins, passwords or access methods are lost, stolen or compromised, the Customer will promptly notify eScribe. Upon receipt of such notice, the affected logins and passwords will be cancelled or suspended as soon as is reasonably practicable, but the Customer remains responsible for any actions prior to our receipt of that notice. Customer may not make available the Service for Use by any third parties.
- 3.5 Usage Data. eScribe may collect and process Usage Data to (a) provide Services and associated support to Customer; (b) manage and secure its technical infrastructure; (c) develop and improve its products and services; (d) communicate with Customer about your use of the Services and

provide recommendations regarding additional offerings; (e) enforce the terms of this Agreement or other contractual terms; (f) prevent abuse and fraud; (g) perform statistical analyses; and (h) for its internal business purposes. eScribe may share Usage Data with its affiliates and third-party service providers for these purposes, or as otherwise required or permitted by applicable law.

- 3.6 Customer Content Retrieval. During the Term of this Agreement, the Customer may retrieve Customer Content from the Services at any time and, within ten (10) days of the Customer's request, eScribe will make available any Customer Content that is stored in native file format (Word, Excel, PowerPoint, PDF, MP4).
- 3.7 Privacy. eScribe will comply with its obligations under all applicable laws and regulations related to the operation of the Services, including all applicable Privacy Laws.

## 4. License and Related Terms.

- 4.1 License Grant. During the Term and subject to You and Your Users' ongoing full compliance with the terms and conditions set forth in this Agreement, eScribe (a) grants Customer, solely for your internal and legitimate purposes, a limited, revocable, non-exclusive, non-sublicensable and non-transferable license to access and use the modules of the Service as set forth in your subscription.
- 4.2 Commitments and Restrictions. Customer and Your Users shall not: (a) license, sublicense, sell, resell, rent, lease, transfer, assign, distribute, time share or otherwise commercially exploit or make the Services, the Software or the eScribe Sites available to any third party; (b) modify, copy or create derivative works based on eScribe or the Software; (c) frame or mirror any content forming part of or all of the Services or the eScribe Sites, other than on your own intranets or otherwise for your own internal business purposes as permitted by this Agreement; (d) reverse engineer, disassemble, decompile or otherwise attempt to imitate, derive or discover the source code for the Software; (e) provide non-Users with access to the Services, the Software or eScribe Sites, whether directly or through a service bureau, commercial time-sharing arrangement, or application service provider arrangement; (f) use the Services, the Software or the eScribe Sites to provide outsourcing or training services to non-Users; (g) otherwise market the Services, the Software or the eScribe Sites to third parties without

eScribe's written permission; (h) access or use the Services in order to build a competitive product or service, or copy any ideas, features, functions or graphics of the Services or the Software; (i) use the Service for any illegal or unauthorized purposes or beyond the scope of the this Agreement; or (j) breach or attempt to breach the security of any platforms or applications in the Services or the Software.

- 4.3 Rights to Intellectual Property. eScribe grants no other right or license to any of its or its affiliates' intellectual property to You by implication, estoppel or otherwise. You acknowledge and agree that eScribe or its affiliates (as applicable) owns all right, title, and interest in, to, and under such intellectual property and that you shall not acquire any proprietary rights therein. Any use by You or Your Users of any of such intellectual property and all goodwill and other rights associated therewith shall inure to the benefit of eScribe or its affiliates (as applicable).
- 4.4 Customer Responsibilities. You are responsible for Your Users' use of the Services. You will: (a) have sole responsibility for the accuracy, quality, integrity, legality, reliability, and appropriateness of all Customer Content; (b) ensure that each User has all necessary permissions, consents, approvals, and licenses for and to the Customer Content; and (c) comply with all applicable local, state, federal and foreign laws, or regulations in connection with each User's use of the Services. You shall not transfer or assign Your eScribe account privileges to a third-party without eScribe's prior written consent. Users are authorized to use the Services only for Your legitimate activities. As between You and eScribe, You shall be solely responsible for, and eScribe shall have no responsibility for, monitoring and policing the adherence of Users to all applicable laws, regulations, duties, and obligations with respect to accessing, distributing, and using Customer Content. You acknowledge and agree that eScribe is not responsible or liable in any way for any Customer Content and has no duty to pre-screen such content. However, eScribe reserves the right to remove Customer Content from the Site at any time, without prior notice, if eScribe in its sole discretion concludes that the Customer Content may violate applicable law.
- 4.5 Feedback and Improvements. The Customer acknowledges and agrees that eScribe shall own all rights, title, and interest, in and to any improvements to the Services, or any new programs, upgrades, modifications or enhancements to the foregoing, whether developed by eScribe or Customer in connection with rendering the Services to You. In the event that the Customer provides any feedback, ideas, suggestions proposals, refinements or other improvements (collectively, "Feedback"),



the Customer hereby irrevocably transfer and assign to eScribe all rights, title, and interest which Customer may have in such Feedback. eScribe shall have the right, but not the obligation, to use any such Feedback to improve any or all parts of its Services or Software and in the event that eScribe does incorporate such Feedback, it shall solely retain all right, title and interest in such Feedback. In the event that such Feedback does not automatically transfer to and vest in eScribe, You hereby grant an exclusive, irrevocable, transferable, sublicensable, royalty-free, fully paid-up license to eScribe and its affiliates to use the Feedback for any purpose without notice or restriction.

- 4.7 Ownership of Customer Content; Disclaimer. As between You and eScribe, You exclusively own all rights, title and interest in and to all Customer Content provided by You to eScribe Sites or under the Services. You acknowledge and agree that eScribe's custodial function is limited to the technical operation and maintenance of the Services and shall not extend to any fiduciary or other duty of care related to management of the sourcing, posting, accessing, use, or receipt for any Customer Content, or any functioning which utilizes the Service.

## 5 Confidentiality

- 5.1 Definition of Confidential Information. As used herein, "Confidential Information" means all confidential and proprietary information of a Party ("Disclosing Party") disclosed to the other Party ("Receiving Party"), including any intellectual property or proprietary rights, that (a) if disclosed orally is designated as confidential at the time of disclosure, (b) if disclosed in writing is marked as "Confidential" and/or "Proprietary," or (c) reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. Without limiting the foregoing, Confidential Information of eScribe shall include the terms and conditions of this Agreement (including pricing and other terms reflected hereunder), provision of the Services, screenshots of eScribe, pricing in proposals, business and marketing materials, technology and technical information, product designs, and business processes. The Customer's Confidential Information shall include the Customer Content. Notwithstanding the foregoing, eScribe may disclose the existence and terms of this Agreement, in confidence, to a potential purchaser of or successor to any portion of such Party's business resulting from the reorganization, spin-off, or sale of all or a portion of all the assets of any business, division, or group of such Party. Confidential

Information shall not include any information that: (i) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party; (ii) was known to the Receiving Party prior to its disclosure by the Disclosing Party; (iii) was independently developed by the Receiving Party, which can be demonstrated with clear and convincing evidence; or (iv) is received from a third party without breach of any obligation owed to the Disclosing Party.

- 5.2 Confidentiality and Non-Disclosure. The Receiving Party shall not disclose or use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement, except with the Disclosing Party's prior written permission. Notwithstanding the foregoing, the Receiving Party may disclose such Confidential Information to those of its employees and contractors who need to know such information for purposes of performing this Agreement and certifies that such employees and contractors have agreed, either as a condition of employment or in order to obtain the Confidential Information, to be bound by terms and conditions substantially similar to those in this Section 5. The Receiving Party shall use the same degree of care to protect the Confidential Information as it uses to protect its own information of a confidential and proprietary nature, and in no event shall it use less than a reasonable degree of care.
- 5.3 Compelled Disclosure. If the Receiving Party is compelled by law or legal process to disclose Confidential Information of the Disclosing Party, it shall provide the Disclosing Party with prior notice of such compelled disclosure (to the extent legally permitted), provide reasonable assistance, at Disclosing Party's cost, if the Disclosing Party wishes to contest the disclosure and only make such disclosure, in both manner and content, as required by such law or legal process.
- 5.4 Remedies. If the Receiving Party discloses or uses (or threatens to disclose or use) any Confidential Information of the Disclosing Party in breach of confidentiality protections hereunder, the Disclosing Party shall have the right, in addition to any other remedies available to it, to seek injunctive relief to enjoin such acts, it being specifically acknowledged by the Parties that any other available remedies are inadequate.
- 5.5 Survival. Notwithstanding the expiration or termination of this Agreement for any reason, the obligations of confidentiality and non-

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use set forth in this Section shall continue in perpetuity.

### 6 Pricing and Payment

- 6.1 Subscription Fees. The first year's Subscription Fees and the Implementation Fees, as described in Appendix A, will be invoiced as of the date of this Agreement and will be due according to the terms of the invoice. The Subscription Fees are due annually thereafter and will increase from the previous year's Subscription Fees by five percent (5%). eScribe may implement revised Subscription Fees for the Renewal Term, as defined in Section 7.1, by giving written notice of such price changes to You at least ninety (90) days prior to the expiration of the current Term, and that pricing will take effect unless You elect to terminate this Agreement in accordance with Section 7.
- 6.2 Implementation Fees. The Implementation Fees listed in Appendix C are assessed for remote participation by eScribe personnel during the onboarding process. Optionally, should the Customer wish to have eScribe personnel attend onsite during the onboarding process, additional travel and living expenses would apply in addition to the Implementation Fees listed in Appendix C.
- 6.3 Legacy Data. If Legacy Data fees apply, it will be added to the annual Subscription Fees as set out in Appendix D.
- 6.4 Overdue Payments. All payments are due thirty (30) days from the date of invoice. Any invoiced amounts (excluding those subject to good faith dispute), not received by eScribe by the due date may accrue, at eScribe's discretion, late charges at the rate of twelve percent (12%) per annum, or the maximum rate permitted by applicable law, whichever is lower, from the date such payment was due until the date paid. In addition, Customer shall be responsible for reasonable attorneys' fees and other reasonable costs of collection in the event of nonpayment by the Due Date.
- 6.5 Taxes. All fees and other charges set forth in this Agreement are exclusive of any and all applicable Taxes due to eScribe from



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Customer. Payment of all applicable Taxes shall be the responsibility of the Customer. If any such Taxes has to be withheld under this Agreement, Customer shall increase payment under this Agreement by such amount as to ensure that eScribe has received an amount equal to the payment otherwise required after such withholding or deduction.

- 6.6 Nonpayment and Suspension of Services. If any portion of the Customer invoice is more than thirty (30) days past due, in addition to any of its other rights or remedies under this Agreement or by applicable law, eScribe reserves the right to suspend access to the Service, but only if such past due account is not paid within five (5) business days after written notice of eScribe's intent to exercise its right to suspend hereunder. Any such permitted suspension shall be without liability to the Customer and may continue until such amounts are paid in full.

## 7. Term

- 7.1 Term of Agreement and Subscription. The term of this Agreement commences on the date of this Agreement for a period of three (3) years (the "Term") and will automatically renew for an additional term of equal length ("Renewal Term") unless notice of cancellation is received 60 days prior to the expiry of the Term.
- 7.2 Early Termination. This Agreement may be terminated by either Party prior to the end of the Subscription Term as follows: (a) If either party is adjudged bankrupt, becomes insolvent, makes an assignment for the benefit of creditors, bankruptcy or insolvency proceedings are instituted by or against such party, and such proceedings are not removed within sixty (60) days (an "Event of Bankruptcy"), then the party affected by such an Event of Bankruptcy must immediately give notice thereof to the other party, and the other party at its option may terminate this Agreement upon written notice to such affected party, (b) in the event that a Party materially breaches an obligation hereunder and fails to cure such breach within thirty (30) days after being notified thereof in writing, the non-breaching Party may terminate this Agreement at any time thereafter that the breach is continuing by providing written notice to the breaching Party, (c) by either Party for Force Majeure as defined in Section 14.7.

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- 7.3 Termination Penalties. If this Agreement is terminated by the Customer, or the Customer downgrades their subscription during the first year of the Term, for any reason other than a material breach of this Agreement on the part of eScribe, the Customer will be liable for the First Year Subscription Fees as invoiced, and a termination or downgrade penalty amounting to 35% of the remaining Subscription Fees due for Years Two and Three of the Agreement. If the Customer terminates or downgrades their subscription during the Second Year of the Term, for any reason other than the material breach of the Agreement by eScribe, the Customer will be responsible for Second Year Subscription Fees in full as invoiced, and a termination penalty amounting to 25% of the remaining Year Three Subscription Fees. If the Customer terminates or downgrades their subscription during the Third Year of the Term, for any reason other than the material breach of the Agreement on the part of eScribe, the Customer will be responsible for the Third Year Subscription Fees in full as invoiced without any additional penalty. If the Customer terminates or downgrades their subscription during a Renewal Term for any reason other than material breach, the Customer will remain responsible for 15% for any remaining Subscription Fees due for the Renewal Term.
- 7.4 Post Termination Obligations. Termination of this Agreement shall not limit either Party from pursuing any remedies available to it, including injunctive relief. Agreement termination, other than by the Customer in accordance with Section 7.2, shall not relieve You of Your obligation to pay the entire Subscription Fee for the applicable Term and all other applicable fees, if any due for the use of the Services. Following any termination pursuant to Section 7.2, eScribe shall refund to the Customer the prepaid but unused portion of the Subscription Fee for the then- current Subscription Term (prorated based on the number of whole months left in the then- current Term).
- 7.5 Effect of Termination. Following the termination or expiration of this Agreement, including your Subscription, (a) eScribe will convert Your Account to an inactive status, (b) Customer must immediately cease (and eScribe can block) Your accessing and using the Services and (c) Customer will retrieve all Customer Content no later than thirty (30) days after termination. After the thirty (30) day period, eScribe will delete or destroy all copies of Customer Content in its possession or control, unless legally prohibited and upon request, provide the Customer with a certificate of destruction.
- 7.6 Surviving Provisions. In the event this Agreement is terminated, any provision which must survive in order to allow the Parties to enforce its

meaning shall survive, including without limitation, Sections 4.3 (Rights to Intellectual Property), 4.5 (Feedback and Improvements), 5 (Confidentiality), 6 (Pricing and Payment) (until all amounts due hereunder are paid in full), 7.4 (Post Termination Obligations), 7.5 (Effect of Termination), 7.6 (Surviving Provisions), 8.5 (Disclaimer), 9 (Limitation of Liability), 10 (Indemnification) and 14.3 (Survival).

**8. Warranties and Disclaimers.** The following representation and warranties are applicable at the execution of this Agreement and during the Term:

- 8.1 Mutual Warranty. Each Party represents and warrants to the other that it has the legal capacity and right to execute this Agreement; that the signatory has the authority to bind the applicable organization; and when executed and delivered, this Agreement will constitute the legal, valid, and binding obligation of each Party, enforceable in accordance with its terms.
- 8.2 Customer Warranty. The Customer warrants the Customer Content will not infringe on any copyright, patent, trade secret or other proprietary, privacy, or other right held by any third party, or violate any applicable law.
- 8.3 eScribe Warranty of Rights and Performance. eScribe warrants that: (a) it owns or otherwise has sufficient rights in the Software to license Customer to use the Service as stated in this Agreement, and (b) the Service will materially conform to and perform substantially in accordance with the Documentation.
- 8.4 Remedies for Breach of eScribe Warranty. In the event eScribe breaches Section 8.3 and is unable to substantially correct such deficiencies after good faith efforts and at a commercially reasonable cost within thirty (30) days of Your written notification of such non-conformance, Customer shall have the right, as Your sole remedy for such breach, to terminate the Agreement and receive from eScribe the prepaid but unused portion of the Subscription Fee for the then- current Subscription Term (prorated based on the number of whole months left in the then-current Subscription Term).
- 8.5 Disclaimer. eScribe EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTIES OF SUITABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. EXCEPT FOR THE EXPRESS REPRESENTATIONS AND WARRANTIES CONTAINED IN THIS SECTION 2 G, (A) NEITHER PARTY TO THIS AGREEMENT, NOR ANY OTHER PERSON ON SUCH PARTY'S BEHALF,

HAS MADE OR MAKES ANY EXPRESS OR IMPLIED REPRESENTATION OR WARRANTY, EITHER ORAL OR WRITTEN, WHETHER ARISING BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE, TRADE, OR OTHERWISE, ALL OF WHICH ARE EXPRESSLY DISCLAIMED, AND (B) EACH PARTY ACKNOWLEDGES THAT IT HAS NOT RELIED UPON ANY REPRESENTATION OR WARRANTY MADE BY THE OTHER PARTY, OR ANY OTHER PERSON ON SUCH PARTY'S BEHALF, EXCEPT AS SPECIFICALLY PROVIDED IN THIS SECTION 8.

### **9. Limitation of Liability**

In no event shall either Party be liable to the other Party or its personnel for any indirect, incidental, punitive, special, or consequential damages related to use of eScribe, or for any damages for loss of profits, business interruption, harm to any computer system, or any other commercial damages or losses, regardless of the theory of liability (contract, tort, or otherwise), even if the other Party has been advised of the possibility of such damages. Except as provided herein, eScribe's total cumulative liability for damages, expenses, costs, liability or losses to You or any User arising out of or in connection with use of eScribe or any other matter under this Agreement is capped in the amount equal to Subscription Fees prepaid by You for the annual Term in which the alleged damage or liability occurred.

### **10. Indemnity**

- 10.1 By eScribe. eScribe will defend and indemnify the Customer and its users against any claim, suit, action or proceeding against it alleging (a) harm originating in willful misconduct of eScribe or (b) that the Software or use of the Services in the manner and for the purposes authorized in this Agreement infringes any third-party patent or copyright. Notwithstanding any limitation of Section 9, and only to the extent of eScribe's applicable insurance coverage, eScribe will defend and indemnify You and Your Users against any claim, suit, action or proceeding against You or Your Users alleging harm originating in grossly negligent breach of this Agreement by eScribe.

In the event the Service or a component part thereof is held by a court of competent jurisdiction, or is believed by eScribe, to infringe or potentially infringe a third party's rights, eScribe shall, with prior notice to the Customer, (i) modify, at its expense, the Service to be non-infringing; provided that such modification does not adversely affect the Service as set out in this Agreement, or (ii) obtain for Customer the right to continue

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using the Service in its current state at no additional expense to the Customer, or (iii) if eScribe determines that neither of the foregoing options are reasonably available, eScribe may terminate this Agreement and refund any prepaid Fees to the Customer for which it has not received Services.

- 10.2 Procedure. If Customer is seeking indemnification, it must promptly notify eScribe in writing of the indemnifiable claim and provide the indemnifying Party with all non-monetary assistance, information and authority reasonably required for the defense and settlement of the indemnified claim. An indemnifying Party will select counsel for defense of the indemnified claim and direct and control the defense. Provided the indemnifying Party is diligently conducting such defense, the indemnifying Party shall not be liable for any attorney's fees of the indemnified Party. The indemnifying Party must obtain the indemnified Party's written consent to any settlement (said consent not to be unreasonably withheld, conditioned, or delayed), except that no such consent shall be required if the settlement or compromise requires no payment of damages by the indemnified Party and does not admit any liability or determination against the indemnified Party or materially restrict the indemnified Party.

## 11. Insurance

eScribe will at all times maintain sufficient insurance, appropriate for its industry and Service. At all times during the term of this Agreement, eScribe will maintain insurance coverage at least in line with the coverage and amounts specified in its current Certificate of Insurance.

## 12. Advertising

Customer agrees that eScribe may use and disclose Customer's name in its marketing material with prior written approval of the Customer, which will not be unreasonably withheld.

## 13. Trademarks

Any trademarks and service marks ("Trademarks") adopted by eScribe to identify the Services, Documentation and other products and services, belong to



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eScribe. Nothing herein grants, or shall be construed to grant, to Customer any rights to such Trademarks.

### 14. General Provisions

- 14.1 Relationship of Parties. In all matters relating to this Agreement Customer and eScribe are independent contractors, and nothing in this Agreement shall be deemed to place the parties in the relationship of employer-employee, principal-agent, partners, or joint ventures.
- 14.2 No Third-Party Beneficiaries. This Agreement is not intended to create any rights in any person or entity who is not a party to this agreement, and no such rights are created hereunder.
- 14.3 Entire Agreement. This Agreement, including all Appendices, is the entire Agreement between the parties and supersedes all prior negotiations, understandings and agreements between the parties concerning the subject matter hereof. No amendment or modification of this Agreement shall be made except by written agreement of both parties.
- 14.4 Ride Along: The terms of this Agreement may be extended for use by other parties, including: municipalities, school boards and government agencies upon execution of an addendum outlining the associated Services and Fees applicable. This term is not intended to circumvent any procurement rules and regulations of the additional party.
- 14.5 No Waiver. The failure of either party to exercise any right or the waiver by either party of any breach shall not prevent a subsequent exercise of such right or be deemed a waiver of any subsequent breach of the same or any other term of the Agreement.
- 14.6 Partial Invalidity. Should any provision of this Agreement be held to be void, invalid, or inoperative, the remaining provisions of this Agreement shall not be affected and shall continue in effect as though such provisions were deleted.
- 14.7 Force Majeure. Neither party shall be deemed in default of this Agreement to the extent that performance of its obligations or attempts to cure any breach are delayed or prevented by reason of any act of God, fire, natural disaster, act of government, or any other similar cause beyond the reasonable control of such party ("Force Majeure"), provided that such party gives the other party written notice thereof promptly and, in any event, within ten (10) days of discovery thereof and uses its reasonable

efforts to cure the delay. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended. If the period of non-performance exceeds ten (10) days from the receipt of notice of the Force Majeure event, the party whose performance has not been affected may, by giving written notice, immediately terminate this Agreement.

- 14.8 Assignment; Enurement. Neither Party may assign, delegate, or otherwise transfer this Agreement or any of its rights or obligations hereunder, without the prior written consent of the other Party (such consent not to be unreasonably withheld); provided, however, that either Party may assign this Agreement without the other Party's consent in the event of any successor or assign that has acquired all, or substantially all, of the assigning Party's business by means of merger, stock purchase, asset purchase, or otherwise. Any assignment or attempted assignment in violation of this Agreement shall be null and void.
- 14.9 Injunctive Relief. The parties recognize that a remedy at law for a breach of the provisions of this Agreement relating to either party's Confidential Information will not be adequate for the non-breaching party's protection, and accordingly the non-breaching party shall have the right to seek, in addition to other relief and remedies available to it, injunctive relief to enforce the provisions of this Agreement in any court of competent jurisdiction.
- 14.10 Governing Law. This Agreement shall be governed and interpreted in accordance with the laws of the state of Washington, United States of America and the federal laws of United States of America applicable therein.
- 14.11 Calendar Days. All references to a day or days in this Agreement mean a calendar day or calendar days.
- 14.12 Time of the Essence. Time is of the essence of this Agreement and of every part hereof and no extension or variation of this Agreement will operate as a waiver of this provision.
- 14.13 Survival. All obligations of the parties which expressly or by their nature survive termination or expiration of this Agreement will continue in full force and effect subsequent to and notwithstanding such termination or expiration and until they are satisfied or by their nature expire.
- 14.14 Headings. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in

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the singular mean and include the plural and vice versa. Words in the masculine gender include the feminine gender and vice versa. Words in the neuter gender include the masculine gender and the feminine gender and vice versa.

- 14.15 Notice. Any notice required or permitted to be sent hereunder shall be in writing and shall be sent in a manner requiring a signed receipt, such as courier delivery, or if mailed, registered or certified mail, return receipt requested. Notice to both parties shall be to the address and contact set forth below and updated from time to time.

eScribe Software Ltd.  
5300 Commerce Court West, 199 Bay Street  
Toronto, ON M5L1B9

Attn: Legal

**Customer Contact Info for Notices:**

City of Granite Falls

215 S Granite Ave

Granite Falls, WA

98252



**Subscription Agreement**



The undersigned parties hereby enter into this Agreement,

eScribe Software Ltd.

City of Granite Falls

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Authorizing Officer, Title

\_\_\_\_\_  
Authorizing Officer, Title

I have the authority to bind the organization.

## Subscription Agreement



### Appendix A – Annual Subscription Fees

eScribe Annual Service and Support Fees				
Module	License Type	License Fee	Quantity	Cost
eScribe Digital Readiness Bundle	Annual	\$ 5,900	1	\$ 5,900
eScribe Meeting Manager		INCL		
eScribe Participant Access		INCL		
eScribe Internet Publishing		INCL		
eScribe Report Manager		INCL		
Forms Authentication		INCL		
Total - Annual Software and Support Fees				\$ 5,900

## Subscription Agreement

### Appendix B – Support Services

Subject to the terms and conditions of this Agreement, eScribe shall perform the Support Services as defined.

#### Definitions:

The definitions used in the Agreement are incorporated herein. In addition, the following terms shall have the following ascribed to them:

**“Business Hours”** means the hours during which eScribe's helpdesk is available to take live incoming calls, emails and be available to respond to the Customer's Support Contacts, namely 8:00 a.m. to 8:00 p.m., Monday through Friday eastern time (excluding statutory holidays).

**“Extended Hours”** means the hours during which eScribe's helpdesk is available to take urgent calls during 8:00 p.m. to 11:00 p.m. EST, Monday through Friday eastern time (excluding statutory holidays).

**“Support Contacts”** means the Customer designated individuals (to be identified in the attached Problem Reporting Schedule) and any replacements designated in writing to eScribe who will serve as technical liaison between eScribe and Customer and who are to have technical knowledge and experience with the Services used by the Customer.

**“Updates”** shall mean fixes, patches, modifications, improvements to functionality or revisions to the Services and Documentation.

All other capitalized terms shall have the meanings set out in the Agreement.

#### Support Services:

eScribe will provide the following services to Customer:

- a. Technical assistance by telephone or electronic mail.
- b. Receipt and monitoring of calls during Business Hours at eScribe's support desk.
- c. Direct access for Customer Support Contacts to eScribe's team of support technicians.
- d. Provision of any available problem solutions related to the Services
- e. Make all reasonable commercial efforts to provide a response to reported problems in the manner described in the Problem Reporting Process below.
- f. Make available any Updates to the Services and Documentation at no additional charge, subject to Customer's responsibility for any Implementation Services fees for any new Services.

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### Exclusions:

- a. Customer's third-party hardware and software not part of this Agreement.

### Problem Reporting Process:

#### **Step 1: Contact eScribe using one of the following methods:**

Toll free number 1-855-299-0023

Email: [support@eScribemeetings.com](mailto:support@eScribemeetings.com)

Portal: <https://customerportal.eScribemeetings.com>

#### **Step 2: Provide the following information:**

Provide Support Contact's name, location the Services are in Use, telephone number and E-mail address.

#### **Step 3: Provide a description of the problem.**

Provide as much detail, including system error messages and screen printouts, as possible. eScribe assign a Priority Level based on the response matrix below.

Priority Level	Initial Response	Status Updates
<b>1- Complete Services or business critical functions unavailable or impaired</b>	Within 2 hours	Every 4 hours
<b>2- Specific Services functions unavailable or impaired</b>	Within 4 hours	Every 8 hours
<b>3- Services operational, isolated or individual user issues</b>	Next Business Day	As required on each reported incident

eScribe shall assign a ticket number to reference the case in all future communications with Customer regarding the reported incident. Customer understands that failure to provide accurate and detailed call information as described above may increase the amount of time needed by eScribe to diagnose the problem and develop a possible solution.

Regardless of the priority assignment, Customer's problem must relate to the Services in order for Support Services to be applied hereunder. Where eScribe is required to perform Support Services outside of the scope of the Agreement, including but not limited to investigations, efforts and

## **Subscription Agreement**

resolutions pertaining to third party software, hardware, networks or facilities, eScribe shall charge Customer at its daily Implementation Services rate for the services rendered.

Using the Customer Community Portal, customers are able to check the status of their support tickets at any time.

The case will not be closed by eScribe until receipt of written confirmation from the Support Contact that the problem has been resolved. If written confirmation or feedback is not received within ten (10) business days, it will be assumed the problem has been resolved and the case will be closed.

### **General Support Terms:**

- a. The Support Contacts will be the only persons authorized to receive the Support Services hereunder and to instruct eScribe in respect of Support Services.
- b. The delivery of Support Services hereunder does not extend to: i) Inadequate Customer computer configurations, installed third party software, internet connection issues or general internet congestion issues; ii) Services which have been altered, modified or improperly configured by the Customer, its customers, or any third party without eScribe's prior written consent; iii) failures related to an accident, disaster or other Force Majeure event; iv) any unauthorized use of the Services;
- c. eScribe warrants that its Support Services personnel shall deliver services in a professional manner and in accordance with industry standards.
- d. Response and resolution times provided in the Problem Reporting Process or otherwise whether orally or in writing, are intended as good faith estimates, guidelines or objectives only and are not to be taken as warranties or representations.

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### Appendix C – Implementation Services

Subject to the terms and conditions of this Agreement, eScribe shall perform the Implementation Services as listed below.

Implementation Fees		Service Fee	Quantity	Cost
eScribe Digital Readiness Setup/Training	One time	\$ 2,350	1	\$ 2,350
2 Meeting Types, 1 Report Template, 5 Workflows		INCL		
2 x eScribe Academy Licenses		INCL		
<b>Total – One-time Implementation Fees</b>				<b>\$ 2,350</b>

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### Appendix D – Legacy and Third Party Migrated Data Storage Fees

Upon the completion of the initial, or any subsequent Term or Third-Party Data Migration, (Appendix E) eScribe will measure the total Customer Content Storage in gigabytes (GB) to calculate any Legacy Data storage fees based on the following schedule:

<b>GB</b>	<b>Price / GB / Year</b>
<b>0-50</b>	\$ 10.00
<b>51-100</b>	\$ 9.50
<b>101-150</b>	\$ 9.00
<b>151-200</b>	\$ 8.50
<b>201-300</b>	\$ 8.00
<b>301+</b>	\$ 7.50

### **Appendix E – Third Party Data Migration – Project Scope**

Subject to the terms and conditions of this Agreement, eScribe shall perform the Third-Party Data Migration Services listed below.

#### **In Scope**

- N/A

#### **Out of Scope**

- N/A

#### **Assumptions**

- N/A

#### **Optional Sections**

N/A

#### **Additional Notes**

- N/A

#### **Migration Timelines**

Data migrations are done as a phase 2 of your onboarding project. **Migration projects are not committed to the schedule until the project planning phase with your onboarding team.**

While we do our best to schedule as close as possible to go-live, typical lead times are approximately 6 months from date of scheduling. It is important to note that the incumbent system must remain available until after the migration is completed.



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Note, an additional cost may apply if the migration needs to happen sooner than the initially scheduled timeline.

### **Additional Fees**

At the completion of the migration, an additional legacy data storage fee will be charged based on the amount of migrated data in gigabytes (GB) as per the table in Appendix D.