

CITY OF GRANITE FALLS

ORDINANCE NO. 1038-2023

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

WHEREAS, the City Council of the City of Granite Falls, Washington (the "City") adopted the 2023 Budget by Ordinance No. 1035-2022 on December 7, 2022, establishing necessary and proper allocations for each department and fund; and

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

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

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

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

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

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

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

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

Section 3. Ordinance No. 1035-2022 is hereby amended as necessary to reflect the budget amendments contained in this Ordinance.

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

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 18th DAY OF

January 2023.

CITY OF GRANITE FALLS



Matthew Hartman, Mayor

ATTEST/AUTHENTICATED:



Darla Reese, City Clerk

Approved as to form:



Thom Graafstra, City Attorney
Emily Guildner, City Attorney



FILED WITH THE CITY CLERK: January 13, 2023
PASSED BY THE CITY COUNCIL: January 18, 2023
PUBLISHED: January 21, 2023
EFFECTIVE DATE: January 26, 2023

ORDINANCE No: 1038-2022
EXHIBIT A

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

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

ORDINANCE No: 1038-2022
EXHIBIT B

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

City of Granite Falls

Position Description



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

Job Description:

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

Job Functions:

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

City of Granite Falls

Position Description



Qualifications:

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

Knowledge of:

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

Ability to:

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

Minimum Requirements:

- High school diploma or equivalent

Experience and Education:

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

Additional requirements (if any):

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

Desired Qualifications:

City of Granite Falls

Position Description



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

Physical Requirements:

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