

RESOLUTION NO. 9 FOR 2017

**RESOLUTION AUTHORIZING THE TRANSFER OF EXPENDITURE
APPROPRIATIONS BETWEEN CATEGORIES IN THE GENERAL FUND FOR
FISCAL YEAR 2016-2017**

WHEREAS, on June 28, 2016, the City of Sweet Home budget for fiscal year 2016-2017 was adopted and funds were appropriated by the City Council; and

WHEREAS, pursuant to ORS 294.463 Oregon Municipalities can transfer appropriations between existing categories during the budget year; and

WHEREAS, the following unplanned events have occurred in the General Fund during the course of this budget year;

Municipal Court

- There was a need to hire a temporary employee from a Temp Service to assist with the duties of a Court Clerk for seven months which overspent the Materials & Services category. Appropriations will be transferred from Personnel Services.

Community Development Department

- The Community Development Director position was left unfilled which resulted in the Materials & Services category to be overspent due to contracting The Morgan CPS Group, Inc to fill the duties of a Planner. Appropriations will be transferred from Personnel Services.

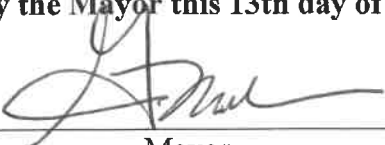
NOW, THEREFORE THE CITY OF SWEET HOME DOES RESOLVE AS FOLLOWS:

Appropriations for the 2016-2017 budget year are increased/(decreased) in the following amounts:

General Fund	Current	Amount of Change	Revised
Municipal Court – Personnel Services	\$247,740	\$(20,000)	\$227,740
Municipal Court – Materials & Services	\$ 48,137	\$ 20,000	\$ 68,137
CDD – Personnel Services	\$157,323	\$(40,000)	\$117,323
CDD – Materials & Services	\$ 33,050	\$ 40,000	\$ 73,050
Revised Total Requirements	\$486,250	\$ 0	\$486,250

This Resolution shall be effective immediately upon its passage.

PASSED by the City Council and approved by the Mayor this 13th day of June, 2017.



Mayor



City Manager – Ex Officio City Recorder

RESOLUTION NO. 8 FOR 2017

A RESOLUTION ESTABLISHING SALARY SCHEDULES FOR NON-REPRESENTED GENERAL EMPLOYEES.

WHEREAS, the City of Sweet Home wishes to formally adopt a salary plan for its Non-Represented General Employees adding the newly created Community and Economic Development Director position title and salary.

NOW, THEREFORE, the City of Sweet Home resolves as follows:

The attached salary schedules for Non-Represented full-time and part-time General positions are adopted for positions currently authorized as shown in Exhibit "D".

This Resolution hereby replaces Resolution No. 28 for 2016 and shall be effective May 23, 2017.

PASSED BY THE City Council and approved by the Mayor this 23rd day of May, 2017.



Mayor

ATTEST:



City Manager – Ex Officio City Recorder

EXHIBIT D

SALARY SCHEDULE
July 1, 2016 - June 30, 2017
NON-REPRESENTED GENERAL EMPLOYEES
MANAGEMENT

(same as general union contract - 2.5% salary increase)

STEP POSITION	A	B	C	D	E
LIBRARY DIRECTOR	4534	4760	4998	5148	5303
OFFICER MANAGER 2	3539	3716	3902	4019	4140
ADMINISTRATIVE ASSISTANT	4176	4385	4604	4742	4884
COMMUNITY DEVELOP. DIRECTOR	5703	5988	6288	6476	6671
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	6419	6740	7077	7289	7508
SR. ENGINEERING TECH	4564	4793	5032	5183	5339
PLANT SUPERINTENDENT	4436	4658	4891	5038	5189
MAINT. SUPERINTENDENT	4564	4793	5032	5183	5339
FINANCE DIRECTOR	5703	5988	6288	6476	6671
PUBLIC WORKS DIRECTOR	5703	5988	6288	6476	6671
PLANNER	4884	5128	5385	5546	5713
CITY MANAGER	7449	7821	8212	8459	8712

Employees who have completed 8 years of continuous employment with the City will receive an additional two percent (2%) Longevity Merit Pay increase above the step 5 scale. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.
 Steps B & C are 5% increases
 Steps D & E are 3% increases
CEDD - high down 3% 2 steps

EXHIBIT D

SALARY SCHEDULE
July 1, 2017 - June 30, 2018
NON-REPRESENTED GENERAL EMPLOYEES
MANAGEMENT
(same as general union contract - 2.5% salary increase)

STEP POSITION	A	B	C	D	E
LIBRARY DIRECTOR	4647	4879	5123	5277	5435
OFFICER MANAGER 2	3628	3809	4000	4120	4243
ADMINISTRATIVE ASSISTANT	4280	4494	4719	4861	5006
COMMUNITY DEVELOP. DIRECTOR	5846	6438	6445	6638	6837
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	6579	6908	7254	7471	7696
SR. ENGINEERING TECH	4678	4912	5158	5313	5472
PLANT SUPERINTENDENT	4547	4774	5013	5164	5318
MAINT. SUPERINTENDENT	4678	4912	5158	5313	5472
FINANCE DIRECTOR	5846	6138	6445	6638	6837
PUBLIC WORKS DIRECTOR	5846	6138	6445	6638	6837
PLANNER	5006	5257	5519	5685	5855
CITY MANAGER	7635	8017	8417	8670	8930

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EXHIBIT D

SALARY SCHEDULE
July 1, 2018 - June 30, 2019
NON-REPRESENTED GENERAL EMPLOYEES
MANAGEMENT
 (same as general union contract - 2.5% salary increase)

STEP POSITION	A	B	C	D	E
LIBRARY DIRECTOR	4763	5001	5251	5409	5571
OFFICER MANAGER 2	3719	3904	4100	4223	4349
ADMINISTRATIVE ASSISTANT	4387	4607	4837	4982	5132
COMMUNITY DEVELOP. DIRECTOR	5992	6294	6606	6804	7008
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	6744	7081	7435	7658	7888
SR. ENGINEERING TECH	4795	5035	5287	5446	5609
PLANT SUPERINTENDENT	4661	4894	5139	5293	5451
MAINT. SUPERINTENDENT	4795	5035	5287	5446	5609
FINANCE DIRECTOR	5992	6291	6606	6804	7008
PUBLIC WORKS DIRECTOR	5992	6291	6606	6804	7008
PLANNER	5131	5388	5657	5827	6002
CITY MANAGER	7826	8217	8628	8887	9153

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CEDD - high down 3% 2 steps

EXHIBIT D

SALARY SCHEDULE
July 1, 2016 - June 30, 2017
NON-REPRESENTED EMPLOYEES
PART-TIME EMPLOYEES (HOURLY)
(same as general union contract - 2.5% salary increase)

STEP POSITION	A	B	C	D	E
JANITOR	10.60	11.13	11.68	12.04	12.40
TYPIST	10.60	11.13	11.68	12.04	12.40
LIBRARY ASSISTANT	13.31	13.98	14.68	15.12	15.57
P/W SECRETARY	10.71	11.25	11.81	12.16	12.53

Employees who have completed 8 years of continuous employment with the City will receive an additional two percent (2%) Longevity Merit Pay increase above the step 5 scale. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.

EXHIBIT D

SALARY SCHEDULE
July 1, 2017 - June 30, 2018
NON-REPRESENTED EMPLOYEES
PART-TIME EMPLOYEES (HOURLY)
(same as general union contract - 2.5% salary increase)

STEP POSITION	A	B	C	D	E
JANITOR	10.86	11.41	11.98	12.34	12.71
TYPIST	10.86	11.41	11.98	12.34	12.71
LIBRARY ASSISTANT	13.65	14.33	15.05	15.50	15.96
P/W SECRETARY	10.98	11.53	12.10	12.47	12.84

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EXHIBIT D

SALARY SCHEDULE
July 1, 2018 - June 30, 2019
NON-REPRESENTED EMPLOYEES
PART-TIME EMPLOYEES (HOURLY)
(same as general union contract - 2.5% salary increase)

STEP POSITION	A	B	C	D	E
JANITOR	11.14	11.69	12.28	12.64	13.02
TYPIST	11.14	11.69	12.28	12.64	13.02
LIBRARY ASSISTANT	13.99	14.69	15.42	15.89	16.36
P/W SECRETARY	11.25	11.82	12.41	12.78	13.16

Employees who have completed 8 years of continuous employment with the City will receive an additional two percent (1%) Longevity Merit Pay increase above the step 5 scale. This pay is subject to all applicable provisions of the City's Personnel Policy and is based upon merit.