



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Special Meeting (Work Session)

**MEETING DATE:** March 17, 2020

**ITEM:** First Reading of Ordinance No. 20-10

**DEPARTMENT:** Human Resources

**PROPOSED ACTION:** This item is for first reading of Ordinance No. 20-10 to adopt a revised General Pay Plan Class and Salary Range that adds a new Animal Control Supervisor position and a new Emergency Communications Center Manager position along with corresponding job descriptions.

**BACKGROUND:** A discussion was held with City Council on February 18, 2020 about several position reorganizations requested by the Police Department and Fire and EMS Department.

The Police Department is proposing to convert one Police Officer position to an Animal Control Supervisor. This change will allow the department to recruit for an experienced supervisor for this specialized area following the recent retirement of a Police Officer that was assigned to lead the animal shelter.

In addition, the Fire Department is proposing to convert one Battalion Chief position to an Emergency Communications Center Manager. This change will allow the department to utilize an employee specialized in emergency communications operations and supervision, as well as provide employees with an opportunity for an additional level of career advancement.

If Council approves the pay plan changes and new job descriptions on second reading, staff will proceed with filling the new positions.

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:**

Recommend adoption of Ordinance No. 20-10 on First Reading to revise the General Pay Plan Class and Salary Range.

**ATTACHMENTS:** Ordinance No. 20-10; Exhibit A – General Pay Plan Class and Salary Range, Animal Control Supervisor Job Description and Emergency Communications Center Manager Job Description.

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*