



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Special Meeting

**MEETING DATE:** May 18, 2021

**ITEM:** ORDINANCE NO. 21-12 (First Reading)

**DEPARTMENT:** City Manager

**PROPOSED ACTION:** Approval of Ordinance No. 21-12 on first reading, to approve various pay plan and job description changes.

**BACKGROUND:** Ordinance No. 21-12 provides for various pay plan and job descriptions changes effective July 1, 2021:

- Increases full-time salary ranges by 2%
- Adds a new job description for Permit Technician
- Provides for minor revisions to the Staff Assistant job description related to duties at the Animal Shelter
- Establishes or revises starting salary amounts for various public safety supervisor positions
- Increases the pay range for certain part-time positions, including but not limited to those affected by the Virginia minimum wage increase

**BUDGET/FINANCIAL IMPACT:**

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

Funding to implement the changes will be covered by the upcoming FY 21-22 budget.

**RECOMMENDATION:** Staff recommends approval of Ordinance No. 21-12 on first reading.

**ATTACHMENTS:** Ordinance No. 21-12; Exhibit A- Pay Plan and Job Descriptions.

- 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.*