



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: June 8, 2021

ITEM: ORDINANCE NO. 21-12 (Second Reading)

DEPARTMENT: City Manager

PROPOSED ACTION: Hold a public hearing and consider approval of Ordinance No. 21-12 on second reading, to approve various pay plan and job description changes.

BACKGROUND: At the May 18, 2021 City Council Special Meeting, Council unanimously voted to approve Ordinance No. 21-12 which 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 second 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.