



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Meeting

MEETING DATE: November 11, 2022

ITEM: AN ORDINANCE NO. 22-20

DEPARTMENTS: City Manager/Human Resources

PROPOSED ACTION: (First Reading) To adopt a revised General Pay Plan Class and Salary Range that increases to \$12.00 per hour, the starting salary for various part-time positions affected by the minimum wage increase effective January 1, 2023, mandated by the Virginia legislature; increases the maximum pay rate for various part-time positions; removes job titles no longer part of the plan; and adopts two separate job descriptions under the Financial Specialist II designation for Payroll and Accounts Payable..

BACKGROUND: The state minimum wage will increase to \$12 per hour effective January 1, 2023. Ordinance No. 22-20 provides for an updated general pay plan with revised pay rates for various positions in the part-time/seasonal/temporary position pay scale. The changes include revisions to increase certain positions to the \$12 per hour minimum wage in addition to other recommended revisions. Several part-time/seasonal/temporary job titles no longer in use as well as the Animal Control Supervisor job title are recommended for removal from the plan, as the Animal Control Supervisor job title is part of the Public Safety Pay Plan.

In addition, it is recommended that the Financial Specialist II job title be used for the accounts payable and payroll positions; separate job descriptions are included to designate the differences in the essential duties for each position.

If approved on first reading, a public hearing will be scheduled for second reading at the December 13th meeting. The proposed effective date of the ordinance is December 21, 2022, which is the beginning of the last pay period prior to January 1, 2023.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Staff recommends approval of Ordinance No. 22-20 on first reading.

ATTACHMENTS: Ordinance No. 22-20; Updated General Pay Plan Class and Salary Range; Financial Specialist II – Accounts Payable and Financial Specialist II – Payroll 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.