



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: June 13, 2023

ITEM: Ordinance No. 23-16 (Second Reading)

DEPARTMENT: City Manager/Finance

PROPOSED ACTION: City Council to hold a Public Hearing and approve Ordinance No. 23-16 on second reading for pay plan changes and job description approvals.

BACKGROUND: Ordinance No. 23-16 provides for:

Revised General Pay Plan Class and Salary Range

- Increases salary ranges by a minimum 2% (with a few of the lower grades being higher and with starting salaries for Deputy Sheriff and Sheriff's Office supervisory positions also being higher)
- Adds existing Victim Witness Program positions to the Pay Plan (with job descriptions included)
- Revises the grade assignment and job description of the Senior Paralegal/Deputy City Clerk
- Revises the grade assignments and starting salaries of numerous Public Works employees and increases the pay range for certain part-time positions.

Revised Public Safety Step Plan

- Increases by 2% the salary between the majority of steps
- Increase by 6% or more the pay grades of non-supervisory employees
- Increases by 5-6% the pay grades of supervisory employees
- Changes all Police Officers, Sergeants, and Lieutenants to an 80-hour pay rate
- Consolidates all EMT pay grades to create a new Firefighter-EMT pay grade
- Increases the pay for the Firefighter-Intermediate pay grade to be 2% higher than the Firefighter-EMT pay grade.

City Council approved Ordinance No. 23-16 on first reading as presented at the May 23, 2023 Special Meeting.

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. 23-16 on second reading.

ATTACHMENTS: Senior Paralegal/Deputy City Clerk; Victim Witness Program Assistant/Court Advocate; Victim Witness Program Director; General Pay Plan Class and Salary Range (Effective 7-1-23); Public Safety Pay Plan (Effective 7-1-23); Ordinance No. 23-16.

- 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.