



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Regular Meeting

MEETING DATE: January 13, 2026

ITEM: Ordinance No. 26-1

DEPARTMENT: City Manager/Human Resources Department

INTRODUCED AND SPONSORED BY: City Manager

PROPOSED ACTION: This item is for first reading.

BACKGROUND:

Ordinance No. 26-2 provides for addition of a Deputy IV position to the Circuit Court Clerk's Office and approval of the associated job description. From information from the Virginia Compensation Board: the 2025 General Assembly has approved additional funding and positions to allocate 70 Assistant Commonwealth's Attorney positions to Commonwealth's Attorneys' offices based on staffing standards, and 120 Deputy Clerk IV positions to be allocated to each of the 120 Circuit Court Clerks' offices, with positions allocated to assist with anticipated workload increases resulting from implementation of HB2723/SB1466 related to sealing and expungement of court records.

The Ordinance also provides for a title change proposed by the City Manager for changing the Assistant City Manager position title to Deputy City Manager. Staff has received responses for a Compensation and Classification Study and will be discussing this topic further with City Council. In the meantime, the City Manager proposes modifying the pay range for Department Director positions in the pay plan as included in the Ordinance.

If approved by Council on first reading, a public hearing will be scheduled for second reading of the Ordinance on February 10, 2026.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve Ordinance 26-1 on first reading.

ATTACHMENTS:

- General Pay Plan Class and Salary Range
- Deputy IV Job Description
- Ordinance No. 26-1

- ☐ **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.