



**Colonial Heights
City Council Special Meeting
May 17, 2022**

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- 1. Call to Order**
- 2. Roll Call**
- 3. Declarations Of Personal Interest**


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4. A Work Session On The Following Item:

A. Review and Discussion of the Proposed FY2022-2023 City of Colonial Heights Annual Operating Budget



FY2022-2023 City Manager's Proposed Budget

**The City Manager recommends
the following Pay Adjustments
effective July 1, 2022.**

City Employees

5% Cost of Living Adjustment

- A 5% Cost of Living Adjustment effective July 1, 2022 for full-time employees who are not included in the *Public Safety Step Plan*.
- The General City Pay Plan Salary Ranges will be increased by 2%.

Additional Pay Adjustment for Maintenance Staff

For Public Works Maintenance staff (up to grade 14), Recreation and Parks Facilities/Groundskeeper positions, and Meter Reader Staff:

1. Following the 5% Cost of Living Adjustment, increase salary to proposed new minimum, if below, on updated pay plan.

Additional Pay Adjustment for Maintenance Staff continued...

2. Provide an additional base salary increase based on years of service for various positions:

➤ **2 years - \$200**

➤ **3 years - \$300**

➤ **4 years - \$400**

➤ **5 years - \$500**

➤ **7-9 years - \$750**

➤ **10-14 years - \$1,000**

➤ **15-19 years - \$1,500**

➤ **20+ years - \$2,000**

3. Provide for targeted additional increases in limited cases as approved by the City Manager

Public Safety Step Plan

- **A new Public Safety Plan is proposed for the Police and Fire personnel and Emergency Communications and Animal Control staff that are included in the updated Step Plan Salary Grade Structure.**
- ▶ **The Step Plan is structured with 21 steps; it provides the opportunity for staff to see an outline of future planned increases.**

Public Safety Step Plan continued...

The proposed Step plan implementation provides for the following, effective July 1, 2022:

- ▶ Employee salaries to be increased by a 2% cost of living increase.
- ▶ Pay plan starting salaries increased by 2% (or as otherwise provided for in the attached pay plan).
- ▶ Employee salaries are then added to the step plan by placing salaries at the next highest step in the plan.
- ▶ Employee salaries are then moved forward by on 2.5% step.

Cost Estimates

Estimated Salary/Benefits Costs for the above adjustments are as follows:

- City Employees 5% Cost of Living Adjustment: \$492,000
- Additional Pay Adjustments for Maintenance Staff: \$45,000
- Public Safety Step Plan: \$466,000

Estimated Total Salary/Benefit Cost: \$1,003,000

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9. Adjournment