

# **Colonial Heights**

# **City Council Regular Meeting**

## **June 14, 2022**

# **Colonial Heights City Council Meeting**

## **June 14, 2022**



- 1. Call to Order**
- 2. Roll Call**
- 3. Devotion – The Honorable Dr. Laura F. Poe**
- 4. Pledge of Allegiance**
- 5. Adoption of Agenda**
- 6. Declarations of Personal Interest**

# Colonial Heights City Council Meeting

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### 7. **Commendations And Presentations:**

#### **A. A PROCLAMATION**

*Designating June 15, 2022 as World Elder Abuse Awareness Day In The City Of Colonial Heights, Virginia*

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### **8. Reading of Manner Addressing Council**

**ANY MEMBER OF THE PUBLIC** addressing the Council shall approach the lectern, give his name and address in an audible tone of voice for the record, **AND ADDRESS THE COUNCIL AS A BODY RATHER THAN SPEAK TO ANY MEMBER.** Unless further time is granted by the Council, **ANY MEMBER OF THE PUBLIC** shall address the Council for a maximum of five (5) minutes, regardless of the number of issues he desires to discuss. **PROVIDED** however, that the main proponent of any application, petition, or plan that is the subject of a public hearing shall be allowed to address the Council initially for a maximum of ten (10) minutes and later in rebuttal for a maximum of three (3) minutes.

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### **9. Written Petitions and Communications By Members of the Public and Council Members**

***None***

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### **10. Advertised Public Hearings**

#### ***A. AN ORDINANCE NO 22-10***

*(First Reading) To adopt a revised General Pay Plan Class and Salary Range that increases by approximately 2% the range of each grade for full-time employees; changes the Public Works Technician position to Public Works Technician I and Public Works Technician II positions, along with the corresponding job description and class specifications for each position; revises the job description for the Youth Program Coordinator position; revises a title of one position to Senior Paralegal/Deputy City Clerk and includes the revised title on the job description; and adopts a Public Safety Step Plan.*

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### **10. Advertised Public Hearings**

#### ***B. AN ORDINANCE NO 22-11***

*(First Reading) Amending § 244-13 of Chapter 244, Solid Waste, of the Colonial Heights City Code by modifying the monthly charges for solid waste and collection and disposal and for the collection and recycling of recyclable material.*

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### **11. Hearing of Citizens Generally on Non-Agenda Items**

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## **12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda**

### **A. AN ORDINANCE NO 22-FIN-4**

*(Second Reading) Adopting the General Fund Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, and appropriating the estimated yearly revenues for the objects and purposes stated herein.*

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## **12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda**

### ***B. AN ORDINANCE NO 22-FIN-6***

*(Second Reading) Adopting the budgets for various funds for the fiscal year beginning July 1, 2022, and ending June 30, 2023, and appropriating the estimated revenues for the year for the principal purposes stated.*

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## **12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda**

### **C. AN ORDINANCE NO 22-8**

*(Second Reading) Providing for changes on the tax levy on certain personal property for the 2022 tax year; and providing for a tax levy on personal property for the 2023 tax year, for general municipal purposes.*

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## **12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda**

### ***D. AN ORDINANCE NO 22-9***

*(Second Reading) Providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.20 for the tax year commencing January 1, 2023, and ending December 31, 2023 for general municipal purposes.*

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### **12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda**

*E. April 12, 2022 Special Meeting Minutes*

*F. April 12, 2022 Regular Meeting Minutes*

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### **13. Introduction And Consideration Of Ordinances And Resolutions:**

#### **A. A *RESOLUTION NO 22-21***

*Approving the City Manager's Fiscal Year 2022-2023  
Proposed Annual Operating Budget*

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### **13. Introduction And Consideration Of Ordinances And Resolutions:**

#### **A. A *RESOLUTION NO 22-22***

*Approving the following: (1) salary adjustments for full-time Public Safety employees as provided for in the Public Safety Step Plan the City Manager recommends; (2) a 5% salary increase for all full-time employees who are not included in the Public Safety Step Plan; (3) compensation for any full-time employee who will not receive a full 5% salary increase due to being at the top of the employee's salary grade; and (4) additional salary adjustments the City Manager recommends for some full-time maintenance employees.*

# 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.
- Plan includes 2% movement between steps.

# Public Safety Step Plan continued...

**The proposed Step plan implementation provides for the following, effective July 1, 2022 (implemented with pay period beginning June 22):**

- ▶ Employee salaries are added to the step plan by placing salaries at the next highest step in the plan.
- ▶ Employee salaries are then moved forward two steps.

# Public Safety Step Plan continued...

- ▶ Employee salaries are adjusted in the step plan according to the summary implementation document.
- ▶ Career Development is converted to a flat dollar amount program (removed from salaries before step plan placement and then added back after step plan adjustments).
- ▶ The Implementation document lists various future implementation items, some of which will require a Code amendment.

# The City Manager recommends the following Pay Adjustments

## **City Employees**

### **5% Cost of Living Adjustment**

- A 5% salary increase for full-time employees who are not included in the *Public Safety Step Plan*.
- Effective June 22, 2022 (beginning of the pay period for the first pay day in July)
- Resolution address lump sum payment for employees at top of the salary scale

# Additional Pay Adjustment for Maintenance Staff

## **For Public Works, Recreation and Parks, and Meter Reader Staff up to grade 14:**

- Following the 5% Cost of Living Adjustment, increase salary to proposed new minimum, if below, on updated pay plan (or reclassified to a new position level).
- Provide additional base salary increases based on years of service as described in the summary implementation document.
- Provide additional targeted adjustments for certain employees as approved by the City Manager
- Resolution address lump sum payment for employees at top of the salary scale.

- City Manager will conduct further review with City Departments for potential additional case by case adjustments during the fiscal year, not to exceed \$75,000 in estimated salary costs.

# Cost Estimates

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

- City Employees 5% Cost of Living Adjustment (May 17, 2022 estimate): \$492,000
- Additional Pay Adjustments for Maintenance Staff: \$70,000
- Public Safety Step Plan: \$870,000

**Estimated Total Salary/Benefit Cost: \$1,432,000**

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### **14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda**

***None***

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### **15. Reports of Officers and Documents Related Thereto:**

#### ***A. City Manager***

##### *1. General Activity Report*

## Dates of Interest

<u>June 2022</u>	<u>July 2022</u>	<u>August 2022</u>
<u>June 21<sup>st</sup> (6:00 pm)</u> - City Council Special Meeting - Council Chambers	<u>July 5<sup>th</sup> (7:00 pm)</u> - Planning Commission Meeting - Council Chambers	<u>August 2<sup>nd</sup> (7:00 pm)</u> - Planning Commission Meeting - Council Chambers (Tentative)
	<u>July 12<sup>th</sup> (7:00 pm)</u> - City Council Regular Meeting- Council Chambers	<u>August 9<sup>th</sup> (7:00 pm)</u> - City Council Regular Meeting-Council Chambers
	<u>July 19<sup>th</sup> (6:00 pm)</u> - City Council Special Meeting - Council Chambers	<u>August 16<sup>th</sup> (6:00 pm)</u> - City Council Special Meeting - Council Chambers

## **CITY HOLIDAYS**

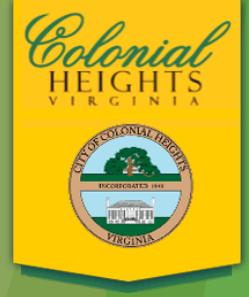
- **July –**
  - Monday, July 4<sup>th</sup> – (Government Offices Closed)
- **September –**
  - Monday, September 5<sup>th</sup> – (Government Offices Closed)

## **CITY ACTIVITIES/EVENTS**

- **4<sup>th</sup> of July Fireworks Show:** 9:15pm (Rain date July 5<sup>th</sup>)
- **Back to School Festival** (Tuesday, August 9<sup>th</sup> from 6-8pm) At the Colonial Heights Soccer Complex
- **Fort Clifton Festival** Rescheduled due to weather for September 24 & 25, 2022

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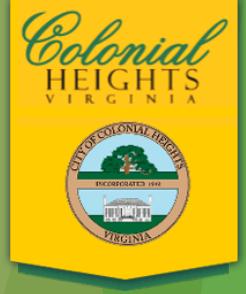


### 15. Reports of Officers and Documents Related Thereto cont.:

#### *B. City Attorney*

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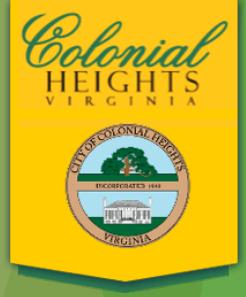


### 15. Reports of Officers and Documents Related Thereto cont.:

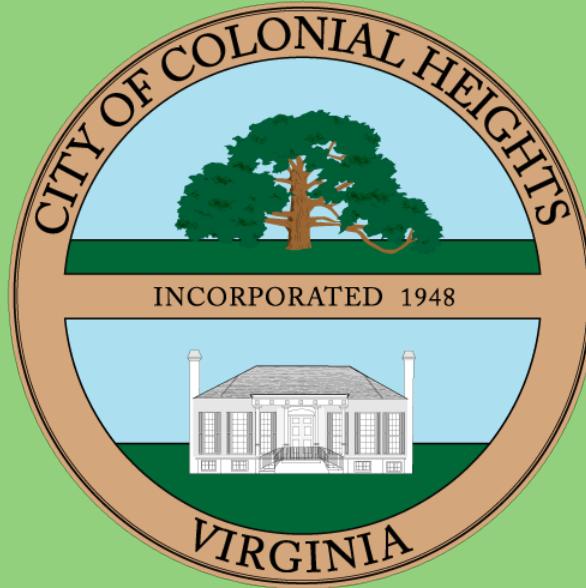
#### *C. Director Of Planning And Community Development*

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### 16. Adjournment



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