

INTRODUCED: February 12, 2024

AN ORDINANCE No. 2024-039

To amend the assigned range incorporated into section I of the Pay Plan for the classification title of Council Liaison for the purpose of changing the pay range for such classification.

Patrons – All Members of Council

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: FEB 26 2024 AT 6 P.M.

WHEREAS, the Council of the City of Richmond adopted a pay plan for the City of Richmond, hereinafter the “Pay Plan,” by Ordinance No. 2023-074, adopted May 8, 2023, and now desires to amend such pay plan;

NOW, THEREFORE,

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That, effective beginning with the pay period commencing on February 24, 2024, for the classification title of Council Liaison, the ten-page schedule entitled “Classifications and Assigned Ranges” and dated July 1, 2023, incorporated into the Pay Plan by section I of the Pay Plan, be and is hereby amended as follows:

AYES: 8 NOES: 0 ABSTAIN: _____

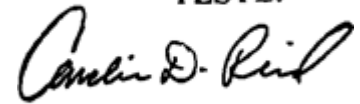
ADOPTED: FEB 26 2024 REJECTED: _____ STRICKEN: _____

<i>Classification</i>	<i>Plan</i>	<i>Range</i>	<i>Minimum</i>	<i>Midpoint</i>	<i>Maximum</i>	<i>C/E/U</i>
<i>Title</i>						
Council Liaison	G BB	[5] <u>7</u>	[47,161] <u>70,000</u>	[65,915] <u>90,000</u>	[84,669] <u>110,000</u>	U

§ 2. This ordinance shall be in force and effect as of February 24, 2024.

A TRUE COPY:

TESTE:



City Clerk



Richmond City Council

The Voice of the People

Richmond, Virginia

RECEIVED
By City Attorney at 8:17 am, Jan 29, 2024

Office of the Council Chief of Staff

Ordinance/Resolution Request

TO Laura Drewry, City Attorney

FROM LaTasha Holmes, Council Chief of Staff
Office of the Council Chief of Staff

COPY Kristen Nye, President, 4th District Councilmember
Tabrica Rentz, Deputy City Attorney

DATE January 26, 2024

PAGE/s 1 of 3

TITLE Ordinance to amend Ord. No. 2023-074, the schedule of classifications and assigned ranges incorporated into Section I of the Pay Plan concerning certain positions in the Council Office for the purpose to increase the assigned pay ranges for the Classification of Council Liaison

This is a request for the drafting of an **Ordinance** ☒ **Resolution** ☐

REQUESTING COUNCILMEMBER/PATRON

President Kristen Nye and all
members of Council

SUGGESTED STANDING COMMITTEE

Finance and Economic Development

ORDINANCE/RESOLUTION SUMMARY

To amend the schedule of classifications and assigned ranges incorporated in Section 1 of the Pay Plan to amend the Pay Ordinance to Increase the Pay Range for the Council Liaison position

PURPOSE

This Ordinance request is to amend Ord. No. 2023-074, the schedule of classifications and assigned ranges of the Pay Plan for the Council Liaison position.

The request is to amend the general pay range in the unclassified service to \$70,000 to \$110,000. The request for amendment is to exclude the current classification in the Pay Ordinance in the unclassified service and amend the classification to include a new band to correspond with the salary range.

	<u>Position</u>	<u>Band</u>	<u>Range</u>
Current	Council Liaison	5	\$47,161 - \$84,669
Amend	Council Liaison	* TBD	\$70,000 - \$110,000

The Band for the Council Liaison position is to be determined by the Department of Human Resources (HR). As a result of this legislation, it is requested that HR assigns* the Band for the Council Liaison position to correspond with the General Range salary that approximates \$70,000 - \$110,000.

Council has approved the increased salaries of Council Liaisons including approval for any salary above a ten percent increase that requires the approval of Council.

At the behest of Richmond City Council and in concert with the findings of an independent market and compensation analysis, the purpose of this Ordinance is to propose changes to revise and update the City Council Liaison Classification specification.

The Market and Compensation analysis recommends revising and updating the City Council Liaison classification specification. These steps are needed to support this effort:

- **Revise & Update Classification.** Revise and update the City Council Liaison Classification specification with the attached job specifications which are submitted for review and finalization.
- **Extend Compensation Range.** Create a comparable compensation range designed for salary growth in the Liaison role: Extend salary range to \$70,000 - \$110,000.

Adoption of this Ordinance will result in an increase of all salaries of the Council Liaisons to remedy salary compression and reestablish an equalized baseline for salaries.

Upon adoption of this Ordinance, the salary increases will be processed to take effect in March 2024.

REQUESTED INTRODUCTION DATE

It is requested that this legislation is introduced February 12, 2024.

FISCAL IMPACT STATEMENT

Fiscal Impact	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Budget Amendment Required	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Estimated Cost or Revenue Impact	\$ 31,331 will increase salary and fringes.
The increase in salary costs are not included in the FY24 budget. The approximate costs of \$31,331 reflect the salary and fringes for the March – June 30, 2024 pay periods for the Council Liaison positions. FY24 Budget projections reflect savings that are expected to cover this expense.	
Attachment/s	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Council Liaison Job Description