

A G E N D A
JAMES CITY COUNTY BOARD OF DIRECTORS
SPECIAL MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
November 22, 2022
1:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. BOARD DISCUSSIONS

1. Authorization for One-Time Bonus Payment and Leave Payout

D. CLOSED SESSION

E. ADJOURNMENT

1. Adjourn until 5 pm on December 13, 2022 for the Regular Meeting

ITEM SUMMARY

DATE: 11/22/2022

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Authorization for One-Time Bonus Payment and Leave Payout

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	11/16/2022 - 4:03 PM

MEMORANDUM

DATE: November 22, 2022

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Authorization for One-Time Bonus and Leave Payout and Budget Amendment

During this time of unprecedented position vacancies and competitive recruitment and retention environment, staff has maintained a high level of service while managing the workload. James City Service Authority would like to recognize the efforts of our workforce at the end of calendar year 2022.

I am recommending that all full-time staff hired before July 1, 2022 be eligible for a one-time bonus payment of \$1,000. The effective date would be December 14, 2022.

In addition, to reduce staff losing accrued leave at the end of the fiscal year that exceeds the maximum carryover, I am requesting authorization to offer staff a leave payout option with a maximum payout of \$3,000. The effective date would be December 28, 2022. I should note that the General Manager would be eligible for both the bonus and leave payout.

The estimated cost of the one-time bonus payment is \$93,656 and the estimate of the leave payout is \$103,933 for a total of \$197,589. The actual leave payout could be less based on the number of employees who elect it.

The attached resolution authorizes the payouts and amends JCSA's Fiscal Year 2023 Water Fund and Sewer Fund budgets. The budget amendment consists of an appropriation from Unrestricted Net Position to the applicable portions of the Authority's Fiscal Year 2023 Water Fund and Sewer Fund budgets.

Staff recommends adoption of the attached resolution.

MDP/ap
JCSABonusPyLvPyout1x-mem

Attachment

RESOLUTION

AUTHORIZATION FOR ONE-TIME BONUS AND LEAVE PAYOUT

AND BUDGET AMENDMENT

WHEREAS, James City Service Authority wants to recognize staff for their work over the past year and provide an opportunity for staff to avoid losing earned leave; and

WHEREAS, staff recommends a one-time bonus payment of \$1,000 for full-time staff and a one-time leave payout of vacation or paid time off with individual payouts capped at \$3,000; and

WHEREAS, the estimated cost for the bonus and leave payout is \$93,656 and \$103,933 respectively for a total of \$197,589 and James City Service Authority’s Fiscal Year 2023 Water Fund and Sewer Fund budgets require amendment to accommodate the total payout.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby approves a one-time bonus payment of \$1,000 effective December 14, 2022 and a one-time leave payout capped at \$3,000 effective December 28, 2022 and authorizes the use of Unrestricted Net Position for this purpose to be appropriated to the applicable portions of the Authority’s Fiscal Year 2023 Water Fund and Sewer Fund budgets for a total of \$197,589.

Ruth M. Larson
Chairman, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

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SADLER
LARSON

VOTES			
<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 22nd day of November, 2022.

ITEM SUMMARY

DATE: 11/22/2022
TO: The Board of Directors
FROM: Teresa J. Saeed, Deputy Secretary
SUBJECT: Adjourn until 5 pm on December 13, 2022 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	11/15/2022 - 4:01 PM