

A G E N D A
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
March 28, 2023
1:00 PM
Continuation of March 14, 2023 Regular Meeting

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PRESENTATIONS**
- D. PUBLIC COMMENT**
- E. CONSENT CALENDAR**
- F. PUBLIC HEARING(S)**
- G. BOARD CONSIDERATION(S)**
 - 1. Authorization of \$1,500 General Wage Increase and Budget Amendment
- H. BOARD REQUESTS AND DIRECTIVES**
- I. GENERAL MANAGER'S UPDATE**
- J. ADJOURNMENT**
 - 1. Adjourn until 5 pm on April 11, 2023 for the Regular Meeting

ITEM SUMMARY

DATE: 3/28/2023

TO: The Board of Directors

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

SUBJECT: Authorization of \$1,500 General Wage Increase and Budget Amendment

James City Service Authority (JCSA) has recognized the need to provide a \$1,500 General Wage Increase to maintain the market competitiveness of the Authority’s compensation plan and to recognize staff for their efforts over the past year while being fiscally prudent.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	3/16/2023 - 4:01 PM
Publication Management	Daniel, Martha	Approved	3/16/2023 - 4:03 PM
Legal Review	Kinsman, Adam	Approved	3/17/2023 - 12:21 PM
Board Secretary	Saeed, Teresa	Approved	3/17/2023 - 4:13 PM
Board Secretary	Rinehimer, Bradley	Approved	3/20/2023 - 8:31 AM
Board Secretary	Saeed, Teresa	Approved	3/20/2023 - 10:03 AM

MEMORANDUM

DATE: March 28, 2023
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Authorization of \$1,500 General Wage Increase and Budget Amendment

Employee recruitment and retention is an ongoing challenge in the current environment of high inflation and an extremely competitive job market.

James City Service Authority (JCSA) has recognized the need to provide a \$1,500 General Wage Increase to maintain the market competitiveness of the Authority's compensation plan and to recognize staff for their efforts over the past year while being fiscally prudent. The effective date would be April 1, 2023, and all full-time and part-time regular and limited-term staff of JCSA, including the General Manager, would be eligible. In addition, all salary ranges will increase \$1,500 including any employee affected by this change.

The estimated cost from April 1 and through June 30, 2023, is \$43,000. The attached resolution authorizes the increase and amends JCSA's Fiscal Year (FY) 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 FY 2023 Water Fund and Sewer Fund budgets.

Staff recommends adoption of the attached resolution.

MDP/ap
JCSAWageIncBgtAmd-mem

Attachment

RESOLUTION

AUTHORIZATION OF \$1,500 GENERAL WAGE INCREASE AND BUDGET AMENDMENT

WHEREAS, James City Service Authority (JCSA) desires to maintain the market competitiveness of the Authority’s compensation plan and to recognize staff for their efforts over the past year; and

WHEREAS, staff recommends a \$1,500 General Wage Increase for all full-time and part-time regular and limited-term Authority positions, including the General Manager, effective April 1, 2023; and

WHEREAS, staff recommends moving all salary ranges and affected employees by the same \$1,500 effective April 1, 2023; and

WHEREAS, the estimated cost from April 1, 2023 and through June 30, 2023 is \$43,000 and JCSA’s Fiscal Year (FY) 2023 Water Fund and Sewer Fund budgets require amendment to accommodate the increase.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby approves a \$1,500 General Wage Increase for all full-time and part-time regular and limited-term positions and pay ranges effective April 1, 2023, and authorizes the use of Unrestricted Net Position for this purpose to be appropriated to the applicable portions of the Authority’s FY 2023 Water Fund and Sewer Fund budgets for a total of \$43,000.

P. Sue Sadler
Chairman, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

	VOTES			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
HIPPLE	_____	_____	_____	_____
ICENHOUR	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____
LARSON	_____	_____	_____	_____
SADLER	_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 28th day of March, 2023.

ITEM SUMMARY

DATE: 3/28/2023
TO: The Board of Directors
FROM: Teresa Saeed, Deputy Clerk
SUBJECT: Adjourn until 5 pm on April 11, 2023 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	3/21/2023 - 11:29 AM