

PUBLIC HEARING TO CONSIDER AN ORDINANCE TO ADD § 2-264 TO “THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA,” 2005, AS AMENDED, TO AUTHORIZE EMPLOYEE BONUSES UNDER CERTAIN CONDITIONS

During the FY2018 Prince George County Board of Supervisor’s budget work sessions, there was interest expressed in providing employees a bonus during FY2018. Unlike the 2011 Budget cycle, there was no specific mention of providing employees a bonus in this year’s adopted budget document.

The State Code requires that bonuses be authorized by ordinance and in the past that requirement was thought to be complied with through the public hearing process and the adoption of a budget and appropriation that included a bonus. The Board needs to adopt the attached proposed ordinance to simplify future Board decisions relating to bonuses and to provide greater flexibility in the timing of any future Board decisions.

Possible funding sources are 1) use of available FY2018 contingency; or 2) an appropriation of fund balance. **Currently, staff recommends** that the bonus, if approved, be funded through an appropriation of fund balance. This will leave contingency available in FY2018 to cover any unforeseen events throughout the year.

Attached is a cost sheet that provides the financial impact of providing bonuses at various dollar amounts (between \$500 and \$2,000, in \$250 increments) for board discussion and consideration. A recent history of pay increases provided to county employees is also attached.

COUNTY OF PRINCE GEORGE
COST OF EMPLOYEE BONUS

EMPLOYEE COUNTS					
	GENERAL	ECON DEV	COMM CORR	UTILITIES	
FUND	0100	0215	0217	0600	TOTAL
Full-Time	217	3	12	14	246
Part-Time Regular	5				5
Part-Time Salaried	7				7
Excludes:					
Part-Time Temporary	77			3	80

Bonus Costs; \$500 Full-Time; \$250 Part-Time

Category	General Fund	Econ Dev	Comm Corr	Utilities	Total
Full Time	\$ 108,500	\$ 1,500	\$ 6,000	\$ 7,000	\$ 123,000
Part-Time*	\$ 3,000				\$ 3,000
FICA - 7.65%	\$ 8,530	\$ 115	\$ 459	\$ 536	\$ 9,639
TOTAL	\$ 120,030	\$ 1,615	\$ 6,459	\$ 7,536	\$ 135,639
PT TEMP - ADD	\$ 20,723			\$ 807	

Bonus Costs; \$750 Full-Time; \$375 Part-Time

Category	General Fund	Econ Dev	Comm Corr	Utilities	Total
Full Time	\$ 162,750	\$ 2,250	\$ 9,000	\$ 10,500	\$ 184,500
Part-Time*	\$ 4,500				\$ 4,500
FICA - 7.65%	\$ 12,795	\$ 172	\$ 689	\$ 803	\$ 14,459
TOTAL	\$ 180,045	\$ 2,422	\$ 9,689	\$ 11,303	\$ 203,459
PT TEMP - ADD	\$ 31,084			\$ 1,211	

Bonus Costs; \$1,000 Full-Time; \$500 Part-Time

Category	General Fund	Econ Dev	Comm Corr	Utilities	Total
Full Time	\$ 217,000	\$ 3,000	\$ 12,000	\$ 14,000	\$ 246,000
Part-Time*	\$ 6,000				\$ 6,000
FICA - 7.65%	\$ 17,060	\$ 230	\$ 918	\$ 1,071	\$ 19,278
TOTAL	\$ 240,060	\$ 3,230	\$ 12,918	\$ 15,071	\$ 271,278
PT TEMP - ADD	\$ 41,445			\$ 1,615	

COUNTY OF PRINCE GEORGE
COST OF EMPLOYEE BONUS

Bonus Costs; \$1,250 Full-Time; \$625 Part-Time

Category	General Fund	Econ Dev	Comm Corr	Utilities	Total
Full Time	\$ 271,250	\$ 3,750	\$ 15,000	\$ 17,500	\$ 307,500
Part-Time*	\$ 7,500				\$ 7,500
FICA - 7.65%	\$ 21,324	\$ 287	\$ 1,148	\$ 1,339	\$ 24,098
TOTAL	\$ 300,074	\$ 4,037	\$ 16,148	\$ 18,839	\$ 339,098
PT TEMP - ADD	\$ 51,807			\$ 2,018	

Bonus Costs; \$1,500 Full-Time; \$750 Part-Time

Category	General Fund	Econ Dev	Comm Corr	Utilities	Total
Full Time	\$ 325,500	\$ 4,500	\$ 18,000	\$ 21,000	\$ 369,000
Part-Time*	\$ 9,000				\$ 9,000
FICA - 7.65%	\$ 25,589	\$ 344	\$ 1,377	\$ 1,607	\$ 28,917
TOTAL	\$ 360,089	\$ 4,844	\$ 19,377	\$ 22,607	\$ 406,917
PT TEMP - ADD	\$ 62,168			\$ 2,422	

Bonus Costs; \$1,750 Full-Time; \$875 Part-Time

Category	General Fund	Econ Dev	Comm Corr	Utilities	Total
Full Time	\$ 379,750	\$ 5,250	\$ 21,000	\$ 24,500	\$ 430,500
Part-Time*	\$ 10,500				\$ 10,500
FICA - 7.65%	\$ 29,854	\$ 402	\$ 1,607	\$ 1,874	\$ 33,737
TOTAL	\$ 420,104	\$ 5,652	\$ 22,607	\$ 26,374	\$ 474,737
PT TEMP - ADD	\$ 72,529			\$ 2,826	

Bonus Costs; \$2,000 Full-Time; \$1,000 Part-Time

Category	General Fund	Econ Dev	Comm Corr	Utilities	Total
Full Time	\$ 434,000	\$ 6,000	\$ 24,000	\$ 28,000	\$ 492,000
Part-Time*	\$ 12,000				\$ 12,000
FICA - 7.65%	\$ 34,119	\$ 459	\$ 1,836	\$ 2,142	\$ 38,556
TOTAL	\$ 480,119	\$ 6,459	\$ 25,836	\$ 30,142	\$ 542,556
PT TEMP - ADD	\$ 82,891			\$ 3,230	

*PT REGULAR & SALARIED ONLY

Prince George County
Pay Increase History

Pay Increases From 2011 through 2017

Date	Action Taken
11/30/2011	\$1,000 Bonus for all full-time staff
07/01/2012	1.5% VRS contribution
07/01/2013	6.2% to include 4.2% VRS contribution
07/01/2015	\$0.00 - \$50,000 received \$1,000 \$50,001 - \$100,000 received 2% \$100,001 and up received \$2,000
07/01/2016	2.0% Pay Increase

ORDINANCE TO AMEND "THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA," 2005, AS AMENDED BY ADDING § 2-264 TO AUTHORIZE EMPLOYEE BONUSES UNDER CERTAIN CONDITIONS.

BE IT ORDAINED by the Board of Supervisors of Prince George County:

(1) *That the Code of the County of Prince George, Virginia, 2005, as amended, is amended by adding § 2-264 as follows:*

Sec. 2-264 Authorization for employee bonuses.

The Board of Supervisors may authorize the payment of monetary bonuses as part of the annual budget appropriation or to individual employees for exceptional service under such criteria and restrictions as deemed appropriate by the Board of Supervisors.

(2) *That this ordinance shall be effective immediately upon adoption.*

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 12th day of September, 2017:

<u>Present:</u>	<u>Vote:</u>
William A. Robertson, Jr., Chairman	
Donald R. Hunter, Vice-Chairman	
Alan R. Carmichael	
Hugh G. Mumford	
T. J. Webb	

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On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; APPROVAL OF PROVIDING AN EMPLOYEE BONUS ON _____ **<INSERT BONUS PAYMENT DATE>** AND RELATED APPROPRIATION (\$303,441 FUND BALANCE – EMPLOYEE BONUS; \$272,491 GENERAL FUND PORTION)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of September, 2017, does hereby authorize payment of a bonus to *eligible* employees on _____ **<insert bonus payment date>** as follows:

Eligible Employees are defined as:

Active Full-Time employees hired on or before July 1, 2017 shall receive a bonus of \$1,250;

Active Part-Time Salaried and Part-Time Regular employees hired on or before July 1, 2017 shall receive a bonus of \$625. This shall exclude Electoral Board Members who are classified in the payroll system as Part-Time Salaried employees.

BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of September, 2017, does hereby authorize the following increase of funds within the 2017-2018 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Expenditure:</u>	
0100- MULTIPLE ACCOUNTS* General Fund Wages & FICA	\$272,491.00
0215- MULTIPLE ACCOUNTS* Econ Dev Fund Wages & FICA	4,037.00
0217- MULTIPLE ACCOUNTS* Comm Corr Fund Wages & FICA	12,111.00
0600- MULTIPLE ACCOUNTS* <u>Utility Fund Wages & FICA</u>	<u>14,802.00</u>
TOTAL	\$303,441.00

*See Account Details on attachment

Revenue:

0100-40-900-8208-399999	General Fund; Fund Balance	\$272,491.00
0215-90-901-8207-399999	Econ Dev Fund Balance	4,037.00
0217-90-901-8207-399999	Comm Corr Fund Balance	12,111.00
0600-40-900-8208-399999	<u>Utility Fund Balance</u>	<u>14,802.00</u>
	TOTAL	\$303,441.00

A Copy Teste:

Percy C. Ashcraft
County Administrator

COUNTY OF PRINCE GEORGE APPROPRIATION ACCOUNT DETAILS - EMPLOYEE BONUS

EXPENDITURES:

Account	Description	APPROPRIATION TOTAL
0100-01-002-0101-00000-000-000-000-41100 -	CO ADMIN SAL & WAGE	2,500.00
0100-01-002-0102-00000-000-000-000-41100 -	CO ATTY SAL & WAGE	2,500.00
0100-01-002-0103-00000-000-000-000-41100 -	HR SAL & WAGE	3,750.00
0100-01-002-0200-00000-000-000-000-41100 -	COMM OF REV SAL & WAGE	7,500.00
0100-01-002-0201-00000-000-000-000-41100 -	TREASURER SAL & WAGE	6,250.00
0100-01-002-0401-00000-000-000-000-41100 -	ASSESSOR SAL & WAGE	3,750.00
0100-01-002-0402-00000-000-000-000-41100 -	FINANCE SAL & WAGE	7,500.00
0100-01-002-0403-00000-000-000-000-41100 -	IT SAL & WAGE	7,500.00
0100-01-002-0502-00000-000-000-000-41100 -	GARAGE SAL & WAGE	3,750.00
0100-01-003-0901-00000-000-000-000-41100 -	REGISTRAR SAL & WAGE	2,500.00
0100-02-010-0202-00000-000-000-000-41100 -	CLRK OF CRT SAL & WAGE	6,250.00
0100-02-010-0203-00000-000-000-000-41100 -	SHERIFF SAL & WAGE	12,500.00
0100-02-010-0902-00000-000-000-000-41100 -	CIRCUIT COURT SAL & WAGE	1,250.00
0100-02-010-0906-00000-000-000-000-41100 -	VICTIM WITNESS SAL & WAGE	1,250.00
0100-02-020-0204-00000-000-000-000-41100 -	COMM ATTY SAL & WAGE	7,500.00
0100-03-100-0601-00000-000-000-000-41100 -	POLICE DEPT SAL & WAGE	70,000.00
0100-03-100-0603-00000-000-000-000-41100 -	ECC SAL & WAGE	17,500.00
0100-03-200-0610-00000-000-000-000-41100 -	FIRE EMS SAL & WAGE	22,500.00
0100-03-300-0909-00000-000-000-000-41100 -	VJCCCA SAL & WAGE	1,250.00
0100-03-400-0300-00000-000-000-000-41100 -	CDCC SAL & WAGE	7,500.00
0100-03-500-0611-00000-000-000-000-41100 -	ANML CTRL SAL & WAGE	7,500.00
0100-04-103-0504-00000-000-000-000-41100 -	GEN PROPRTS SAL & WAGE	8,750.00
0100-05-113-0701-00000-000-000-000-41100 -	SS ADMIN SAL & WAGE	28,750.00
0100-07-211-0505-00000-000-000-000-41100 -	PARKS REC SAL & WAGE	8,750.00
0215-08-301-2151-00000-000-000-000-41100 -	ECON DEV SAL & WAGE	3,750.00
0217-03-300-2178-00000-000-000-000-41100 -	LOCAL COMM CORR SAL & WAGE	11,250.00
0600-04-104-7001-00000-000-000-000-41100 -	UTIL PAYROLL SAL & WAGE	13,750.00
0100-05-113-0701-00000-000-000-000-41300 -	SOCIAL SERVICES PT WAGES	625.00
0100-02-020-0204-00000-000-000-000-41300 -	COMM ATTY PT WAGES	625.00
0100-01-003-0901-00000-000-000-000-41300 -	REGISTRAR PT WAGES	625.00
0100-03-500-0612-00000-000-000-000-41300 -	EMERGENCY MANAGEMENT PT WAGES	625.00
0100-01-002-0201-00000-000-000-000-41300 -	TREASURER PT WAGES	625.00
0100-02-010-0203-00000-000-000-000-41300 -	SHERIFF PT WAGES	625.00
0100-03-400-0300-00000-000-000-000-41300 -	CDCC PT WAGES	625.00
0100-01-002-0101-00000-000-000-000-42100 -	CO ADMIN FICA	191.00
0100-01-002-0102-00000-000-000-000-42100 -	CO ATTY FICA	191.00
0100-01-002-0103-00000-000-000-000-42100 -	HR FICA	287.00
0100-01-002-0200-00000-000-000-000-42100 -	COMM OF REV FICA	574.00
0100-01-002-0201-00000-000-000-000-42100 -	TREASURER FICA	526.00
0100-01-002-0401-00000-000-000-000-42100 -	ASSESSOR FICA	287.00
0100-01-002-0402-00000-000-000-000-42100 -	FINANCE FICA	574.00
0100-01-002-0403-00000-000-000-000-42100 -	IT FICA	574.00
0100-01-002-0502-00000-000-000-000-42100 -	GARAGE FICA	287.00
0100-01-003-0901-00000-000-000-000-42100 -	REGISTRAR FICA	239.00
0100-02-010-0202-00000-000-000-000-42100 -	CLRK OF CRT FICA	478.00
0100-02-010-0203-00000-000-000-000-42100 -	SHERIFF FICA	1,004.00
0100-02-010-0902-00000-000-000-000-42100 -	CIRCUIT COURT FICA	96.00
0100-02-010-0906-00000-000-000-000-42100 -	VICTIM WITNESS FICA	96.00
0100-02-020-0204-00000-000-000-000-42100 -	COMM ATTY FICA	622.00
0100-03-100-0601-00000-000-000-000-42100 -	POLICE DEPT FICA	5,355.00
0100-03-100-0603-00000-000-000-000-42100 -	ECC FICA	1,339.00

COUNTY OF PRINCE GEORGE APPROPRIATION ACCOUNT DETAILS - EMPLOYEE BONUS

Account	Description	APPROPRIATION TOTAL
0100-03-200-0610-00000-000-000-000-42100 -	FIRE EMS FICA	1,721.00
0100-03-200-0612-00000-000-000-000-42100 -	EMERGENCY MANAGEMENT FICA	48.00
0100-03-300-0909-00000-000-000-000-42100 -	VJCCCA FICA	96.00
0100-03-400-0300-00000-000-000-000-42100 -	CDCC FICA	622.00
0100-03-500-0611-00000-000-000-000-42100 -	ANML CTRL FICA	574.00
0100-04-103-0504-00000-000-000-000-42100 -	GEN PROPRTS FICA	669.00
0100-05-113-0701-00000-000-000-000-42100 -	SOCIAL SERVICES ADMIN FICA	2,247.00
0100-07-211-0505-00000-000-000-000-42100 -	PARKS REC FICA	669.00
0215-08-301-2151-00000-000-000-000-42100 -	ECON DEV FICA	287.00
0217-03-300-2178-00000-000-000-000-42100 -	LOCAL COMM CORR FICA	861.00
0600-04-104-7001-00000-000-000-000-42100 -	UTIL PAYROLL FICA	1,052.00
	TOTAL EXPENDITURES	303,441.00
REVENUES:		
0100-40-900-8208-00000-000-000-000-399999	GENERAL FUND FUND BALANCE	272,491.00
0215-90-901-8207-00000-000-000-000-399999	ECONOMIC DEVELOPMENT FUND BALANCE	4,037.00
0217-90-901-8207-00000-000-000-000-399999	COMM CORRECTIONS FUND BALANCE	12,111.00
0600-40-900-8208-00000-000-000-000-399999	UTILITY FUND BALANCE	14,802.00
	TOTAL REVENUES	303,441.00

**COUNTY OF PRINCE GEORGE
BONUS SUMMARY \$1,250 FULL-TIME; \$625 PART-TIME REGULAR AND PART-TIME SALARIED**

INELIGIBLE EMPLOYEES & VACANCIES

ELIGIBLE EMPLOYEES

DEPT Description	FT BONUS		PT BONUS		BONUS TOTAL	TOTAL WITH FICA		PTR & PTS #	VACANT FT #	INELIG FT #	INELIG ELECT BD #
	AMOUNT	AMOUNT	AMOUNT	AMOUNT		FICA	FICA				
0101 COUNTY ADMINISTRATION	2,500.00	-	2,500.00	191.00	2,500.00	191.00	2,691.00	2			
0102 COUNTY ATTORNEY	1,250.00	1,250.00	2,500.00	191.00	2,500.00	191.00	2,691.00	1			
0103 HUMAN RESOURCES	3,750.00	-	3,750.00	287.00	3,750.00	287.00	4,037.00	3			
0200 COMMISSIONER OF REVENUE	7,500.00	-	7,500.00	574.00	7,500.00	574.00	8,074.00	6			
0201 TREASURER	6,250.00	625.00	6,875.00	526.00	6,875.00	526.00	7,401.00	5	1		
0401 ASSESSOR	3,750.00	-	3,750.00	287.00	3,750.00	287.00	4,037.00	3	2		
0402 FINANCE	7,500.00	-	7,500.00	574.00	7,500.00	574.00	8,074.00	6	1		
0403 INFORMATION TECHNOLOGY	7,500.00	-	7,500.00	574.00	7,500.00	574.00	8,074.00	6			
0502 GARAGE	3,750.00	-	3,750.00	287.00	3,750.00	287.00	4,037.00	3		1	
0901 REGISTRAR	2,500.00	625.00	3,125.00	239.00	3,125.00	239.00	3,364.00	2			3
0202 CLERK OF CIRCUIT COURT	6,250.00	-	6,250.00	478.00	6,250.00	478.00	6,728.00	5	1		
0203 SHERIFF	12,500.00	625.00	13,125.00	1,004.00	13,125.00	1,004.00	14,129.00	10			
0902 CIRCUIT COURT	1,250.00	-	1,250.00	96.00	1,250.00	96.00	1,346.00	1			
0906 VICTIM WITNESS	1,250.00	-	1,250.00	96.00	1,250.00	96.00	1,346.00	1			
0204 COMMONWEALTH'S ATTORNEY	7,500.00	625.00	8,125.00	622.00	8,125.00	622.00	8,747.00	6			
0601 POLICE DEPARTMENT	70,000.00	-	70,000.00	5,355.00	70,000.00	5,355.00	75,355.00	56	4		
0603 EMERGENCY COMMUNICATIONS CENTER	17,500.00	-	17,500.00	1,339.00	17,500.00	1,339.00	18,839.00	14	2		
0610 FIRE/EMS	22,500.00	-	22,500.00	1,721.00	22,500.00	1,721.00	24,221.00	18	1		
0612 EMERGENCY MANAGEMENT	-	625.00	625.00	48.00	625.00	48.00	673.00	0			
0909 WCCCA	1,250.00	-	1,250.00	96.00	1,250.00	96.00	1,346.00	1			
0300 CDCC	7,500.00	625.00	8,125.00	622.00	8,125.00	622.00	8,747.00	6	4	2	
0611 ANIMAL CONTROL	7,500.00	-	7,500.00	574.00	7,500.00	574.00	8,074.00	6			
0504 GENERAL PROPERTIES	8,750.00	-	8,750.00	669.00	8,750.00	669.00	9,419.00	7			
0701 SOCIAL SERVICES	28,750.00	625.00	29,375.00	2,247.00	29,375.00	2,247.00	31,622.00	23		1	
0505 PARKS & RECREATION	8,750.00	-	8,750.00	669.00	8,750.00	669.00	9,419.00	7			
2151 ECONOMIC DEVELOPMENT	3,750.00	-	3,750.00	287.00	3,750.00	287.00	4,037.00	3			
2178 COMMUNITY CORRECTIONS	11,250.00	-	11,250.00	861.00	11,250.00	861.00	12,111.00	9	3		
7001 UTIL PAYROLL SAL & WAGE	13,750.00	-	13,750.00	1,052.00	13,750.00	1,052.00	14,802.00	11	2	1	
GRAND TOTAL NET OF FICA TAX	276,250.00	5,625.00	281,875.00	21,566.00	281,875.00	21,566.00	303,441.00	221	20	6	3

BY FUND:	APPROP AMT	198	9
FUND 0100 - GENERAL FUND NET OF FICA	272,491.00	198	9
FUND 0215 - ECON DEV FUND NET OF FICA	4,037.00	3	0
FUND 0217 - COMM CORRECT FUND NET OF FICA	12,111.00	9	0
FUND 0600 - UTILITY FUND NET OF FICA	14,802.00	11	0
GRAND TOTALS	303,441.00	221	9

STAFF TYPE	BONUS AMT
FULL-TIME	1,250.00
PART-TIME REGULAR	625.00
PART-TIME SALARIED	625.00
PART-TIME TEMPORARY	

**COUNTS INCLUDE ACTIVE EMPLOYEES WHO WERE HIRED ON OR BEFORE 7/1/2017
EXCLUDES VACANCIES AND EMPLOYEES HIRED 7/2/2017 OR LATER
EXCLUDES EMPLOYEES WHO HAVE EXPRESSED INTENT TO RESIGN
BY 9/12/2017**

**NOTICE OF PUBLIC HEARING
COUNTY OF PRINCE GEORGE**

Notice is hereby given to all interested persons that the Prince George County Board of Supervisors will hold a public hearing on Tuesday, September 12, 2017, beginning at 7:30 p.m. in the Board of Supervisors Meeting Room, Third Floor of the County Administration Building, 6602 Courts Drive, Prince George, Virginia, (located at the intersection of Laurel Springs Road and Courts Drive in the County Government Complex) pursuant to Section 15.2-1415, Code of Virginia of 1950, concerning the following request:

Adoption of an Ordinance to amend “The Code of the County of Prince George, Virginia,” by amending and re-enacting §§ 78-96 through 78-100, to add an exemption from payment of a vehicle license fee for certain former County volunteers and to change references from “Registration Fee” to “License Fee.”

Adoption of an Ordinance to amend “The Code Of The County Of Prince George, Virginia,” 2005, as amended by adding § 2-264 to authorize employee bonuses under certain conditions.

A copy of the proposed amendment is available for review in the Office of the County Administrator/Clerk to the Board of Supervisors, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia, Monday through Friday from 8:30 a.m. until 5:00 p.m.; Tel. 722-8600. All interested persons shall be given an opportunity to be heard.

Percy C. Ashcraft
County Administrator