

AGENDA: October 21, 2020, Regular Session

ITEM: Ordinance – An ordinance authorizing the City Manager to provide hazardous pay bonuses to City employees for work performed during the COVID-19 Pandemic

Since March 2020, the Commonwealth of Virginia and City of Suffolk have been under a state and local emergency due to the coronavirus (COVID-19) pandemic. City employees have continued to perform their job duties and functions during the pandemic including many who have operated in a front-line capacity which has increased their exposure risk to the coronavirus. In an effort to compensate employees for their hard work and dedication to serving the citizens of Suffolk during the pandemic, it is recommended that the City Council adopt an ordinance authorizing the City Manager to provide hazardous pay bonuses as follows:

- \$2,000 for full-time employees that qualify as Essential Hazard Duty Employees
- \$1,000 for part-time employees that qualify as Essential Hazard Duty Employees
- \$500 for all other employees (Full-Time)
- \$250 for all other employees (Part-Time)

Employees hired on or before September 30, 2020, will be eligible for a hazardous pay bonus.

Essential Hazard Duty Employee Definition

Employees who:

- Perform essential functions for the City. Essential functions are those functions deemed necessary to meet the basic needs of the City of Suffolk citizens.
- The function of which cannot be performed in a virtual or remote setting (teleworking).
- The function(s) must be performed face to face.
- The performance of such work increases the risk of contracting the virus through daily/frequent and direct contact with the general public or multiple in person contacts with a variety of staff in various locations.

What the definition does not include:

- Employees whose job responsibilities can be accomplished virtually or remotely (telework).
- Employees who can isolate themselves from other employees or the public due to the nature of their workspace, or their assigned tasks.
- Employees who were on administrative leave or emergency family and medical leave/EPFL between the periods of March 13, 2020 and October 30, 2020.
- Employees that were furloughed.

The estimated cost of the hazardous pay bonuses is \$2,441,771 and will require transfers totaling \$683,308 from the General Fund to the City's enterprise, special revenue, and internal service funds to provide the hazardous pay bonuses to City employees that are paid out of these separate cost centers.

RECOMMENDATION:

Adopt the attached ordinance

ATTACHMENT:

Ordinance

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO PROVIDE HAZARDOUS PAY BONUSES TO CITY EMPLOYEES FOR WORK PERFORMED DURING THE COVID-19 PANDEMIC

WHEREAS, Governor Ralph S. Northam issued Executive Order Number Fifty-One (2020) on March 12, 2020, declaring a state of emergency for the Commonwealth of Virginia arising from the coronavirus (COVID-19) pandemic; and,

WHEREAS, the City of Suffolk has been operating under a declaration of local emergency since March 13, 2020 due to the coronavirus (COVID-19) pandemic; and,

WHEREAS, City employees have continued to provide essential City services to the citizens of Suffolk during the state and local emergency and coronavirus (COVID-19) pandemic; and,

WHEREAS, the City has developed the following definition of City employees that have operated in a front-line capacity during the coronavirus (COVID-19) pandemic:

Essential Hazardous Duty Employee

Employees who:

- Perform essential functions for the City. Essential functions are those functions deemed necessary to meet the basic needs of the City of Suffolk citizens.
- The function of which cannot be performed in a virtual or remote setting (teleworking)
- The function(s) must be performed face to face.
- The performance of such work increases the risk of contracting the virus through daily/frequent and direct contact with the general public or multiple in person contacts with a variety of staff in various locations.

What the definition does not include:

- Employees whose job responsibilities can be accomplished virtually or remotely (telework).
- Employees who can isolate themselves from other employees or the public due to the nature of their workspace, or their assigned tasks.
- Employees who were on administrative leave or emergency family and medical leave/EPFL between the periods of March 13, 2020 and October 30, 2020.
- Employees that were furloughed.

WHEREAS, it is the desire of the City Council of the City of Suffolk to provide a one-time hazardous pay bonus to City staff as follows:

- \$2,000 for full-time employees that qualify as Essential Hazard Duty Employees
- \$1,000 for part-time employees that qualify as Essential Hazard Duty Employees
- \$500 for all other employees (Full-Time)
- \$250 for all other employees (Part-Time)

WHEREAS, the hazardous pay bonus will be provided to City employees that were hired on or before September 30, 2020.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Suffolk, Virginia that the City hereby authorizes the City Manager to do all things necessary to authorize hazardous pay bonuses to City employees for work performed during the COVID-19 pandemic.

BE IT FURTHER ORDAINED by the City Council of the City of Suffolk, Virginia that:

1. The sum of \$683,308 be, and is hereby, transferred as follows:

Transfer From:

Rev. 100-441050.165	Interfund Transfers	(\$ 683,308)
Exp. 100-93000_50000.210	Transfer to Road Maintenance Fund	(\$ 230,640)
Exp. 100-93000_50000.211	Transfer to Grants Fund	(\$ 18,839)
Exp. 100-93000_50000.212	Transfer to Transit Fund	(\$ 538)
Exp. 100-93000_50000.213	Transfer to Law Library Fund	(\$ 538)
Exp. 100-93000_50000.220	Transfer to Aviation Fund	(\$ 6,459)
Exp. 100-93000_50000.501	Transfer to Public Utilities Fund	(\$ 211,801)
Exp. 100-93000_50000.514	Transfer to Stormwater Fund	(\$ 64,321)
Exp. 100-93000_50000.520	Transfer to Refuse Fund	(\$ 75,355)
Exp. 100-93000_50000.601	Transfer to Fleet Management Fund	(\$ 38,216)
Exp. 100-93000_50000.603	Transfer to Information Technology Fund	(\$ 25,836)
Exp. 100-93000_50000.606	Transfer to Risk Management Fund	<u>(\$ 10,765)</u>

Transfer to:

Rev. 210_441050.165	Rd. Maint.Fund - Interfund Transfer – General Fund	\$ 230,640
Exp. 210-41200_51100.02	Rd. Maint. Fund - Salaries and Wages	\$ 172,500
Exp. 210-41200_51100.06	Rd. Maint. Fund – Salaries and Wages – PT	\$ 250
Exp. 210-41200_52100	Rd. Maint. Fund – FICA	\$ 13,215
Exp. 210-41400_51100.02	Traffic Engineering – Salaries and Wages	\$ 41,500
Exp. 210-41400_52100	Traffic Engineering – FICA	\$ 3,175
Rev. 211_441050.165	Grants Fund – Interfund Transfer – General Fund	\$ 18,839
Exp. 211-91400_59905	Grants Fund – Local Cash Match Requirements	\$ 18,839
Rev. 212_441050.165	Transit Fund - Interfund Transfer - General Fund	\$ 538
Exp. 212-88000_51100.02	Transit Fund – Salaries and Wages	\$ 500
Exp. 212-88000_52100	Transit Fund – FICA	\$ 38
Rev. 213_441050.165	Law Libr. Fund – Interfund Transfer - General Fund	\$ 538
Exp. 213-21900_51100.06	Law Libr. Fund – Salaries and Wages – PT	\$ 500
Exp. 213-21900_52100	Law Libr. Fund – FICA	\$ 38
Rev. 220_441050.165	Aviation Fund – Interfund Transfer – General Fund	\$ 6,459
Exp. 220-150000_51100.02	Aviation Fund – Salaries and Wages	\$ 4,000
Exp. 220-150000_51100.06	Aviation Fund – Salaries and Wages – PT	\$ 2,000
Exp. 220-150000_52100	Aviation Fund – FICA	\$ 459
Rev. 501_441050.165	Utility Fund – Interfund Transfer – General Fund	\$ 211,801
Exp. 501-89510_51100.02	Utility Fund – Admin. – Salaries and Wages	\$ 8,000
Exp. 501-89510_52100	Utility Fund – Admin – FICA	\$ 612
Exp. 501-89520_51100.02	Utility Fund – Cust. Serv. – Salaries and Wages	\$ 27,000
Exp. 501-89520_51100.06	Utility Fund – Cust. Serv.– Salaries and Wages – PT	\$ 250
Exp. 501-89520_52100	Utility Fund – Cust. Serv. – FICA	\$ 2,085
Exp. 501-89530_51100.02	Utility Fund – Line Maint. – Salaries and Wages	\$ 52,000
Exp. 501-89530_52100	Utility Fund – Line Maint. – FICA	\$ 3,978

Exp. 501-89540_51100.02	Utility Fund – Maintenance – Salaries and Wage	\$ 44,000
Exp. 501-89540_52100	Utility Fund – Maintenance – FICA	\$ 3,366
Exp. 501-89550_51100.02	Utility Fund – Water Production – Salaries and Wages	\$ 48,500
Exp. 501-89550_52100	Utility Fund – Water Production – FICA	\$ 3,710
Exp. 501-89560_51100.02	Utility Fund – Engineering – Salaries and Wages	\$ 17,000
Exp. 501-89560_52100	Utility Fund – Engineering – FICA	\$ 1,300
Rev. 514_441050.165	Strmwtr Fund – Interfund Transfer – General Fund	\$ 64,321
Exp. 514-82220_51100.02	Strmwtr Fund – Engineering – Salaries and Wages	\$ 55,500
Exp. 514-82220_52100	Strmwtr Fund – Engineering – FICA	\$ 4,246
Exp. 514-51310_51100.02	Strmwtr Fund – Mosquito – Salaries and Wages	\$ 3,500
Exp. 514-51310_51100.06	Strmwtr Fund – Mosquito – Salaries and Wages – PT	\$ 750
Exp. 514-51310_52100	Strmwtr Fund – Mosquito – FICA	\$ 325
Rev. 520_441050.165	Refuse Fund – Interfund Transfer – General Fund	\$75,355
Exp. 520-42320_51100.02	Refuse Fund – Salaries and Wages	\$70,000
Exp. 520-42320_52100	Refuse Fund – FICA	\$ 5,355
Rev. 601_441050.165	Fleet Fund – Interfund Transfer – General Fund	\$38,216
Exp. 601-12520_51100.02	Fleet Fund – Salaries and Wages	\$35,500
Exp. 601-12520_52100	Fleet Fund – FICA	\$ 2,716
Rev. 603_441050.165	IT Fund – Interfund Transfers – General Fund	\$25,836
Exp. 603-12510_51100.02	IT Fund – Salaries and Wages	\$24,000
Exp. 603-12510_52100	IT Fund – FICA	\$ 1,836
Rev. 606_441050.165	Risk Fund – Interfund Transfer – General Fund	\$10,765
Exp. 606-12550_51100.02	Risk Fund – Salaries and Wages	\$10,000
Exp. 606-12550_52100	Risk Fund – FICA	<u>\$ 765</u>

2. The transfers totaling \$683,308 are hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 20-O-028, as amended. The City Manager be, and is hereby authorized and directed to do all things necessary to effectuate this action.

3. This ordinance shall be effective upon passage and shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to form:

for KL Carter

Helivi L. Holland, City Attorney