



J. DAVENPORT, CHAIRMAN
R. HAWES, VICE CHAIR
L. CONRAD, SECY.-TREAS.
J. SMITH, ASST. SECY.-TREAS.
L. KELLY, JR., COMMISSIONER
T. CLOUD, GENERAL COUNSEL
J. BUNCH, GENERAL MANAGER/CEO
D. SIMMONS, EXEC. MGR./CLERK

AGENDA*
SPECIAL MEETING OF THE
NEW SMYRNA BEACH UTILITIES
TO BE HELD MONDAY,
FEBRUARY 27, 2023
AT 2:30 P.M.*

200 CANAL STREET, DEBERRY ROOM,
3RD FLOOR, NEW SMYRNA BEACH, FL

(COVID PROTOCOLS – MTG. APPTS., MASKS OPTIONAL)

ROLL CALL

1. General Manager/CEO Merit Reward Determination – for FY2022 Performance

- a. **Opening Comments – Vice President & CFO**
- b. **General Manager/CEO Excused from Meeting**
- c. **NSBU Commissioners Discuss RE: Performance and Potential Merit Reward**
 - i. **Annual Performance Review Process Contractually Required**

2. Conclusion of Special Meeting

*(*Final Public Hearing and Regular NSBU Meeting Commences at 3:00 P.M.)*

- * Pursuant to Section 286.0105 of the Florida Statutes, if an individual decides to appeal any decision made by the New Smyrna Beach Utilities, with respect to any matter considered at a meeting or a hearing, that individual will need a record of the proceedings, and will need to ensure that a verbatim record of the proceedings is made. The transcription of such a verbatim will be provided an individual at a cost to be determined by the New Smyrna Beach Utilities in accordance with the full cost to reproduce such transcriptions and copies.
- * In accordance with the American with Disabilities Act, persons needing special accommodations to participate in this proceeding should contact the individual or agency sending this notice as soon as possible but no later than two days prior to the proceeding at the address given on the notice.



UTILITIES COMMISSION
CITY OF NEW SMYRNA BEACH, FLORIDA

- SAFETY / SECURITY/ RISK MNGMNT.
RELIABILITY PERFORMANCE
SYSTEM CAPACITY EXPANSION
PREVENTIVE / CORRECTV. MAINT.
DEVELOPMENT / RELOCATION
IT / SHARED SRVCS. / EMPLOYEES PERF.
VALUE-ADDED SERVICES

U.C. VISION, MISSION, VALUES - OBJECTIVES [CHECK ALL APPLICABLE]
ADM. OFFICE
USE ONLY:

AGENDA ITEM 1.

Grid of checkboxes with checkmarks in the last two rows.

Form fields for CONSENT ITEM, NEW BUSINESS, OLD BUSINESS, SPECIAL MEETING, FOR MEETING OF, FROM, SIGNATURE, and EXHIBITS.

SUBJECT: General Manager/CEO Merit Reward Determination - for FY2022 Performance

SUMMARY:

Per the General Manager/CEO's Employment Contract, Section 4. Compensation: "BUNCH's compensation rate shall be reviewed annually, if applicable, for the consideration of merit raise, in addition to the cost of living adjustment."

FY2023 Strategic Goals were presented to the Commission on August 22, 2022, AI 4-c., and FY2022 Organizational Accomplishments and FYE 2022 Enterprise Metrics Results were presented to the Commission on November 28, 2022, agenda item 4-b.

Performance Appraisals were completed by each Commissioner individually and submitted to the Vice President & CFO in February 2023. Now that the performance review process is complete, merit reward determination is presented for discussion, recommendation, and subsequent vote.

Upon the Commissioners' approval of a determined merit reward, implementation will coincide with the NSBU's exempt employees; retroactively to the first pay period to include February 1, 2023.

FUNDING SOURCE(S) FY2023 O&M Payroll Budget

RECOMMENDED ACTION:

Determination and approval by the Utilities Commissioners regarding a merit reward for the General Manager/CEO's FY2022 work performance.

GM/CEO Joseph Bunch

NOTE: ALL AGENDA ITEMS MUST BE IN THE GENERAL MANAGER'S OFFICE BY NOON MONDAY TO FRIDAY TWO WEEKS PRIOR TO THE REGULAR MONDAY COMMISSION MEETING.

Merit Award Determination – February 2023

General Manager/CEO, Joseph Bunch

Discussion facilitated by Efren Chavez, Vice President & CFO

The information below should be used when considering a merit award.

Marketed Salary Range for General Manager/CEO

The General Manager/CEO position was benchmarked against other public utilities organizations including:

- Kissimmee Utilities Authority
- City of Tallahassee
- Fort Pierce Utilities Authority
- City of Ocala
- City of Gainesville
- City of Lakeland

The General Manager/CEO’s current salary is inline and comparable with the utilities listed above.

NSBU Salary Range for General Manager/CEO

The General Manager/CEO position is contracted. Therefore, there is no established salary range for the position as there exists for all other jobs in the organization.

Current Salary

Mr. Bunch's current salary is \$275,000.

Average Employee Increase

The overall average pay increase for non-union employees for this past year was 4.37%. The overall average pay increase for salaried employees was 4.1%

Merit Award Recommendation

Based on Mr. Bunch’s performance reviews completed by you and the FY2023 budget, the following pay increase options are presented for your consideration:

- 3% increase = \$8,250.....\$283,250
- 4% increase = \$11,000..... \$286,000
- 5% increase = \$13,750..... \$288,750

Based on the overall average pay increase, we recommend a 4% increase which would increase his salary \$11,000 for a new annual wage of \$286,000.