

CLARK COUNTY STAFF REPORT

DEPARTMENT: Human Resources [AUD-01-22FL]

DATE: June 7, 2022

REQUESTED ACTION: **Fund 1041: American Rescue Plan Fund – 2022 New Funding Request.** Council approval to allocate \$3.1 million in Federal American Rescue Plan Act (ARPA) funds for a County-wide Retention Incentive for all represented and unrepresented regular employees

Consent Hearing County Manager

BACKGROUND

This Staff Report requests approval for allocation of Fund 1041: American Rescue Plan Fund for a County-wide Retention Incentive for all represented and unrepresented regular employees. A formal budget allocation will be requested in the 2022 Fall Budget Supplemental in Change Request AUD-01-22FL.

Clark County considers the continued service and dedication of our workforce to be the essential component to meeting our mission of enhancing the quality of life in our diverse community. The purpose of this request is to recognize our employees' outstanding work and to encourage retention by offering a one-time \$2,000 retention incentive to all Clark County employees. All regular unrepresented and represented employees, in all classifications, that were hired before June 1, 2022, would be eligible to receive the \$2,000 retention incentive. Terms and conditions will apply for employees to receive the incentive.

The employee retention incentive will use Fund 1041: American Rescue Plan Act (ARPA) funds to cover the cost of the retention payments with the goal of:

- Reflecting the County's commitment to being a desirable employer in the region and to retaining existing county employees so that we continue to deliver prompt, professional services to the residents of Clark County.
- Acknowledging those regular County employees who were hired prior to June 1, 2022, and that the current competitive labor market presents challenges in retaining workers
- The approximately \$3.1 million for the retention incentives will come from ARPA funds.

Details for receiving the retention incentive are as follows:

Terms

- The \$2,000 retention incentive will be paid in two installments (\$1,500 and \$500).

Conditions

- If the employee voluntarily leaves employment with the County between the date on which the fifteen-hundred-dollar (\$1,500) incentive was paid and December 31, 2022, the fifteen hundred dollars (\$1,500) will be deducted from the employee's final paycheck upon separation of employment.

- If the employee voluntarily leaves employment with the County between January 1, 2023, and June 30, 2023, after the remaining five-hundred-dollar (\$500) incentive was paid, the five hundred dollars (\$500) will be deducted from the employee's final paycheck upon separation of employment.
- Employees will have the option to opt out of receiving the retention incentive.
- Employees who are involuntarily or medically separated from employment with the County will not be required to reimburse the County for any retention incentive received.

Section 9901 of the American Rescue plan Act amended Title VI of the Social Security Act to add section 602 and 603, which established the Coronavirus State & Local Fiscal Recovery Fund and defines four categories of eligible uses. Sections 602(c)(1)(C) and 603(c)(1)(C) of the Act provide recipients with broad latitude to use the Fiscal Recovery Funds for the provision of government services. Government services can include, but are not limited to, maintenance or pay-go funded building of infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services.

COUNCIL POLICY IMPLICATIONS

Pursuant to County policy 1.1 Authority and Revisions, Section B: Compensation Policy - this request requires Council's approval.

ADMINISTRATIVE POLICY IMPLICATIONS

There are no administrative policy implications

COMMUNITY OUTREACH

Community outreach is not a consideration in this matter

BUDGET IMPLICATIONS

YES	NO	
	X	Action falls within existing budget capacity.
	X	Action falls within existing budget capacity but requires a change of purpose within the existing appropriation
X		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager. [AUD-01-22FL]

BUDGET DETAILS

Local Fund Dollar Amount	
Grant Fund Dollar Amount	\$3.1 Million
Account	1041 Fund: American Rescue Plan
Company Name	

William Winfield

William Winfield
HR Director

Laura Young

Laura Young
ARPA Program Coordinator
Auditor's Office

Emily Zwetzig

Emily M. Zwetzig
Budget Director

Primary Staff Contact Name and Extension:
William Winfield, x2469

APPROVED: _____
CLARK COUNTY, WASHINGTON
CLARK COUNTY COUNCIL

DATE: _____

SR# _____

APPROVED: _____
Kathleen Otto, County Manager

DATE: _____

BUDGET IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

This request is presented in coordination with the Auditor’s Office which serves as the County’s Fund Manager for the 1041 Fund: American Rescue Plan. The Department of the Treasury approved local governments to use ARPA funds for retention programs. Disbursements to employees will originate from their budgeted fund and the Auditor’s Office will coordinate journal entries to move these expenses to the ARPA fund. A Change Request will also be submitted in the 2022 Fall Supplemental.

Part II: Estimated Revenues

Fund #/Title	2022 Annual Budget		2023 Annual Budget		2024 Annual Budget	
	GF	Total	GF	Total	GF	Total
1041/American Rescue Plan		\$3.1M				
Total		\$3.1M				

II. A – Describe the type of revenue (grant, fees, etc.)

Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	2022 Annual Budget		2023 Annual Budget		2024 Annual Budget	
		GF	Total	GF	Total	GF	Total
1041/American Rescue Plan			\$3.1M				
Total			\$3.1M				

III. B – Expenditure by object category

Fund #/Title	2022 Annual Budget		2023 Annual Budget		2024 Annual Budget	
	GF	Total	GF	Total	GF	Total
Salary/Benefits		\$3.1M				
Contractual						
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total		\$3.1M				