

CITY OF WEST BUECHEL, KENTUCKY
MUNICIPAL ORDER 001 SERIES 2023
A MUNICIPAL ORDER APPROVING THE USE OF AMERICAN RESCUE PLAN ACT
(ARPA) FUNDS TO ENCOURAGE EMPLOYEE RETENTION

Whereas, the Final Rule guidance has been issued from the Federal Government concerning the use of American Recuse Plan Act (ARPA) funds. The ARPA final rule allows cities with allocations under ten million dollars to elect to use its total allocation as income loss, allowing its allocation to be used for a broad range of general government purposes and the City of West Buechel does elect to have its entire ARPA allocation considered income loss,

Whereas, the City of West Buechel wishes to use the ARPA SLFRF funding, in whole or in part, to provide retention incentive for city employees who have committed, and continue to commit, their time and services to the City of West Buechel,

Whereas, the City of West Buechel has previously authorized and continues to authorize the Mayor to execute any documents deemed necessary by the US Treasury to participate in the American Rescue Plan Act State and Local Fiscal Recovery Funds and to have full authority to function as the authorized correspondence for the proposed project,

NOW THEREFORE, BE IT ORDERED BY THE CITY OF WEST BUECHEL, KENTUCKY:

Section 1. The City of West Buechel was allotted ARPA SLFRF funding in an amount under ten million dollars, which under Treasury’s Final Rule, can be used in whole to provide income replacement and retention pay for City employees and be used for the City’s general government purposes. As set forth previously, the City of West Buechel does hereby exercise its option to use a portion of its allocation for the general government purposes of providing retention pay for its employees The City’s retention pay program shall be administered as follows:

1. The Mayor is authorized to issue retention pay of an additional per hour rate of pay for each qualified City employee, so that each qualified City employee receives a maximum amount of \$3,000.00. To be qualified, an employee must have performed their job in person during the period beginning January 1, 2022 and ending December 31, 2022, and must have remained a city employee as of the effective date of this Municipal Order.
2. In addition to the retention pay period set forth in paragraph 1, above, for any employee employed on January 1, 2023, and who continues to perform their job in person for the full calendar year of 2023, and who continues to remain employed with the City until February 15, 2024, the Mayor is authorized to issue retention pay of an additional per hour rate of pay for each qualified City employee, so that each qualified City employee receives a maximum amount of \$3,000.
3. The retention pay payouts set for the in paragraphs 1 and 2, above, shall each be made in a lump sum and shall be subject to all the normal withholding for each employee and shall be based on hours worked in person and shall not be considered a bonus. These payments are a one-time retention pay allocation, are retrospective only, and shall not be considered a permanent wage increase.
4. Volunteers and elected officials are not eligible to receive funds from this retention pay program.
5. Salaried employees who otherwise meet the criteria set forth herein, are eligible, but their pay must be related to hours actually worked in person between January 1, 2022 and December 31, 2022, inclusive of the stated time period only, for those receiving this retention pay pursuant to paragraph 1. Additionally, salaried employees who otherwise meet the criteria set forth herein, are eligible, but their pay must be related to hours

actually worked in person between January 1, 2023 and December 31, 2023, inclusive of the stated time period only, for those receiving this retention pay pursuant to paragraph 2. In order to receive the payment pursuant to paragraph 1, the employee must be employed at the time this Municipal Order is passed. In order to receive the payment pursuant to paragraph 2, the employee must remain employed through February 15, 2024.

Section 2. The City of West Buechel hereby authorizes the Mayor to execute the necessary agreement(s) to implement the project, which shall be known as the City of West Buechel Retention Pay Project, utilizing ARPA SLFRF income replacement funding, in whole or in part. As this project provides retention pay for the City's general government and police department staff, this project is allowable as a general government expenditure under the authority of Treasury's Final Rule. The West Buechel City Council further authorizes the Mayor to execute any documents which are deemed necessary by the US Treasury to participate in the American Rescue Plan State and Local Fiscal Recovery Funds and to have full authority to function as authorized correspondent for the proposed project.

This Municipal Order shall take effect upon its passage and approval as required by law.

Adopted this 9, day of February 2023.


Mayor Brenda Moore

ATTEST:


Debbie Batliner, City Clerk

Those in Favor: 5

Those Opposed: 0