



MONROE CITY COUNCIL

Agenda Bill No. 20-137

SUBJECT:	<i>Finance Department Temporary Help</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
08/25/2020	Finance	Becky Hasart	Becky Hasart	New Business #5

Discussion: 08/25/2020

Attachments: 1. None

REQUESTED ACTION: Authorize temporary help for the finance department for an amount not to exceed \$23,000 for 2020.

POLICY CONSIDERATION

The Council is responsible for adopting the City's budget, which includes staffing levels and program levels of service (RCW 35A.33.080).

Mayor and city staff recommend the City Council authorize a temporary accounting position in the Finance Department. Funding the temporary accounting position will keep the 2021 Budget development within statutory timelines and assist the Finance Director with the specialized government accounting help needed during these unprecedented times. The position would be filled immediately and would extend to no later than October 31, 2020.

DESCRIPTION/BACKGROUND

COVID-19 has had an impact on the work plans for the Finance Department and specifically for the Finance Director. Work impacts include:

- development of the annual report was delayed both due to various closures of supporting agencies and due to accommodating the State Auditor's Office regarding the Monroe TBD audit;
- the 2020 Budget Amendment was more comprehensive than traditionally done to incorporate potential impacts from COVID-19 mitigation;
- 2021 Budget development has started later than usual in order to have additional information regarding revenue actuals versus projected figures to help inform better 2021 projections; and
- the increased hands on efforts associated with conducting the City's 2019 fiscal and accountability audit virtually.

FISCAL IMPACTS

To secure the help of someone with government accounting experience, costs per hour are anticipated to be \$50.00, before appropriate payroll taxes and regulatory benefits. Because this temporary position will be performing PERS related work, the City will have to pay PERS along with FICA, L&I, and PFML on earnings, for an additional cost per hour of approximately \$10.50. Total costs, \$60.50 per hour, are not to exceed \$23,000 if the position is engaged through October 2020.

The not to exceed \$23,000 would be considered a one-time costs (temporary help). This expense can be covered by the realized increase to the General Fund beginning fund balance for 2020. The original budgeted beginning fund balance was \$3,966,802. Actual beginning fund balance is \$4,632,998, an increase of \$666,196. Currently, the majority of this increase is



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amended to go to the undesignated General Fund balance (increase of \$528,187 from original budget of \$31,112). If approved, the fund balance would decrease by the amount spent on this temporary help, which would still leave \$536,566 in undesignated General Fund ending fund balance (again, original undesignated fund balance budget was \$31,112).

Because the General Fund is budgeted at the fund level, approval of the temporary help would not necessitate a need for another budget amendment. The increase in expense to the Finance Department would be offset by the decrease to undesignated ending fund balance resulting in no change to the General Fund's aggregate budget.

TIME CONSTRAINTS

None. However, having someone on board immediately would help with the timelines associated with budget development.

ALTERNATIVES

Do not approve. Budget development and other Finance Director work plan products may be delayed during fiscal year 2020.