



**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 6208  
January 17, 2023  
Consent Agenda**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 6208: December 30, 2022 Payroll Certification	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Approve the December 30, 2022 Payroll Certification in the amount of \$948,426.07.	

<b>DEPARTMENT:</b>	Administrative Services
<b>STAFF:</b>	Ali Spietz, Chief of Administration Nicole Vannatter, Sr. Payroll Analyst
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. December 30, 2022 Payroll Certification 2. FTE/LTE Counts
<b>CITY COUNCIL PRIORITY:</b>	n/a

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

**EXECUTIVE SUMMARY**

This agenda bill is to approve the payroll certification for the City of Mercer Island for the period from December 10, 2022 through December 23, 2022 in the amount of \$948,426.07. (see Exhibit 1).

**BACKGROUND**

[RCW 42.24.080](#) requires that all claims presented against the City by performing labor must be certified by the appropriate official to ensure that the labor was performed as described, and that the claims are just, due, and unpaid obligations against the City, before payment can be made. [RCW 42.24.180](#) allows the payment of claims to occur prior to City Council approval to expedite processing of the payment of claims, provided, however, that review and approval of the claims’ documentation occurs at the next regularly scheduled public meeting. The Payroll Certification details the total payment to employees for labor performed and benefits payments made for each payroll. The City is on a bi-weekly payroll schedule with payments every other Friday.

## ISSUE/DISCUSSION

Each payroll varies depending on several factors (i.e., number of employees, pay changes, leave cash outs, overtime, etc.). In addition to regular pay for employees, this payroll has variants that are outlined below.

### Additional payments:

- \$13,588.89 in leave cash outs for current employees.
- \$27,459.73 in service and recognition awards.
- \$78,890.39 in overtime earnings (see chart for overtime hours by department).

### Overtime hours by department:

Department	Hours
Administrative Services	
City Attorney's Office	
City Manager's Office	
Community Planning & Development	
Finance	
Fire	692.75
Municipal Court	
Police	158.25
Public Works	243.25
Thrift Shop	
Youth & Family Services	
<b>Total Overtime Hours</b>	<b>1094.25</b>

## NEXT STEPS

### FTE/LTE COUNTS

The table in Exhibit 2 shows the budgeted versus actual counts for Full Time Equivalents (FTEs) and Limited Term Equivalents (LTEs) for the current payroll. Casual labor employees (temporary and seasonal) are not included in the counts.

#### Casual Labor

In addition to FTE and LTE employees, the City utilizes casual labor to address workload needs that exceed the capacity or expertise of the City's regular staff and that are time limited or seasonal. Casual labor is used primarily to address seasonal workload needs and short-term workload issues created by special projects or position vacancies. Compared to an LTE position, a casual labor position has limited benefits and is filled for a shorter period of time (1-3 months, 6 months, or 9 months). The departments/divisions that utilize casual labor the most are Parks Maintenance, Recreation, Public Works, and the Thrift Shop.

#### Thrift Shop Recovery and Staffing

The 2021-2022 Thrift Shop Budget does not include an FTE/LTE headcount, with the exception of two 0.5 FTEs in 2021 and 2.0 FTEs in 2022. This is because the Thrift Shop is recovering operations that were impacted by the Pandemic and the staff positions were not known at the time the budget was adopted. Although the positions were not identified in the budget, resources were set aside to staff the Thrift Shop and that is accomplished using FTEs, LTEs, and seasonal staff. For example, the staffing budget (salaries and benefits) for 2022 is \$1,034,422 and currently funds 2.0 FTEs, 8.0 LTEs, and seasonal staff. The table in Exhibit 2 reflects the LTE headcount of employees currently working at the Thrift Shop. Seasonal staff are not included in the head count. As Thrift Shop recovery work continues, it is anticipated that the 2023-2024 budget will once again include an FTE/LTE headcount, similar to what is currently done in other departments.

## RECOMMENDED ACTION

Approve the December 30, 2022 Payroll Certification (Exhibit 1) in the amount of \$948,426.07 and authorize the Mayor to sign the certification on behalf of the entire City Council.