



## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5963**  
**October 19, 2021**  
**Consent Agenda**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5963: October 8, 2021 Payroll Certification in the amount of \$790,851.09	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Approve the October 8, 2021 Payroll Certification.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Human Resources
<b>STAFF:</b>	Jessica Hong, Payroll Specialist
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. October 8, 2021 Payroll Certification
<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

### SUMMARY

This is an approval of the payroll certification for the City of Mercer Island for the period from September 18, 2021, through October 1, 2021 in the amount of \$790,851.09 (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 on every other Friday.

### PAYROLL INFORMATION

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, the October 8, 2021 payroll has variants that are outlined at the top of page 2:

**Additional payments:**

- \$1,364.92 in leave cash outs for current employees.
- \$3,807.55 in leave cash outs for terminated employees.
- \$42,259.42 in overtime earnings (see chart for overtime hours by department).

**Overtime hours by department:**

Department	Hours
Administrative Services	24.00
City Attorney's Office	
City Manager's Office	
Community Planning & Development	25.00
Finance	
Fire	464.00
Municipal Court	
Police	84.00
Public Works	86.50
Youth & Family Services	
<b>Total Overtime Hours</b>	<b>683.50</b>

**RECOMMENDED ACTION**

Approve the October 8, 2021 Payroll Certification (Exhibit 1) in the amount of \$790,851.09 and authorize the Mayor to sign the certification on behalf of the entire City Council.