



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

**AB 5949
October 5, 2021
Consent Agenda**

AGENDA BILL INFORMATION

TITLE:	AB 5949: September 24, 2021 Payroll Certification in the amount of \$820,128.89	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve the September 24, 2021 Payroll Certification.	

DEPARTMENT:	Human Resources
STAFF:	Ali Spietz, Chief of Administration
COUNCIL LIAISON:	n/a
EXHIBITS:	1. September 24, 2021 Payroll Certification
CITY COUNCIL PRIORITY:	n/a

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUIRED	\$ n/a

SUMMARY

This is an approval of the payroll certification for the City of Mercer Island for the period from September 4, 2021, through September 17, 2021 in the amount of \$820,128.89 (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 September 24, 2021, payroll has variants that are outlined at the top of page 2:

Additional payments:

- \$6,155.46 in leave cash outs for current employees.
- \$3,406.85 in leave cash outs for terminated employees.
- \$3,641.92 in employee service and recognition awards
- \$42,870.57 in overtime earnings (see chart for overtime hours by department).
- \$18,448.77 in overtime earnings for two firefighters assisting with the Schneider Springs Wildland Fire; costs to be reimbursed by the State.

Overtime hours by department:

Department	Hours
Administrative Services	
City Attorney's Office	
City Manager's Office	
Community Planning & Development	5.50
Finance	
Fire	755.50*
Municipal Court	
Police	91.75
Public Works	58.00
Youth & Family Services	
Total Overtime Hours	910.75

*313.50 of these hours are for the Schneider Springs Wildland Fire

FTE/LTE COUNTS

The table below shows the budgeted versus actual counts for Full Time Equivalents (FTEs) and Limited Term Equivalents (LTEs) for the current payroll. Temporary and seasonal employees are not included.

Full Time Equivalents (FTEs)	2021	2021
	Budgeted	Actual
Administrative Services	13.50 ⁴	11.50
City Attorney's Office	2.00	2.00
City Manager's Office	3.50	3.50
Community Planning & Development	18.00 ³	14.00
Finance	7.00	7.00
Fire	32.00	31.00
Municipal Court	3.30	3.30
Police	37.50 ¹	36.50
Public Works	61.30	53.30
Recreation	0.75	0.75
Youth & Family Services	11.43 ²	11.43
Thrift Shop	1.0	1.0
Total FTEs	188.92	175.28

Limited Term Equivalents (LTEs)	2021	2021
	Budgeted	Actual
Administrative Services	1.00 ⁴	0.00
Community Planning & Development	1.50 ³	1.00
Recreation	2.00	2.00
Youth & Family Services	1.60	1.30
Total LTEs	5.10	4.30

Total FTEs & LTEs	195.02	179.58
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¹ 5/18/2021: City Council authorized hire ahead of two officers ([AB 5874](#))

² 1/5/2021: City Council authorized increase of 1.37 FTE in YFS ([AB 5795](#))

³ 9/21/2021: City Council authorized increase of 2.0 FTE and 0.5 LTE in CPD ([AB 5942](#))

⁴ 9/21/2021: City Council authorized increase of 1.0 LTE in Admin Services (HR) ([AB 5942](#))

RECOMMENDED ACTION

Approve the September 24, 2021 Payroll Certification (Exhibit 1) in the amount of \$820,128.89 and authorize the Mayor to sign the certification on behalf of the entire City Council.