



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5912
July 20, 2021
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 5912: July 2, 2021 Payroll Certification	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Approve the July 2, 2021 Payroll Certification in the amount of \$803,351.63.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Human Resources
STAFF:	Ali Spietz, Chief of Administration
COUNCIL LIAISON:	n/a
EXHIBITS:	1. July 2, 2021 Payroll Certification
CITY COUNCIL PRIORITY:	n/a

SUMMARY

This is an approval of the payroll certification for the City of Mercer Island for the period from June 12, 2021 through June 25, 2021 in the amount of \$803,351.63 (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 Certification of Payroll 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 a number of factors (i.e., number of employees, pay changes, leave cash outs, overtime, etc.) In addition to regular pay for employees, the July 2, 2021 payroll has variants that are outlined on page two:

Additional payments:

- \$6,838.41 in leave cash outs for current employees.
- \$5,943.52 in leave cash outs for terminated employees.
- \$1,315.16 in allowances for current employees.
- \$61,432.92 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	13.00
Finance	
Fire	552.50
Municipal Court	
Police	203.75
Public Works	61.50
Recreation	
Youth & Family Services	
Thrift Shop	
Total Overtime Hours	830.75

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 Budgeted	Actual
Administrative Services	13.50	12.50
City Attorney's Office	2.00	2.00
City Manager's Office	3.50	3.50
Community Planning & Development	16.00	15.00
Finance	7.00	7.00
Fire	32.00	30.00
Municipal Court	3.30	3.30
Police	37.50 ¹	35.50
Public Works	61.80	55.80
Recreation	0.75	0.75
Youth & Family Services	10.07	11.43 ²
Thrift Shop	1.0	1.0
Total FTEs	188.42	177.78

Limited Term Equivalents (LTEs)	2021 Budgeted	Actual
Community Planning & Development	1.00	1.00
Recreation	2.00	2.00
Youth & Family Services	1.60	0.80
Total LTEs	4.60	3.80

Total FTEs & LTEs	193	181.8
------------------------------	------------	--------------

¹ 5/18/2021: Council authorized hire ahead of two officers ([AB 5874](#))

² 1/5/2021: Council authorized increase of 1.39 FTE in YFS ([AB 5795](#))

RECOMMENDATION

Approve the July 2, 2021 Payroll Certification (Exhibit 1) in the amount of \$803,351.63 and authorize the Mayor to sign the certification on behalf of the entire City Council.