



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6035
March 15, 2022
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6035: February 25, 2022 Payroll Certification	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Approve the February 25, 2022 Payroll Certification in the amount of \$863,447.26.	<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. February 25, 2022 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 February 5, 2022 through February 18, 2022 in the amount of \$863,447.26 (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, this payroll has variants that are outlined at the top of page 2:

Additional payments:

- \$6,554.52 in leave cash outs for terminated employees.
- \$9,805.00 in leave cash outs for current employees.
- \$60,695.68 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	1.00
Finance	
Fire	575.25
Municipal Court	
Police	231.50
Public Works	26.00
Youth & Family Services	
Total Overtime Hours	833.75

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)	2022 Budgeted	2022 Actual
Administrative Services	13.50	12.50
City Attorney's Office	2.00	2.00
City Manager's Office	4.00 ⁵	4.00
Community Planning & Development	17.50 ³	17.50
Finance	8.00	7.00
Fire	32.00	30.00
Municipal Court	3.30	3.10
Police	37.50 ¹	34.50
Public Works	61.30	57.30
Recreation	10.25 ⁶	7.25
Thrift Shop	2.00 ⁸	1.00
Youth & Family Services	11.43 ²	11.43
Total FTEs	203.78	187.58
Limited Term Equivalents (LTEs)	2022 Budgeted	2022 Actual
Administrative Services	1.00 ⁴	1.00
City Manager's Office	1.00 ⁷	0.00
Community Planning & Development	1.50 ³	1.50
Thrift Shop	5.20	5.20
Youth & Family Services	1.60	1.10
Total LTEs	9.30	8.80
Total FTEs & LTEs	213.08	196.38

Footnotes:

¹ 5/18/2021: Authorized hire ahead of two officers 2.0 FTE ([AB 5874](#))

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

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

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

⁵ 10/19/2021: Authorized increase of 0.5 LTE in City Manager's Office ([AB 5961](#))

⁶ 11/1/2021: Authorized restoration of 9.5 FTE in Public Works – Recreation ([AB 5954](#))

⁷ 12/7/2021: Authorized increase of 1.0 FTE in Thrift Shop ([AB 5992](#))

⁸ 12/7/2021: Authorized increase of 1.0 LTE in City Manager's Office ([AB 5992](#))

RECOMMENDED ACTION

Approve the February 25, 2022 Payroll Certification (Exhibit 1) in the amount of \$863,447.26 and authorize the Mayor to sign the certification on behalf of the entire City Council.