



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

**AB 6011
February 1, 2022
Consent Agenda**

AGENDA BILL INFORMATION

TITLE:	AB 6011: January 14, 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
RECOMMENDED ACTION:	Approve the January 14, 2022 Payroll Certification in the amount of \$876,895.18	

DEPARTMENT:	Human Resources
STAFF:	Ali Spietz, Chief of Administration Jessica Hong, Payroll Specialist
COUNCIL LIAISON:	n/a
EXHIBITS:	1. January 14, 2022 Payroll Certification
CITY COUNCIL PRIORITY:	n/a

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

SUMMARY

This agenda bill is to approve of the payroll certification for the City of Mercer Island for the period from December 25, 2021, through January 7, 2022 in the amount of \$876,895.18 (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 January 14, 2022 payroll has variants that are outlined at the top of page 2:

Additional payments:

- \$2,572.76 in leave cash outs for terminated employees
- \$9,596.93 in leave cash outs for current employees
- \$4,648.53 in employee recognition awards for current employees
- \$3,100.00 in extra pay for Police Boot Allowance
- \$500.00 in extra pay for Fire Dive Team Leader Allowance
- \$9,000.00 in extra pay for Director’s Benefit
- \$511.76 in retro pay for current employees
- \$59,478.88 in overtime earnings (see chart for overtime hours by department).

Overtime hours by department:

Department	Hours
Administrative Services	10.00
City Attorney's Office	
City Manager's Office	
Community Planning & Development	
Finance	1.00
Fire	453.50
Municipal Court	
Police	97.75
Public Works	291.00
Youth & Family Services	
Total Overtime Hours	853.25

RECOMMENDED ACTION

Approve the January 14, 2022 Payroll Certification (Exhibit 1) in the amount of \$876,895.18 and authorize the Mayor to sign the certification on behalf of the entire City Council.