



CITY COUNCIL

AGENDA BILL # AB22-0063

City of Algona
200 Washington Blvd.
Algona, WA 98001

ITEM INFORMATION			
SUBJECT: Ordinance 1216-23, Amending AMC 3.18, Pay Periods	Agenda Date: February 13th, 2023		
	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		X
	City Attorney	X	X
	City Clerk		x
	Finance Dept		
	PW/Utilities		
	Planning Dept		
	Community Services		
Police Dept			
Cost Impact:	Finance Committee		
Fund Source:	Planning Commission		
Timeline: 1st review – 1/23/23	Civil Service Committee		
2 nd review – 2/13/23			
Staff Contact: Jessica Griess, City Clerk; James Schrimpsker, Acting City Administrator			
Attachments: Ordinance 1216-23			
SUMMARY STATEMENT: <p>In previous years, the City has paid hourly employees in a salary capacity making every paycheck the same base pay. This is not a common practice and as of the new year, we are now paying hourly employees by the hours they actually worked during that pay cycle. With our pay periods being the 1st – 15th and the 16th – end of the month as indicated in AMC 3.18, there is a fluctuation in hours causing a range in pay from pay check to pay check for the hourly employees. To help ease the varied paychecks on staff, Admin. would like the Council to consider changing City code to allow for a bi-weekly pay period. A bi-weekly pay period would mean a consistent 80 working hours every pay cycle and employees would be paid every other Friday.</p> <p>An added accounting benefit to changing to a bi-weekly pay period, would be the change to the officers 28 day cycle. Every 28 days the officers are paid overtime for any time over 160 hours. The 28 days never lines up well with payroll dates and has caused a lot of confusion that has led to mistakes in the officers pay. With the bi-weekly pay cycle, we would be able to change the 28 day-160 hour cycle to a 14 day-80 hour cycle that aligns with the pay cycle allowing for any time over 80 hours to be paid out every payroll.</p>			
COMMITTEE REVIEW AND RECOMMENDATION:			
RECOMMENDED ACTION:			
RECORD OF COUNCIL ACTION			
<i>Meeting Date:</i>	<i>Action:</i>	<i>Vote:</i>	

CITY OF ALGONA, WASHINGTON

ORDINANCE NO. 1216-23

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALGONA, WASHINGTON, AMENDING CHAPTER 3.18 AMC PAYROLL; PROVIDING FOR PAYROLL PROCESSING ON A BI-WEEKLY SCHEDULE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council has established a payroll processing schedule for the City employees and has codified regulations governing the same at Chapter 3.18 AMC; and

WHEREAS, during the recent review of the City's procedures by the State Auditor in conjunction with the City's annual audit process, the Auditor recommended that the City replace its current twice-monthly payroll schedule with a bi-weekly payroll schedule; and

WHEREAS, the City Council wishes to amend Chapter 3.18 AMC in order to reflect and effectuate the Auditor's recommendations;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ALGONA DO ORDAIN AS FOLLOWS:

Section 1. Amendment of Chapter 3.18 AMC. Chapter 3.18 of the Algona Municipal Code is hereby amended to provide in its entirety as contained in Exhibit A, attached hereto and incorporated herein by this reference as if set forth in full.

Section 2. Implementation. The Mayor and/or the Mayor's designee is authorized to take such actions as are reasonably necessary and appropriate to administer, effectuate, and implement the provisions of this ordinance.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be

declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. Effective Date. This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF THIS
_____ DAY OF _____ 2023.**

Troy Linnell, Mayor

ATTEST:

Jessica Griess, City Clerk

APPROVED AS TO FORM:

J. Zachary Lell
City Attorney

Filed with the City Clerk:
Passed by the City Council:
Ordinance No.: 1216-23
Date of Publication:

Exhibit A

Chapter 3.18 PAYROLL

Sections:

- 3.18.010 Signing of checks.
- 3.18.020 Pay period – Salaried employees.
- 3.18.030 Pay period – Hourly employees.
- 3.18.040 Audit.
- 3.18.050 Voucher inspection.

3.18.010 Signing of checks.

The city clerk/treasurer shall issue a check, countersigned by the mayor or his designee, to cover payroll costs accrued and paid on a bi-weekly basis ~~or after the fifteenth and thirty-first of each month, but in no event later than the fifth and twentieth.~~

3.18.020 Pay period – Salaried employees.

Salaried employees' pay periods will run for a four-week period ~~calendar month~~, with employees allowed a draw at the two-week mark ~~in the middle of the month~~ if they so choose.

3.18.030 Pay period – Hourly employees.

Hourly employee pay periods will run on a bi-weekly basis ~~from the first through the fifteenth of the month, and from the sixteenth through the last day of the month.~~

3.18.040 Audit.

The payroll shall be audited by the city council at the first council meeting after each pay period.

3.18.050 Voucher inspection.

Payroll vouchers and checks shall be available to the city council for review and approval immediately after preparation. This will in no way delay the distribution of the checks on the dates provided for in this chapter.