City of Broken Arrow

Request for Action

File #: 18-718, **Version:** 1

Broken Arrow City Council
Meeting of: 06-18-2018

Title:

Approval of the Payroll and Benefit Calendar for Fiscal Year 2018-19

Background:
The Payroll and Benefit Calendar for fiscal year 2018-19 is attached for the City Council's consideration and approval. This calendar establishes the pay periods and pay dates for all regular and supplemental payrolls as required by the Code of Ordinances, personnel rules and regulations and labor agreements. Approval of the calendar also provides advance authorization for the Finance Department to pay each employee as provided in the rules and regulations and to promptly submit contributions and payments of employer paid benefits and payroll taxes that are calculated as a percentage of payroll to the appropriate entity. Funding for payroll and employer paid benefits has been appropriated in the General Fund, Police and Fire Sales Tax Funds and Municipal Authority budgets.

The employer paid benefits that are based upon a percentage of payroll and will be authorized by approval of this calendar include:
> The Oklahoma Municipal Retirement Fund 10% of gross payroll;
> The Oklahoma Firefighters Pension and Retirement Fund 14% of pensionable salary;
> The Oklahoma Police Pension and Retirement Fund 13% of pensionable salary;
> Long-term Disability benefits presently provided through UNUM 0.55% of gross payroll;
> Social Security payroll taxes 6.2% of gross payroll; and,
> Medicare payroll taxes 1.45% of gross payroll.

Staff recommends that the Council approve the Payroll and Benefit Calendar for fiscal year 2018-19.

Cost: $69,494,991

Funding Source: As appropriated in the General Fund and Broken Arrow Municipal

Authority Operating Budgets

Requested By: Cynthia Arnold, Finance Director

Approved By: Michael L. Spurgeon, City Manager

Attachments: Payroll and Benefit Calendar for Fiscal Year 2018-19

Recommendation:
Approve the Payroll and Benefit Calendar for fiscal year 2018-19.