



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6788
October 21, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6788: September 26, 2025, October 3, 2025, and October 10, 2025 Payroll Certifications	☐ Discussion Only ☒ Action Needed: ☒ Motion ☐ Ordinance ☐ Resolution
RECOMMENDED ACTION:	Approve the September 26, 2025 Payroll Certification for \$3,174.19, the October 3, 2025 Payroll Certification for \$500, and the October 10, 2025 Payroll Certification for \$989,199.44.	

DEPARTMENT:	Administrative Services
STAFF:	Ali Spietz, Chief of Administration Nicole Vannatter, Human Resources Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. September 26, 2025 Payroll Certification 2. October 3, 2025 Payroll Certification 3. October 10, 2025 Payroll Certification 4. FTE/LTE Counts as of September 30, 2025
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

This agenda bill is to approve the City of Mercer Island special payroll certifications on September 26, 2025 for \$3,174.19 (see Exhibit 1) and October 3, 2025 for \$500 (see Exhibit 2) and the regular October 10, 2025 payroll certification for the period from September 16, 2025 through September 30, 2025 in the amount of \$989,199.44 (see Exhibit 3)

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 semi-monthly payroll schedule with payments on the 10th and 25th of each month.

ISSUE/DISCUSSION

SEPTEMBER 26, 2025 PAYROLL

A special payroll was processed on September 26, 2025, to correct holiday pay for members of the Police Department who worked on Labor Day. During recent updates to pay codes in ADP (the City's payroll software), holiday hours worked were entered incorrectly. This error prevented the system from applying the correct holiday pay multiplier, resulting in underpayment for seven officers who worked the holiday. The special payroll was necessary to ensure those employees received the additional pay owed for holiday hours worked.

OCTOBER 3, 2025 PAYROLL

A special payroll was run on October 3, 2025 for \$500 for a paycheck advance. The City has a program that allows employees that have a need to request early payment of earned salary. The department director's approval is required to ensure that the request is appropriate, and the privilege of early payment is not abused. Each employee is limited to no more than three early paycheck requests per year.

OCTOBER 10, 2025 PAYROLL

The October 10, 2025 payroll covers the period from September 16, 2025 through September 30, 2025. 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 variations that are outlined below.

Additional payments:

Description	Amount
Leave cash outs for current employees	\$1,867.52
Leave cash outs for terminated employees	\$1,833.45
Service and recognition awards	\$1,925.00
Overtime earnings (see chart for overtime hours by department).	\$25,788.81
Total	\$31,414.78

Overtime hours by department:

Department	Hours
Administrative Services	
City Attorney's Office	
City Manager's Office	
Community Planning & Development	
Finance	
Municipal Court	
Police	186.25
Public Works	100.00
Thrift Shop	2.00
Youth & Family Services	
Total Overtime Hours	288.25

NEXT STEPS

FTE/LTE COUNTS

The table in Exhibit 4 shows the budgeted versus actual counts for Full Time Equivalents (FTEs) and Limited Term Equivalents (LTEs) for the current payroll. Casual labor employees (temporary and seasonal) are not included in the counts.

Casual Labor

In addition to FTE and LTE employees, the City utilizes casual labor to address workload needs that exceed the capacity or expertise of the City's regular staff and that are time limited or seasonal. Casual labor is used primarily to address seasonal workload needs and short-term workload issues created by special projects or position vacancies. Compared to an LTE position, a casual labor position has limited benefits and is filled for a shorter period (1-3 months, 6 months, or 9 months). The departments/divisions that utilize casual labor the most are Parks Maintenance, Recreation, Public Works, and the Thrift Store.

RECOMMENDED ACTION

Approve the September 26, 2025 Payroll Certification for \$3,174.19, the October 3, 2025 Payroll Certification for \$500, and the October 10, 2025 Payroll Certifications for \$989,199.44 and authorize the Mayor to sign the certification on behalf of the entire City Council.