AGENDA BILL INFORMATION

TITLE:	AB 6882: March 10, 2026 Payroll Certification	☐ Discussion Only
		☒ Action Needed:
		  ☒ Motion
		  ☐ Ordinance
		  ☐ Resolution

RECOMMENDED ACTION:	Approve the March 10, 2026 Payroll Certification in the amount of $928,677.45.	

DEPARTMENT:	Administrative Services
STAFF:	Ali Spietz, Chief of Administration Nicole Vannatter, Human Resources Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. March 10, 2026 Payroll Certification 2. FTE/LTE Counts
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 payroll certification for the period from February 16, 2026 through February 28, 2026 in the amount of $928,677.45 (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 occur 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

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	$1,121.90
Leave cash outs for terminated employees	$3,656.31
Service and recognition awards	$850.00
Overtime earnings (see chart for overtime hours by department).	$7,333.32
Total	**$12,961.53**

Overtime hours by department:

Department	Hours
Administrative Services	
City Attorney's Office	
City Manager's Office	
Community Planning & Development	
Finance	0.75
Municipal Court	
Police	51.00
Public Works	26.00
Thrift Shop	
Youth & Family Services	
Total Overtime Hours	**77.75**

NEXT STEPS

FTE/LTE COUNTS

The table in Exhibit 2 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 Shop.

RECOMMENDED ACTION

Approve the March 10, 2026 Payroll Certification in the amount of $928,677.45 and authorize the Mayor to sign the certification on behalf of the entire City Council.