



CITY OF MERCER ISLAND REQUEST FOR PROPOSALS

CLASSIFICATION AND COMPENSATION STUDY

I. PURPOSE OF REQUEST

The City of Mercer Island (“City”) is requesting proposals from qualified consultants to conduct a Classification and Compensation Study to examine and evaluate the City’s current salary schedule for non-represented employees, develop a classification system for all positions, and recommend improvements or changes to be implemented. The City’s needs are outlined in the following Request for Proposal (“RFP”).

The purpose of this Request for Proposal (RFP) is to solicit proposals from various consultants, conduct a fair and extensive evaluation based on criteria listed herein, and select a qualified and experienced consultant. Responding consultants should have significant experience conducting salary surveys and comparative analysis. Preferable consultants will have experience involving a range of sizes of jurisdictions including cities that are similar in size to the City of Mercer Island and offer a similar set of programs and services.

II. SCHEDULE

The following is a tentative time schedule:

Issue RFP	January 27, 2021
Deadline for Submittal of Proposals	February 19, 2021, 5:00 PM PST
Preliminary Selection of Firm	March 3, 2021
Notify Firm Chosen	March 12, 2021

III. CITY BACKGROUND

Just over five miles long and two miles wide, the City of Mercer Island is a true island community consisting of high-quality residential areas, preserved parks and open space, as well as miles of developed shoreline. Incorporated in July 1960, the Island has its own sense of identity, distinct from its neighbors, Seattle and Bellevue. With a population of just over 24,000, Mercer Island has been widely recognized as one of the premier residential communities in the State of Washington.

The City of Mercer Island has a Council-Manager form of government with seven City Council members, who are all elected at large for staggered four-year terms. The Council elects the Mayor from its members. The City Manager, who serves as the chief executive officer, is responsible for implementing the policies and goals of the City Council and provides leadership, coordination, and development of City departments. The City Manager is appointed by, reports directly to, and serves at the pleasure of the City Council.

The City provides a full range of municipal services including:

- Police
- Fire
- Parks and Recreation
- Youth and Family Services
- Public Works
- Finance
- Municipal Court
- Planning and Community Development
- General Administrative Services

The City currently employs approximately 70 non-represented employees in 12 classifications.

IV. PROJECT PURPOSE AND DESCRIPTION

- A. The City of Mercer Island has not completed a comprehensive classification and compensation study in over 20 years. Job descriptions are updated in a consistent format, and market studies have been conducted for non-represented employees throughout the years while represented employees' duties and wages are addressed during labor negotiations.
- B. Mercer Island leadership aims to ensure employee confidence, provide a work environment that promotes wellbeing and work-life balance and provide departments with the ability to recruit and retain qualified employees by ensuring the City's classification and compensation structure is relevant, accurate, and competitive in the market.
- C. The City of Mercer Island is seeking a qualified consultant to examine and evaluate the City's current salary schedule for non-represented employees, develop a classification system for all positions (represented and non-represented), and recommend improvements or changes to be implemented.
- D. The City of Mercer Island anticipates selection of a consultant in early March and would like to have the project completed by the end of 2021.

V. INSTRUCTIONS TO PROPOSERS

- A. Proposals must be submitted electronically in PDF format via email. When a proposal has been received, a response email will be sent to confirm receipt. Proposals should be marked as follows and sent to:

To: ali.spietz@mercerisland.gov

Subject: Classification and Compensation Study RFP

- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.
- C. Proposals delivered after the posted deadline will not be considered for selection.
- D. All proposals must include the following information:
1. A brief description of the organization.
 2. The names of individuals from those firms who will be working on the project and their areas of responsibility. Please identify the person that will serve as the project manager for this project.
 3. Specific experience and qualifications of individuals relative to the proposed project.
 4. A proposed outline of tasks, products, and project schedule, including the number of hours required to complete each task or product.
 5. A proposed budget based on the above outline of tasks, products, and schedules.
 6. A list of cities for which the consultant has conducted comprehensive classification and compensation studies within the past five years.
 7. A list of three recent client references, including telephone and fax numbers, email addresses, and addresses.

VI. COMPENSATION

- A. Please present detailed information on the firm's proposed fee schedule for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.

- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

VII. SELECTION CRITERIA

Evaluation Criteria	Weight
Staff expertise and overall experience of personnel assigned to the work.	15
Thoroughness and understanding of the tasks to be completed. Overall content quality and responsiveness to RFQ requirements.	25
Background and experience in organizational analysis and evaluation. Recent public sector experience, preferably in a municipal setting, conducting similar studies.	30
Cost.	30
Total	100

VIII. TERMS AND CONDITIONS

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFP.
- F. The City shall not be responsible for any costs incurred by the firm in preparing, submitting

or presenting its response to the RFP.

IX. CONTACTS

All communication concerning this RFP should be directed in writing to:

Ali Spietz, Chief of Administration
Email: ali.spietz@mercerisland.gov

Any oral communications will be considered unofficial and non-binding on the City.

X. PUBLICATION

Notice of this Request for Proposals will be published in the Mercer Island Reporter and Seattle Daily Journal of Commerce on January 27, 2020.

XI. ATTACHMENTS

- A. Scope of Services
- B. Sample Professional Services Contract
- C. 2021 Job Classifications for Non-Represented Employees
- D. Non-Represented Classification Descriptions
- E. 2021-2022 Organizational Charts

Current Job Descriptions are available upon request.

ATTACHMENT A
PROFESSIONAL SERVICES AGREEMENT - SCOPE OF SERVICES

Note: This scope is not final until a consultant is selected, and negotiations are completed.

PROJECT UNDERSTANDING

During the term of this Agreement, the Consultant shall perform a classification and compensation study and provide detailed recommendations regarding comparable employers, City salaries and benefits, (total cost of compensation) and compensation rules and policies.

TASK 1: PROJECT MANAGEMENT/CONSULTANT COORDINATION

1. The Consultant shall coordinate with the City's project manager and the City Manager throughout the project.
2. The Consultant shall develop a mutually agreeable project management plan that clearly describes all phases of the project with schedules, milestones, responsibilities, constraints, and deliverables.
3. The Consultant shall prepare and implement a communication program that ensures full communication to employees throughout the project and provides opportunities for meaningful engagement without unduly prolonging the process.
4. The Consultant shall submit monthly invoices with a written summary of project progress.

TASK 2: CLASSIFICATION AND COMPENSATION ANALYSIS

1. Conduct a job audit of all positions, which will include interviews with department directors/managers and other key personnel to determine the organizational structure and essential functions of each position.
2. Develop a position description questionnaire (PDQ) or comparable tool to be used as part of the position review process; conduct follow-up interviews when needed.
3. Review and revise existing job descriptions to ensure essential functions, knowledge, skills, abilities, education, and certification requirements are reflective of the work being performed. Ensure consistency in formatting and content among all City job descriptions. Review and update (if needed) the Fair Labor Standards Act designation for each job title/classification.
4. Recommend an appropriate classification for each position and establish a Citywide job classification structure.
5. Prepare a market analysis that identifies the City's competitive position in a comparative labor market. Determine recommended comparable cities.
6. Prepare a recommendation for a compensation philosophy to maintain competitiveness, ensure equity and parity, and position the organization for future development and present to the City Council for review and adoption.
7. Provide a recommendation for total salaries and benefits, including the total compensation package of healthcare insurance, paid leave, and other benefits.

8. Determine an appropriate salary structure including a minimum and a maximum percent spread, and the difference between each salary step, that provides for logical progression of movement when needed, between classifications.
9. Develop and present recommendations and impact studies including the cost, if any, of implementing the proposed compensation policies with current employees, and the future impact of recommended changes.
10. Perform a pay compression analysis of all City positions and provide a detailed written report with recommendations for addressing pay compression once a new pay plan is implemented, including an analysis of the fiscal impact associated with implementing each recommendation.
11. Recommend any additional pay incentives and supplements, which the City should consider to remain competitive in the market.

TASK 3: MEETINGS

1. The Consultant shall have meetings with project team to:
 - a. Discuss and identify information that is relevant to the analysis,
 - b. Coordinate progress and review draft findings,
 - c. Review the final report, and
 - d. Determine the process for informing City staff of the study results.
2. The Consultant shall lead kick-off meeting(s) with City staff.
3. The Consultant shall attend City Council Meetings to:
 - a. Present a compensation policy and philosophy recommendation for City Council adoption,
 - b. Provide updates on the study's progression and policy/philosophy alignment, and
 - c. Present the findings of the study and propose recommendations.

TASK 4: DELIVERABLES

1. The Consultant shall prepare a draft report for review and comment by the City project team.
2. The Consultant shall prepare a final report for presentation to the City Council, City staff and the community.
3. The Consultant shall produce revised job descriptions.
4. The Consultant shall be responsible for preparing the materials and exhibits for the presentation to the City Council.
5. The Consultant shall also prepare written responses to additional questions posed by the Council as practicable and prepare additional information as requested.

III. NON-DISCRIMINATION AND COMPLIANCE WITH LAWS

- A. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.
- B. Consultant shall comply with and perform the Services in compliance with all federal, state and local laws and ordinances, as now existing or hereafter adopted or amended.
- C. Violation of this Paragraph III shall be a material breach of this Agreement and may result in ineligibility for further work for the City.

IV. TERM AND TERMINATION OF AGREEMENT

- A. This Agreement shall commence on the effective date of this Agreement and shall remain in effect until completion of the Services and final payment, but in any event, no later than (“Term”).
- B. This Agreement may be terminated immediately by the City with or without cause. The Consultant may terminate this Agreement upon thirty days written notice, in which event all finished or unfinished documents, reports, or other material or work of Consultant pursuant to this Agreement shall be submitted to City, and Consultant shall be entitled to just and equitable compensation at the rate set forth in Paragraph II for any satisfactory work completed prior to the date of termination.

V. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda and other documents developed under this Agreement whether finished or not shall become the property of City, shall be forwarded to City at its request and may be used by City as it sees fit. Consultant shall not be held liable for reuse of documents or modifications thereof by City or its representatives for any purpose other than the intent of this Agreement.

VI. GENERAL ADMINISTRATION AND MANAGEMENT

The _____ of the City of Mercer Island, or his/her designee, shall be City’s representative and shall oversee and approve all Services to be performed, coordinate all communications, and review and approve all invoices, under this Agreement.

VII. HOLD HARMLESS

- A. Consultant shall protect, indemnify and save harmless the City, its officers, elected officials, agents, volunteers and employees from any and all costs, claims, judgments or awards of damages (including costs and all attorney fees), arising out of or in any way resulting from the negligent acts, errors or omissions of Consultant, its officers, employees and agents in

performing this Agreement. Consultant waives any immunity that may be granted to it under the Washington State Industrial Insurance Act, Title 51 RCW. Consultant's indemnification shall not be limited in any way by any limitation on the amount of damages, compensation or benefits payable to or by any third party under workers' compensation acts, disability benefit acts or any other benefits acts or programs.

- B. City shall protect, defend, indemnify and save harmless Consultant, its officers, employees and agents from any and all costs, claims, judgments or awards of damages, arising out of or in any way resulting from the sole negligent acts or omissions of City, its officers, employees or agents in performing this Agreement. City waives any immunity that may be granted to it under the Washington State Industrial Insurance Act, Title 51 RCW. City's indemnification shall not be limited in any way by any limitation on the amount of damages, compensation or benefits payable to or by any third party under workers' compensation acts, disability benefit acts or any other benefits acts or programs.

The provisions of this Section shall survive the expiration or termination of this Agreement.

VIII. INSURANCE

- A. Consultant agrees to carry as a minimum, the following insurance, in such form and with such carriers who have a current A.M. Best rating of not less than A:VII or other industry rating which is satisfactory to the City:
- (1) Workers' compensation and employer's liability insurance in amounts sufficient pursuant to the laws of the State of Washington;
 - (2) Commercial general liability insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
 - (3) Automobile liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage, with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 - (4) Professional liability insurance appropriate to the Consultant's profession with limits of no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
- B. The insurance policies for Commercial General Liability and Automobile Liability shall contain the following endorsements or provisions:

- (1) The Consultant's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
- (2) The Consultant shall provide the City with written notice of any policy cancellation within two business days of the Consultant's receipt of such notice. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including without limitation the additional insured endorsement evidencing the insurance requirement of the Consultant before commencement of the Services. Consultant's failure to maintain such insurance policies as required shall constitute a material breach of this Agreement, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

IX. SUBLETTING OR ASSIGNING CONTRACT

Neither City nor Consultant shall assign, transfer, or encumber any rights, duties or interests accruing from this Agreement without the express prior written consent of the other party.

X. FUTURE SUPPORT

City makes no commitment and assumes no obligations for the support of Consultant's activities except as set forth in this Agreement.

XI. INDEPENDENT CONTRACTOR

Consultant is and shall be at all times during the term of this Agreement an Independent Contractor and the City shall be neither liable nor obligated to pay Consultant sick leave, vacation pay, or any other benefit of employment nor to pay any social security or other tax which may arise as an incident of employment. The Consultant shall pay all income and other taxes as due.

XII. NON-APPLICATION OF FUNDS

If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will not be obligated to make payments for Services or amounts after the end of the current fiscal periods, and this Agreement will terminate upon the completion of all remaining Services for which funds are allocated. No penalty or expense shall accrue to the City in the event this provision applies.

XIII. GENERAL PROVISIONS

This Agreement contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement. No provision of the Agreement may be amended or modified except

by written agreement signed by the Parties. This Agreement shall be binding upon and inure to the benefit of the Parties' successors in interest, heirs and assigns. Any provision of this Agreement which is declared invalid or illegal shall in no way affect or invalidate any other provision. In the event either of the Parties defaults on the performance of any terms of this Agreement or either Party places the enforcement of this Agreement in the hands of an attorney, or files a lawsuit, each Party shall pay all its own attorney fees, costs and expenses. The venue for any dispute related to this Agreement shall be King County, Washington. Failure of the City to declare any breach or default immediately upon the occurrence thereof, or delay in taking any action in connection with, shall not waive such breach or default. In the event of a conflict between Exhibit A, Scope of Services, and this Agreement, this Agreement shall be controlling. Time is of the essence of this Agreement and each and all of its provisions in which performance is a factor.

IN WITNESS WHEREOF, the parties have executed this Agreement on the _____ day of _____, 20____.

CONSULTANT:

CITY:

CITY OF MERCER ISLAND

By: _____

By: _____

Jessi Bon, City Manager

Name:

Title:

9611 SE 36th Street

Mercer Island, WA 98040

Tax ID No. _____

Staff name _____

Address:

Staff phone # _____

Approved as to form:

Phone:

By: _____

Bio Park, City Attorney

PAY GRADE	JOB CLASSIFICATION	JOB TITLES IN CLASSIFICATION	DEPARTMENT
A-1	Admin Assistants	Court Clerk Court Clerk	Municipal Court Municipal Court
A-2	Admin Specialty	Payroll Specialist Executive Assistant to the City Manager Senior Fire Administrative Assistant Senior CPD Administrative Assistant	Administrative Services City Manager's Office Fire Department Public Works
A-3	Professional A	Customer Service Supervisor Interim Human Resources Coordinator Economic Development Coordinator (1.0 LTE) Financial Analyst Asset Management Systems Coordinator Recreation & Operations Coordinator (0.75 FTE) Recreation & Operations Coordinator (1.0 LTE) Thrift Shop Business Coordinator Thrift Shop Operations Coordinator Emergency Assistance Coordinator HYI Prevention Coordinator (0.8 LTE) HYI Prevention Specialist (0.8 LTE)	Administrative Services Administrative Services Community Planning & Development Finance Public Works Recreation Recreation Thrift Shop Thrift Shop Youth & Family Services Youth & Family Services Youth & Family Services
A-7	Counselors	Elementary School Counselor Elementary School Counselor Elementary School Counselor Elementary School Counselor Family & Individual Therapist (0.6 FTE) High School Counselor High School Drug/Alcohol Intervention Specialist Individual and Family Therapist/Lead Middle School Counselor	Youth & Family Services Youth & Family Services Youth & Family Services Youth & Family Services Youth & Family Services Youth & Family Services Youth & Family Services Youth & Family Services Youth & Family Services
A-4	Technician A	GIS Utilities Analyst Systems Administrator Systems Support Specialist Arborist (0.75 FTE) Planner Planner (Temporary) Capital Projects Inspector CIP Project Manager CIP Project Manager CIP Project Manager CIP Project Manager CIP Project Manager CIP Project Manager Natural Resource Specialist (0.75 FTE) Right-of-Way Arborist & Stormwater Quality Technician	Administrative Services Administrative Services Administrative Services Community Planning & Development Community Planning & Development Community Planning & Development Public Works Public Works Public Works Public Works Public Works Public Works Public Works Public Works Public Works
A-5	Professional B	Paralegal/Public Records Officer Sr. Policy Analyst (0.5 FTE) Senior Planner	City Attorney's Office City Manager's Office Community Planning & Development

PAY GRADE	JOB CLASSIFICATION	JOB TITLES IN CLASSIFICATION	DEPARTMENT
A-6	Technician B	GIS Coordinator Senior Systems Administrator Development Engineer Senior Building Plans Examiner Senior Building Plans Examiner (0.5 FTE) Senior Development Engineer Street Engineer Transportation Engineer Utility Engineer	Administrative Services Administrative Services Community Planning & Development Community Planning & Development Community Planning & Development Public Works Public Works Public Works Public Works
A-8	Managers A	Human Resources Manager Permit Services Manager Court Administrator Parks Operations Manager ROW/Stormwater Manager Support Services Manager Utilities Operations Manager Clinical Programs Manager	Administrative Services Community Planning & Development Municipal Court Public Works Public Works Public Works Public Works Youth & Family Services
A-9	Managers B	IT Manager Building Official Deputy CPD Director Deputy Finance Director Capital Division Manager/Assistant City Engineer City Engineer/PW Deputy Director Deputy PW Directors Recreation & Operations Manager (1.0 LTE) YFS Administrator	Administrative Services Community Planning & Development Community Planning & Development Finance Public Works Public Works Public Works Recreation Youth & Family Services
A-10	Individual Contributors	Communications & Sustainability Manager City Clerk	Administrative Services City Manager's Office
A-20	Division Commanders	Deputy Fire Chief Police Commander Police Commander	Fire Department Police Department Police Department
A-30	Directors	Chief of Administration City Attorney Interim CPD Director Finance Director Fire Chief Police Chief Public Works Director	Administrative Services City Attorney's Office Community Planning & Development Finance Fire Department Police Department Public Works
	Other	Municipal Court Judge (0.7 FTE) City Manager	Municipal Court City Manager's Office

ATTACHMENT D
NON-REPRESENTED CLASSIFICATION DESCRIPTIONS

NON-REPRESENTED CLASSIFICATION DESCRIPTIONS

Temporary, Part-Time or Working under an Employment Contract - Performs a variety of clerical, technical, maintenance or specialized job duties for a specified period of time or for a certain number of hours per week. Position may be temporary, seasonal, regular part-time or on an employment contract when the position does not fit into any other classification or job title.

Administrative Assistants - Performs a variety of administrative duties requiring knowledge of office procedures and general business practices. Most duties are performed to support a department or a division. Task assignments are varied and require organization and advanced computer skills. May coordinate duties for interns and/or volunteers.

Administrative Specialty - Performs diverse administrative duties requiring basic knowledge of a specialty area. Task assignments require a high level of organization and responsibility. Makes decisions about how job duties and responsibilities get completed. May provide supervision or perform lead duties over temporary or part-time staff, interns and/or volunteers.

Professional A - Performs complex and highly responsible tasks or administrative duties requiring full knowledge of a specialized area. Most duties are performed within established guidelines or regulatory requirements but uses discretion and judgment in completing assignments. Makes decisions in establishing the means or process in how to complete work assignments. May provide supervision or perform lead duties over other regular staff members, interns and/or volunteers.

Counselors - Performs counseling services for individuals, families, and/or children requiring specific education, experience, and certifications in a very specialized field.

Technician A - Provides technical or specialized services using skills, experience and knowledge which usually requires a degree, license or certification to support a program or service. Decision making is generally limited to area of expertise and is defined by established guidelines or regulatory requirements.

Professional B - Working in an administrative, recreational, or social services specialty area, provides professional services to serve the internal and external customers of the City. Provides research and statistics to management; recommends, develops and implements programs, policies, procedures and practices. Exercises discretion and judgment in completing assignments and works with minimal supervision. May provide supervision or perform lead duties over other regular staff members, interns and/or volunteers.

Technician B - Working in a technical area, performs senior-level technical services which require an advanced degree or certification. Makes recommendations to senior management and advises internal and external customers of the City in area of expertise. Exercises discretion and judgment in completing highly responsible assignments and projects. May

provide supervision or perform lead duties over other regular staff members, interns and/or volunteers.

Managers A – First line supervisors who plan, schedule and supervise the work activities of a small full-time staff. Coordinates the efficient use of personnel, equipment, and materials in order to accomplish department goals and objectives. Makes effective recommendations for personnel actions. Also provides professional or technical services to the internal and external customers of the City by completing assignments in specialty area.

Managers B – Works directly under the Department Director as a manager of full-time staff. Often manages the work of other Department supervisors in addition to other full-time staff. Works in a highly specialized area, which usually requires an advanced degree, license or certification. Has a high degree of risk and decision-making responsibility with minimal supervision. Makes effective recommendations for personnel actions. Provides services both internal and external to the City.

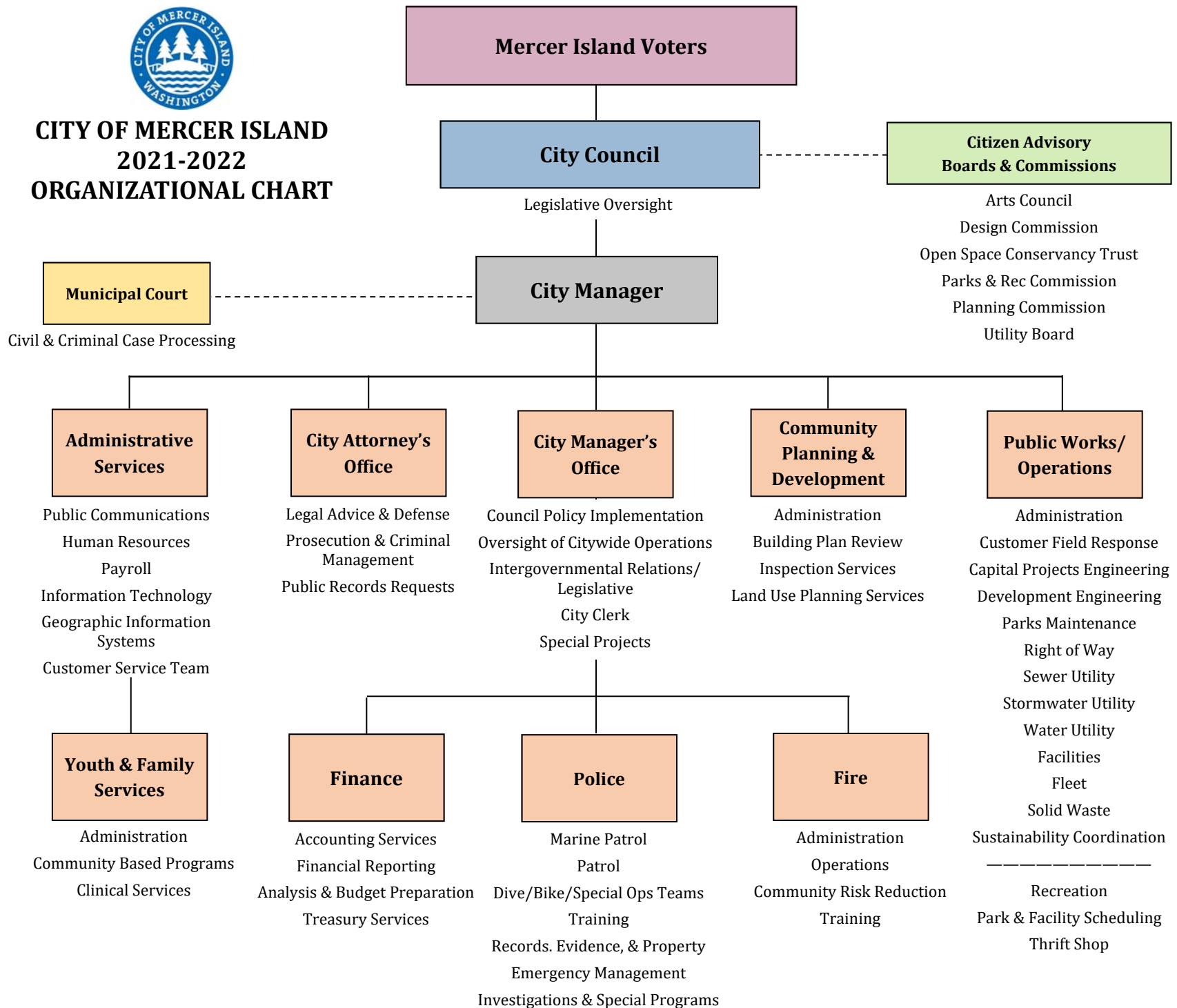
Individual Contributor - Works independently as a specialist in a particular field, which usually requires an advanced degree, license or certification. Advises and makes recommendations directly to the Executive Management Team in relation to specialty area. Has a high degree of risk and decision-making responsibility with minimal supervision and provides services both internal and external to the City.

Division Commanders - Plans, organizes, directs and controls all the activities of a Police or Fire division. Exempt from Civil Service rules.

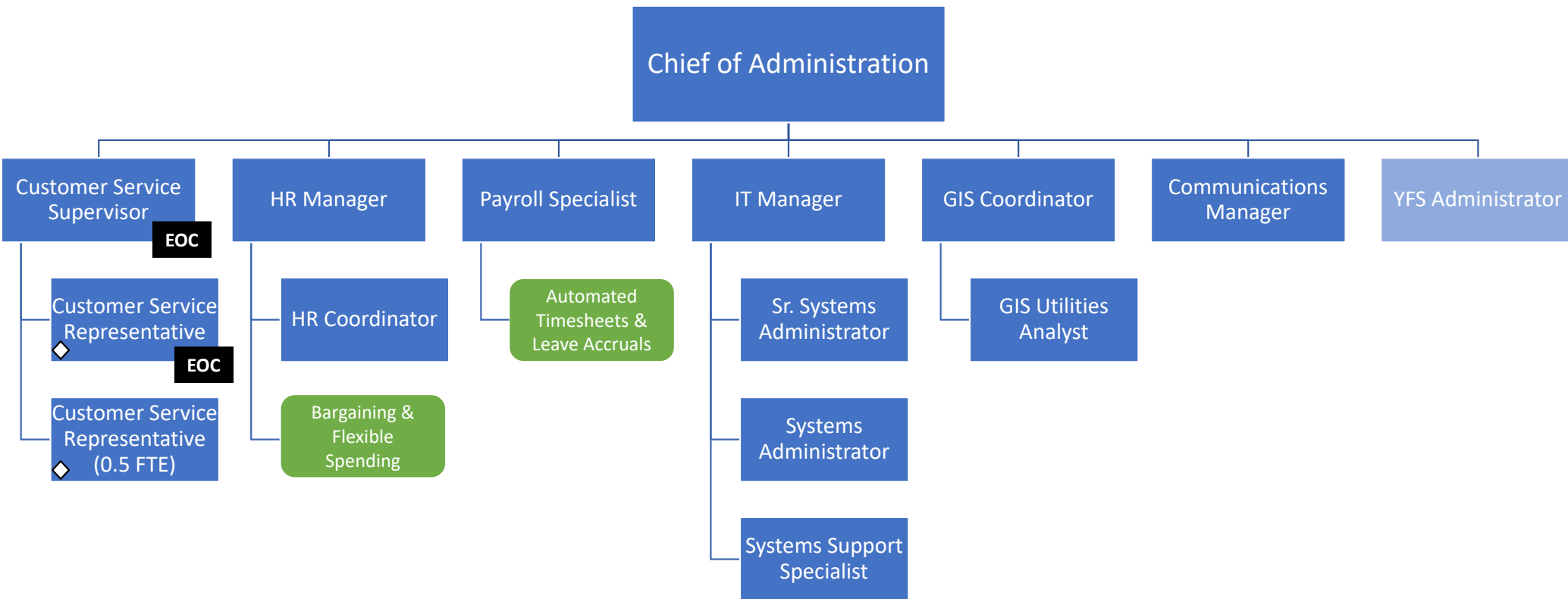
Directors - Plans, organizes, directs and controls all the activities of a department or a division. Makes decisions on formulating or adjusting programs for major functions, specifying goals and allocating resources. Reports to the City Manager.



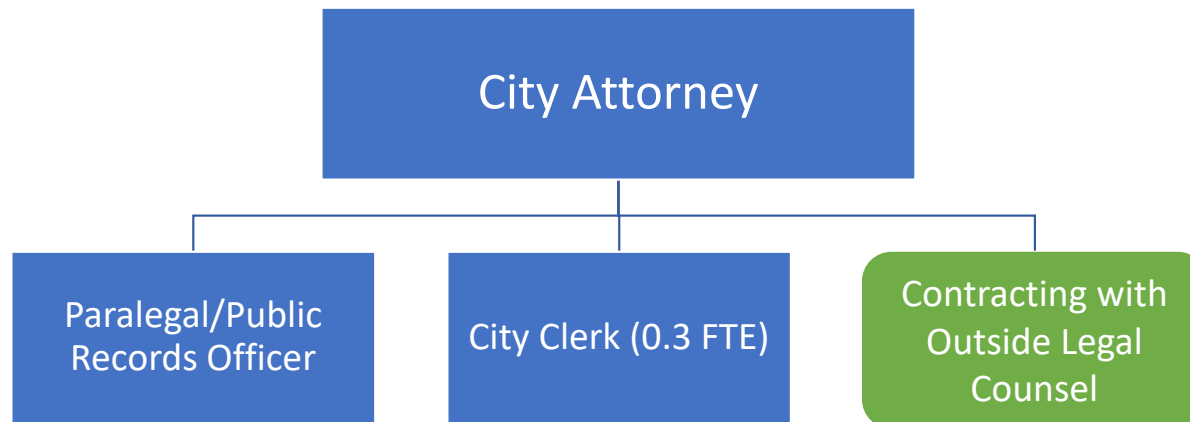
**CITY OF MERCER ISLAND
2021-2022
ORGANIZATIONAL CHART**



ADMINISTRATIVE SERVICES DEPARTMENT – BY POSITION (2021)

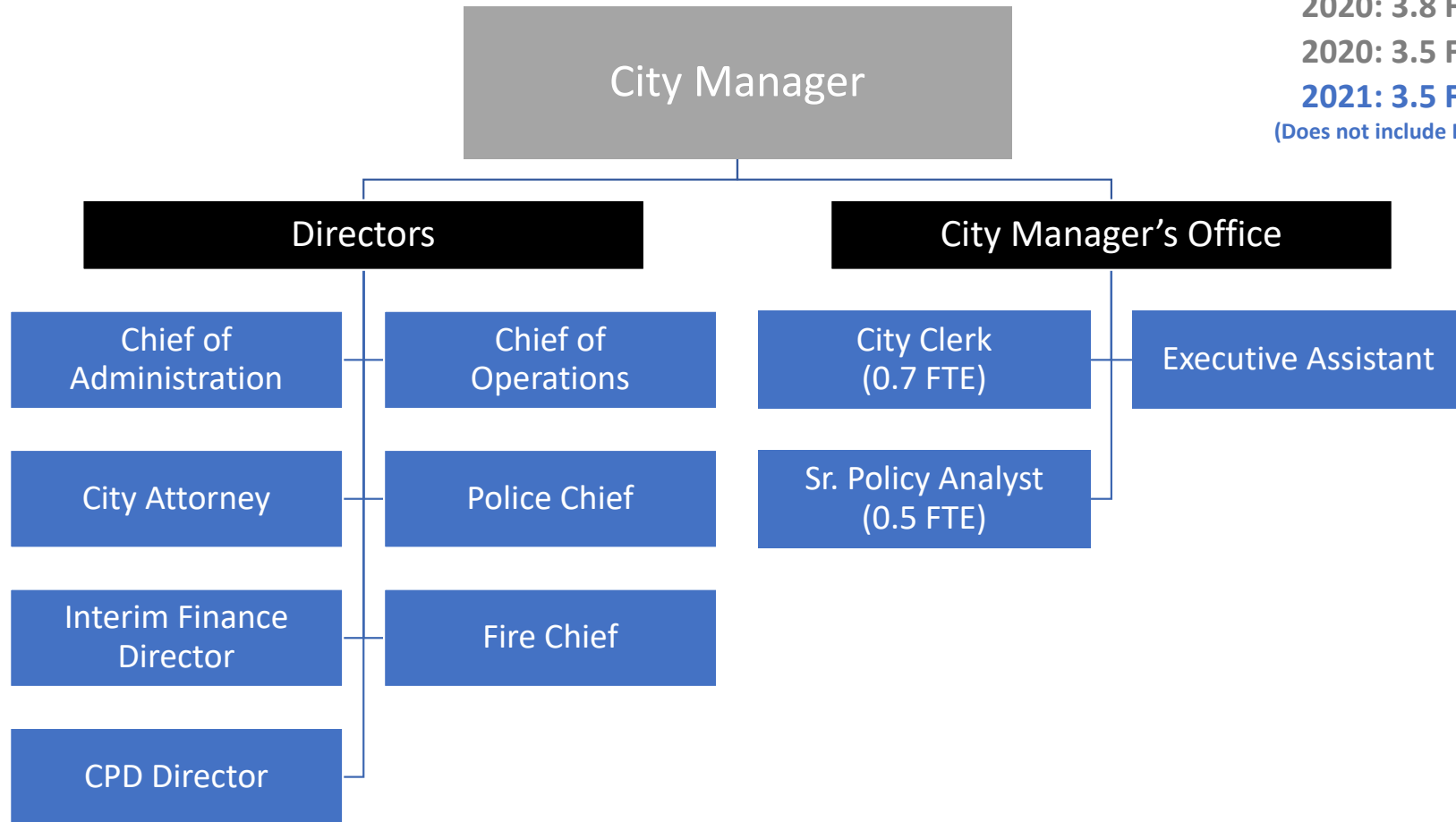


CITY ATTORNEY'S OFFICE – BY POSITION (2021)

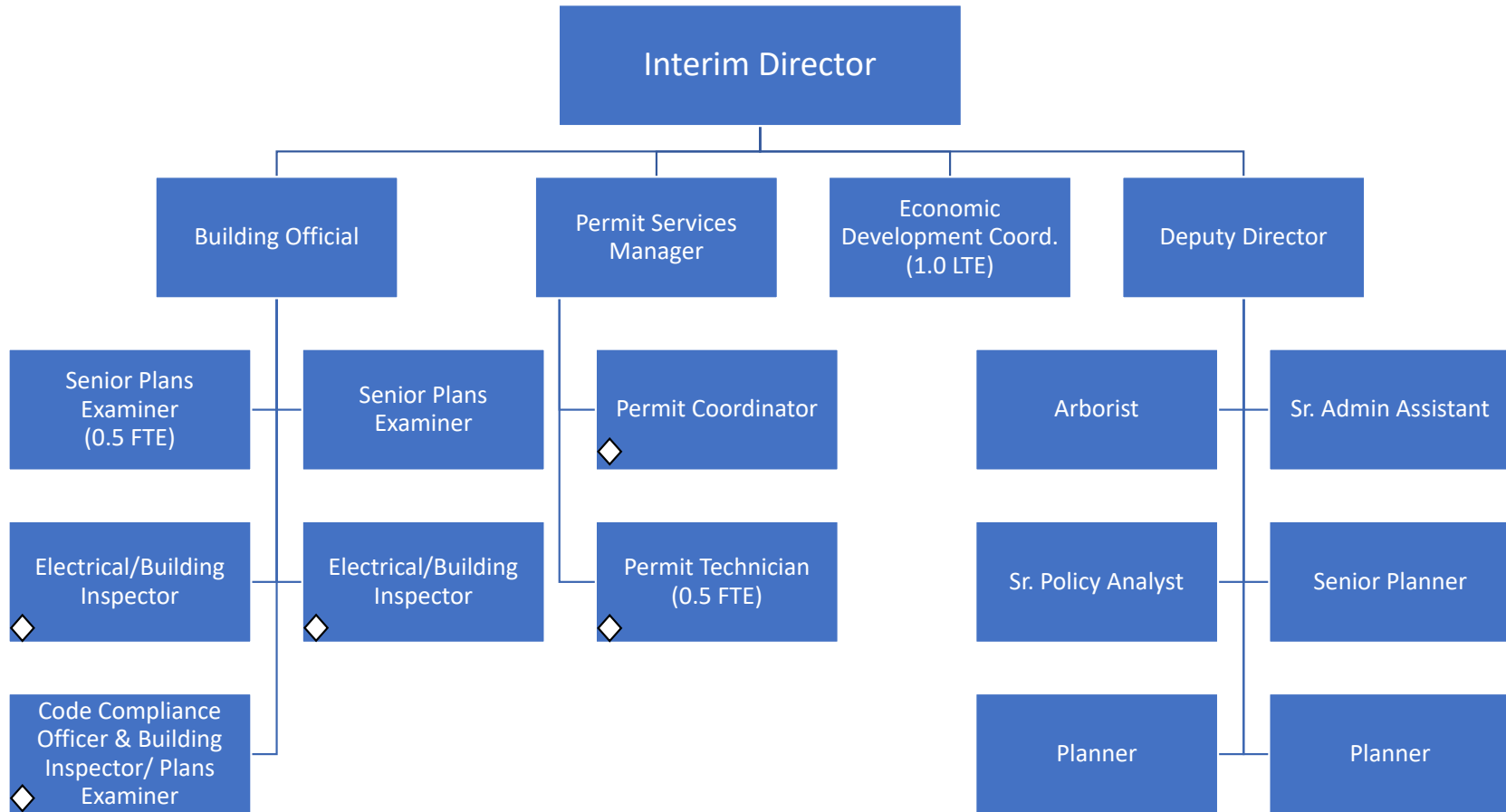


CITY MANAGER'S OFFICE – BY POSITION (2021)

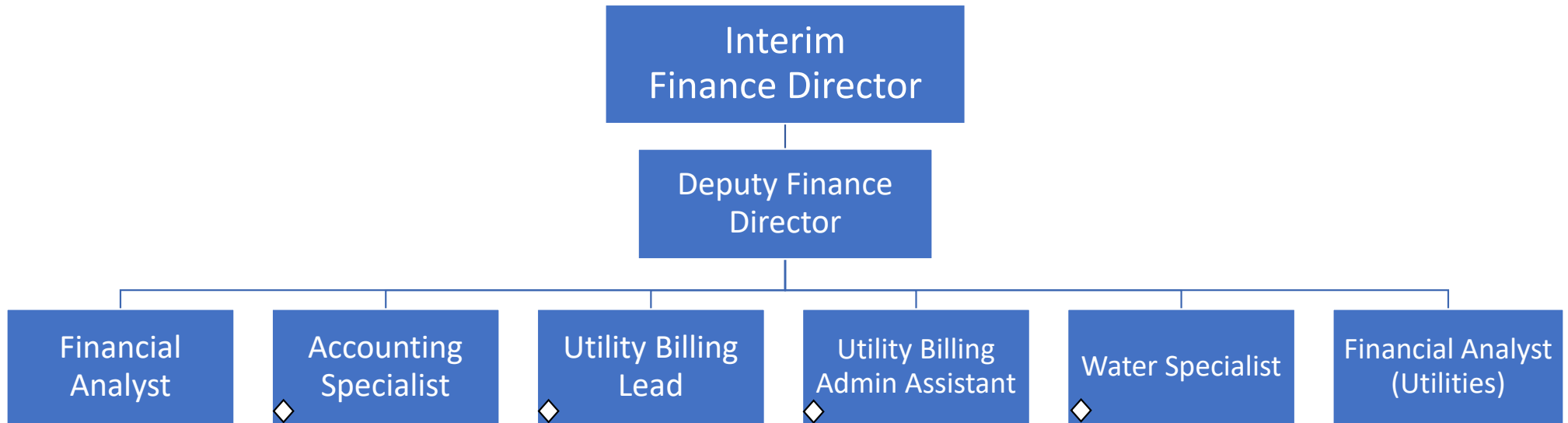
2020: 3.8 FTEs | 4 EEs
2020: 3.5 FTEs | 4 EEs
2021: 3.5 FTEs | 4 EEs
(Does not include Department Heads)



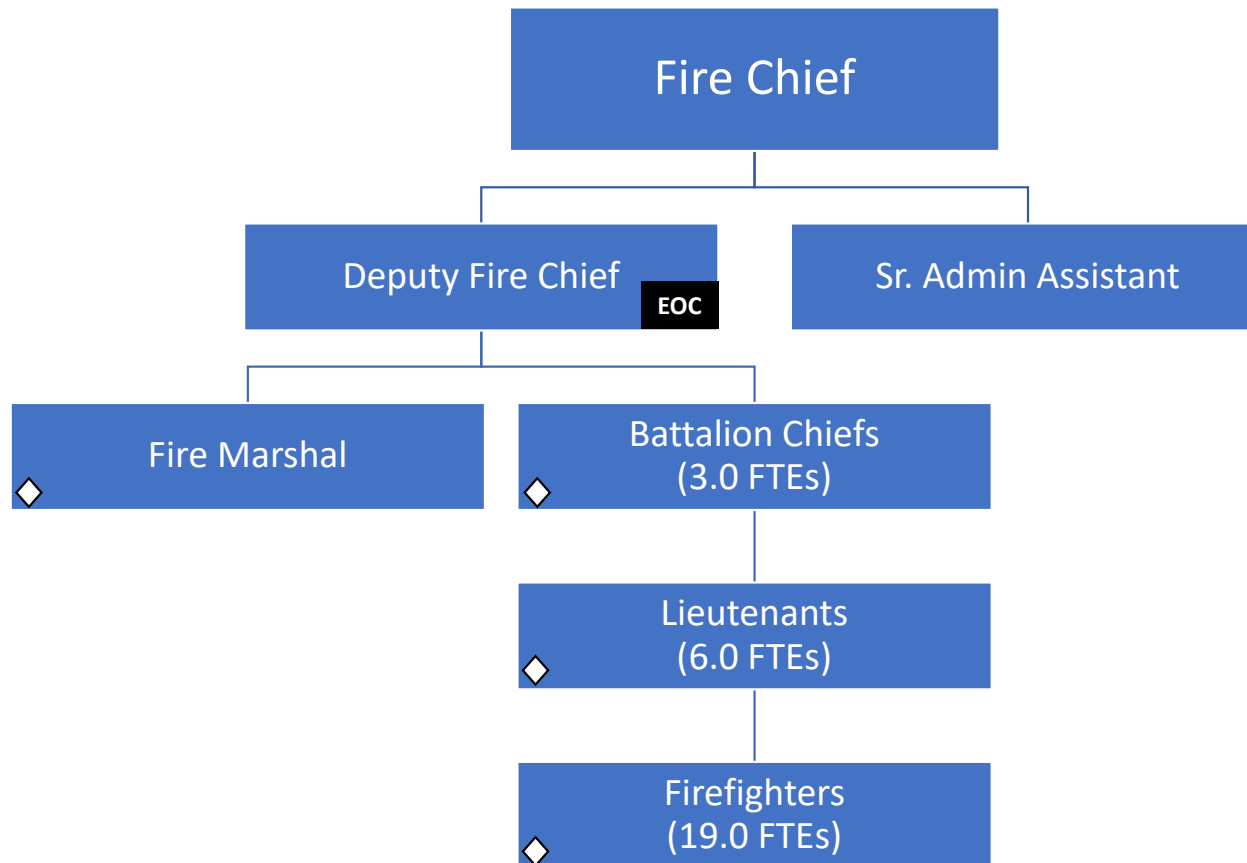
CPD– BY POSITION (2021)



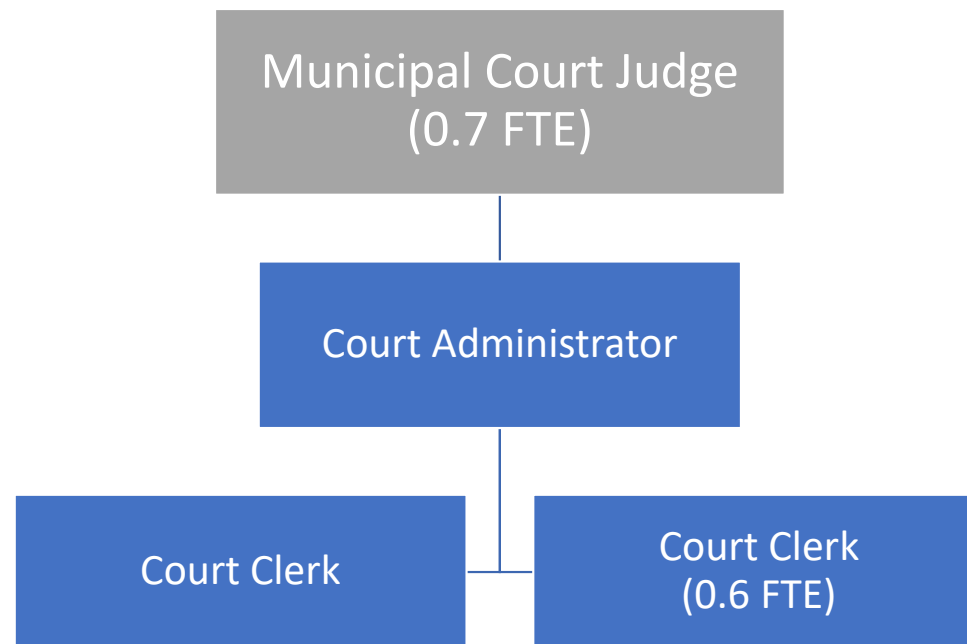
FINANCE DEPARTMENT – BY POSITION (2021)



FIRE DEPARTMENT – BY POSITION (2021)



MUNICIPAL COURT - BY POSITION (2021)



POLICE DEPARTMENT – BY POSITION (2021)

Police Chief

Operations Commander

Services Commander

Patrol Sergeants
(4.0 FTE)

Marine Patrol
Sergeant

Detective Sergeant

Emergency
Manager **EOC**

Personnel & Training
Sergeant

Patrol Corporal
(4.0 FTE)

Marine Support
Officer

Lead Detective

Lead Records Clerk

Patrol Officers
(15.0 FTE)

School Resource
Officer/Detective

Records Clerk
(0.5 FTE)

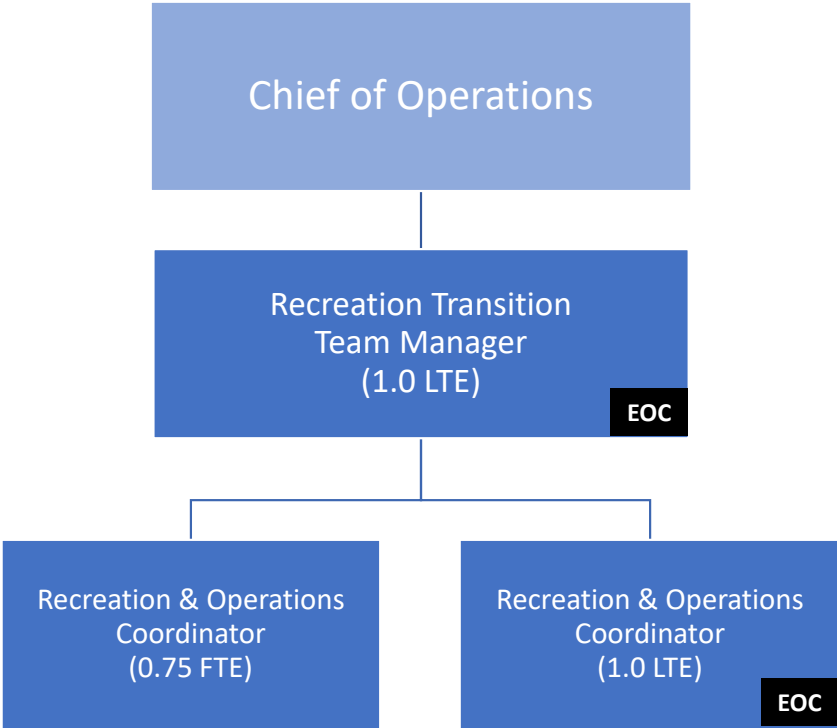
Police Support
Officer

Detective

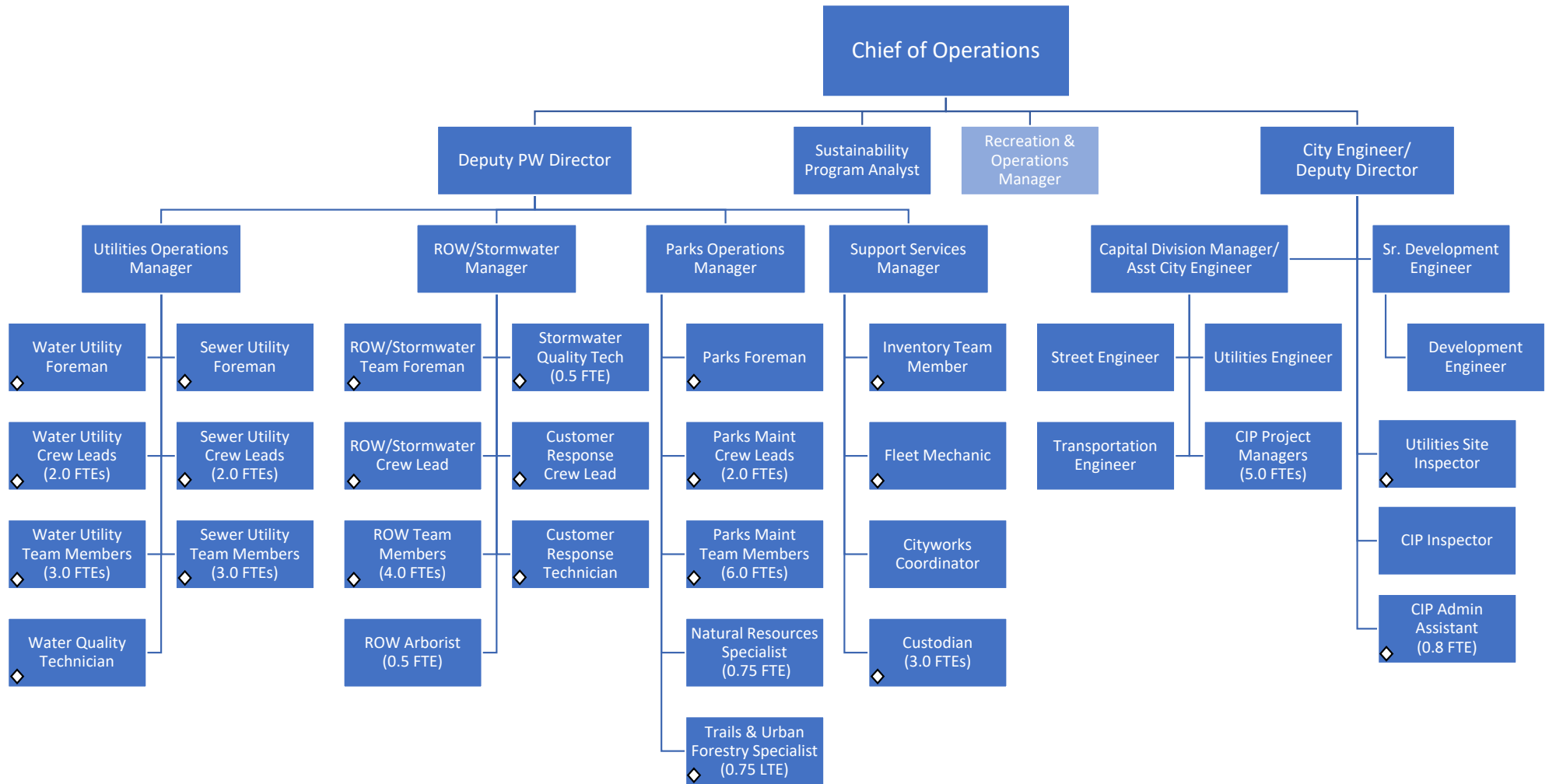
Evidence Technician
& PRO

January 2021

OPERATIONS TRANSITION TEAM – BY POSITION (2021)



PUBLIC WORKS/OPERATIONS – BY POSITION (2021)



YOUTH & FAMILY SERVICES – BY POSITION (2021)

