



KIRKLAND SALARY COMMISSION

Greta Climer • Lauren Hall-Stigerts • Rachel Pittman

AGENDA
KIRKLAND SALARY COMMISSION MEETING
CITY COUNCIL CHAMBER AND VIRTUAL – ZOOM
Tuesday, December 5, 2023
5:00 p.m.

Zoom Link: <https://kirklandwa-gov.zoom.us/j/84917665577>

Meeting ID: 849-1766-5577

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MEETING MINUTES
 - a. October 30, 2023
4. PUBLIC COMMENT
5. BUSINESS
 - a. Consideration of Resolution 23-001 Relating to the Salaries Paid to the Mayor and City Councilmembers.
 - b. Consideration of Resolution 23-002 Relating to the Membership of the Salary Commission.
6. STAFF REPORTS OR COMMISSIONER COMMENTS
7. ADJOURNMENT



KIRKLAND SALARY COMMISSION SPECIAL MEETING MINUTES
October 30, 2023

1. CALL TO ORDER

Chair Lauren Hall-Stigerts called the meeting to order at 5:02 p.m.

2. ROLL CALL

Members Present: Commissioners Greta Climer, Lauren Hall-Stigerts, and Rachel Pittman.

3. APPROVAL OF MEETING MINUTES

a. September 22, 2023

Motion to Approve the minutes as presented.

Moved by Vice Chair Rachel Pittman, seconded by Commissioner Greta Climer.

Vote: Motion carried 3-0

4. PUBLIC COMMENT

None.

5. BUSINESS

a. Commission Consideration of City Council Compensation for 2024

City Attorney Kevin Raymond introduced City staff in attendance: City Manager Kurt Triplett, Director of Finance and Administration Michael Olson, Human Resources Director Truc Dever and Diversity, Equity, Inclusion, and Belonging Manager Erika Mascorro.

Mr. Raymond opened the discussion and Commissioners then discussed elements of the additional information provided by staff, as requested by the Commission at their September meeting, related to car allowances, childcare costs, low-income stipends, City Council compensation, City demographics and cost of living data.

City staff responded to Commission questions and comments. City staff will prepare a draft resolution addressing these subjects for consideration and potential action by the Commission at a special meeting to be called in November.

b. Size of Salary Commission

Commission members discussed consideration of a second resolution at their November meeting which, if adopted, would request the City Council increase the membership of the Commission to five members.

6. STAFF REPORTS OR COMMISSIONER COMMENTS

Chair Hall-Stigerts thanked City staff for their work on the Commission's behalf.

7. ADJOURNMENT

The Salary Commission special meeting of October 30, 2023 was adjourned at 6:15 p.m.

Kathi Anderson
City Clerk

Lauren Hall-Stigerts
Salary Commission Chair

KIRKLAND SALARY COMMISSION

RESOLUTION NO. 23-001

**A RESOLUTION OF THE KIRKLAND
SALARY COMMISSION RELATING TO
THE SALARIES PAID TO THE MAYOR
AND CITY COUNCILMEMBERS.**

WHEREAS, pursuant to Chapter 3.11 of the Kirkland Municipal Code (“KMC”) the Kirkland Salary Commission (“Commission”) is responsible for annually reviewing the salaries paid by the City of Kirkland (“City”) to the Mayor and City Councilmembers; and

WHEREAS, if after such review the Commission determines the salaries paid to the Mayor or Councilmembers should be increased or decreased, the Commission shall file a salary schedule with the City Clerk indicating the increase or decrease in salaries; and

WHEREAS, any increase or decrease in salaries pursuant to such salary schedule shall become effective and incorporated into the City budget without further action by the City Council; and

WHEREAS, the Commission has increasingly focused its work on issues such as equitable compensation for the Mayor and Councilmembers to help enable a more diverse and representative set of community members to seek and serve in positions on the City Council; and

WHEREAS, the City has adopted a 5-year Diversity, Equity, Inclusion and Belonging Roadmap (“DEIB Roadmap”), which includes a number of objectives designed to help the City achieve its goal of being a safe, welcoming, and inclusive city where everyone feels they can belong; and

WHEREAS, DEIB Roadmap Objective 1.6, Decreasing Barriers to Serving on City Council, Boards, and Commissions, states: “Serving on the City Council involves 6-hour evening regular business meetings, and staff briefings or other meetings that happen during the day. In addition, Councilmembers often represent Kirkland on regional boards either appointed by the Council or by the Sound Cities Association that have daytime or evening meetings. While not a full-time job given Kirkland’s Council-Manager system of government, serving on the Council does require a significant part-time commitment. The City Council is interested in removing barriers to entry for community members to run and serve on City Council, as well as serve on Boards and Commissions, including considering stipends for board and commission members, salary changes for Councilmembers, or a childcare benefit”; and

WHEREAS, under the Council-Manager system of government the Councilmembers appoint one Councilmember to serve in the position of Mayor; and

WHEREAS, the Commission wished to ensure that, prior to a Commission determination to increase or decrease the salaries of the Mayor and Councilmembers, Kirkland community members had opportunities to comment virtually or in writing at Commission meetings; and

WHEREAS, the Commission held four (4) public meetings occurring virtually and in person at 5:00 p.m. on (i) July 19, 2023 (ii) September 22, 2023 (iii) October 30, 2023, and (iv) _____, at which times public oral or written comments could be received and considered; and

WHEREAS, the City Clerk provided proper public notice of the such meetings; and

WHEREAS, the Commission received some virtual but no in person written comments in connection with those public meetings; and

WHEREAS, following deliberation, the Commission wishes to increase the monthly salary of the Mayor from \$1,843 to \$4,000 and the monthly salary of the other Councilmembers from \$1,447 to \$3,200 in order to more equitably compensate them for their significant part-time commitments as elected officials on behalf of the City; and

WHEREAS, following deliberation, the Commission wishes to continue to offer all Councilmembers (including the Mayor) the option of choosing either “employee only” or “family” City medical, dental, and vision benefits plans, while no longer requiring Councilmembers choosing the “family” option to pay the entire annual premium difference between the “employee only” and “family” plans, thereby making it more affordable for Councilmembers with children to serve on the Council; and

WHEREAS, following deliberation, the Commission wishes to continue the City’s practice of paying all Councilmembers a monthly transportation allowance and providing them with an ORCA card; provided that the monthly transportation allowance shall be increased from the current amount of \$270 to \$282 in 2024 to account for inflation in 2023, thereby making it more affordable for Councilmembers to pay for their transportation costs in support of their City duties; and

WHEREAS, following deliberation, the Commission wishes to offer eligible Councilmembers with a childcare stipend of up to \$1,000 per month, thereby making it more affordable for Councilmembers with young children or dependents with special needs to be able to afford to

serve on the Council and attend meetings related to City business, including at night and on weekends; and

WHEREAS, following deliberation, the Commission wishes to offer a low-income monthly stipend for eligible Councilmembers in households at or below 80% of the King County Median Income (“KCMI”) as determined by the Secretary of Housing and Urban Development (“HUD”), thereby making it more affordable for Councilmembers in lower income families to serve on the Council; and

WHEREAS, following deliberation, the Commission wishes to provide Councilmembers with an internet stipend of \$50 per month and a cellphone stipend (in lieu of a City-issued cellphone) of \$45 per month, thereby making it more affordable for Councilmembers to serve on the Council and transact City business; and

WHEREAS, the Commission has concluded the changes referenced above are necessary, timely, and consistent with the City’s commitments to diversity, equity, inclusion and belonging and particularly the DEIB Roadmap goal of enabling a more diverse set of community members to seek and serve in positions on the City Council.

NOW, THEREFORE, the Kirkland Salary Commission does hereby resolve as follows:

Section 1. Effective January 1, 2024, the salaries for the Mayor and Councilmembers shall be as follows:

	Current Salary	Salary as of 1/1/24
Mayor	\$ 1,843/month	\$ 4,000/month
Council	\$ 1,447/month	\$ 3,200/month

Section 2. Effective January 1, 2024, the Mayor and Councilmembers may receive, in addition to the life insurance which they currently receive, medical, dental, and vision benefits available to Kirkland employees. The City shall pay the same premium equivalent for these benefits as paid for a full-time equivalent Kirkland employee. The Mayor and Councilmembers choosing to participate in these benefits shall be eligible for either “employee only” or “family” coverage; provided, however, that if a Councilmember chooses to participate in family coverage, the Councilmember shall be responsible for paying only 28.5% of the premium rate, as calculated for part-time employees working an average of 26 hours per week, or 0.65 FTE. The Mayor and Councilmembers may, at their individual option, be paid an allowance of \$470/month in lieu of receiving such medical, dental, and vision benefits, with a further option of voluntary participation in the City of Kirkland’s FSA/125 Plan.

Section 3. The Mayor and Councilmembers shall continue to receive a monthly transportation allowance and an ORCA card. Effective January 1, 2024, the monthly transportation allowance shall be \$282.

Section 4. Effective January 1, 2024, a Mayor or Councilmember providing satisfactory evidence to the Human Resources Department that they are responsible for the care of children 10 years of age or younger or dependent children with special needs up to the age of 18 years shall be eligible for a maximum total childcare stipend of \$1,000 per month.

Section 5. Effective January 1, 2024, a Mayor or Councilmember providing satisfactory evidence to the Human Resources Department that their household income does not exceed 80% of the King County Median Income ("KCMI"), as most recently determined by the Secretary of Housing and Urban Development, shall be eligible for a monthly low income stipend of up to \$1,000 based on the following schedule: \$1,000 per month for eligible households at or below 30% KCMI, \$700 per month for eligible households at or below 50% KCMI, or \$400 for eligible households at or below 80% KCMI.

Section 6. Effective January 1, 2024, the Mayor and Councilmembers shall receive a \$50 per month stipend for internet services and a \$45 per month stipend for cellphone services (unless in the latter case a City-issued cellphone has been provided).

Section 7. A copy of this Resolution shall be filed with the City Clerk in satisfaction of the requirement of a written salary schedule in Kirkland Municipal Code 3.11.040(a).

RESOLUTION DECLARED ADOPTED by the Kirkland Salary Commission for this __ day of _____, 2023.

Lauren Hall-Stigerts, Chair

Rachel Pittman, Vice Chair

Greta Climer, Commissioner

APPROVED AS TO FORM:

Kevin Raymond, City Attorney

KIRKLAND SALARY COMMISSION

RESOLUTION NO. 23-002

A RESOLUTION OF THE KIRKLAND
SALARY COMMISSION RELATING TO
THE MEMBERSHIP OF THE SALARY
COMMISSION.

WHEREAS, the City Council created the Salary Commission in accordance with state law applicable to cities in 2005 through Chapter 3.11 of the Kirkland Municipal Code (KMC); and

WHEREAS, pursuant to KMC 3.11.010(a), the Salary Commission has consisted of three members appointed by the Mayor with the approval of the City Council; and

WHEREAS, state law authorizes salary commissions created by cities to consist of more than three but not less than three members; and

WHEREAS, the role of the Salary Commission has expanded in recent years to include a heightened focus on issues such as equitable compensation as a tool to attract a more diverse pool of candidates able to seek positions on the City Council, as part of the City's diversity, equity, inclusion and belonging initiatives; and

WHEREAS, KMC 3.11 was amended in 2023 to authorize the Salary Commission to meet as often as necessary in support of its work, so long as at least one such meeting per year is conducted during the months of August and September in order to coincide with the City's annual budgeting processes; and

WHEREAS, Objective 1.6, Decreasing Barriers to Serving on City Council, Boards, and Commissions, from the City's Diversity, Equity, Inclusion and Belonging 5-year Roadmap states: "Serving on the City Council involves 6-hour evening regular business meetings, and staff briefings or other meetings that happen during the day. In addition, Councilmembers often represent Kirkland on regional boards either appointed by the Council or by the Sound Cities Association that have daytime or evening meetings. While not a full-time job given Kirkland's Council-Manager system of government, serving on the Council does require a significant part-time commitment. The City Council is interested in removing barriers to entry for community members to run and serve on City Council, as well as serve on Boards and Commissions, including considering stipends for board and commission members, salary changes for Councilmembers, or a childcare benefit."; and

WHEREAS, increasing the number of members of the Salary Commission from three members to five members would enhance the Commission's deliberative and decision-making processes and offer the

opportunity for more diverse perspectives that can, among other things, help the City reduce barriers to entry to serving on the City Council; and

WHEREAS, increasing the number of members of the Salary Commission from three members to five members would make it possible for an individual Salary Commission member to interact with one other Salary Commission member outside of a public meeting context without creating potential Open Public Meetings Act (OPMA) issues through the potential inadvertent creation of a quorum of the Commission; and

WHEREAS, for these reasons the Salary Commission now wishes to request that the Council consider amending KMC 3.11.010(a) by increasing the number of members of the Salary Commission from three members to five members.

NOW, THEREFORE, the Kirkland Salary Commission does hereby resolve as follows:

Section 1. The Salary Commission requests that the Kirkland City Council consider amending Section 3.11.010(a) of the Kirkland Municipal Code to increase the number of members of the Salary Commission from three members to five members.

RESOLUTION DECLARED ADOPTED by the Kirkland Salary Commission for this __ day of _____, 202_.

Lauren Hall-Stigerts, Chair

Rachel Pittman, Vice Chair

Greta Climer, Commissioner

APPROVED AS TO FORM:

Kevin Raymond, City Attorney