

KIRKLAND SALARY COMMISSION MEETING

Minutes

Thursday, September 21, 2017

1. CALL TO ORDER

On September 21, 2017, the Kirkland Salary Commission held a meeting in the City Council Chamber at Kirkland City Hall, 123 Fifth Avenue. The meeting was called to order at 5:00 p.m. by Commission Chair Santos Contreras.

2. INTRODUCTIONS/ROLL CALL

Commission Members present: Commission Chair Santos Contreras, Commissioner Jeffry Canin, and Commissioner Sara Oppler.

Staff members present: Michael Olson, Director of Finance and Administration; Kevin Raymond, City Attorney; James Lopez, Director of Human Resources and Performance Management; Kathi Anderson, City Clerk; Cassandra Peak, Information Technology staff member.

3. APPROVAL OF MINUTES

a. September 15, 2016 and February 16, 2017

A motion was made to approve the September 15, 2016 and February 16, 2017 Salary Commission meeting minutes.

Moved by Commissioner Sara Oppler, seconded by Commissioner Jeffry Canin.

Vote: Motion carried 3-0

Yes: Commissioner Jeffry Canin, Commission Chair Santos Contreras, and Commissioner Sara Oppler.

4. PUBLIC COMMENT

The Salary Commission did not receive any written or oral comments.

5. COMMISSION BUSINESS

a. Commission Consideration of Mayor and Council Compensation

City Attorney Kevin Raymond provided opening remarks. Commission Chair Contreras asked Director of Human Resources and Performance Management James Lopez to update the Commission on his Department's 2017 Mayor/Councilmember Compensation Survey and Councilmember Benefits Survey. Commission Chair Contreras noted that the Commission had previously provided that the Mayor and Council should receive the same percentage of compensation increase as the MAC group. Commission members discussed that

past approach in relation to the compensation survey results presented by Mr. Lopez.

Following such discussion, there was a motion made to approve Resolution 17-002, entitled "A RESOLUTION OF THE KIRKLAND SALARY COMMISSION RELATING TO THE SALARIES PAID TO THE MAYOR AND CITY COUNCILMEMBERS."

Moved by Commissioner Sara Oppler, seconded by Commissioner Jeffry Canin.

Vote: Motion carried 3-0.

Yes: Commissioner Jeffry Canin, Commission Chair Santos Contreras, and Commissioner Sara Oppler.

b. Email User and Archive Training

Information Technology Service Desk staff Cassandra Peak and City Clerk Kathi Anderson reviewed usage policies and provided email archiving and records management guidance for the use of City email accounts provided to Commission members for the conduct of City business.

c. Open Government Training: Public Meetings and Public Records

City Clerk Kathi Anderson introduced two videos produced by the Washington State Attorney General's Office for the purpose of fulfilling required Commission training on the Open Public Meetings Act and the Public Records Act. Commission members agreed to watch the two videos and to submit certificates of completion to the City Clerk for documentation of the training.

6. ADJOURNMENT

The September 21, 2017 meeting of the Kirkland Salary Commission adjourned at approximately 5:45 p.m.