

## **KIRKLAND SALARY COMMISSION**

### **RESOLUTION NO. 17-001**

A RESOLUTION OF THE KIRKLAND SALARY COMMISSION RELATING TO THE PROVISION OF ORCA PASSPORT CARDS TO THE MAYOR AND CITY COUNCILMEMBERS.

WHEREAS, under Kirkland Municipal Code Chapter 3.11 the Kirkland Salary Commission ("Commission") is responsible for reviewing the salaries paid by the City of Kirkland ("City") to the Mayor and other City Councilmembers; and

WHEREAS, as part of such review the Commission reviews and takes into account additional elements of compensation paid to the Mayor and other City Councilmembers such as life insurance; medical, dental and vision benefits or an allowance in lieu thereof; and monthly transportation allowances; and

WHEREAS, the City has entered into an ORCA Business Passport Card Agreement with King County Metro providing for the required distribution of ORCA passport cards to all active, benefitted employees of the City for use on various public bus, ferry, rail and train systems in the Puget Sound area; and

WHEREAS, the Mayor and other City Councilmembers are active, benefitted employees of the City; and

WHEREAS, the Commission has been asked to approve the distribution of ORCA passport cards to the members of the Mayor and other City Councilmembers as one of their benefits and as required by the ORCA Business Passport Card Agreement; and

WHEREAS, the Commission scheduled a special public meeting to occur at 5:00 p.m. on Thursday, February 16, 2017, in the City Council Chambers at which time public comments, or timely delivered written comments, would be received and considered; and

WHEREAS, the City Clerk provided proper public notice of the Commission's public meeting; and

WHEREAS, the Commission conducted its special public meeting on February 16, 2017, regarding the subject of this Resolution, and having received no written in advance of the meeting or any oral or written comments at the meeting.

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

Section 1. Effective immediately, the Mayor and the other City Councilmembers shall receive ORCA passport cards from the City for their individual use in accordance with the ORCA Business Passport Card Agreement attached hereto as Exhibit 1.

Section 2. A copy of this Resolution shall be filed with the City Clerk in furtherance of the requirements of Kirkland Municipal Code Section 3.11.040(a).

RESOLUTION DECLARED ADOPTED by the Kirkland Salary Commission this 16<sup>th</sup> day of February, 2017.

\_\_\_\_\_  
Jeffry Canin



\_\_\_\_\_  
Santos Contreras

  
\_\_\_\_\_  
Sara Oppler

APPROVED AS TO FORM:

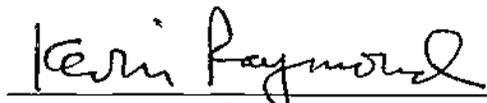
  
\_\_\_\_\_  
Kevin Raymond, City Attorney

Exhibit 1: ORCA Business Passport Card Agreement



# ORCA Business Passport Card Agreement

**As an ORCA Business Passport Card holder, I agree to the following:**

1. I am a regular, benefited employee of the City of Kirkland.
2. The ORCA Business Passport card is a benefit provided to me as an employee and is to be used only during the period I am employed by the City of Kirkland.
3. I will use my ORCA Business Passport card for my own transportation only. I will not transfer or sell my ORCA Business Passport card to any other person. (Incidental use by family members is allowed.)
4. I will keep my ORCA Business Passport card secure and in good condition. I will immediately report a lost, stolen or damaged ORCA Business Passport card to the Human Resources Department. I understand a lost ORCA Business Passport card will be replaced at a charge of \$5.00. A non-working ORCA Business Passport card will be replaced free of charge.
5. I will return my ORCA Business Passport card upon request or when I leave my employment with the City of Kirkland. If I do not return my ORCA Business Passport card, I authorize the amount of \$25.00 to be withheld from my paycheck for a replacement card and the card will be blocked from further use.
6. I understand that my ORCA Business Passport card is valid for the following provided by the listed transportation Agencies:
  - 100% of fares on regularly scheduled transportation service on Everett Transit, Community Transit, Kitsap Transit, Metro Transit, Pierce Transit, Sound Transit, Seattle Streetcar, King County Water Taxi, and Kitsap Transit Foot Ferry.
7. I understand that the ORCA Business Passport card is not valid for fare payment on transportation services not specified in Section 6, and that King County Metro may change the fare value of the ORCA Business Passport card in the future, and I am responsible for paying any additional fares required for services not covered, or not fully covered, by my assigned ORCA Business Passport card.
8. I understand the ORCA system will record data each time I use my assigned ORCA Business Passport card. Data will include the date, time and location of the card when it is presented. I understand this data is owned by the transit Agencies and is accessible to the company that owns my ORCA Business Passport card.

I acknowledge the receipt of my ORCA Business Passport card, and understand and agree to the terms stated above on using the ORCA Business Passport card.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

<b>Transit Pass Returned:</b>
Date: _____
Pass#: _____
HR Initials: _____

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
ORCA Business Passport Serial #

Department (**check one**)

CAO  CMO  F&A  Fire  HR  IT  MC  PARKS  PD  P&B  PW

.....  
UPON ORCA BUSINESS PASSPORT RETURN, DETACH THIS PORTION AND RETURN TO EMPLOYEE

ORCA transit pass received:	
_____ Employee's Signature	_____ Date
_____ HR Signature	_____ ORCA Business Passport Serial #