



2025 CITY COUNCIL DUTIES AND COMPENSATION

The Ridgefield City Council is the legislative authority of the City of Ridgefield. The City operates as a non-charter code city under a Council-Manager form of government. The City Council serves as the legislative body of the City and is responsible for setting policy, adopting the annual budget, adopting laws, and determining the services to be provided and the funding levels for those services.

The duties of a City Councilmember will likely involve an average minimum commitment of 18-24 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Councilmember duties include, but are not limited to:

- Attendance is required at regular City Council meetings, which are held on the second and fourth Thursday evenings of each month starting at 6:30 pm. In addition, City Council study sessions or workshops are typically held at 5:30 pm immediately prior to each Council meeting. To accommodate the Thanksgiving and Christmas holidays the regular meetings for November and December are held on the first and third Thursday of each of those months. From time to time, the City Manager, City Council or Mayor may request special City Council meetings. Attendance is also required at Council Retreats focusing on goal setting, Council work plan development and the annual budget.
- Council members are expected to represent the City Council at various community meetings and functions and serve on committees, regional boards and commissions. These various meetings and functions occur normally during the evenings, but may also occur on some weekends, and during some week days.
- Some travel is expected locally, regionally, and/or within the State of Washington, involving various organizations of which the City of Ridgefield is a member. Councilmembers may also at their discretion travel and attend training, education and/or participate in other organizations at the local, regional, state, or in some instances on the national level. Travel, education, and training expenses for local, regional, state, and national activities are reimbursed in accordance with City policy applicable to all employees and city officials, subject to the budgetary limit set for each councilmember and for the city council as a whole.

Compensation of City Councilmembers is established by the Salary Commission and incorporated into city ordinance. The 2025 salary for Councilmembers is \$725 per month to a maximum of \$8,700 annually during the 2025 calendar year. (RCW 2.60.010)