



**CITY OF RIDGEFIELD  
SALARY COMMISSION  
MEETING AGENDA**

**WEDNESDAY, MAY 19, 2021  
TELECONFERENCE  
N/A, RIDGEFIELD, WA 98642  
5:30 PM**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PUBLIC COMMENT**

*Written comments may be submitted to the City Clerk via email ([julie.ferriss@ridgefieldwa.us](mailto:julie.ferriss@ridgefieldwa.us)) or be placed in the drop box in front of City Hall no later than 3PM on the day of the scheduled Salary Commission meeting. Comments will be compiled and provided to the Salary Commission.*

**IV. BUSINESS**

- 1. Approval of Minutes from August 24, 2020 Meeting**
- 2. Projected 2022 Budget - Kirk Johnson, Finance Director**
- 3. Review of 2022 Salary Schedule for Mayor and City Council Members**

**V. ADJOURN**



**CITY OF RIDGEFIELD, WASHINGTON**  
**Salary Commission MEETING MINUTES**  
**August 24, 2020**

**Regular Meeting - 5:30 PM**

**CALL TO ORDER - 5:30PM**

**ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Victoria Haugen	Commissioner	Present	
Gary Adkins	Commissioner	Absent	
Clyde Burkle	Chairman	Present	
Shaun Ford	Commissioner	Present	
Darcy Rourk	Commissioner	Present	

**PUBLIC COMMENT**

None received.

**BUSINESS**

**1. Approval of Minutes from April 3, 2019 Meeting**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Darcy Rourk, Commissioner
<b>SECONDER:</b>	Victoria Haugen, Commissioner
<b>AYES:</b>	Haugen, Burkle, Ford, Rourk
<b>ABSENT:</b>	Adkins

**2. 2021 Budget Review and Salary Schedule for Mayor and City Council Members**

Commission review and discussed comparison of salaries for Mayor and Council members in other Washington cities that are comparable to the City of Ridgefield and/or Clark County.

After discussion and consideration commission will not take action on salary adjustment for the year 2021.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Shaun Ford, Commissioner
<b>SECONDER:</b>	Victoria Haugen, Commissioner
<b>AYES:</b>	Haugen, Burkle, Ford, Rourk
<b>ABSENT:</b>	Adkins

**ADJOURN - 5:56PM**

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Julie Ferris, City Clerk

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Clyde Burkle, Chair



**6 Year Financial Sustainability Model  
Operating Funds  
Summary Report**

Description	2020	2021	2022	2023	2024	2025	2026	2027
	Actual	Amended Budget	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
<b>001 General Fund</b>								
<b>Revenue</b>								
Property Tax	1,472,230	1,665,000	1,799,865	1,945,654	2,103,252	2,273,615	2,457,778	2,656,858
Retail Sales & Other Tax	3,151,630	2,765,025	3,468,963	3,555,498	3,644,198	3,735,115	3,828,304	3,923,825
Utility Taxes	1,244,333	1,353,890	1,464,543	1,581,684	1,705,627	1,836,726	1,975,338	2,121,826
License & Permits	2,116,847	1,359,860	1,913,156	1,601,583	1,632,274	1,663,738	1,695,995	1,729,067
Planning & Development	1,299,777	1,046,010	1,417,408	1,215,374	1,235,806	1,256,734	1,278,169	1,300,125
Fines & Forfeits	57,825	69,700	70,397	71,101	71,812	72,530	73,255	73,988
Charge for Goods & Srvc	503,187	586,328	588,856	605,931	623,518	641,633	660,290	679,507
Intergovernmental/Grant	601,388	338,625	250,074	270,683	292,494	315,579	339,996	365,789
Other Revenue/Donations	307,619	462,800	162,700	161,669	163,710	165,827	168,023	170,301
Transfers In	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>10,754,836</b>	<b>9,647,238</b>	<b>11,135,961</b>	<b>11,009,178</b>	<b>11,472,691</b>	<b>11,961,496</b>	<b>12,477,149</b>	<b>13,021,286</b>
<b>Expense</b>								
City Council	78,521	102,825	105,059	107,358	109,722	112,154	114,656	117,230
Judicial	169,244	207,000	211,675	216,467	221,379	226,413	231,573	236,863
Executive	267,035	312,110	327,142	342,911	359,453	376,808	395,015	414,117
Legal	38,471	45,000	47,250	49,613	52,093	54,698	57,433	60,304
Finance	608,409	686,490	717,997	751,009	785,599	821,845	859,827	899,631
Human Resources	208,857	298,015	264,191	275,888	288,133	300,951	314,371	328,421
Administration	433,497	528,030	503,629	528,398	554,395	581,681	610,321	640,382
Gen Gov/Facilities	1,237,389	1,240,972	1,140,733	1,153,853	1,212,464	1,301,397	1,443,077	1,308,083
Information Tech	193,338	187,300	206,030	283,181	216,460	221,872	227,419	233,104
Public Safety	2,036,241	2,702,949	2,511,356	2,601,890	2,716,064	2,834,487	2,958,416	3,088,119
Civil Service	92	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Cemetery	47,751	62,449	65,278	68,240	71,344	74,595	78,000	81,568
Street Transfers	616,751	876,438	639,251	615,000	620,000	625,000	635,000	635,001
Community Development	1,841,175	2,231,005	2,306,136	2,281,439	2,376,934	2,476,820	2,581,309	2,690,621
Parks	541,699	689,801	650,016	676,341	703,828	732,531	762,508	793,816
<b>Total Expense</b>	<b>8,318,470</b>	<b>10,171,384</b>	<b>9,696,742</b>	<b>9,952,587</b>	<b>10,288,868</b>	<b>10,742,254</b>	<b>11,269,926</b>	<b>11,528,259</b>
<b>Net Total</b>	<b>2,436,366</b>	<b>(524,146)</b>	<b>1,439,219</b>	<b>1,056,591</b>	<b>1,183,823</b>	<b>1,219,242</b>	<b>1,207,223</b>	<b>1,493,027</b>
<b>Fund Balance</b>								
Beginning Fund Balance	4,902,573	7,338,939	6,814,793	8,254,012	9,310,603	10,494,427	11,713,669	12,920,892
Ending Fund Balance	7,338,939	6,814,793	8,254,012	9,310,603	10,494,427	11,713,669	12,920,892	14,413,919
Gen Fund Reserve Bal	2,331,040	2,488,336	2,690,703	2,806,585	2,897,360	2,987,831	3,074,775	3,203,819
Building Reserve Bal	538,567	610,338	615,476	716,481	660,682	681,410	694,692	717,152
Restricted for Building	1,230,900	1,882,155	1,832,328	862,949	1,463,313	1,482,697	1,452,296	1,352,032
Fund Balance Available	3,238,432	1,833,964	3,115,505	4,924,589	5,473,073	6,561,730	7,699,129	9,140,916

**COMPARISON: MAYOR SALARIES**

Jurisdiction	Mayor		Other Income	Form of Government	Population 2020	2021 Salaries
	Monthly	Annually				
Vancouver	\$2,614	\$31,368		Council-Mngr.	189,700	No change from 2020
Camas	\$2,452	\$29,424		Mayor-Council	25,140	No change from 2020
Battle Ground	\$1,100	\$13,200	**Health care coverage	Council-Mngr.	22,180	No change from 2020
Washougal	\$765	\$9,180		Mayor-Council	16,680	2% increase from 2020
Gig Harbor	\$1,863	\$22,356		Mayor-Council	11,240	1.8% increase from 2020
Airway Heights	\$1,200	\$14,400		Council-Mngr.	10,010	No change from 2020
Quincy	\$1300	\$15,600		Mayor-Council	7,930	No change from 2020
Sequim	\$565	\$6,780		Council-Mngr.	7,860	31.7% increase from 2020
Ridgefield	\$1,050	\$12,600		Council-Mngr.	9,770 *estimating 2021 @ 11,569	
Stanwood	\$1,500	\$18,000		Mayor-Council	7,125	No change from 2020
Brier	\$1,000	\$12,000	<i>Plus \$50 a meeting.</i>	Mayor-Council	6,760	No change from 2020
Fircrest	\$147.75	\$1,773	<i>Plus \$100/meeting or \$50/special meeting</i>	Council-Mngr.	6,790	No change from 2020
La Center	\$625	\$7,500	<i>Plus \$50 a meeting (cap 40 mtgs a year)</i>	Council-Mngr.	3,705	No change from 2020
Yacolt	\$700	\$8,400		Council-Mngr.	1,825	33% increase from 2020

**COMPARISON: COUNCILMEMBER SALARIES**

Jurisdiction	Council		Other Income	Form of Government	Population 2020	2021 Salaries
	Monthly	Annually				
Vancouver	\$2,045	\$24,540		Council-Mngr.	189,700	No change from 2020
Camas	\$836	\$10,032		Mayor-Council	25,140	No change from 2020
Battle Ground	\$900	\$10,800	**Health care coverage	Council-Mngr.	22,180	No change from 2020
Washougal	\$587	\$7,044		Mayor-Council	16,680	2% increase from 2020
Gig Harbor	\$713	\$8,556		Mayor-Council	11,240	1.8% increase from 2020
Airway Heights	\$500	\$6,000	Deputy Mayor \$750	Council-Mngr.	10,010	No change from 2020
Quincy	\$550	\$6,600		Mayor-Council	7,930	No change from 2020
Sequim	\$350	\$4,200		Council-Mngr.	7,860	33% increase from 2020
Ridgefield	\$525	\$6,300		Council-Mngr.	9,770 *estimating 2021 @ 11,569	No change from 2020
Stanwood	\$425	\$5,100		Mayor-Council	7,125	No change from 2020
Brier	\$200	\$2,400	<i>Plus \$50 a meeting.</i>	Mayor-Council	6,760	No change from 2020
Fircrest	\$147.75	\$1,773	<i>Plus \$100 a meeting and \$50 for special meetings.</i>	Council-Mngr.	6,790	No change from 2020
La Center	\$200	\$2,400	<i>Plus \$50 a meeting (cap 40 mtg a year)</i>	Council-Mngr.	3,705	No change from 2020
Yacolt	\$50 per meeting	Not to Exceed \$3000		Council-Mngr.	1,825	35% increase from 2020

# **CITY OF RIDGEFIELD**

## **Salary Commission Staff Report**

**AGENDA ITEM TITLE:**

Salary Commission Review of 2022 Salary Schedule

**GOVERNING LEGISLATION:**

Ridgefield Municipal Code Section 2.62

**BACKGROUND:**

The Ridgefield Salary Commission was created in 2014. The role of the commission is to review and establish the salaries of the Mayor and Councilmembers. Prior to that time, Mayor and Councilmember salaries had not been reviewed or increased since 2003.

At the meeting on **October 7, 2014**, a salary schedule was adopted by a unanimous vote of the Commissioners for implementation on **January 1, 2015**. The ordinance provided for the following salaries:

Mayor – A monthly salary of \$750, for an annual maximum of \$9,000.  
Councilmembers – A monthly salary of \$375 for an annual maximum of \$4,500.

At the meeting on **May 10, 2016**, a salary schedule was adopted by a unanimous vote of the Commissioners for implementation **January 1, 2017**. The ordinance provided for the following salaries:

Mayor – A monthly salary of \$1,000; for an annual maximum of \$12,000.  
Councilmembers – A monthly salary of \$500 for an annual maximum of \$6,000.

At the meeting on **May 3, 2017 and April 9, 2018**, Commission reviewed and discussed salaries for Mayor and Councilmembers in comparable Washington cities. After deliberation, Commission moved to take no action on salary adjustment for year 2018 and 2019.

At the meeting on **April 3, 2019**, Commission review and discussion 2018 comparison of salaries for Mayor/Councilmembers in other comparable Washington cities. There were no public comments. After deliberation Commission unanimously voted to implement an additional increase effective January 1, 2020 as follows:

Mayor – A monthly salary of \$1,050; for an annual maximum of \$12,600.  
Councilmembers – A monthly salary of \$525 for an annual maximum of \$6,300.

At the meeting on **August 24, 2020** Commission reviewed and discussed salaries for Mayor and Councilmembers in comparable Washington cities. After deliberation, Commission moved to take no action on salary adjustment for year 2021.

**PROCESS FOR DETERMINING THE SALARY SCHEDULE:**

The Commission uses the following process to develop the salary schedule:

1. Comparison of the salaries of Mayors and Councilmembers in comparable Washington cities.
2. Review of the current economic and budget conditions of the City.

**BUDGET/FINANCIAL IMPACTS:**

Budgetary impact will be based on Commission's action.

**RECOMMENDED ACTION OR MOTION:**

Staff recommends conducting a discussion and providing staff with direction.

*MOTION: Move to take no action on salary adjustment for the year of 2022.*

or

*MOTION: Move to direct staff to create an Ordinance increasing Mayor Salary to \$\_\_\_\_\_ and Councilmember salary to \$\_\_\_\_\_ for the year of 2022.*

**STAFF CONTACT:**

Lee Knottnerus, Deputy City Manager