



**RIDGEFIELD SALARY COMMISSION
MEETING AGENDA**

**Tuesday, June 13, 2023
City Hall Conference Room
230 Pioneer Street, Ridgefield, WA 98642**

I. CALL TO ORDER - 5:30PM

II. ROLL CALL

III. OATH OF OFFICE - NEW COMMISSION MEMBER

IV. PRESENTATION

- 1. Salary Commission Overview - Lee Knottnerus, Deputy City Manager**

V. PUBLIC COMMENT

Anyone requesting to speak to the Commission may do so at the meeting or submit written comments to the City Clerk via email (city.clerk@ridgefieldwa.us) or be placed in the drop box in front of City Hall no later than 3PM on the day of the scheduled meeting. Comments will be compiled and provided to the Salary Commission.

VI. BUSINESS

- 1. Approval of Minutes from August 30, 2022 Meeting - Julie Ferriss, City Clerk**
- 2. Projected 2024 Budget - Kirk Johnson, Finance Director**
- 3. Review Salary Schedule for Mayor and City Council Members - Lee Knottnerus, Deputy City Manager**

VII. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COMMISSION ACTION**

MEETING DATE: June 13, 2023

AGENDA ITEM NAME: Approval of Minutes from August 30, 2022 Meeting

SUMMARY/BACKGROUND:

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS:

1. August 30, 2022 Minutes



CITY OF RIDGEFIELD, WASHINGTON
Salary Commission MEETING MINUTES
August 30, 2022

Regular Meeting - 6:30 PM

CALL TO ORDER - 6:30PM

ROLL CALL

PRESENT: Commission Haugen, Ford, Rourk, Bolton, Swinger-Inskeep.

OATH OF OFFICE

Oath of office conducted for Commission Bolton and Commission Swinger-Inskeep.

SELECTION OF CHAIR FOR THE COMMISSION

MOTION: Commission Rourk nominated Commission Ford as the new Salary Commissioner Chair.

SECOND: Commission Swinger-Inskeep.

Motion passed.

PRESENTATION

Salary Commission Overview - Lee Knottnerus, Deputy City Manager

PUBLIC TESTIMONY

None received.

BUSINESS

1. Approval of Minutes from May 19, 2021 Meeting

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Maria Swinger-Inskeep, Commissioner
SECONDER:	Darcy Rourk
AYES:	Haugen, Ford, Rourk, Swinger-Inskeep, Bolton

2. Projected 2023 Budget - Kirk Johnson, Finance Director

Finance Director Kirk Johnson presented projected 2023 budget to the Commission.

3. Review of 2023 Salary Schedule for Mayor and City Council Members - Lee Knottnerus, Deputy City Manager

Commission reviewed and discussed comparison of salaries for Mayor/Council members in other

Washington cities that are comparable to the City of Ridgefield and/or Clark County.

MOTION: Moved to increase Council Member salaries to \$650 each month to a maximum of \$7,800 annually and increase Mayor salary to \$1,300 each month to a maximum of \$15,600 for the year 2023.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Maria Swinger-Inskeep, Commissioner
SECONDER:	Victoria Haugen, Commissioner
AYES:	Haugen, Ford, Rourk, Swinger-Inskeep, Bolton

ADJOURN - 6:57PM

Julie Ferris, City Clerk

Chair

**CITY OF RIDGEFIELD
REQUEST FOR COMMISSION ACTION**

MEETING DATE: June 13, 2023

AGENDA ITEM NAME: Projected 2024 Budget

SUMMARY/BACKGROUND:

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. 2023 - Financial Sustainability Model



6 Year Financial Sustainability Model

Operating Funds

Summary Report

Description	2021	Actual	2023						
			2022 Actual	Adopted Budget	2024 Estimate	2025 Estimate	2026 Estimate	2027 Estimate	2028 Estimate
001 General Fund									
Revenue									
Property Tax	1,721,326	1,941,010	2,220,000	2,455,320	2,715,584	3,003,436	3,321,800	3,673,911	
Retail Sales & Other Tax	4,056,066	4,389,185	5,381,000	5,637,075	6,340,252	6,499,089	6,661,913	6,828,826	
Utility Taxes	1,442,496	1,695,922	1,868,100	2,055,854	2,249,285	2,444,868	2,642,721	2,842,969	
License & Permits	2,033,468	1,359,819	1,818,760	1,489,098	1,524,403	1,561,263	1,599,785	1,640,084	
Planning & Development	1,101,623	1,098,732	1,240,000	1,165,677	1,184,109	1,202,979	1,222,298	1,242,077	
Fines & Forfeits	67,879	55,507	69,000	69,690	70,614	71,570	72,561	73,589	
Charge for Goods & Srvc	635,041	724,146	1,474,410	1,462,363	1,504,545	1,547,991	1,592,740	1,638,831	
Intergovernmental/Grant	1,603,224	1,593,504	410,660	354,369	390,560	427,002	463,697	500,647	
Other Revenue/Donations	391,946	(44,282)	276,300	301,390	304,243	307,177	310,195	313,302	
Transfers In	-	-	-	-	-	-	-	-	
Total Revenue	13,053,069	12,813,543	14,758,230	14,990,836	16,283,594	17,065,375	17,887,711	18,754,235	
Expense									
City Council	81,687	98,185	135,200	138,978	142,336	145,806	149,390	153,094	
Judicial	199,456	247,811	300,000	315,000	323,794	332,853	342,188	351,806	
Executive	268,955	288,530	341,500	358,688	376,028	394,222	413,309	433,336	
Legal	34,641	48,444	60,000	63,000	66,150	69,458	72,930	76,577	
Finance	652,656	749,680	1,061,095	1,015,377	1,062,174	1,111,213	1,162,601	1,216,455	
Human Resources	283,452	389,114	442,000	464,100	484,667	506,196	528,734	552,330	
Administration	530,582	539,933	723,575	754,754	791,879	830,845	871,743	914,671	
Gen Gov/Facilities	1,535,475	1,689,371	3,080,100	1,937,032	1,989,791	2,044,151	2,100,174	2,157,925	
Information Tech	214,757	342,160	435,000	456,750	468,169	479,873	491,870	504,167	
Public Safety	2,363,468	3,048,922	4,239,725	3,952,261	4,126,493	4,308,871	4,499,791	4,696,671	
Civil Service	118	156	1,000	1,000	1,000	1,000	1,000	1,000	
Cemetery	30,720	34,500	50,550	53,078	55,273	57,567	59,965	62,470	
Street Transfers	927,006	894,889	2,490,000	745,133	743,324	743,052	744,284	747,087	
Community Dev.	1,831,794	2,309,399	3,388,355	3,420,238	3,551,261	3,687,912	3,830,549	3,979,243	
Parks	518,688	1,078,466	1,221,100	1,220,205	1,270,727	1,323,513	1,378,670	1,436,308	
Total Expense	9,473,455	11,759,560	17,969,200	14,895,592	15,453,067	16,036,531	16,647,198	17,283,138	
Net Total	3,579,614	1,053,983	(3,210,970)	95,244	830,527	1,028,844	1,240,513	1,471,097	
Fund Balance									
Beginning Fund Balance	7,312,063	10,891,677	11,945,660	8,734,690	8,829,934	9,660,461	10,689,305	11,929,818	
Ending Fund Balance	10,891,677	11,945,660	8,734,690	8,829,934	9,660,461	10,689,305	11,929,818	13,400,915	
Gen Fund Reserve Bal	2,462,776	2,921,178	3,097,260	3,252,123	3,414,729	3,585,466	3,764,739	3,952,976	
Building Reserve Bal	612,292	619,191	653,570	686,249	720,561	756,589	794,418	834,139	
Restricted for Building	2,671,781	2,438,556	2,037,022	1,654,098	1,302,631	450,083	(490,831)	(1,524,741)	
Fund Balance Available	5,144,828	5,966,735	2,946,838	3,237,464	4,222,540	5,897,167	7,861,492	10,138,541	

**CITY OF RIDGEFIELD
REQUEST FOR COMMISSION ACTION**

MEETING DATE: June 13, 2023

AGENDA ITEM NAME: Review Salary Schedule for Mayor and City Council Members

SUMMARY/BACKGROUND:

Ridgefield Municipal Code Section 2.62

The Ridgefield Salary Commission was created in 2014. Prior to 2014, the City Councilmembers determined their compensation, and no changes had been made since 2003.

Between 2003 – 2014, Mayor’s compensation was \$100 for Council Meetings and \$60 for Special Meetings with an annual maximum of \$6,000. Councilmembers compensation was \$50 for Council Meetings and \$50 for Specials Meetings for an annual maximum of \$3,000.

The new salary commission modified the compensation to salary to replace the pay-by-meeting model. The new salary was effective January 1, 2015. The salary adjustments from 2015 to present are represented in the table below:

INCREASE YEAR	MAYOR	COUNCIL MEMBER
January, 2015	\$750 (maximum of \$9,000)	\$375 (maximum of \$4,500)
January, 2017	\$1,000 (maximum of \$12,000)	\$500 (maximum of \$6,000)
January, 2018	NO CHANGE	NO CHANGE
January, 2019	NO CHANGE	NO CHANGE
January, 2020	\$1,050 (maximum \$12,600)	\$525 (maximum of \$6,300)
January, 2021	NO CHANGE	NO CHANGE
January, 2022	\$1,200 (maximum of (14,400)	\$600 (maximum of \$7,200)
January, 2023	\$1,300 (maximum of (\$15,600)	\$650 (maximum of \$7,800)

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 2024.

or

MOTION: Move to direct staff to create an Ordinance increasing Mayor Salary to \$_____ and

Councilmember salary to \$_____ for the year of 2024.

STAFF CONTACT: Lee Knottnerus, Deputy City Manager

ATTACHMENTS:

1. Salary Comparison

COMPARISON: CURRENT MAYOR SALARIES

Jurisdiction	Mayor		Other Income	Form of Government	April 1, 2022 Population
	Monthly	Annually			
Vancouver	\$2,875	\$34,500	Mayor Pro Tem - \$2,500 (\$30,000)	Council-Mngr.	194,384
Camas	\$3,274	\$39,288		Mayor-Council	27,250
Battle Ground	\$1,133	\$13,596	Deputy Mayor - \$1,030 (\$12,360)	Council-Mngr.	21,655
Washougal	\$800	\$9,600		Mayor-Council	17,390
Ridgefield	\$1,300	\$15,600		Council-Mngr.	13,640
Kelso	\$1,000	\$12,000		Council-Mngr.	12,720
Gig Harbor	\$2,124	\$25,488	<i>+Benefits</i>	Mayor-Council	11,240
Airway Heights	\$1,200	\$14,400		Council-Mngr.	11,040
Shelton	\$500	\$6,000		Council-Mngr.	10,430
Stanwood	\$2,100	\$25,200		Mayor-Council	8,405
Sequim	\$615	\$7,380	Deputy Mayor \$492 (\$5,904)	Council-Mngr.	8,215
Quincy	\$1,375	\$16,500		Mayor-Council	7,930
Fircrest	\$147.75	\$1,773	<i>Plus \$150/meeting or \$50/special meeting</i>	Council-Mngr.	7,215
La Center	\$700	\$8,400	<i>Plus \$65 a meeting (cap 40 mtgs a year)</i>	Council-Mngr.	3,835
Yacolt	\$1,000	\$12,000		Council-Mngr.	1,670

COMPARISON: CURRENT COUNCILMEMBER SALARIES

Jurisdiction	Council		Other Income	Form of Government	April 1, 2022 Population
	Monthly	Annually			
Vancouver	\$2,250	\$27,000		Council-Mngr.	194,384
Camas	\$1,045	\$12,888		Mayor-Council	27,250
Battle Ground	\$927	\$11,124		Council-Mngr.	21,655
Washougal	\$606	\$7,272		Mayor-Council	17,390
Ridgefield	\$650	\$7,800		Council-Mngr.	13,640
Kelso	\$500	\$6,000		Council-Mngr.	12,720
Gig Harbor	\$775	\$9,300		Mayor-Council	11,240
Airway Heights	\$500	\$6,000		Council-Mngr.	11,040
Shelton	\$500	\$6,000		Council-Mngr.	10,430
Stanwood	\$535	\$6,420		Mayor-Council	8,405
Sequim	\$359	\$4,308		Council-Mngr.	8,215
Quincy	\$600	\$7,200		Mayor-Council	7,930
Fircrest	\$147.75	\$1,773	<i>Plus \$100 a meeting and \$50 for special meetings.</i>	Council-Mngr.	7,215
La Center	\$200	\$2,400	<i>Plus \$65 a meeting (cap 40 mtg a year)</i>	Council-Mngr.	3,835
Yacolt	\$50 per meeting	Not to Exceed \$3000		Council-Mngr.	1,670