



**RIDGEFIELD SALARY COMMISSION
MEETING AGENDA**

**Thursday, August 1, 2024
City Hall Conference Room
230 Pioneer Street, Ridgefield, WA 98642**

I. CALL TO ORDER - 5:30PM

II. ROLL CALL

III. 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.

IV. BUSINESS

- 1. Approval of Minutes from June 13, 2023 Meeting - Julie Ferriss, City Clerk**
- 2. Projected 2025 Budget - Kirk Johnson, Finance Director**
- 3. Review Salary Schedule for Mayor and City Council Members - Lee Knottnerus, Deputy City Manager**

V. ADJOURN



**CITY OF RIDGEFIELD, WASHINGTON
SALARY COMMISSION MEETING MINUTES
JUNE 13, 2023**

Regular Meeting - 5:30 PM

I. CALL TO ORDER - 5:30PM

II. ROLL CALL

Present:

Chair Shaun Ford
Commission Member Darcy Rourk
Commission Member Samantha Bolton
Commission Member Maria Swinger-Inskeep
Commission Member Josh Coleman

III. OATH OF OFFICE - NEW COMMISSION MEMBER

Oath of Office conducted for Commissioner Coleman.

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.

None received.

VI. BUSINESS

1. Approval of Minutes from August 30, 2022 Meeting - Julie Ferriss, City Clerk

RESULT: (UNANIMOUS)
MOVER: Commission Member Maria Swinger-Inskeep
SECONDER: Commission Member Josh Coleman
AYES: Chair Ford, Commission Member Rourk, Commission Member Bolton, Commission Member Swinger-Inskeep, Commission Member Coleman

2. Projected 2024 Budget - Kirk Johnson, Finance Director

Finance Director Kirk Johnson presented the projected 2024 budget to the Commission.

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

The commission reviewed and discussed a comparison of salaries for the Mayor and Council members in other Washington cities that are comparable to the City of Ridgefield or Clark County.

MOTION: MOVED TO DIRECT STAFF TO CREATE AN ORDINANCE INCREASING MAYOR SALARIES TO \$1,350 A MONTH FOR THE MAXIMUM OF \$16,200 A YEAR AND COUNCILMEMBER SALARIES TO \$675 A MONTH FOR THE MAXIMUM OF \$8,100 A YEAR.

RESULT:	(UNANIMOUS)
MOVER:	Commission Member Maria Swinger-Inskeep
SECONDER:	Commission Member Samantha Bolton
AYES:	Chair Ford, Commission Member Rourk, Commission Member Bolton, Commission Member Swinger-Inskeep, Commission Member Coleman

4. Salary for Mayor and Councilmembers for 2024 -

Ordinance No. 1408 - Salary for Mayor and Councilmembers for 2024.

VII. ADJOURN

6:04PM

Julie Ferriss, City Clerk



6 Year Financial Sustainability Model

Operating Funds

Summary Report

Description	2022	2023	2024	2025	2026	2027	2028	2029
	Actual	Actual	Adopted Budget	Estimate	Estimate	Estimate	Estimate	Estimate
001 General Fund								
Revenue								
Property Tax	1,941,010	2,213,832	2,340,000	2,588,040	2,862,372	3,165,784	3,501,357	3,872,501
Retail Sales & Other Tax	4,389,185	4,098,461	4,517,000	5,420,125	5,690,253	5,973,884	6,271,694	6,584,391
Public Safety Sales/Use Tax	-	230,760	230,000	276,000	289,800	304,290	319,505	335,480
Utility Taxes	1,695,922	1,838,309	2,052,500	2,158,288	2,260,782	2,360,475	2,458,168	2,554,498
License & Permits	80,897	88,782	97,180	104,303	109,510	114,978	120,719	126,746
Planning & Development	-	-	-	-	-	-	-	-
Fines & Forfeits	55,507	61,009	72,000	73,800	75,645	77,536	79,475	81,461
Charge for Goods & Srvc	724,146	1,491,886	1,526,006	1,598,155	1,676,408	1,758,601	1,844,938	1,860,416
Intergovernmental/Grant	1,593,504	403,937	514,500	369,703	386,225	401,691	416,177	429,780
Other Revenue/Donations	(56,882)	863,539	543,100	523,200	298,163	301,366	304,656	308,037
Transfers In	-	-	-	-	-	-	-	-
Total Revenue	10,423,289	11,290,515	11,892,286	13,111,613	13,649,159	14,458,605	15,316,687	16,153,310
Expense								
City Council	98,185	122,602	135,000	138,047	141,181	144,404	147,720	151,130
Judicial	247,811	293,785	335,000	350,875	367,522	384,979	403,285	422,484
Executive	288,531	310,372	350,800	370,021	387,577	406,008	425,360	445,677
Legal	48,444	82,596	70,000	84,000	88,200	92,610	97,241	102,103
Finance	749,680	895,909	977,600	1,023,321	1,071,250	1,121,493	1,174,166	1,229,388
Human Resources	389,114	431,921	506,500	492,038	514,064	537,128	561,278	586,569
Administration	539,933	685,793	745,700	782,520	821,169	861,739	904,326	949,029
Gen Gov/Facilities	1,689,371	2,350,531	3,160,100	2,074,264	2,705,564	3,278,989	3,359,185	2,866,579
Information Tech	342,160	460,563	496,000	485,850	497,996	510,446	523,207	536,287
Public Safety	3,048,922	4,031,695	4,601,900	4,736,563	4,940,419	4,948,028	5,171,679	5,405,961
Civil Service	156	166	1,000	1,000	1,000	1,000	1,000	1,000
Cemetery	34,499	51,997	51,925	54,201	56,583	59,076	61,685	64,417
Transfers	894,889	978,169	2,472,185	846,193	877,941	912,521	949,989	990,034
Community Dev.	75,169	94,226	150,000	185,000	35,000	35,000	35,000	35,000
Parks	1,078,466	1,041,644	1,291,215	1,213,587	1,263,592	1,315,831	1,370,408	1,427,434
Total Expense	9,525,330	11,831,969	15,344,925	12,837,479	13,769,058	14,609,253	15,185,529	15,213,091
Net Total	1,288,429	(541,454)	(3,452,639)	274,134	(119,900)	(150,648)	131,158	940,219
Fund Balance								
Beginning Fund Balance	7,615,815	8,904,244	8,362,790	4,910,151	5,184,285	5,064,386	4,913,737	5,044,895
Ending Fund Balance	8,904,244	8,362,790	4,910,151	5,184,285	5,064,386	4,913,737	5,044,895	5,985,115
Gen Fund Reserve Bal	2,921,178	3,327,969	3,833,088	3,876,574	4,070,402	4,273,923	4,487,619	4,712,000
Fund Balance Available	5,983,066	5,034,821	1,077,063	1,307,712	993,983	639,815	557,277	1,273,115

Description	2022	2023	2024	2025	2026	2027	2028	2029
	Actual	Actual	Adopted Budget	Estimate	Estimate	Estimate	Estimate	Estimate
001-58 Building & Permitting								
Revenue								
Permit Fees	1,278,922	1,085,069	872,000	1,275,750	1,200,094	1,225,046	1,250,622	1,276,838
Planning & Development	1,098,732	926,769	935,000	1,164,188	1,048,773	1,033,768	1,051,680	1,070,021
Other Revenue	12,600	10,410	15,000	15,000	15,000	15,000	15,000	15,000
Total Revenue	2,390,254	2,022,248	1,822,000	2,454,938	2,263,867	2,273,814	2,317,302	2,361,859
Expense								
Net Total	(375,717)	(1,212,555)	(1,848,116)	(1,054,381)	(1,308,716)	(1,434,262)	(1,532,441)	(1,636,026)
Fund Balance								
Beginning Fund Balance	3,417,133	3,041,416	1,828,861	(19,255)	(1,073,637)	(2,382,354)	(3,816,617)	(5,349,059)
Ending Fund Balance	3,041,416	1,828,861	(19,255)	(1,073,637)	(2,382,354)	(3,816,617)	(5,349,059)	(6,985,086)
Building Fund Reserves	619,191	665,967	737,242	822,368	813,661	836,928	864,565	893,372
Fund Balance Available	2,422,225	1,162,894	(756,497)	(1,896,005)	(3,196,015)	(4,653,545)	(6,213,624)	(7,878,459)



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

Description	2022	2023	2024	2025	2026	2027	2028	2029
	Actual	Actual	Adopted Budget	Estimate	Estimate	Estimate	Estimate	Estimate
101 Street Fund								
Revenue								
Utility Tax/Franchise Fee	106,449	125,020	149,000	159,913	171,366	183,433	196,206	209,810
Permits	13,537	17,187	20,000	20,000	20,000	20,000	20,000	20,000
Grants	-	-	-	-	-	-	-	-
Intergovernmental	240,339	274,279	296,500	328,853	344,411	358,934	372,481	385,149
Other Revenue	35,709	13,261	25,525	25,525	25,525	25,525	25,525	25,525
Transfers In	737,167	733,333	839,935	846,193	877,941	912,521	949,989	990,034
Total Revenue	1,133,201	1,163,080	1,330,960	1,380,484	1,439,243	1,500,413	1,564,201	1,630,519
Expense	1,051,988	1,261,236	1,329,535	1,370,484	1,429,243	1,490,413	1,554,201	1,620,519
Net Total	81,213	(98,156)	1,425	10,000	10,000	10,000	10,000	10,000
Fund Balance								
Beginning Fund Balance	52,507	133,720	35,564	36,989	46,989	56,989	66,989	76,989
Ending Fund Balance	133,720	35,563	36,988	46,988	56,988	66,988	76,988	86,988
Reserves in GF	-	-	-	-	-	-	-	-
Fund Balance Available	133,720	35,563	36,988	46,988	56,988	66,988	76,988	86,988

Description	2022	2023	2024	2025	2026	2027	2028	2029
	Actual	Actual	Adopted Budget	Estimate	Estimate	Estimate	Estimate	Estimate
406 Water Utility Fund								
Revenue								
Charge for Goods and Srvc	2,687,534	2,955,429	3,369,000	3,714,788	4,099,912	4,528,354	5,003,354	5,530,457
Grants	-	-	-	-	-	-	-	-
Other Revenue	(28,234)	116,213	53,500	61,000	36,000	36,000	36,000	36,000
Transfers In	-	-	-	-	-	-	-	-
Total Revenue	2,659,300	3,071,642	3,422,500	3,775,788	4,135,912	4,564,354	5,039,354	5,566,457
Expense	2,413,945	2,419,914	2,845,473	2,901,856	2,998,844	3,099,636	3,204,192	3,312,875
Net Total	245,355	651,728	577,027	873,932	1,137,068	1,464,718	1,835,162	2,253,582
Fund Balance								
Beginning Fund Balance	2,609,477	2,854,832	3,506,560	4,083,587	4,957,519	6,094,587	7,559,305	9,394,467
Ending Fund Balance	2,854,832	3,506,560	4,083,587	4,957,519	6,094,587	7,559,305	9,394,467	11,648,048
Reserves	1,274,143	1,381,176	1,579,161	1,658,119	1,741,025	1,828,076	1,919,480	2,015,454
Fund Balance Available	1,580,689	2,125,384	2,504,426	3,299,400	4,353,562	5,731,229	7,474,987	9,632,594

Description	2022	2023	2024	2025	2026	2027	2028	2029
	Actual	Actual	Adopted Budget	Estimate	Estimate	Estimate	Estimate	Estimate
408 Stormwater Utility Fund								
Revenue								
Charge for Goods and Srvc	1,132,722	1,224,811	1,642,200	1,896,184	2,168,106	2,456,712	2,783,823	2,981,736
Grants	-	-	130,000	-	-	-	-	-
Other Revenue	(8,397)	(11,898)	10,500	11,000	6,000	6,500	7,050	7,655
Transfers In	-	200,000	-	-	-	-	-	-
Total Revenue	1,124,325	1,412,913	1,782,700	1,907,184	2,174,106	2,463,212	2,790,873	2,989,391
Expense	1,007,757	1,359,481	1,656,967	1,648,316	1,859,382	1,930,262	2,005,689	2,084,566
Net Total	116,568	53,432	125,733	258,868	314,724	532,950	785,184	904,825
Fund Balance								
Beginning Fund Balance	532,099	648,668	702,100	827,833	1,086,701	1,401,424	1,934,374	2,719,558
Ending Fund Balance	648,667	702,100	827,833	1,086,701	1,401,424	1,934,374	2,719,558	3,624,383
Reserves	543,928	646,251	703,239	738,401	775,321	814,087	854,791	897,531
Fund Balance Available	104,739	55,849	124,594	348,300	626,103	1,120,287	1,864,766	2,726,852

CITY OF RIDGEFIELD

Salary Commission Staff Report

AGENDA ITEM TITLE:

Salary Commission Review

GOVERNING LEGISLATION:

Ridgefield Municipal Code Section 2.62

BACKGROUND:

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)
January, 2024	\$1,350 (maximum of \$16,200)	\$675 (maximum of \$8,100)

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 2025.

or

MOTION: Move to direct staff to create an Ordinance increasing Mayor Salary to \$_____ and Councilmember salary to \$_____ for the year of 2025.

COMPARISON: CURRENT MAYOR SALARIES 2024

Jurisdiction	Mayor		Other Income	Form of Government	Population
	Monthly	Annually			
Vancouver	\$3,163	\$37,956	Mayor Pro Tem - \$2,750	Council-Mngr.	199,600
Camas	\$3,000	\$36,000		Mayor-Council	27,660
Battle Ground	\$1,200	\$14,400		Council-Mngr.	22,470
Washougal	\$848	\$10,176		Mayor-Council	18,150
Ridgefield	\$1,350	\$16,200		Council-Mngr.	15,790
Kelso	\$1,000	\$12,000		Council-Mngr.	12,780
Gig Harbor	\$2,220	\$26,640		Mayor-Council	13,090
Airway Heights	\$1,200	\$14,400		Council-Mngr.	12,070
Shelton	\$500	\$6,000		Council-Mngr.	10,350
Stanwood	\$2,350	\$28,200		Mayor-Council	8,865
Sequim	\$630	\$7,560		Council-Mngr.	8,405
Fircrest	\$147.75	\$1,773	<i>Plus \$150/meeting or \$50/special meeting</i>	Council-Mngr.	7,230
La Center	\$700	\$8,400	<i>Plus \$65 a meeting (cap 40 mtgs a year)</i>	Mayor-Council	4,045
Yacolt	\$1,000	\$12,000		Mayor-Council	1,670

COMPARISON: CURRENT COUNCILMEMBER SALARIES

Jurisdiction	Council		Other Income	Form of Government	Population
	Monthly	Annually			
Vancouver	\$2,474	\$29,688		Council-Mngr.	199,600
Camas	\$1,200	\$14,400		Mayor-Council	27,660
Battle Ground	\$1,000	\$12,000		Council-Mngr.	22,470
Washougal	\$624	\$7,488		Mayor-Council	18,150
Ridgefield	\$675	\$8,100		Council-Mngr.	15,790
Kelso	\$500	\$6,000		Council-Mngr.	12,780
Gig Harbor	\$775	\$9,300		Mayor-Council	13,090
Airway Heights	\$500	\$6,000		Council-Mngr.	12,070
Shelton	\$500	\$6,000		Council-Mngr.	10,350
Stanwood	\$600	\$7,200		Mayor-Council	8,865
Sequim	\$368	\$4,416		Council-Mngr.	8,405
Fircrest	\$147.75	\$1,773	<i>Plus \$100 a meeting and \$50 for special meetings.</i>	Council-Mngr.	7,230
La Center	\$200	\$2,400	<i>Plus \$65 a meeting (cap 40 mtg a year)</i>	Mayor-Council	4,045
Yacolt	\$100 per meeting	Not to Exceed \$3000		Mayor-Council	1,670