



City of Longview

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Agenda

Longview Citizens' Commission on Salaries of Elected Officials

Thursday, May 30, 2024

8:00 AM

City Hall

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Longview Citizens' Commission on the Salaries of Elected Officials of the City of Longview, Washington, will conduct a special meeting in the Longview City Hall Council Chamber, 1525 Broadway, Longview, on Thursday, May 30, 2024 at 8:00 a.m. The topics of discussion follow. Final disposition shall be taken on no other matter.

Teams link: <https://bit.ly/4bv6dfH>

Meeting ID: 260 931 657 269

Passcode: tsZDtd

Dial-in by phone

[+1 213-631-2692](tel:+12136312692), [20385858#](tel:+12136312692) United States, Los Angeles

[+1 347-973-4395](tel:+13479734395), [20385858#](tel:+13479734395) United States, New York City

Phone conference ID: 203 858 58#

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

24-0046 Salary Commission Minutes, April 25, 2024

4. CONSTITUENTS' COMMENTS

5. PUBLIC HEARINGS

24-0059 Proposed Salary Schedule for Longview City Council

6. ADJOURNMENT



Minutes

Longview Citizens' Commission on Salaries of Elected Officials

Thursday, April 25, 2024

8:00 AM

City Hall

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Longview Citizens' Commission on the Salaries of Elected Officials of the City of Longview, Washington, will conduct a special meeting in the Longview City Hall Training Room, 2nd Floor, 1525 Broadway, Longview, on Thursday, April 25, 2024, at 8:00 a.m. The topics of discussion follow. Final disposition shall be taken on no other matter.

Microsoft Teams

[Join the meeting now](#)

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1. **CALL TO ORDER**

City Clerk Tiffany Ostreim called the meeting to order at 8:03 a.m.

2. **ROLL CALL**

Present: Keith Larson, Erik Parrish, Kurt Sacha, Jeri Dalgleish, Tom Lee

Absent: George Brajcich, Chet Makinster

Staff Present: City Clerk Tiffany Ostreim and Human Resources Director Sabrina Fraidenburg

3. **ELECTION OF CHAIR**

Clerk Ostreim called for nominations for position of Chairperson. Member Sacha nominated Member Larson to the position of Chairperson. There were no other nominations. Nominations were closed. Member Larson was unanimously elected Chair for the year 2024.

4. **APPROVAL OF MINUTES**

24-0019 Salary Commission Minutes, September 28, 2020

A motion was made by Member Dalgleish, seconded by Member Parrish to approve the minutes of September 28, 2020. The motion carried unanimously

5. **CONSTITUENTS' COMMENTS**

None.

6. **OPEN PUBLIC MEETINGS ACT TRAINING**

24-00329 OPMA training required per RCW 42.30.205

City Clerk Ostreim presented the Washington State Office of the Attorney General's Open Public Meetings Act video available online. The video fulfills the training requirement of RCW 42.30 for members of governing bodies.

7. **REVIEW CURRENT COUNCIL COMPENSATION**

24-0033 Review Current Council Compensation

The commission reviewed the current salary for Mayor, Mayor-Pro Tem and Councilmembers; 2024 cost of living adjustment for City of Longview union groups, June to June CPI, February to February CPI, comparable cities used for PTA which is a combination of Police and Fire Comps; Department of Retirement Services cost of living adjustment, and Association of Washington Cities 2023 salary survey. Cities similar in size to Longview with the same form of government included Des Moines, Battle Ground, Richland, Centralia, and Walla Walla. Longview is at the upper end of comparables.

The commission discussed creating an incentive program. The Association of Washington Cities has a Certificate of Municipal Leadership Program. Upon a councilmember earning this certificate, a councilmember would receive a one-time incentive. The commission discussed the incentive amount using 4%, as most union groups received for 2024 COLA, and multiplying by the Mayor Pro-Tem wage as a mid-level mark.

A motion was made by Member Sacha, seconded by Member Dagleish for 2024-2025 a one-time incentive of \$500 for those councilmembers who earn their Certificate of Municipal Leadership or currently hold this Certificate. In year two, if the councilmember earns their Certificate or maintains that certificate in good standing, the councilmember would receive a \$500 incentive on the year annually thereafter. There is a 2-year window on this motion.

An amendment to the motion was made by Member Sacha, seconded by Member Lee that there be no increase in the two-year salary other than an opportunity for a \$500 incentive each year.

An amendment to the amendment was made by Member Lee, seconded by Member Sacha to clarify a \$500 incentive for earning the Association of Washington Cities Certificate of Municipal Leadership.

The amendment to the amendment carried unanimously.

The amendment carried unanimously.

The main motion as amended carried unanimously.

8. **PROVIDE STAFF DIRECTION & SCHEDULE NEXT MEETING/HEARING**

The commission directed City Clerk Ostreim to schedule a special meeting for Thursday, May 30, 2024 at 8:00 a.m. to hold the required public hearing and to prepare a resolution for the Commission's consideration to adopt the proposed salaries.

9. **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 9:06 a.m.

Tiffany Ostreim, City Clerk

Approved: _____, Chair



City of Longview

Agenda Summary

Proposed Salary Schedule for Longview City Council

PROPOSED SALARY SCHEDULE FOR LONGVIEW CITY COUNCIL

SUMMARY STATEMENT:

Chapter 2.02 of the Longview Municipal Code states that the purpose and duties of the Longview Citizens' Commission on Salaries on Elected Officials shall be to meet not less often than once during each even-numbered year, prior to the first day of June of such year, to study the relationship of salaries to the duties of members of the mayor, mayor pro team and councilmembers, and fix the salaries for each respective position.

On April 25, 2024, the salary commission met to discuss the roles and responsibilities of the mayor, mayor pro team and councilmembers, and to evaluate the salaries of these positions. The current salary schedule (\$1,560 for mayor, \$1,060 for mayor pro team and \$1,010 for councilmembers) was adopted by the salary commission in 2020.

At their meeting on April 25, 2024, the salary commission voted to propose the following salary schedule:

As of July 15, 2024 – July 14, 2025 (based on an official filing date of June 15, 2024):

Mayor: \$1,560.00/month

Mayor Pro-Tem: \$1,060.00/month

Councilmembers: \$1,010.00/month

In addition, a \$500 one-time incentive for members who earn their Association of Washington Cities Certificate of Municipal Leadership or currently hold their certificate in good standing.

As of July 15, 2025:

Mayor: \$1,560.00/month

Mayor Pro-Tem: \$1,060.00/month

Councilmembers: \$1,010.00/month

In addition, a \$500 one-time incentive for members who earn their Association of Washington Cities Certificate of Municipal Leadership or currently hold their certificate in good standing on the year annually.

The Salary Commission directed Clerk Ostreim to schedule the public hearing for May 30, 2024. Not less than thirty days prior to the filing of any proposed salary schedule with the city clerk, the commission shall conduct a public hearing thereon. At the conclusion of the public hearing, the commission shall adopt the proposed salary schedule together with any amendments thereto or changes therein as determined by the commission.

RECOMMENDED ACTION:

Hold the public hearing and consider adoption of Resolution 2024-001 setting the salaries of the mayor, mayor pro team and councilmembers.

Attachments:

1. Res 2024-001 Setting Salaries 2024

Resolution No. 2024-001

A RESOLUTION OF THE CITIZENS' COMMISSION ON SALARIES FOR ELECTED OFFICIALS SETTING THE SALARIES OF THE MAYOR, MAYOR PRO-TEM AND CITY COUNCILMEMBERS

WHEREAS, Chapter 2.02 of the Longview Municipal Code creates a commission known as the Longview Citizens' Commission on Salaries for Elected Officials; and

WHEREAS, the purpose and duties of the commission shall be to meet not less often than once during each even-numbered year, prior to the first day of June of such year, to study the relationship of salaries to the duties of members of the Longview city council and the mayor of the city of Longview, and fix the salaries for each respective position; and

WHEREAS, the Commission conducted a public meeting on April 25, 2024, at which it considered the duties and responsibilities of the mayor, mayor pro-tem and councilmembers, 2024 cost of living adjustment for City of Longview union groups, June to June CPI, February to February CPI, comparable cities used for PTA non-bargaining group which is a combination of Police and Fire Comps, Department of Retirement Services cost of living adjustment, Association of Washington Cities 2023 salary survey, and cities similar in size to Longview with the same form of government; and

WHEREAS, on May 30, 2024, the Commission conducted a public hearing on the proposed salary modifications; following which the Commission voted to approve said modifications as presented in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Citizens' Commission on Salaries for Elected Officials as follows:

Section 1. The salaries of the Mayor, Mayor Pro-Tem and Councilmembers of the City of Longview, shall be as set forth in Exhibit A, attached to this Resolution and by this reference made a part thereof, and shall be effective 30 days after the official filing date.

PASSED by the Citizens' Commission on Salaries for Elected Officials of Longview, Washington, and approved by its Chairman this 30th day of May, 2024.

Chairman

ATTEST:

City Clerk

EXHIBIT A

Salaries of the Mayor, Mayor Pro-Tem and Councilmembers of the City of Longview

As of July 15, 2024 – July 14, 2025 (based on an official filing date of June 15, 2024):

Mayor	\$1,560.00/month
Mayor Pro-Tem	\$1,060.00/month
Councilmembers	\$1,010.00/month

In addition, a \$500 one-time incentive for members who earn their Association of Washington Cities Certificate of Municipal Leadership or currently hold their certificate in good standing.

As of July 15, 2025:

Mayor	\$1,560.00/month
Mayor Pro-Tem	\$1,060.00/month
Councilmembers	\$1,010.00/month

In addition, a \$500 one-time incentive for members who earn their Association of Washington Cities Certificate of Municipal Leadership or currently hold their certificate in good standing on the year annually.