



Salary Review Commission

Commission Guidelines

As of April 2024

These Commission Guidelines are provided to the Salary Review Commission (SRC) as a resource to facilitate the Commission's work. City Staff may update the guidelines from time to time in accordance with the limitations imposed by the [Vancouver City Charter](#) and the [City Policy and Procedure 100.06](#), Council Appointment of Community Members to Boards, Commissions, Advisory Committees and Task Forces.

Purpose

- Vancouver is a first-class city ([RCW 35.22](#)) managed by a council/manager form of government, as framed by a city charter. The SRC is created in Section 2.18, Citizens' Commission on Mayor/City Council Salaries of the [City Charter](#) (last updated November 5, 2019 by a vote of the people).
- Vancouver's authority to establish the SRC is granted by Washington state statute in [RCW 35.21.015, Salary commissions](#).
- The SRC studies the relationship of salaries to the duties of the Mayor, Mayor Pro Tempore, and City Councilmembers and sets the salary for each such position by an affirmative majority vote.
- The SRC does not evaluate individual performance of councilmembers and will not entertain public comment regarding individual councilmembers. The sole activity of the SRC is to establish the salary schedule of the Council for the next biennial budget.
- As of the 2019 Charter amendment, the SRC may select one of four possible formulas in setting the salary schedule:
 - Increase salaries in accordance with Charter-designated Consumer Price Index percentage;
 - Propose salary increases at more than the CPI-W and submit that schedule to the voters for approval;
 - Freeze salaries by adopting no salary adjustments; or
 - Decrease salaries (decrease takes effect only upon election of a new councilmember or election to a new term)

To request other formats, please contact:

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Structure

- SRC members, who must be residents of the City of Vancouver, Washington and registered voters, are appointed to single four-year terms of office by the Mayor, subject to approval of the City Council, in accordance with [City Policy and Procedure 100.06](#).
- The Commission convenes every two years, coinciding with the City's biennial budget cycle, and must elect a chairperson from among the Commission members to preside over that biennium's salary schedule adoption.
- The Commission must hold a sufficient number of public meetings to review and evaluate fiscal information relevant to making a determination as to which of the four salary schedule formulas authorized by Charter the SRC recommends as the basis for the proposed salary schedule.
- Once the SRC has agreed on a proposed salary schedule to be adopted by ordinance, the Commission must hold two public hearings to solicit public testimony, deliberate the ordinance, and adopt a final ordinance by majority vote (at least four of the seven members)

General Timeline

- For each biennium in which the SRC convenes, the Commission's work is intended to follow this general timeline, once a full complement of commissioners have been appointed:
 - February/March: Hold public meetings for orientation, and review and deliberation of CPI-W and other fiscal data
 - April: Hold formal public hearings on proposed biennial salary schedule ordinance
 - May 1: Target date for adoption of salary schedule ordinance to coincide with the City budget cycle

Resources & Information

- City staff are assigned to the SRC to provide support for its work by coordinating meeting schedules, location and notice, compiling and distributing reference materials, and providing commissioner orientation and open government laws training ([Boards and Commissions -The City of Vancouver, WA](#)).
- Relevant fiscal information for the SRC to consider in determining the salary schedule includes:
 - The Consumer Price Index for Wage Earners and Clerical Workers (CPI-W) for the West region as established by the Bureau of Labor Statistics for the prior two years (required by Charter)
 - Comparative information from similarly situated Washington cities (in terms of population and form of government), identifying available data such as:
 - Population
 - Geographic size
 - Operating budget
 - Capital budget
 - Form of government
 - Number of councilors
 - Salaries of councilors
 - Number of city employees