

**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES**

DATE April 14, 2011

TIME 5:30 P.M.

COUNCIL ATTENDANCE Mayor Ron Onslow; Council member Lee Wells, Don Stose, David Taylor (arrived at 6:00 P.M.) and Darren Wertz (arrived at 6:15 P.M.)


STAFF City Manager Justin Clary, Director of Finance & Administration Kay Kammer, Public Works Director Steve Wall, and Finance Division Director Gaylynn Brien

STUDY SESSION Administrative Fee Rate

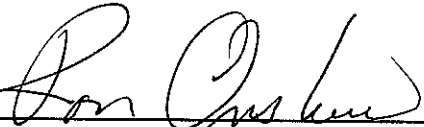
Points of discussion:

- Current charge of 25% established by Resolution No. 289 adopted on April 14, 2005
- Review of staff time to administer and manage contracts
- Review of staff time to process invoices and prepare billings
- Review of various means of calculating fees, options include continuation of use of a standard percentage, percentage step increase depending on invoice amount or service rendered, or a flat fee
- Full cost recovery from users or general fund subsidization for cost to administer program

ADJOURN 6:28 P.M.



Kay Kammer
Director of Finance & Administration
City Clerk



Ron Onslow
Mayor