

**City of White Salmon  
Personnel and Finance Meeting Minutes  
July 25, 2022**

**Attendance:** Jason Hartmann, David Lindley, Scott Clements, Jan Brending, and Paul Koch

**2022 June Budget Report**

Jan Brending, Clerk Treasurer presented the June 2022 budget report.

**Setting 2023 Lodging Grant Program Amount**

Jan Brending, Clerk Treasurer said she is recommending a funding level of \$78,000 for the 2023 Lodging Tax Grant Program. She said the city received \$77,741.26 in 2021 from lodging taxes. Brending said the goal is to use the prior year's funding for grants so the city is able to maintain a balance in the fund for future years.

***Moved by David Lindley. Seconded by Scott Clements.***

***Motion to recommend to City Council that the 2023 Lodging Tax Grant amount be set at \$78,000.  
CARRIED 3-0.***

**Authorization to Purchase Additional Investment in State Pool**

Jan Brending, Clerk Treasurer said she is recommending that the city move \$1,073,197 in city funds from its cash account to the state investment pool. She said these are funds that are not needed immediately by the city. Brending noted that she believes it is important to maintain at least \$100,000 in each of the city's four operating funds for cash flow purposes.

***Moved by Jason Hartmann. Seconded by David Lindley.***

***Motion to authorize the Clerk Treasurer to invest an additional \$1,073,197 in the state investment pool. CARRIED 3-0.***

**Council Member and Mayor Salaries**

Jan Brending, Clerk Treasurer presented information to the committee regarding possible increases to council member and mayor salaries. She said she is seeking direction from the committee. Brending provided information from similar sized cities showing current council member and mayor salaries. She said staff has no specific recommendation at this time except for making the council member's salary a flat monthly payment and not based on the number of meetings attended. Brending noted that council members would not receive an increase if the city council amended the code until after the next municipal election in which the position was on the ballot. She said the mayor's salary could be changed upon adoption of the ordinance (after official publication).

The committee discussed changes to the salaries. There was a consensus of the committee to recommend a monthly salary of \$2000 for the mayor and a monthly salary of \$225 for council members.

**Preliminary 2023 Budget Development Process**

Jan Brending, Clerk Treasurer reviewed the 2023 budget development process. She noted that a baseline budget is being developed for 2023 with projections for an additional 4 years. Brending said the baseline budget will be presented at the city council's retreat. She said department heads are working with the Interim City Administrator and herself to submit budgets and narratives that will clearly identify expenditures, projects and actions.