



## **SHERWOOD BUDGET COMMITTEE MEETING**

### **April 23, 2015 MINUTES**

1. **CALL TO ORDER:** Finance Director Julie Blums called to order the April 23, 2015 Sherwood Budget Committee Meeting at 6:09PM.

2. **COMMITTEE MEMBERS AND COUNCIL PRESENT:** Mayor Clark, Council President Sally Robinson, Councilor Jennifer Harris, Councilor Linda Henderson, Councilor Dan King, Councilor Jennifer Kuiper, Neil Shannon, Susan Claus, Andrew McConnell, Meerta Meyer and Kurt Studer

**COMMITTEE MEMBERS ABSENT:** Brian Stecher, Andy Jenson and Councilor Beth Cook

**CITY STAFF PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier and Finance Director Julie Blums

3. **APPROVE MAY 14, 2014 CITY OF SHERWOOD BUDGET COMMITTEE MINUTES**  
**APPROVE MAY 17, 2014 CITY OF SHERWOOD BUDGET COMMITTEE MINUTES**  
**APPROVE MAY 17, 2014 SHERWOOD URA BUDGET COMMITTEE MINUTES**

Neil Shannon motioned to approve the minutes

Andy McConnell seconds motion

All approved the minutes, except for Susan Claus who abstained since she was not at the prior meetings.

#### **4. NEW BUSINESS**

##### **A. INTRODUCTION OF New Committee Members – Julie Blums**

##### **B. ELECTION OF COMMITTEE CHAIR – Julie Blums**

Neil Shannon nominated for Chair by Mayor Clark

Andy McConnell seconds motion

All approved Neil Shannon as Chair

##### **C. ELECTION OF COMMITTEE VICE CHAIR- Julie Blums**

Brian Stecher nominated for Vice Chair by Counselor Henderson

Andy McConnell seconds motion

All approved Brian Stecher as Vice Chair, except Susan, she was a nay vote since Brian Stecher wasn't present at the meeting

**D. BUDGET TRAINING-** Julie Blums

- a. **Review Handouts:** Appropriation Structure and Budget committee Handbook
- b. **Review Budget Process:** How staff puts together budget before it comes to the committee. Budget will be available May 1<sup>st</sup>.
- c. **Budget Committee Meetings:**
  - i. May 13, 2015: General Fund will be reviewed and each Manager will speak about their department.
  - ii. May 20, 2015: All other funds will be reviewed and The Budget Committee will vote to approve the budget.
  - iii. Chair Neil Shannon would like to ask for public comment on both nights at the end of the meeting and before budget approval. All were in favor of public comment on both nights.
  - iv. Mayor Clark would like to schedule an "in case of date." Julie will look at the schedule and get a date out to the committee.
- d. **Review Appropriation Structure**
- e. **Budget Discussions:** All discussions on the budget must be done in a public forum. If committee members have questions before the meeting they can email Julie and she will compile a list of questions and e-mail the answers to all committee members. Members may also schedule a one on one meeting with Julie if they would like.

**7. ADJOURN:** Meeting adjourned at 7:31PM

Submitted by: Julie Blums, Finance Director

Minutes approved on: May 13, 2015