SHERWOOD BUDGET COMMITTEE MEETING
April 7, 2016 Minutes

1. CALL TO ORDER – Chair Andy McConnell Andy McConnell called to order the regular meeting of the SHERWOOD BUDGET COMMITTEE MEETING at 6:00 pm on April 7, 2016**.**

2. Roll Call – Cathy Brucker

3. COMMITTEE MEMBERS AND COUNCIL PRESENT: Mayor Clark, Council President Harris, Councilor Brouse, Councilor Henderson, Councilor Kuiper, Councilor Robinson, Chair Andy McConnell, Vice Chair Meerta Meyer, Amy Kutzkey, Paul Mayer, Kurt Studer

COMMITTEE MEMBERS ABSENT: Councilor King, Andy Jensen

CITY STAFF PRESENT: City Manager Joe Gall, Interim Finance Director Cathy Brucker, Accountant Brenda Graves, Administrative Assistant II Jean Macaulay

3. APPROVE Mar 3, 2016 CITY OF SHERWOOD BUDGET COMMITTEE MINUTES
Vice Chair Meerta Meyer motioned to approve all minutes, Seconded by **Paul Mayer**, **Mayor Clark** abstained. Minutes approved by all in attendance at the time of approval.

4. NEW BUSINESS –

A. Budget Process Training and Review – Cathy Brucker

Cathy Brucker reviewed the required budget process:
The process is designed to establish a procedure for Government Budgets, encourage citizen involvement in the process, and provide a method of estimating revenues and expenditures that promote efficiency and economy when using public funds. The process local governments must follow is outlined below:

1. Budget Officer, Joe Gall this year, to prepare the proposed budget
2. Notice of the public Budget Committee meetings to be published, adhering to strict timelines
3. Proposed budget document is made available to City Council, Committee Members and the Public prior to these meetings

4. Budget Committee to conduct at least 1 meeting with public comment allowed, we are having two with possibly a third meeting if needed
5. Budget Committee will ultimately approve the proposed budget,
6. Once approved the Notice of Public Hearing and the Summary of the approved budget to be published in local publication
7. City Council will conduct a Public Hearing on the approved budget
8. City Council will then adopt the budget and enact the resolutions or ordinances, all of this must be completed by June 30, 2016, the end of our fiscal year.
9. The City Council will certify the district's tax levy which must be on file with the County Assessor by July 15.

Joe Gall commented that the key date for this committee and the public is April 29, 2016 for releasing the proposed budget.
Cathy Brucker reviewed the appropriation structure of the city and the Budget Process for Staff handout.
Joe Gall commented that the committee will see more detailed information than in the past several years, the committee can discuss any part of the budget but doesn't approve every item in the budget. We will highlight the areas that you are approving.
Cathy Brucker discussed the Local Budgeting in Oregon booklet attached in the meeting packet, it is a good overview of the budget process.

B. PERS Town Hall Video & Discussion – Cathy Brucker

After watching the Town hall video for PERS the committee discussed wanting to make sure that we know what our increase to PERS will be and ensure that future budgets have this increase budgeted appropriately so that when decisions are being made on projects it's accounted for.

C. Review Budget Schedule – Cathy Brucker

- May 12, 2016 at 6:00 – 9:00 pm
- May 19, 2016 at 6:00 – 9:00 pm
- May 26, 2016 at 6:00 – 9:00 pm

6. Adjourn at 8:19 pm

Submitted by: Jean Macaulay, Administrative Assistant Minutes approved on:

DRAFT