



City of Manzanita

PO BOX 129, Manzanita OR 97130-0129

Phone (503) 812-2514 | Fax (503) 368-4145 | TTY Dial 711

ci.manzanita.or.us

2023 Budget Committee Application

Name: _____	Phone: _____
Address: _____	Email: _____
City/State/Zip: _____	
Occupation: _____	

Overview

The role of the Budget Committee is to provide a lay review of the proposed budget in the context of services that the city provides as well as additional programs or policies based on council goals. The budget committee receives the budget message and the proposed budget document from the budget officer, holds at least one meeting in which the public may ask questions about and comment on the budget, and ultimately approves the budget document. Committee members need to have a good understanding of the city's fiscal constraints and how services and programs are funded and be able to explain it to their friends and neighbors throughout the community.

Committee members are expected to do their homework and be prepared to participate actively in the budget process. This includes taking the training provided by the Oregon Department of Revenue and understanding their role as a member of the budget committee in relation to the budget officer.

Successful candidates shall have a solid basis or background in finance and/or budgeting experience in either the public or private sectors. If experience is in the private sector, the candidate must have a willingness to learn the differences between private sector finance and public budgeting processes and experience should be substantial or significant in nature.

Committee members should be able to take an active role in developing, evaluating and proposing policy that ensures the city's financial wellbeing. While this will likely happen outside of the budget process, members will be asked for guidance and feedback on proposed policies.

Committee members should have experience working in a constructive and collaborative committee format that is focused on supporting the budget officer, advancing the city's fiscal health wellbeing and serving the public interest.

Please explain your interest in serving on the budget committee. Be brief but be as specific as possible.

What experience do you have working with budgets?

Describe a situation where you had to compromise to reach consensus on a budget related issue.

You are also welcome and encouraged to submit a CV or Resume as part of your application.

THE DEADLINE FOR SUBMISSIONS IS Wednesday, FEBRUARY 15, 2023 AT 4:00 PM

APPLICANTS MUST BE AVAILABLE TO INTERVIEW FEBRUARY 21ST – 23RD AND BE AVAILABLE FOR ALL SCHEDULED MEETINGS ON THE 23/24 BUDGET CALENDAR

Please return this form
by email to cityhall@ci.manzanita.or.us

If you have any questions, please call 503-368-5343 or email us at cityhall@ci.manzanita.or.us



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23/24 Budget Calendar

Tues., Mar 21	1st Premeeting with Budget Committee (10:00 am)
Tues., Apr 25	2nd Premeeting with Budget Committee (10:00 am)
Mon., May 8	First Budget Committee meeting to receive proposed budget (4:00 pm)
Tues., May 9	Second Budget Committee meeting to receive proposed budget (4:00 pm)
Wed., May 17	Third Budget Committee meeting and public hearing (including proposed uses of State Revenue Sharing) (6:00 pm)
Wed., June 14	Special Council Meeting with public hearing on Budget (6:00pm)

APPLICANTS MUST BE ABLE TO ATTEND ALL SCHEDULED BUDGET COMMITTEE MEETINGS