



## CITY OF MANZANITA

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cityhall@ci.manzanita.or.us

## 2026 Budget Committee Application

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

**There are two positions open on the Budget Committee. These positions will be 3-year appointments and will end March 2029.**

### 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, reviewing and understanding the budget document, 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, private, or non-profit sectors. 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 financial policies.

Committee members should have experience working in a constructive and collaborative committee format that is focused on supporting the budget officer and supporting the development of a budget that advances the city's fiscal health and wellbeing while serving the community's needs and goals.

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

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*What experience do you have working with budgets?*

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

*Describe what you believe the role of a Budget Committee member is.*

*Do you have any expected or anticipated conflicts of interest? If yes, please describe.*

The budget committee meets several times between April and May to approve the budget. Applicants must be able to attend all scheduled budget committee meetings. Can you meet this commitment?

Yes         No

All members appointed to the budget committee shall review and observe the requirements set forth in Chapter 9 ethics, decorum, outside statements of the City of Manzanita Rules of Procedure for City Council meetings (attached below). Can you commit to reviewing and observing these

requirements?

Yes       No

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

**THE DEADLINE FOR SUBMISSIONS IS FRIDAY, FEBRUARY 6, 2026, AT 4:00 PM.**

**APPLICANTS MUST BE AVAILABLE TO INTERVIEW FEBRUARY 12-13 AND BE AVAILABLE FOR ALL BUDGET COMMITTEE MEETINGS APPROVING THE BUDGET.**

Please return this form by email to [cityhall@ci.manzanita.or.us](mailto:cityhall@ci.manzanita.or.us)

If you have any questions, please call 503-812-2514 or email us at [cityhall@ci.manzanita.or.us](mailto:cityhall@ci.manzanita.or.us)

## Budget Committee Criteria

- Can demonstrate a readiness to be prepared to participate actively in the budget process. This includes taking the training provided by the Oregon Department of Revenue, reviewing and understanding the budget document, and understanding their role of the budget committee.
- Has a solid basis or background in finance and or budgeting experience in either the public, private, or non-profit sectors. 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 financial policies.
- Committee members should have experience working in a constructive and collaborative committee format that is focused on supporting the development of a budget that advances the city's fiscal health and wellbeing and serving the community's needs and goals.
- Applicant confirms they have read Chapter 9- Ethics, Decorum, Outside Statements of the City of Manzanita Rules of Procedure for City Council Meetings.

## CHAPTER 9- Ethics, Decorum, Outside Statements

**Amended May 8, 2024**

- I. **Ethics.** All members of the Council and all members of any committee appointed pursuant to Rule 8 shall review and observe the requirements of state ethics law, all members of the Council and/or any committee member appointed pursuant Rule 8 shall refrain from:
  - A. Disclosing confidential information.
  - B. Taking action which benefits special interest groups or persons at the expense of the city as a whole.
  - C. Expressing an opinion outside of Council meetings or committee meetings contrary to the official position of the Council or the committee without saying so.
  - D. Conducting themselves in a manner that may bring discredit upon the government of the city.
- II. **Decorum.**
  - A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the Council.
  - B. Members of the Council or Committee shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.
  - C. Members of the city staff and all other persons attending meetings shall observe the Council's rules of proceedings and adhere to the same standards of decorum as members of Council.
  - D. No flags, posters, placards, or signs may be carried or placed within the Council Chambers or Committee location of which the City Council or Committee is officially meeting. This restriction shall not apply to arm bands, emblems, badges, or other articles worn on personal clothing or individuals, provided that such devices do not interfere with the vision or hearing of other persons at the meeting or pose a safety hazard.
- III. **Statements to the Media and Other Organizations**
  - A. Representing City. If a member of the Council or Committee, including the Mayor, appears as a representative of the city before another governmental agency, media or organization to give a statement on an issue, the member may only state the official position of the city, as approved by majority of Council.

B. Personal Opinions. If a member of Council or Committee, including the Mayor, appears in their personal capacity before another governmental agency, media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the city before giving their statement.