

MEMORANDUM

TO: Mayor and City Council

FROM: Roberta Likens, Finance Director

SUBJECT: BUDGET OFFICER APPOINTMENT

DATE: March 6, 2024

Background

The City is required by ORS 294 to appoint a budget officer, either by the governing body or designated by the City Charter. The Charter, in Section 33, City Manager, item (e) (6) states that the City manager is to prepare and administer the annual City budget, however it does not specifically appoint the City Manager as the Budget Officer.

ORS 294 goes on to state that the Budget Officer shall prepare or supervise the preparation of the budget document. The budget officer is required to present a balanced budget to the budget committee for their consideration. A budget message is prepared annually to accompany the proposed budget.

Recommendation

Consider appointing the City Manager as the Budget Officer.

Cost

No cost.



Michael Sauerwein, City Manager



Roberta Likens, Finance Director