



## **Staff Report**

For City Council Meeting - 2/4/2026

### ***Subject - New Business - Appoint Budget Officer***

**Synopsis:** The governing body of the City shall, unless otherwise provided by City Charter, designate one person to serve as a budget officer. The budget officer, or the person or department designated by Charter and acting as a budget officer, shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the executive officer of the City, or where no executive officer exists, under the direction of the governing body. (ORS 294.331)

### ***Council Options:***

- 1) Make a motion that the City Treasurer be designated as budget officer;
- 2) Make a motion that another person be designated as budget officer.

**Recommendation:** Historically, this Council has selected the City Treasurer to act as the Budget Officer.

**Legal Analysis:** Gearhart Municipal Code 33.13 BUDGET OFFICER

**Financial Analysis:** N/A

Respectfully Submitted,

A handwritten signature in black ink, appearing to be the name "Chad" written in a stylized, cursive script.

Chad