

COBURG CITY COUNCIL ACTION/ISSUE ITEM



TOPIC: Budget Officer Appointment

Meeting Date: March 14, 2023

Staff Contact: Sammy Egbert, City Recorder

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REQUESTED COUNCIL ACTION:

Appoint a Budget Officer for Fiscal Year 2024 process.

Suggestion Motion: "I move to appoint City Administrator, Anne Heath as the Budget Officer for 2023-24"

CITY COUNCIL GOAL

Responsible Fiscal Stewardship

BACKGROUND

Each local government must have a budget officer, either appointed by the governing body or designated by the local government's charter. The budget officer prepares or supervises the preparation of the proposed budget for the coming fiscal year.

The budget officer:

- Works with all departments to prepare proposed budget.
- Review and approve all material to be included in the annual budget binders.
- Prepares the required legal notices for budget committee meeting and budget hearings.
- Coordinate, schedule and staff the Budget Committee meetings.
- Prepares and present a balanced budget to the budget committee.
- Holds 2 budget hearings.
- Prepares resolution to adopt budget, make appropriations, impose and categorize taxes.
- Submit certifications documents to assessors by July 15.
- Submit complete budget to County Clerk by September 30.

2022 Coburg Charter requires the City Administrator to “Coordinate and supervise preparation of the preliminary budget for submission to the Mayor, and administer the budget after adoption.

The last few years the City Administrator was able to work directly with the Finance Director who was appointed “Budget Officer” to coordinate and supervise the budget process. This year we are in the recruitment process and the finance position is not filled.

BUDGET / FINANCIAL IMPACT

There is no financial impact of designating a budget officer. However, it is clear that the budget officer maintains the primary responsibility for preparing the core tools, analysis, insight, and recommendations required for the City to adopt a sound, balanced budget.

NEXT STEPS

- Plan and schedule the budget process
- Budget Committee will meet, discuss and approve the fiscal year 2023 budget and move for adoption by City Council.

ATTACHMENTS

N/A

REVIEWED THROUGH:

Anne Heath, City Administrator