

**COBURG CITY COUNCIL
ACTION/ISSUE ITEM**



TOPIC: Appointment of Budget Officer for Fiscal Year 2021-22

Meeting Date: March 9, 2021
Staff Contact: Anne Heath, City Administration
Contact: 541-682-7871, anne.heath@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

Appoint a Budget Officer for Fiscal Year 2021-22 process.

Suggestion Motion: "I move to designate Tim Gaines as the City of Coburg Budget Officer for fiscal year 2021-22 process."

CITY COUNCIL GOAL

Responsible Fiscal Stewardship

BACKGROUND

According to ORS 294.331, each municipality shall designate one person to serve as budget officer. The Budget Officer shall prepare or supervise the preparation of the budget document. Further, the budget officer shall act under the direction of the executive officer. This Statute has been codified since 1963.

Tim Gaines is the City Finance Director and therefore should be appointed as Budget Officer.

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.

RECOMMENDATION

Staff recommendation is that Finance Director Tim Gaines be appointed Budget Officer.

NEXT STEPS

- Plan and schedule the budget process
 - Budget Committee will meet, discuss and approve the fiscal year 2022 budget and move for adoption by City Council.
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ATTACHMENTS

N/A

REVIEWED THROUGH:

Sammy Egbert, City Recorder