



# Appointment of the 2026-27 Budget Officer

Meeting Date	Staff Contact	Email
March 10, 2026	Sammy Egbert, City Recorder	sammy.egbert@coburgoregon.gov

### SUMMARY AND REQUESTED COUNCIL ACTION

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 is under the supervision of either the executive officer or the governing body. The budget officer prepares the proposed budget for the coming fiscal year. As ORS 294.331 states:

*“The governing body of each municipal corporation shall, unless otherwise provided by county or city charter, designate one person to serve as budget officer. The budget officer, or the person or department designated by charter and acting as 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 municipal corporation, or where no executive officer exists, under the direction of the governing body.”*

### Suggested Motion

*If approved under the consent agenda, the Council will appoint City Administrator, Adam Hanks, as the 2026-27 Budget Officer.*

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### BACKGROUND

Each local government must have a budget officer, either appointed by the governing body or designated by the local government’s charter as ORS 294.331 states:

*“The governing body of each municipal corporation shall, unless otherwise provided by county or city charter, designate one person to serve as budget officer. The budget officer, or the person or department designated by charter and acting as 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 municipal corporation, or where no executive officer exists, under the direction of the governing body.”*

Coburg Charter designates some of the responsibilities of a budget officer to the City Administrator, but does not clearly designate them as the Budget officer.

Section 8.2 City Administrator

- (l) *“Coordinate and supervise preparation of the preliminary budget for submission to the Mayor, and administer the budget after its adoption.”*

The budget officer's responsibilities include preparing or supervising the proposed budget document, publishing required notices, and ensuring compliance with budget law. The Budget Officer works under the direction of the Mayor, serving as the Executive Officer of the City of Coburg.

**RECOMMENDATION**

The recommendation is to appoint City Administrator, Adam Hanks, as the 2026-27 Budget Officer.

**BUDGET / FINANCIAL IMPACT**

There is no financial impact of designating a budget officer.

**RELEVANT COUNCIL GOAL, CITY POLICY, OR COMPREHENSIVE PLAN**

This is a legal requirement of the State of Oregon, ORS 294.311

**NEXT STEPS**

2026 Budget Meetings

April 21, 2026      Budget Committee

May 5, 2026          City and URA Budget Committee