



## 2025-26 Budget Officer Appointment

Meeting Date	Staff Contact	Email
March 11, 2025	Sammy Egbert, City Recorder	Sammy.egbert@coburgoregon.gov

### SUMMARY AND REQUESTED COUNCIL ACTION

Oregon Budget law requires that a budget officer be appointed by the governing body or designated in the local government’s charter.

#### Suggested Motion

*I move to appoint City Administrator, Adam Hanks, as the 2025-26 Budget Officer.*

### BACKGROUND

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

The Coburg Charter changed in 2022, adding the City Administrator as an appointed officer and defining the job responsibilities. It included:

#### Section 8.2 City Administrator(I)

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

### RECOMMENDATION

The recommendation is to appoint City Administrator, Adam Hanks, as the 2025-26 Budget Officer, consistent with the Charter.

### BUDGET / FINANCIAL IMPACT

There is no financial impact of designating a budget officer. However, the budget officer is primarily responsible for preparing the core tools, analysis, insight, and recommendations required for the City to adopt a balanced budget.

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

Financial planning and management are key to all departments of the City. This is a statutory requirement under ORS 294.311.

**PUBLIC INVOLVEMENT**

Budget officer appointment was on the March 11, 2025 City Council Agenda. The agenda was posted and sent to all interested parties.

**NEXT STEPS**

April 19, 2025 Budget Committee 1<sup>st</sup> Meeting

April 29, 2025 Budget Committee 2<sup>nd</sup> Meeting & URA Budget Committee Meeting