



COBURG CITY COUNCIL ACTION/ISSUE ITEM

TOPIC: Resolution 2023-12, Approving the Employment Agreement for Adam Hanks for the Position of City Administrator.

Meeting Date: June 13, 2023

Staff Contact: Anne Heath, Finance Director

Contact: 541-682-7871, anne.heath@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Council approval Resolution 2023-12

Recommended wording: *"I move to approve Resolution 2023-12, approving the Employment Agreement with Adam Hanks for the position of City Administrator*

CITY COUNCIL GOAL(S)

Dynamic Operational Capacity

BACKGROUND

On August 31, 2023, City Administrator Anne Heath will vacate her position at the City of Coburg. She made the council aware of this in the fall of 2022. The City hired LGPI through Lane Council of Governments to conduct a recruitment.

On April 26, 2023, a two (2) panel interview process was conducted with two (2) candidates. As a result of that process, Adam Hanks was chosen for the City Administrator position. The Mayor offered the position through an intent to hire letter, and the offer was accepted.

The Mayor, City Administrator and CIS legal designed a contract and negotiated the draft contract with Adam Hanks. It has been reviewed through the City Attorney. That contract is attached.

RECOMMENDATION AND ALTERNATIVES

It is recommended that the Council approve Resolution 2023-12 entering into an Employment Agreement with Adam Hanks. An alternative would be to approve the agreement with changes.

PUBLIC INVOLVEMENT

Two panel interview process including citizen representatives.

ATTACHMENTS

- A. Draft Resolution 2023-12**
 - B. Draft City Administrator Employment Contract**
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NEXT STEPS

Mayor to execute contract with Adam Hanks, new City Administrator.
Adam Hanks will report to work on July 31, 2023

REVIEWED THROUGH:

CIS Legal Services
Coburg Mayor Bell
Adam Hanks

DRAFT
RESOLUTION 2023-12

APPROVING THE EMPLOYMENT AGREEMENT WITH ADAM HANKS FOR THE POSITION OF CITY ADMINISTRATOR

WHEREAS, the City of Coburg City Administrator Anne Heath has submitted her resignation with an effective date of August 31, 2023; and

WHEREAS, The City of Coburg contracted with LGPI through Lane Council of Governments to conduct an recruitment process; and

WHEREAS, The City of Coburg conducted a two-panel interview process on April 26, 2023 with two candidates; and

WHEREAS, after deliberation, the City Council has chosen Adam Hanks as City Administrator from the hiring process, and he has been offered the position of City Administrator by Mayor Bell through a *Letter of Intent to Hire*.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COBURG, OREGON AS FOLLOWS

1. The Council authorizes the Mayor, on behalf of the City, to execute and enter into an Employment Agreement with Adam Hanks. Said agreement is attached as Exhibit "A"
2. Adam Hanks is hereby appointed City Administrator of the City of Coburg, Oregon, with an effective date of July 31, 2023.
3. The City Administrator shall have the duties, power and responsibilities of the City Administrator including but not limited to the duties as recorded in the City Charter of the City of Coburg.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of _ for and _ against, this 13th day of June, 2023.

Nancy Bell, Mayor

ATTEST: _____
Sammy L. Egbert, City Recorder