



COBURG CITY COUNCIL

ACTION ITEM

City Administrator Employment Contract

Meeting Date	Staff Contact	Email
September 10, 2024	Nancy Bell, Mayor	Mayor@ci.coburg.or.us

REQUESTED COUNCIL ACTION

With input and involvement from both individual Councilors and select City staff, the Mayor completed the annual review process for the City Administrator. With a high level of satisfaction in the review and the ongoing performance for the City of Coburg, a revised contract extension has been developed for Council review and approval.

Suggested Motion

I move to approve the attached employment agreement between the City of Coburg and Adam Hanks for the position of City Administrator.

BACKGROUND

RECOMMENDATION

Mayor Bell recommends Council approval of the attached employment agreement between the City of Coburg and Adam Hanks for the position of City Administrator. The initial contract with Mr. Hanks was for a one-year term that expired July 30, 2024.

The proposed employment agreement has been revised to reflect the following:

- Conversion from a one year to a three-year agreement with two optional one-year extensions
- An increase of \$5,000 in the base compensation
- Creation of future year performance indicator-based merit salary adjustments of 2%
- Language that reflects Council recognition and importance of technology investments in city operations.
- Miscellaneous adjustments to language/terminology throughout agreement to clarify intent and increase specificity.

BUDGET / FINANCIAL IMPACT

The proposed employment agreement results in a \$5,000 increase in personnel costs that are shared between the general fund and the City's three enterprise funds (Streets, Water, Sewer).

PUBLIC INVOLVEMENT

This employment agreement has been developed and proposed subsequent to a thorough City Administrator annual review process, led by Mayor Bell and involving the City Council and the City's executive management staff team.

NEXT STEPS

Upon Council approval of the proposed employment agreement, Mayor Bell will coordinate with City Recorder Egbert for full signature, execution and recording of the employment agreement with Mr. Hanks.

ATTACHMENTS

1. City Administrator Employment Agreement - Adam Hanks
2. City Administrator Employment Agreement – Adam Hanks with track changes