

October 10, 2023

Ms. Melissa Bethel
P.O. Box 39
Lakeside, OR
97449

Re: Employment Offer

Dear Melissa:

On behalf of the City of John Day, I am pleased to inform you that you are the Council's preferred candidate for the position of City Manager! This letter outlines the proposed general conditions of employment between you and the City leading to your selection as City Manager. The proposed employment package consists of the following general terms, conditions and provisions:


- **Contract** – An open-ended professional services contract commencing on January 2, 2024, which shall be reviewed annually.
- **Severance** - For termination without cause, six (6) months of salary and benefits; you also agree to provide the City with 60 days' written notice should you choose to voluntarily resign or retire from your position.
- **Salary** – Base starting salary of \$130,000 annually.
- **Professional Development** - City paid membership to the Oregon City/County Managers Association and the International City/County Managers Association with city-paid attendance to the two OCCMA conferences and city-paid attendance to the national conference, as budgeted funds allow.
- **Performance Evaluations** - Performance evaluations will be conducted after the first six (6) months of your employment and annually thereafter at a mutually acceptable date on or about your anniversary date.
- **Vacation Leave** – 15 days annually (accrual of 10 hours per month) and an additional 60 hours placed in your leave bank at outset of employment. You will be able to utilize vacation at your discretion.
- **Sick Leave** – 12 days annually (accrual of 8 hours per month) and an additional 40 hours placed in your leave bank at outset of employment.
- **Other Benefits** - All other benefits as provided by the City to its executive level staff and or as outlined in the City's personnel manual and/or charter.
- **Relocation Allowance** – Up to a total of \$5,000 for temporary housing and moving expenses will be reimbursed to you until such time as you relocate your primary residence to John Day. Receipts for expenses are required for reimbursement. In the event you voluntarily resign your position within the

first 3 years of your employment, you will be required to payback a pro-rata portion of said reimbursement; e.g., should you leave after 12 months on the job, you would repay an amount equivalent to two-thirds of the relocation allowance you received.

On behalf of the City Council, we look forward to a long and successful relationship with you as our City Manager. As you have learned from your research, there is much to do here, and we are excited to have someone with your experience, skill, and drive leading the executive branch of the city government.

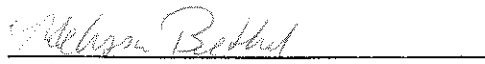
If the terms and conditions expressed within are acceptable, please sign and date this document below and return it at your earliest convenience.

Sincerely,


Ms. Heather Rookstool - Mayor
At the direction of the City Council

Date: 10/10/23

Accepted by:


Melissa Bethel

Date: 10/16/23