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*Director of Finance*  
FRANK J. BRICHACEK, JR.

*Assistant Finance Director*  
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*Engineer*  
PIETRO A. DI FRANCO, P.E.,  
SI, LEED AP, CPESC

*Building Commissioner*

*Safety Director*  
G. ANDREW GARDNER

# City of Willoughby Hills

35405 Chardon Road, Willoughby Hills, Ohio 44094-9195  
Phone (440) 946-1234 FAX 975-3535

*Council*  
NANCY E. FELLOWS  
DANIEL KNECHT  
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TANYA TAYLOR DRAPER  
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MICHAEL KLINE

*Council Clerk*  
JOANNE MONACO

G. Andrew Gardner, Mayor

October 6, 2020

Sgt. Matthew Naegele  
437 East Bayberry Court  
Painesville Twp., OH 44077

Re: Conditional Offer of Employment – Police Chief

Dear Matthew:

Please let this letter serve as a conditional employment offer to you for the position of Police Chief for the City of Willoughby Hills. Over the past several months, you have gone through the interview process with excellent results and I am enthusiastic about the vision you have for the Police Department. In addition, I have been impressed with the skills and leadership that you have shown while serving as Sergeant in our Police Department. Your actions have demonstrated a true commitment and loyalty to the Police Department and the residents of our fine city.

This offer of conditional employment is contingent upon the final phase of the employment process, where you will be asked to successfully complete all requirements of the Codified Ordinances which include a drug test, background investigation and a psychological evaluation. In addition, your offer of the position of Police Chief is subject to City Council confirmation.

- **Rate of Pay** - The Police Chief position is an Unclassified, salaried position. The starting salary being offered is \$100,000. You will be paid on a bi-weekly basis.
- **Overtime Pay** - Per Section 157.03 of the Codified Ordinances (copy attached), the Police Chief is a salaried position and not eligible to receive Overtime Pay.
- **Vacation** - Vacation benefits are outlined in the Codified Ordinances, Section 157.02 (copy attached). Based upon your seniority, you will receive 240 hours of vacation annually.
- **Holidays** - Holiday benefits are outlined in the Codified Ordinances, Section 157.06 (copy attached).
- **Sick Leave** - You will receive 4.6 hours of sick leave per pay period. Sick leave benefits are outlined in the Codified Ordinances, Section 157.07 (copy attached).
- **Longevity Compensation** - Longevity Compensation benefits are outlined in the Codified Ordinances, Section 157.08 (copy attached). Based upon your seniority, you will receive \$2,250 annually.

Sgt. Matthew Naegele  
Conditional Offer of Employment – Police Chief  
October 6, 2020

- **Insurances** - Insurance benefits are outlined in the Codified Ordinances, Section 157.09 (copy attached).
- **Uniform Allowance** - Uniform Allowance benefits are outlined in the Codified Ordinances, Section 157.18 (copy attached).
- **Additional Compensation** - Additional compensation benefits for educational pay are outlined in the Codified Ordinances, Section 157.19 (copy attached). In recognition of the Bachelor's Degree you hold, you will receive \$750 annually.

In addition to the benefits outlined above:

- **Vehicle** - A vehicle will be provided to the Police Chief as you will be expected to respond from home or locations beyond the Police Station, should the need arise.
- **Cell Phone** - A cell phone will be offered to you. You can advise us if you will be using a City provided cell phone or if you choose to use your personal cell phone on your date of hire.
- **Holiday Banking** – Subject to the approval of the Safety Director, the Police Chief has the option of banking the holidays granted in Section 157.06 for use at a later date at the rate of eight hours for each holiday granted. Any banked holiday leave not taken as of December 31 for each year shall be forfeited without compensation or any carryover. Any holiday leave taken prior to the occurrence of the holiday shall be deducted from the Police Chief's final pay should the Chief leave office prior to December 31 of that calendar year.

To confirm your acceptance of this conditional offer of employment, I would request that you sign, date, and return of copy of this letter to me as soon as possible.

We look forward to welcoming you as our new Police Chief and look forward to many good years together. If you have any questions or concerns, please do not hesitate to contact me. Once I receive this signed letter back, we will proceed with the remainder of the testing to be done and then request City Council confirmation.

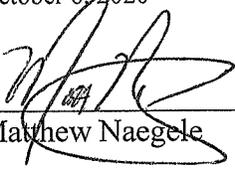
Sincerely,



G. Andrew Gardner, Mayor/Safety Director

I accept this offer of employment, along with its terms and conditions with the City of Willoughby Hills, as full-time Police Chief.

Sgt. Matthew Naegele  
Conditional Offer of Employment – Police Chief  
October 6, 2020



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Matthew Naegele

10-6-20  
Date

cc: Finance Director Frank Brichacek  
Assistant Finance Director Jeff Stergar  
Law Director Michael Lucas  
Employment File

Attachments