



## KOBERLEIN LAW OFFICES

FRED KOBERLEIN, JR., B.C.S. | MEAGAN STANDARD | FRED KOBERLEIN, SR.

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January 23, 2022

Mr. Thomas Thomas  
Bloomington, IL 61701  
Via e-mail only: [thomasedwinthomas@yahoo.com](mailto:thomasedwinthomas@yahoo.com)

***RE: Position of City Manager, City of Lake City, Florida***

Dear Mr. Thomas:

I am pleased to formally inform you that the City Council of the City of Lake City, Florida has selected you as its choice for the position of city manager. The City Council and the City are excited about your upcoming leadership with the City. The City Council authorized me to extend and receive terms of employment with you. Please understand that as the city attorney, I have no authority to bind the City to final terms of employment. Final terms of employment will be reduced to a written employment agreement upon your agreement with the City Council.

Based on your previous conversations with the City Council and Renee Narloch, the following terms of employment are extended for your consideration:

- *Employment Date:* On, or about, March 1, 2022.
- *Base Salary:* An annual base salary of \$120,000 with a mandatory review of the annual base salary after 180 days of employment, at which time the annual base salary shall be reviewed for an increase.
- *Relocation Expenses:* An allowance for relocation expenses of up to \$10,000.00.
- *Employee Benefits:* Entitlement to all benefits offered to the highest classification of a full-time employee including, but not limited to, medical, dental, vision, life insurance, disability insurance, retirement savings, annual leave, sick leave, tuition, and other benefits (see *Additional Benefits*).
- *Additional Benefits:* Entitlement to an additional two weeks of annual leave, in addition to the default annual leave provided for full-time employees in the classification plan. Individual computer equipment (e.g., laptop and tablet) and software, a mobile phone, and a city-owned vehicle.
- *Business Expenses:* Allowance for expenses paid by you related to your position as the city manager including travel, professional memberships in local associations, professional memberships in professional associations, and continuing professional development and education.
- *Severance:* A minimum severance payment, if terminated without cause, equal to 12 workweeks of salary at your then rate of pay. Additionally, payment of your accrued leave time.

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**LAKE CITY**

Telephone: 386.269.9802  
Facsimile: 888.908.8699

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Telephone: 352.519.4357  
Facsimile: 888.908.8699

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- *Performance Evaluation:* An evaluation of your performance after 180 days of employment (as previously written) followed by annual evaluations thereafter for possible increases of compensation or leave.

Acceptance of any final terms of employment will be contingent upon the City Council's final vote on a written employment agreement, the satisfactory completion of all background checks, and other employment requirements of the City. We will reduce the terms of employment to a formal written agreement once we have received your response to the terms offered and upon the consideration of both by the City Council.

Please provide us with the courtesy of your response to the foregoing terms by the 5:00 P.M. (EST) on the 26<sup>th</sup> day of January, 2022.

Respectfully,

A handwritten signature in blue ink, appearing to read "F. Koberlein, Jr.", with a stylized flourish at the end.

Fred Koberlein, Jr., B.C.S.,  
City Attorney

Cc (e-mail only):

Mayor & City Council  
Interim City Manager  
City Clerk  
Renee Narloch