

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF CARNATION, WASHINGTON AND ANA CORTEZ
AMENDMENT #1**

The following terms from the contract signed on September 30, 2021 are changed; elements not included in this amendment remain unaffected.

(1) New Contract Term

The original contract is now defined by a period of twenty four (24) months beginning on January 1, 2023 and ending on December 31, 2024.

(2) Renewal

The City may renew or extend this contract at any time. If the City will not renew the contract, it shall provide notice to Ana Cortez six months prior to the end of the term.

(3) Termination

- a) A lump sum payment equivalent to the remainder balance of the contract for full compensation including:
 - a. Salary
 - b. Housing allowance
 - c. Holidays
 - d. Employer pension contributions
 - e. Employee pension contributions
 - f. Unused vacation leave.
- b) COBRA coverage for 4 months.

(4) Executive Leave

The City Manager as other members of the Executive team shall receive 80 hours each year for executive leave in recognition of evening, weekend and holiday work. The Executive Leave will not be carried from year to year nor will it be cashed out upon separation. Executive Leave will be provided on January 1 of each year to the City Manager and other members of the Executive Team.

(5) Housing Allowance

The City Manager shall receive a \$1,000 housing allowance each month.

(6) Employee Pension Contribution

The City shall contribute 50% of the employee DRS contribution up to \$1,000/month.

(7) Salary Adjustments

- a) 01.1.2023 2.5% Merit Increase- associated to the City Manager's 11.1.2022 review.
- b) 01.1.2024 Merit increase To be set at 11.7.2023 performance review.