



# City Council Memorandum

*City of Arts & Innovation*

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: SEPTEMBER 5, 2023

FROM: MAYOR PRO TEM, ERIN EDWARDS WARDS: ALL

SUBJECT: APPROVAL OF EMPLOYMENT AGREEMENT FOR CITY CLERK

**ISSUE:**

Approve the attached Employment Agreement with City Clerk Donesia Gause.

**RECOMMENDATION:**

That the City Council:

1. Approve the attached Employment Agreement with City Clerk Donesia Gause effective September 5, 2023.
2. Adopt the attached Resolution amending the Master Fringe Benefit and Salary Plan to reflect the revisions to the City Clerk Employment Agreement.

**DISCUSSION:**

On June 6, 2023, the City Council reviewed and approved revisions in closed session to the employment agreement for the City Clerk. Consistent with Chapter 2.32.030 of the Riverside Municipal Code, the following provisions are included in the proposed new City Clerk Employment Agreement:

1. Term of the agreement shall be five (5) years, expiring on September 5, 2028.
2. Continue to receive a formal performance evaluation annually by the City Council.
3. The City will make a deferred compensation contribution equal to the 457-plan annual IRS Limit into 401A or 457 plan in lieu of an annual merit increase for the term of this agreement.
4. The City Clerk is entitled to electric charging use for electric or hybrid cars, available at the City Hall parking garage in addition to the established monthly automobile allowance as set forth in the Fringe Benefit and Salary Plan.

5. The City shall provide the City Clerk with tuition reimbursement of \$5,000 (Five Thousand Dollars) per calendar year not to exceed \$25,000 (Twenty-Five Thousand Dollars) during the term of this agreement.
6. The City agrees to provide the City Clerk with severance pay equivalent to six (6) months of employee's base salary if employer terminates this agreement.
7. The City Clerk shall not be terminated during the 60-day period preceding or following any City election for membership on the City Council, or during the 60-day period preceding or following any change of membership of the City Council.

### **STRATEGIC PLAN ALIGNMENT:**

Adopting the Resolution to amend the Master Fringe Benefits and Salary Plan to amend the employment agreement for the City Clerk contributes to the City of Riverside's Strategic Priority of a High Performing Government, Goal 5.1: *Attract, develop, engage and retain a diverse and highly skilled workforce across the entire City organization.*

1. **Community Trust** – Necessary adjustments to the Fringe Benefit and Salary Plan allows the City to retain a highly skilled workforce.
2. **Equity** – The amendments to this employment agreement are exclusive for the City Clerk. Benefits are regularly reviewed to ensure they reflect equitable internal alignment.
3. **Fiscal Responsibility** – Negotiated modifications or adjustments to employee benefits are only recommended when necessary and within policy parameters for minimal fiscal impact. The recommended adjustments align with the Fringe Benefits and Salary Plan.
4. **Innovation** – Modifications to fringe benefits ensure appropriate alignment both internally and within the City's market basket.
5. **Sustainability & Resiliency** – Fringe benefit adjustments are necessary to retain a diverse range of highly skilled employees who can adapt to the changing needs of the City both internally and externally.

### **FISCAL IMPACT:**

The total fiscal impact of the amendments to the City Clerk's employment agreement is \$27,500 in FY 2023/24 and annually thereafter. Costs will be absorbed in the personnel budget of the General Fund, City Clerk department. The potential cost of electric charging use for an electric or hybrid vehicle has not been quantified due to unknown variables but will be absorbed in the General Fund's electric utility budget at large.

Prepared by: Rene Goldman, Human Resources Director  
Certified as to  
Availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
Approved as to form: Phaedra Norton, City Attorney

Attachments:

1. Resolution Amending the Fringe Benefits and Salary Plan
  - a. Exhibit A – Employment Agreement
  - b. Exhibit B – Resolution amending the Fringe Benefit and Salary Plan