

SIDE LETTER BETWEEN
CITY OF COLUSA
Colusa City Clerk
Effective December 5th, 2023

Human resources provided by the City Clerk.

The City Clerk shall help manage human resources for the City of Colusa, there is no current job description for these duties as this will be for a one-year trial period. It is expected that the added job duties would take approximately 20 additional hours per month for that the city will add \$1,000 per month to the City Clerk's salary. The City Clerk shall work with the department heads to update the employees MOU's and employee policies. This is new to the City of Colusa; the goal is to learn over the next year and create a job description for HR services that work for the City of Colusa.

Shelly Kittle, City Clerk

Greg Ponciano, Mayor

APPROVED AS TO FORM:

Ryan Jones – City Attorney