

**TO:** AC Transit Board of Directors  
**FROM:** President Elsa Ortiz  
**SUBJECT:** Board Officer Employment Agreements

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## **ACTION ITEM**

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### **RECOMMENDED ACTION(S):**

Consider approving amendments to the General Manager, General Counsel, and District Secretary's Employment Agreements.

### **STRATEGIC IMPORTANCE:**

Goal - High-Performing Workforce

Initiative - Employee Recruitment, Training and Retention

The Board Officers, namely the General Manager, General Counsel and District Secretary, report directly to the Board of Directors, and having a competitive salary and benefits package for these individuals ensures the retention of knowledgeable, steady and effective leadership of the District at the highest levels.

### **BUDGETARY/FISCAL IMPACT:**

The General Manager and District Secretary had not received a salary increase since January 1, 2019, and the General Counsel had not received a salary increase since her initial hiring on February 1, 2020. The negotiated amendments have a combined value of \$126,465 in salary and benefits over a period of three-years and five months for the General Manager and District Secretary and two-years and three months for the General Counsel.

### **BACKGROUND/RATIONALE:**

The Board of Directors conducted performance evaluations for the District Secretary, General Counsel and General Manager in March and April 2022. It concluded negotiations with the three Board Officers on May 12, 2022.

Under the Brown Act, prior to taking final action, the Board must orally report a summary of the compensation paid in the form of fringe benefits to a local agency executive, as defined in subdivision (d) of Section 3511.1, during an open meeting at which final action is to be taken. In addition, action must be taken at a regular meeting and cannot be on the consent calendar. Copies of the amendments are attached to this report.

### **ADVANTAGES/DISADVANTAGES:**

The amendments to the Board Officer's employment agreements were negotiated; therefore, this report does not recommend an action with notable advantages or disadvantages.

### **ALTERNATIVES ANALYSIS:**

There are no practical alternatives to the course of action recommended in this report.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Board Policy 160 - Board Officers: Employment Agreements, Performance Evaluations, and Leave Notification.

**ATTACHMENTS:**

1. Amendment to General Manager's Employment Agreement
2. Amendment to General Counsel's Employment Agreement
3. Amendment to District Secretary's Employment Agreement