

R-20-80
Meeting 20-16
August 27, 2020

AGENDA ITEM # 4

To: Board of Directors
Open Space Authority

From: William Parkin,
Legal Counsel

SUBJECT

Approve Resolution Amending Employment Agreement for General Manager

RECOMMENDATION

Consider Approval of Amendment #3 to Employment Agreement for General Manager pursuant to the attached Resolution.

REVENUE/COST

Cost associated with this approval include a 2020 Cost-of-Living Adjustment (COLA) of 2.9% in the General Manager's salary, and COLA's for subsequent years.

BACKGROUND

On March 10, 2011, the Board hired Andrea Mackenzie as the Authority's General Manager and approved an employment agreement. Ms. Mackenzie began serving as General Manager for the Open Space Authority in April 2011. On June 25, 2015, the Board approved a new three-year Employment Agreement for the General Manager (Agreement) effective July 1, 2015. The term of the Agreement was set to expire on June 30, 2018. However, on December 14, 2017, the Board approved Amendment #1 to the Agreement which included, among other things, an extension of the term until June 30, 2021. Furthermore, on September 12, 2019, the Board approved Amendment #2 to the Agreement to extend the term of the agreement with Ms. Mackenzie until June 30, 2023 without providing for a salary increase.

The Board met to perform its annual review of Ms. Mackenzie's performance as required by the employment agreement. The General Manager has requested that the Board consider an amendment to the Employment Agreement that would apply to the General Manager's salary the annual COLA granted to other Authority employees. A resolution and Amendment #3 to Employment Agreement for General Manager are attached hereto for the Board's consideration.

*Attachment(s): Resolution 20-53 – Approve Amendment #3 To Agreement with General Manager
Exhibit E – Proposed Amendment #3 to Employment Agreement for General Manager
Exhibit F – Current Employment Agreement for General Manager and Amendment #1*