



**EAST BAY REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA STAFF REPORT**

DATE	March 19, 2024
TITLE	Authorization to Approve an Employment Agreement for a Term of Five Years for General Manager Sabrina Landreth and Adopt a Salary Schedule for the General Manager Classification
DIVISION	Human Resources
FROM	Allyson Cook, AGM Human Resources Elizabeth Echols, Board President
APPROVED	Legal Division

RECOMMENDATION

It is recommended that the East Bay Regional Park District (Park District) Board of Directors authorize the approval of an Employment Agreement for a term of five years between the Park District and Sabrina Landreth, General Manager. (Attachment 1.) Contemporaneously with the approval of the Employment Agreement, the Park District seeks authorization from the Board of Directors to adopt the Salary Schedule with an adjusted salary range for the General Manager classification consistent with the Employment Agreement. (Attachment 2.)

BACKGROUND

The Board of Directors appointed Sabrina Landreth as General Manager of the Park District effective March 15, 2021. Contemporaneously with the appointment, the Board of Directors also authorized entering into an employment agreement with Landreth for a term of three years. The Board of Directors intends to continue to employ Landreth as the General Manager and the parties have agreed to tentative terms. Therefore, the Park District seeks authorization from the Board of Directors to approve an Employment Agreement for a term of five years with certain provisions as set forth more thoroughly below, in addition to adoption of the operable Salary Schedule. (Attachment 1-2.)

ANALYSIS

The Board of Directors' Board Operating Guidelines, Section III (4) states that "[t]he Board is responsible for establishing...salary levels" of Park District employees. Additionally, the Board of Directors is responsible for appointing the General Manager. In 2021, after a nationwide recruitment, the Board of Directors appointed Landreth as General Manager and authorized the Park District to enter into an employment contract for a term of three-years. The initial agreement included several terms, including but not limited to: 1) wage; 2) retirement benefits covered by the Park District's CalPERS plan during her employment as a "New Member" under "PEPRA;" 3) vacation, sick, and administrative leave entitlements; and 4) severance.

Prior to the expiration of the initial employment contract with Landreth, the Board of Directors worked with the Human Resources and Legal Divisions to negotiate a new employment contract

with Landreth. After good faith negotiations, the parties agreed, if approved by the Board of Directors, to the following terms which are memorialized in the Employment Agreement:

- Effective date: March 15, 2024 – March 14, 2029;
- Salary: \$409,988.80 annual salary effective the pay period that includes March 15, 2024;
- Severance: 1 year (unchanged from the 2021 contract);
- Alignment with unrepresented Executive Management for purposes of wage increases with discretionary merit increases within the sole discretion of the Board of Directors;
- Guidelines for a yearly performance evaluation process; and
- Administrative Leave of 80 hours (unchanged) which can be carried over at the end of the year but the bank is capped at 160 hours with the ability to cash out.

(Attachment 1.)

The Board of Directors and Landreth believe these terms are fair, comparable and equitable based on Landreth’s experience, performance as a General Manager over the past three years, and following an analysis of comparable, neighboring agencies’ highest ranking executive’s compensation packages. The Employment Agreement terms are also in the best interest of the Park District, its employees, and the public. Landreth has impressive experience in the public sector and a deep appreciation of a public servant’s obligations in serving the public. Landreth previously served as the City Administrator for the City of Oakland, in which she led the day-to-day operations of the eighth largest city in California, comprising twenty-five departments, 5,000 employees with a \$1.7 billion budget. Landreth also served as the Emeryville City Manager and has experience working in the California State Assembly, all of which has served the Park District and its mission well over the past three years.

Additionally, and after surveying the employment contracts of several Bay Area public sector executives including without limitation to Contra Costa County, Alameda County, East Bay Municipal Utilities District (EBMUD); City of Berkeley, City of Fremont, City of Hayward, and City of Oakland, the average salary of the highest-ranking executive was approximately \$410,000.00. This was approximately 8.79% more than Landreth’s current salary as the General Manager of the Park District. As a result, the parties negotiated an 8.79% market adjustment to align Landreth’s salary with the average of the comparable agencies’ top executives. Moreover, the terms of the Employment Agreement are similar to the comparable agencies with respect to severance, notice, alignment with the unrepresented executive management group for purposes of yearly salary increases plus Board of Director discretionary salary increases, vacation/administrative leave/sick leave, and severance. As a result, the Park District seeks authorization to enter into the Employment Agreement and the adoption of the corresponding Salary Schedule. (Attachment 1-2.)

FISCAL IMPACT

The incremental cost of this contract, including known increases, is as follows:

2024	2025	2026	2027	2028	2029	TOTAL
51,600	41,900	24,700	4,900	-	-	123,100

Funding for the Employment Agreement and the salary increase is not expected to require a budget adjustment in 2024.

ATTACHMENTS

- 1) Employment Agreement Between the Park District and Sabrina Landreth
- 2) Salary Schedule for the General Manager Effective the Pay Period that includes March 15, 2024



**EAST BAY REGIONAL PARK DISTRICT
RESOLUTION NO. 2024 – 03 -
MARCH 19, 2024**

AUTHORIZATION TO APPROVE AN EMPLOYMENT AGREEMENT FOR A TERM OF FIVE YEARS FOR GENERAL MANAGER SABRINA LANDRETH AND ADOPT A SALARY SCHEDULE FOR THE GENERAL MANAGER CLASSIFICATION

WHEREAS, the East Bay Regional Park District (Park District) Board of Directors appoints the General Manager and establishes wages and benefits for employees of the Park District; and

WHEREAS, the initial employment contract of Sabrina Landreth who serves as the current General Manager was for a term of three years; and

WHEREAS, Sabrina Landreth desires to continue to serve as General Manager of the Park District; and

WHEREAS, the Board of Directors desires to continue to employ Sabrina Landreth as General Manager of the Park District and to establish the terms and conditions for such employment, including salary, by approving the Employment Agreement (Attachment 1); and

WHEREAS, the salary range set forth in the Salary Schedule (Attachment 2) shall reflect salary increases for Sabrina Landreth effective the pay period that includes March 15, 2024; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Park District hereby appoints Sabrina Landreth to the position of General Manager to serve at the direction and pleasure of the Board of Directors effective March 15, 2024 through March 14, 2029; and

BE IT FURTHER RESOLVED, that the Employment Agreement between the Park District and Sabrina Landreth attached hereto as Attachment 1 is hereby approved; and

BE IT FURTHER RESOLVED, the Board of Directors hereby authorizes the President of the Board to execute the Employment Agreement (Attachment 1) on behalf of the Park District; and

BE IT FURTHER RESOLVED, the Board of Directors hereby adopts the Salary Schedule for the General Manager classification effective the pay period that includes March 15, 2024 (Attachment 2).

Moved by Director _____, and seconded by Director _____, and
adopted March 19, 2024, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: