

**Kensington Police Protection and Community Services  
District—General Manager Employment Agreement**

**1. Employment:**

This General Manager Employment Agreement (“Agreement”) is entered into between the Kensington Police Protection and Community Services District (“District”) and Marti Brown, (“Manager”). Under this Agreement, the District offers, and Manager accepts, at-will employment as General Manager of the District. Manager acknowledges that she serves at the pleasure of the Board of Directors, and may be dismissed at any time without cause, subject to the provisions of section 6 of this agreement.

**2. Duties:**

Manager shall perform those duties and have those responsibilities that are commonly assigned to a general manager of a special district in California, and as may be further set forth in California Government Code Sections 61050 and 61051 and the District’s Policy and Procedure Manual, as it may be amended from time to time. Manager shall perform such other legally permissible and proper duties and functions consistent with the office of General Manager, as the Board of Directors may assign.

**3. Devotion to District Business:**

Manager shall not engage in any business, educational, professional, charitable, or other activities that would conflict or materially interfere with performance of her General Manager duties, except as may be specifically authorized by the Board of Directors.

**4. General Manager Commitments:**

**A.** Except for the purpose of inquiry, the Board of Directors and its members shall interact with all subordinate District employees, officers, contractors, and consultants solely through the Manager or the Manager’s designee, and neither the Board of Directors nor any member thereof shall give direction to any subordinate of the Manager, either publicly or privately. For purposes of this section, legal counsel is not subordinate to the Manager.

**B.** No member of the Board of Directors will order the appointment or removal

of any person to any office or employment under the supervision and control of the Manager, provided that, nothing herein shall limit the Board's appellate responsibilities.

C. Neither the Board of Directors nor any of its members shall interfere with the execution of the powers and duties of the Manager, as specified in the District's Policy and Procedures Manual, as it may be amended from time to time, and this Agreement, or any other lawfully adopted and authorized document.

**5. Term:**

Manager's employment will commence January [redacted], 2021, and shall continue until January [redacted], 2022, or such other date of termination in accordance with this Agreement. This Agreement can be amended at any time consistent with Section 17 of this Agreement.

**6. Termination of Employment and this Agreement; General Release;**

**Severance:**

A. Without Cause - If District terminates this Agreement (thereby terminating Manager's employment), as determined by the affirmative votes of a majority of the members of the Board of Directors at a Regular Meeting of the Board, and if Manager signs, delivers to the Board of Directors, and does not revoke, the General Release Agreement ("Release Agreement") in the form attached hereto as Exhibit A. District shall pay Manager a lump sum benefit equal to sixty-four (64) hours of her then Base Salary, ("Severance") during the first year and one hundred and twenty-eight (128) hours during the second year and thereafter of this contract.

B. With Cause - If District terminates this Agreement (thereby terminating Manager's employment), as determined by the affirmative votes of a majority of the members of the Board of Directors at a Regular Meeting of the Board, Manager shall not be entitled to any additional compensation or payment, including Severance, but shall be entitled only to accrued Base Salary. As used in this Agreement, Cause shall only mean any of the following:

1. Conviction of, or plea of guilty or nolo contendere to, any crime or offense (other than minor traffic violations or similar offenses) which is likely to have a material adverse impact on the District or on the Manager's reputation;

2. Proven failure of the Manager to observe or perform any of her duties and obligations, if that failure continues for a period of fourteen (14) business days from the date of her receipt of notice from the Board of Directors specifying the acts or omissions deemed to amount to that failure;
3. Conviction of any crime involving an “abuse of office or position,” as that term is defined in Government Code Section 53243.4;
4. Repeated failure to carry out a directive or directives of the Board of Directors made by the Board as a body at a Brown Act - compliant meeting; and
5. Any intentional or grossly negligent action or inaction by Manager that materially and adversely: (a) impedes or disrupts the operations of District or its organizational units; (b) is detrimental to employees or public safety; or (c) violates District’s properly-established rules or procedure

C. If, during the Term or any extended Term, Manager dies, Manager’s estate shall receive Accrued Salary, but shall not be entitled to any additional compensation or payment, including Severance.

D. In the event Manager is permanently disabled or is otherwise unable to perform her duties because of sickness, accident, injury, or mental incapacity for a period of three consecutive months, the District may terminate Manager’s employment and this Agreement consistent with state law.

E. Manager may resign from her employment at any time, upon giving thirty (30) days written notice to the Board of Directors.

**7. Compensation, Place of Work and Evaluations:**

A. Manager’s initial annual Base Salary shall be One Hundred and Five Dollars per hour (\$105.00/hour). Said amount shall be payable in the same manner as other employees of the District are paid. Increases in Manager’s Base Salary may be effective at any time at the sole discretion of the Board of Directors. The Manager may telecommute to the extent it does not interfere with her performance in the organization and community. The Manager shall provide regular reporting on hours worked to ensure compliance with budget parameters.

B. District, by the Board of Directors, and Manager may set mutually-agreed-upon objectives for each year under this Agreement. The Board of Directors shall evaluate Manager's performance after the first six months ("First Evaluation) and at least once a year thereafter ("Annual Evaluation"). The Board shall consider an extension of this Agreement in conjunction with the First Evaluation.

C. Manager's Base Salary increases approved by the Board of Directors from time to time pursuant to this Agreement shall be approved in open session of the Board, but shall not require an amendment to this Agreement to be effective. Such increases may be set forth in an annual salary resolution or minute action approved by the Board of Directors by resolution.

D. If the District reduces the Base Salary or any other financial benefit of the Manager in a percentage that is greater than the average reduction of all District employees, such action shall, at the Manager's option, constitute a termination of this Agreement without Cause under Section 6.A. of this Agreement, and Manager shall be entitled to Severance.

E. Manager has advised District that she is not subject to the retiree annuitant employment limitations under the Public Employees' Pension Reform Act (PEPRA) and the Public Employees' Retirement Law (PERL).

**8. Other Benefits:**

Other than the hourly salary set forth in this agreement, the District will not be responsible for any additional employee benefits except as expressly required by law.

**9. Reimbursement for Laptop Computer and Printer:**

Manager's duties require her to be available and respond to the demands of District business at all times and outside of regular business hours, including weekends. To assist in this expectation, District shall reimburse Manager for the purchase of a new laptop computer and printer/scanner/facsimile device, up to a maximum of Thirteen Hundred Dollars (\$1,600.00). If the Manager terminates her employment with the District before her first anniversary, she must reimburse the District 100 percent of the costs. If she terminates her employment before her second anniversary, she must reimburse the District 50 percent of the costs. After her second anniversary, any obligation to reimburse the District under this section is terminated.

**10. Business and Professional Expenses:**

A. District recognizes that Manager may incur expenses of a non-personal, job-related nature that are reasonably necessary to Manager's service to District. District agrees to either pay such expenses in advance or to reimburse the expenses, so long as the expenses are incurred and submitted according to District's normal expense reimbursement procedures or such other procedure as may be designated by the Board of Directors. To be eligible for reimbursement, all expenses must be supported by documentation meeting District's normal requirements and must be submitted within time limits established by District.

B. District agrees to pay Manager's travel and subsistence expenses for official travel, meetings, and occasions for Manager's reasonable participation in necessary official and other functions for the District; including, but not limited to, regional, state, and local conferences, and governmental groups and committees on which Manager serves as a member. Travel to/from her residence and the District is not business related or reimbursable. Notwithstanding the above, the number and allowable cost of conferences or meetings District will pay for each year, shall be at the discretion of the Board of Directors as set forth in the District's budget.

**11. Abuse of Office or Position:**

If Manager is convicted of a crime involving an abuse of her office or position, all of the following shall apply: (a) if Manager is provided with administrative leave pay pending an investigation, Manager shall be required to fully reimburse District such administrative leave amounts paid; (b) if District pays for the criminal legal defense of Manager (which would be in its sole discretion, as it is generally not obligated to pay for a criminal defense), Manager shall be required to fully reimburse District such amounts paid; and (c) if this Agreement is terminated, any Severance Pay and Severance related to the termination that Manager may receive from District shall be fully reimbursed to District or shall be void if not yet paid to Manager. For purposes of this Section, abuse of office or position means either: (x) an abuse of public authority, including waste, fraud, and violation of the law under color of authority; or (y) a crime against public justice.

**12. Communications Upon Manager's Separation:**

In the event the District terminates the Manager for any reason or no reason, the District

and the Manager agree that, other than dates of hire, notice and separation, no member of the Board of Directors, the District Management staff, nor the Manager, shall make any written, oral or electronic statement to any member of the public, the press, or any District employee concerning the Manager's termination except in the form of a joint press release or statement, the content of which is mutually agreeable to the District and the Manager. The joint press release or statement shall not contain any text or information that is disparaging to either party. Either party may verbally repeat the substance of the joint press release or statement in response to any inquiry.

**13. Indemnification:**

Consistent with the California Government Code, District shall defend, hold harmless, and indemnify Manager using legal counsel of District's choosing, against expense or legal liability for acts or omissions by Manager occurring within the course and scope of Manager's employment under this Agreement. Legal representation, provided by District for Manager, shall extend until a final determination of the issues including any and all losses, damages, judgments, interest, settlements, fines, court costs, and the reasonable costs and expenses of legal proceedings, including appeals, and including attorneys' fees, and expert witness fees and all other trial and appellate costs, and other liabilities incurred, imposed upon, or suffered by Manager in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened. In the event, there is a conflict of interest between District and Manager such that independent counsel is required for Manager, Manager may engage her own legal counsel, in which event District shall indemnify Manager, including direct payment of all such reasonable costs related thereto.

**14. Notices:**

Any notices to be given hereunder by either party to the other in writing may be effected either by personal delivery, mail, or email. Mailed notices shall be addressed to the parties as set forth below, but each party may change his/her/its address by written notice given in accordance with this Section. Notices delivered personally or by email will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated and received as of three (3) calendar days following the date of mailing.

DISTRICT: Kensington Police Protection and Community Services District  
Attention: President of the Board  
217 Arlington Avenue  
Kensington, CA 94707

MANAGER: Marti Brown, General Manager

\_\_\_\_\_  
\_\_\_\_\_, CA 9\_\_\_\_\_

**15. Conflict District Policies and Practices:**

The District's personnel ordinances, resolutions, rules and policies shall apply to Manager in the same manner as applied to other management employees, provided, however, in the event of a conflict between the provisions of this Agreement and the District policies and procedures, this Agreement shall prevail over District policies and procedures.

**16. Entire Agreement:**

This Agreement represents the entire agreement between the parties and supersedes any and all other agreements, either oral or in writing, between the parties with respect to the employment of Manager by District, and contains all of the covenants and agreements between the parties with respect to that employment. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by either party, or by anyone acting on behalf of either party, which are not embodied herein, and that no other employment agreement, statement, or promise not contained in this Agreement shall be valid or binding upon either party.

**17. Modifications:**

Any modifications to this Agreement shall be effective only if in writing and signed by both of the parties hereto.

**18. Effect of Waiver:**

The failure of either party to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one

time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

**19. Partial Invalidity:**

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

**20. Governing Law:**

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

This Agreement is entered into this \_\_\_ day of January, 2021, pursuant to Board authorization on January 14, 2021.

Kensington Police Protection and Community Services District

By: \_\_\_\_\_

Sylvia Hacaj, President

Manager

\_\_\_\_\_

Marti Brown

Attest:



Lynelle Lewis

\_\_\_\_\_, Clerk of the Board

Approved as to Form:

\_\_\_\_\_

Ann Danforth, District General Counsel

**GENERAL RELEASE AGREEMENT**

This General Release Agreement (“Release Agreement”) is entered into by and between \_\_\_\_\_ (“Manager”) and Kensington Police Protection and Community Services District (“District”), in light of the following facts:

- A. Manager’s employment with District concluded on\_\_\_\_\_.
- B. Certain disputes have arisen between District and Manager.
- C. District and Manager each deny any liability whatsoever to the other.
- D. District and Manager wish to fully and finally resolve any and all disputes they may have with each other.
- E. Manager is hereby informed that he has twenty-one (21) days from receipt of this Agreement to consider it. District hereby advises Manager to consult with his legal counsel before signing this Agreement.
- F. Manager acknowledges that for a period of seven (7) days following the signing of this Agreement (“Revocation Period”), he may revoke the Agreement. This Agreement shall not become effective or enforceable until the day the Revocation Period has expired.
- G. Manager acknowledges that the Salary Payment referenced in paragraph 1 of this Agreement represents all compensation, including salary, and reimbursed expenses, due and payable to her through the date of employment termination. Manager also acknowledges that District has made this Salary Payment without regard to whether he signs this Agreement. The Salary Payment does not constitute consideration for this Agreement.
  - 1. Receipt of Salary Payment. Manager hereby acknowledges receipt of a check or checks for all compensation owing to her, including salary, and reimbursed expenses (“Salary Payment”) from District.
  - 2. Severance. Within seven (7) days following Manager’s signing, delivering to the District, and not revoking this Agreement, District shall pay Manager the gross amount provided for in Section 6A. of the attached Employment Agreement, less applicable deductions. Manager acknowledges that the Severance is in excess of all amounts due and owing her as a result of his employment by District.

3. General Release. In consideration of the Severance to be paid and provided to Manager, and other good and valuable consideration, Manager hereby releases and discharges District and its past and present Board of Director Members, employees, representatives and agents, from all rights, claims, causes of action, and damages, both known and unknown, in law or in equity, concerning and/or arising out of her employment by District which he now has, or ever had, including but not limited to any rights, claims, causes of action or damages arising under Title VII of the Civil Rights Act of 1964, the Vocational Rehabilitation Act of 1973, the Employee Retirement Income Security Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Older Workers Benefits Protection Act, the Family and Medical Leave Act of 1993, the Domestic Partners Act of 2003, the California Labor Code, the Private Attorneys General Act of 2004, the California Moore-Brown-Roberti Family Rights Act, the California Unruh Civil Rights Act, the California Fair Employment and Housing Act, any other federal, state, or local employment practice legislation, or any federal or state common law, including wrongful discharge, breach of express or implied contract, or breach of public policy.

Manager hereby waives and relinquishes all rights and benefits afforded by Section 1542 of the Civil Code of California. Manager understands and acknowledges the significance and consequences of this specific waiver of Section 1542. Section 1542 of the Civil Code of California states as follows:

"A general release does not extend to claims which the creditor does not know or suspect to exist in her or her favor at the time of executing the release, which if known by her or her must have materially affected her or her settlement with the debtor."

Notwithstanding the provisions of Section 1542, and for the purpose of implementing a full and complete release and discharge of District and its past and present Board of Director Members, employees, representatives and agents, Manager expressly acknowledges that this General Release is intended to include in its effect, without limitation, all claims which he does not know or suspect to exist in his/her favor.

Manager's Initials: \_\_\_\_\_

Manager further acknowledges that he has read this General Release and that he/she understands that this is a general release, and that he intends to be legally bound by the same.

4. Fees and Costs. Manager and District agree that in the event of litigation relating to this Release Agreement, the prevailing party shall be entitled to recover her/it's reasonable attorneys' fees and costs.

Kensington Police Protection and Community Services District

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Sylvia Hacaj  
General Counsel

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Marti Brown  
General Counsel

**APPROVED AS TO FORM:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Ann Danforth  
General Counsel

**ATTEST:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Lynelle M. Lewis  
Clerk of the Board