


M E M O

Alameda Corridor Transportation Authority

To: Governing Board

Meeting Date: October 10, 2024

From: Kevin L. Scott, Chief Financial Officer 

Subject: DISCUSS AND APPROVE proposed adjustments to the ACTA Chief Executive Officer Salary and Benefits Package (JPA Resolution No. 24-3)

Recommendation:

The Governing Board conducted a performance evaluation for the Chief Executive Officer in Closed Session at its meeting held on October 10, 2024 in accordance with its intention to perform evaluations annually.

The Governing Board will discuss and vote in Open Session on any adjustments to the CEO salary and benefits package, and the effective dates for any approved adjustments.

Discussion:

The Governing Board appointed Michael Leue as Chief Executive Officer (CEO) at its meeting held on March 12, 2020. The Governing Board conducted its first performance evaluation for Mr. Leue in closed session during its July 21, 2022 meeting, and subsequently on July 13, 2023.

The Governing Board may discuss in open session modifications to the CEO's annual salary through merit increase and/or a cost-of-living adjustment. In addition, the Governing Board may discuss in open session modifications to the CEO's annual automobile allowance. The Governing Board may vote on any motions made by Board Members resulting from such discussions. The effective dates for any adjustments should be included in the proposed motions for approval. A draft resolution for adjustments to the CEO's salary is set forth in Transmittal 1, and any increases approved by the Governing Board will be inserted into the resolution.

The CEO's current compensation includes an annual salary of \$335,131 and an annual automobile allowance of \$5,979. ACTA's Publicly Available Pay Schedule for the CEO salary is a minimum of \$236,896 and maximum \$352,838 per annum. The maximum in the Publicly Available Pay Schedule limits the increase in CEO salary to 5.28 percent.

The ACTA budget for FY 2024-2025 allowed for a 5.4 percent increase in the CEO salary, pending evaluation of the Governing Board. For reference, the Governing Board approved staff salary budget increases of 3% merit and 2.4% cost-of-living for fiscal year 2024-2025, which was included in the ACTA Budget.



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Budget Impact:

ACTA's approved FY25 annual budget includes a 5.4 percent increase in CEO salary. The Governing Board may approve an increase for the CEO's current salary for merit and/or cost-of-living adjustments. In addition, the approved FY25 annual budget allows for an increase in the CEO's annual automobile allowance of 25% (\$1,495).

Co-General Counsel Review:

ACTA's Co-General Counsel has reviewed the draft Resolution, and upon Governing Board approval of adjustments to the CEO salary or benefits package and completion of the Resolution, will approve it as to form.

Transmittals:

Transmittal 1 – Resolution No. JPA 23-4