



Lou Ann Texeira
 Executive Officer

MEMBERS

Candace Andersen <i>County Member</i>	Federal Glover <i>County Member</i>
Donald A. Blubaugh <i>Public Member</i>	Michael R. McGill <i>Special District Member</i>
Tom Butt <i>City Member</i>	Rob Schroder <i>City Member</i>
Igor Skaredoff <i>Special District Member</i>	

ALTERNATE MEMBERS

Diane Burgis
County Member

Stanley Caldwell
Special District Member

Charles R. Lewis, IV
Public Member

Edi Birsan
City Member

March 9, 2022 (Agenda)

March 9, 2022
 Agenda Item 10

Contra Costa Local Agency Formation Commission
 40 Muir Road, First Floor
 Martinez, CA 94553

LAFCO Salary Range Increase

Dear Members of the Commission:

As an independent entity created by the State Legislature, LAFCO hires (or contracts) for its own staff and provides employee benefits, including health, dental, retirement, and other benefits for its employees. Contra Costa LAFCO purchases most of its employee benefits from Contra Costa County and its retirement benefits from the Contra Costa County Employees’ Retirement Association (CCCERA).

In 2007, LAFCO adopted its own personnel system including an employee benefit plan, job descriptions, and an employee Salary Plan. Since then, the Employee Benefit Plan was updated several times in accordance with County benefit changes, most of which were administrative. The LAFCO Salary Plan has also been updated several times since 2007.

Contra Costa LAFCO currently employs one full time employee – an Executive Officer (“EO”) and one half-time employee - Executive Assistant/LAFCO Clerk (“Clerk”). In conjunction with the FY 2020-21 and 2021-22 Final Budgets the Commission delayed hiring a full-time Analyst as a cost-saving measure in response to COVID, and to lessen the financial burden on LAFCO’s funding agencies (i.e., County, cities, independent special districts).

To keep Contra Costa LAFCO salaries current and competitive, LAFCO staff recently conducted a salary survey of the Bay Area and Urban LAFCOs for the currently filled positions (i.e., LAFCO EO, LAFCO Clerk). Given that LAFCO recently established the salary ranges for the Analyst I/II position, no salary survey was conducted for this position, and no changes to the salary ranges for this position are recommended at this time.

Based on the recent salary survey and the Bay Area Consumer Price Index (CPI), it is recommended that the Commission update the LAFCO Salary Plan. The proposed adjustments to the salary ranges of 4.2% do not automatically result in adjustments to employee salaries.

LAFCO employee salary adjustments are based solely on performance. LAFCO employees do not receive annual cost-of-living adjustments. The Commission typically conducts an annual performance review for the EO and approves salary adjustments based on performance. The EO conducts an annual performance review for the other LAFCO employees (i.e., Clerk, Analyst) and provides salary adjustments based on performance.

The employee benefits and salary ranges are provided at the discretion of the Commission and can be modified as deemed appropriate. The benefit package and salary ranges should be reviewed periodically to keep pace with market conditions.

RECOMMENDATIONS

It is recommended that the Commission approve LAFCO Resolution 2022-02 increasing the salary ranges by 4.2% for the Executive Officer and Executive Assistant/Clerk positions and retaining the current salary range for the Analyst I/II position.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

Attachments

1. 2021 Bay Area and Urban LAFCO Salary Survey
2. Draft Resolution 2022-02 and Updated LAFCO Salary Plan

LAFCO Salary Survey - Bay Area/Urban LAFCOs (Nov 2021)
Monthly Salary Ranges

	Exec Officer			Exec Asst/Clerk			Number of Staff (Excluding Legal)
	(Low)	(High)	Current Salary	(Low)	(High)	Current Salary	
Alameda	\$7,608	\$11,659	\$161,000	\$5,425	\$6,663	\$85,000	2
Los Angeles (A)			\$227,448			\$50,752	6
Marin (B)	-	\$12,500	\$157,716	\$4,668	\$7,143	\$59,421	3
Napa	\$10,156	\$12,348	\$148,176	\$4,306	\$5,119	\$61,428	3
Orange	-	\$16,574	\$198,889	\$5,102	\$6,371	\$61,381	5
Riverside	\$12,083	\$15,417	\$175,000	\$3,980	\$5,323	\$63,876	5
Sacramento	\$10,847	\$11,959	\$148,068	\$5,606	\$6,816	\$7,708	2
San Bernardino	\$14,846	\$20,251	\$178,152	\$4,538	\$6,105	\$65,416	4
San Diego	\$11,194	\$19,854	\$186,240	\$4,223	\$6,770	\$78,944	7
San Francisco (C)	\$9,772	\$11,882	\$142,584				2
San Mateo	\$11,690	\$14,615	\$175,380	\$5,212	\$6,513	\$69,402	2.5
Santa Clara	\$10,879	\$13,223	\$159,340	\$5,678	\$6,861	\$82,769	3
Solano (D)		\$12,417	\$149,004	\$6,243	\$7,589		3
Sonoma	\$10,225	\$12,429		\$4,807	\$5,842		4
Ventura	\$11,765	\$16,807	\$201,684	\$5,985	\$8,551	\$96,252	3
Average			\$172,049				4
Contra Costa (E)	\$11,011	\$14,676	\$170,976	\$4,702	\$5,964	\$67,303	1.5

Exec Asst/Clerk Notes:

- (A) Full-time salary reflected in survey; Clerk works 28 hrs/week
- (B) Clerk/Jr. Analyst
- (C) No Comp for Clerk
- (D) Analyst I serves as Clerk
- (E) Full-time salary reflected in survey; Clerk works 20 hrs/week

RESOLUTION NO. 2022-02

**RESOLUTION OF THE CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
UPDATING THE LAFCO EMPLOYEE SALARY PLAN**

WHEREAS, the Contra Costa Local Agency Formation Commission (LAFCO) is an independent regulatory agency created by the State Legislature; and

WHEREAS, pursuant to Government Code §56384, LAFCO appoints an Executive Officer and may appoint other staff as needed; and

WHEREAS, LAFCO currently employs an Executive Officer to carry out the functions of the Commission, and an Executive Assistant/ LAFCO Clerk to provide administrative support; and

WHEREAS, in 2007, the Commission adopted a salary plan which included salary ranges for the LAFCO employee positions; and

WHEREAS, the Analyst position, created in 2019, is currently unfilled; and

WHEREAS, the salary ranges were last adjusted in 2020 with the addition of the Analyst position; and

WHEREAS, the salary ranges should be reviewed and adjusted periodically to keep pace with market conditions.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED that:

1. Contra Costa LAFCO hereby increases the LAFCO salary ranges for the Executive Officer and Executive Assistant/ LAFCO Clerk positions by 4.2% for each range and retains the existing salary range for the Analyst position, as shown in Exhibit A. These salary ranges reflect a recent survey of comparable Bay Area and Urban LAFCOs, Bay Area Consumer Price Index, and current market conditions.
2. Contra Costa LAFCO employees receive no Cost-of-Living Adjustments (COLAs) and may receive an annual salary increase based solely on performance.

PASSED AND ADOPTED THIS 9th day of March 2022, by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

ROB SCHRODER, CHAIR, CONTRA COSTA LAFCO

I hereby certify that this is a correct copy of a resolution passed and adopted by this Commission on the date stated above.

Dated: March 9, 2022

Lou Ann Texeira, Executive Officer

EXHIBIT A

**2022 CONTRA COSTA LAFCO
EMPLOYEE SALARY RANGES**

<u>JOB TITLE</u>	<u>BEGINNING MONTHLY</u>	<u>MAXIMUM MONTHLY</u>
*CLERK/EXECUTIVE ASSISTANT	\$4,900	\$6,215
**ANALYST I/II	I - \$ 5,877	I - \$ 7,795
	II - \$ 6,202	II - \$ 8,219
EXECUTIVE OFFICER	\$11,473	\$15,292

*Currently staffed at half-time

**Currently unfilled