



Lou Ann Teixeira
 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
<i>County Member</i> |
| Stanley Caldwell
<i>Special District Member</i> |
| Charles R. Lewis, IV
<i>Public Member</i> |
| Sean Wright
<i>City Member</i> |

December 9, 2020 (Agenda)

December 9, 2020
 Agenda Item 9

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

LAFCO Salary Plan Update

Dear Members of the Commission:

LAFCO is an independent entity created by the State Legislature. Pursuant to the Government Code (§56000 et seq.), 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 employee salary ranges. Since then, the Employee Benefit Plan has been updated several times in accordance with County benefit changes, most of which were administrative. The LAFCO Salary Plan has been updated twice 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 Final Budget 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).

In an effort 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 LAFCO EO and Clerk classifications. Given that LAFCO recently established the salary range for the Analyst I/II position in 2019, no salary survey was conducted for this position, and no changes to the salary ranges are recommended for this position.

Based on the average salaries, it is recommended that the Commission update the LAFCO Salary Plan in accordance with the recent survey (Attachment 1). The proposed adjustments to the salary ranges 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 the performance review for the Clerk and Analyst positions.

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 2020-01 updating the salary ranges 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. 2020 Bay Area and Urban LAFCO Salary Survey
2. Draft Resolution 2020-01 and Updated LAFCO Salary Plan

LAFCO Salary Survey - Bay Area/Urban LAFCOs (Nov 2020)
Monthly Salary Ranges

	Exec Officer		Exec Asst/Clerk		Number of Staff (Excluding Legal)
	(Low)	(High)	(Low)	(High)	
Alameda	\$7,608	\$11,659	\$5,425	\$6,663	3
Los Angeles (1)		\$16,208	\$2,500	\$4,583	7
Marin (A)		\$12,500		\$4,670	3
Napa	\$9,766	\$11,873	\$3,618	\$4,203	3
Orange (2)		\$15,404	\$5,102	\$6,371	5
Riverside	\$12,083	\$15,417	\$3,980	\$5,323	5
Sacramento	\$11,285	\$12,951		\$5,025	2
San Bernardino	\$14,555	\$19,854		\$6,094	5
San Diego	\$11,194	\$19,854	\$4,223	\$6,770	7
San Francisco (B)		\$16,158			2
San Mateo	\$11,350	\$14,189	\$5,212	\$6,513	2.5
Santa Clara	\$10,563	\$12,838	\$5,512	\$6,661	4
Solano (C)		\$12,417	\$5,353	\$6,555	3
Sonoma	\$10,225	\$12,429	\$4,713	\$5,729	4
Ventura	\$11,478	\$16,398	\$5,839	\$8,343	3
Average	\$11,011	\$14,676	\$4,680	\$5,964	4
Contra Costa	\$10,133	\$14,082	\$4,702	\$5,865	1.5

Exec Officer Notes:

- (1) 2019 salary
- (2) Salary effective 1/1/20

Exec Asst/Clerk Notes:

- (A) Clerk/Jr. Analyst
- (B) No Comp for Clerk
- (C) Analyst I serves as Clerk

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

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 shall appoint 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, the Analyst position, created in 2019, is currently unfilled due to COVID-19; and

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

WHEREAS, the salary ranges were last adjusted in 2019 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. The Contra Costa LAFCO hereby updates the LAFCO salary ranges for the Executive Officer, Analyst and Executive Assistant/ LAFCO Clerk positions as shown in Exhibit A. These salary ranges reflect a recent survey of comparable Bay Area and Urban LAFCOs 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 December 2020, by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

CANDACE ANDERSEN, 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: December 9, 2020

Lou Ann Texeira, Executive Officer

EXHIBIT A

**2020 CONTRA COSTA LAFCO
EMPLOYEE SALARY RANGES**

<u>JOB TITLE</u>	<u>BEGINNING MONTHLY</u>	<u>MAXIMUM MONTHLY</u>
*CLERK/EXECUTIVE ASSISTANT	\$4,702	\$5,964
**ANALYST I/II	I - \$ 5,877	I - \$ 7,795
	II - \$ 6,202	II - \$ 8,219
EXECUTIVE OFFICER	\$11,011	\$14,676

*Currently staffed at half-time

**Currently unfilled