



Lou Ann Teixeira  
Executive Officer

February 14, 2024

**February 14, 2024  
Agenda Item 8**

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

### **Update to LAFCO Employee Salary Ranges**

Dear Members of the Commission:

As an independent entity created by the State Legislature, LAFCO hires its own staff and provides employee benefits, including health, dental, retirement, and other employee benefits. Contra Costa LAFCO purchases most of its employee benefits from Contra Costa County, and its retirement benefits from 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. The Employee Benefit Plan is updated with changes to the County management employee benefit plan, and the Salary Plan is updated annually.

Contra Costa LAFCO currently employs two full time employees – an Executive Officer (“EO”) and a Clerk Analyst (“CA”). To keep Contra Costa LAFCO salaries current and competitive, LAFCO staff conducts an annual salary survey of the Bay Area and Urban LAFCOs for the following LAFCO positions: LAFCO EO, Executive Assistant/Clerk, Analyst I/II, and CA.

Based on the recent LAFCO salary survey, the Bay Area Consumer Price Index (CPI), cost of living factors, and Contra Costa County's salary increases, it is recommended that the Commission update the LAFCO Salary Plan by increasing the salary ranges by 4.5% for the Executive Officer, Executive Assistant/Clerk, Analyst I/II positions, and Clerk/Analyst positions. The proposed adjustments to the salary ranges will 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 annual performance reviews for the other LAFCO employees and provides salary adjustments based on performance. Salary increases for these positions occur in conjunction with annual performance reviews.

LAFCO employee benefits and salary ranges are provided at the discretion of the Commission and can be modified as deemed appropriate. The benefit plan and salary ranges are reviewed periodically to keep pace with market conditions. The LAFCO *Employee Benefit Plan* was last updated in December 2023.

**RECOMMENDATIONS**

It is recommended that the Commission approve LAFCO Resolution 2024-01 increasing the salary ranges by 4.5% for the Executive Officer, Clerk Analyst, Analyst I/II, and Executive Assistant/Clerk positions.

Sincerely,

LOU ANN TEXEIRA  
EXECUTIVE OFFICER

Attachments

Draft Resolution 2024-01 and Updated LAFCO Employee Salary Plan

**RESOLUTION NO. 2024-01**

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

**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 a Clerk Analyst to provide administrative and analytical support; and

**WHEREAS**, the Analyst I/II and Executive Assistant/LAFCO Clerk positions are currently unfilled; and

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

**WHEREAS**, the salary ranges for the other LAFCO positions were last reviewed in March 2023, and should be reviewed annually and adjusted 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, Analyst I/II, Clerk Analyst, and Executive Assistant/LAFCO Clerk positions by 4.5% 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.

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PASSED AND ADOPTED THIS 14<sup>th</sup> day of February 2024, by the following vote:

AYES:  
NOES:  
ABSTENTIONS:  
ABSENT:

\_\_\_\_\_  
DONALD A. BLUBAUGH, 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: February 14, 2024

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Lou Ann Texeira, Executive Officer

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**EXHIBIT A**

**2024 CONTRA COSTA LAFCO  
EMPLOYEE SALARY RANGES**

<b><u>JOB TITLE</u></b>	<b><u>BEGINNING MONTHLY</u></b>	<b><u>MAXIMUM MONTHLY</u></b>
<b>*CLERK/EXECUTIVE ASSISTANT</b>	<b>\$5,336</b>	<b>\$6,767</b>
<b>CLERK ANALYST</b>	<b>\$5,382</b>	<b>\$7,263</b>
<b>*ANALYST I/II</b>	<b>I - \$6,400</b>	<b>I - \$8,487</b>
	<b>II - \$6,753</b>	<b>II - \$8,949</b>
<b>EXECUTIVE OFFICER</b>	<b>\$12,493</b>	<b>\$16,651</b>

\*Currently unfilled

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