



Lou Ann Teixeira  
Executive Officer

May 13, 2026 (Agenda)

**May 13, 2026  
Agenda Item #7**

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

### **Increases 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 annually or (as needed) with changes to the County management employee benefit plan, and the Salary Plan.

Contra Costa LAFCO currently employs two full time employees – an Executive Officer (“EO”) and a Clerk Analyst (“CA”). The last salary updates occurred in February 2025. 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 4.2% for the Executive Officer, Executive Assistant/Clerk, Analyst I/II positions, and Clerk/Analyst positions. 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 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.

This item was continued from the March 11, 2026 LAFCO meeting at the request of Commissioner Lewis.

**RECOMMENDATIONS**

It is recommended that the Commission approve LAFCO Resolution 2026-01 increasing the salary ranges by 4.2% for the Executive Officer, Clerk Analyst, Analyst I/II, and Executive Assistant/Clerk positions.

Sincerely,

*Lou Ann Teixeira*

LOU ANN TEXEIRA  
EXECUTIVE OFFICER

Attachments

Signed Resolution 2026-01  
Updated LAFCO Employee Salary Plan (Exhibit A)



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**EXHIBIT A**

**2026 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>\$5,771</b>	<b>\$7,320</b>
<b>CLERK ANALYST</b>	<b>\$5,822</b>	<b>\$7,932</b>
<b>*ANALYST I/II</b>	<b>I - \$6,922</b>	<b>I - \$9,179</b>
	<b>II - \$7,304</b>	<b>II - \$9,679</b>
<b>EXECUTIVE OFFICER</b>	<b>\$13,513</b>	<b>\$18,010</b>

\*Currently unfilled