



Lou Ann Teixeira  
Executive Officer

March 8, 2023 (Agenda)

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Agenda Item 10

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 (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 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 is updated regularly.

Contra Costa LAFCO currently employs two full time employee – an Executive Officer (“EO”) and a Clerk Analyst (“CA”). The CA position and salary range were created in November 2022.

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 following LAFCO positions: LAFCO EO, LAFCO Executive Assistant/Clerk, and Analyst I/II. In conjunction with the recent creation of the new Clerk Analyst position, a salary survey was recently completed, The salary range for the new Clerk Analyst position is current and competitive; no changes to the salary range for this position are recommended at this time.

Based on the recent LAFCO salary survey and the Bay Area Consumer Price Index (CPI) and cost of living factors, 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, and Analyst I/II positions and retaining the current salary range for the new Clerk/Analyst position. The proposed adjustments to these 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

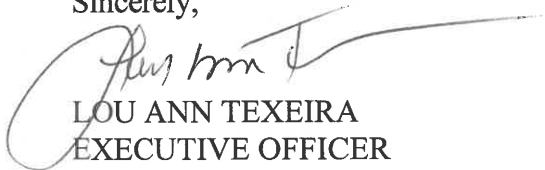
adjustments based on performance. Salary increases, if any, for these positions would occur after performance reviews were completed.

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 should be reviewed periodically to keep pace with market conditions.

**RECOMMENDATIONS**

It is recommended that the Commission approve LAFCO Resolution 2023-02 increasing the salary ranges by 4.2% for the Executive Officer, Executive Assistant/Clerk, and Analyst I/II positions and retaining the current salary range for the new Clerk Analyst position.

Sincerely,



LOU ANN TEXEIRA  
EXECUTIVE OFFICER

**Attachments**

Draft Resolution 2023-02 and Updated LAFCO Salary Plan

**RESOLUTION NO. 2023-02**

**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 range for the new Clerk Analyst position was created in November 2022; and

**WHEREAS**, the salary ranges for the other LAFCO positions were last reviewed in March 2022, 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, Executive Assistant/LAFCO Clerk, and Analyst I/II positions by 4.2% for each salary range 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 8<sup>th</sup> day of March 2023, by the following vote:

AYES:  
NOES:  
ABSTENTIONS:  
ABSENT:

\_\_\_\_\_  
FEDERAL GLOVER, 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 8, 2023

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Lou Ann Texeira, Executive Officer

**EXHIBIT A**

**2023 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>\$5,106</b>	<b>\$6,476</b>
<b>CLERK ANALYST</b>	<b>\$5,150</b>	<b>\$6,950</b>
<b>*ANALYST I/II</b>	<b>I - \$ 6,124</b>	<b>I - \$ 8,122</b>
	<b>II - \$ 6,462</b>	<b>II - \$ 8,564</b>
<b>EXECUTIVE OFFICER</b>	<b>\$11,955</b>	<b>\$15,934</b>

\*Currently unfilled