



Lou Ann Teixeira
Executive Officer

February 12, 2025 (Agenda)

**February 12, 2025
Agenda Item 9**

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 (last updated December 2023), 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% 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.

RECOMMENDATIONS

It is recommended that the Commission approve LAFCO Resolution 2025-01 increasing the salary ranges by 4% for the Executive Officer, Clerk Analyst, Analyst I/II, and Executive Assistant/ Clerk positions.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

Attachments

Draft Resolution 2025-01
Updated LAFCO Employee Salary Plan (Exhibit A)

RESOLUTION NO. 2025-02

**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 ranges for the other LAFCO positions were last reviewed in February 2024 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% 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 12th day of February 2025, by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

Michael R. McGill, 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 12, 2025

Lou Ann Texeira, Executive Officer

EXHIBIT A

**2025 CONTRA COSTA LAFCO
EMPLOYEE SALARY RANGES**

<u>JOB TITLE</u>	<u>BEGINNING MONTHLY</u>	<u>MAXIMUM MONTHLY</u>
*CLERK/EXECUTIVE ASSISTANT	\$5,549	\$7,038
CLERK ANALYST	\$5,598	\$7,554
*ANALYST I/II	I - \$6,656	I - \$8,826
	II - \$7,023	II - \$9,307
EXECUTIVE OFFICER	\$12,993	\$17,317

*Currently unfilled