

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

AGENDA OF MARCH 27, 2024

REGULAR MEETING

TO: Brian Veerkamp, Chair, and
Members of the El Dorado County Local Agency Formation
Commission

FROM: Shiva Frentzen, Executive Officer

AGENDA ITEM #4: Consider and Approve the Staff Salary Schedule Update and
LAFCO Resolution L-2024-02

Recommendation and Discussion

Staff and the Strategic Planning Committee recommend that the Commission consider and adopt Resolution L-2024-02 setting the salary for all positions, effective April 6, 2024.

Staff conducted a salary survey with similar LAFCO agencies in the Central, Northern, and Coastal Regions as depicted in the map below. These LAFCOs include Butte, Fresno, Kern, Madera, Merced, Napa, Placer, Sacramento, San Joaquin, Solano, Sonoma, Stanislaus, and Yolo.



Attachment A includes the comparison for the salaries of these agencies to El Dorado LAFCO with difference between the median salaries at the bottom of the chart.

Staff also researched and compared the Administrative Assistant and Clerk positions to County of El Dorado.

County of El Dorado						
Position	Range	Step 1	Step 2	Step 3	Step 4	Step 5
Deputy Clerk of the Board II	\$55,827 - \$67,850	\$26.84	\$28.18	\$29.59	\$31.07	\$32.62
Deputy Clerk of the Board I	\$50,752 - 61,693	\$24.40	\$25.62	\$26.90	\$28.24	\$29.66

Staff is recommending the Proposed salary schedule with the following goals for the agency:

- Have at least two similar positions so the agency can hire talent that can be trained to be promoted to a higher position or have the expertise.
- Don't compete with the County of El Dorado at the lower Administrative Assistant and Clerk positions.
- EDLAFCO offers other benefits such as Remote Work to compete with higher pay at other agencies.
- We need to be able to attract talent from El Dorado County and not solely concentrate on other LAFCOs.
- Salaries for different positions follow the same methodology so the Step 5 of a position is the same as Step 1 of the next level.

The tables below show El Dorado LAFCO's Current and Proposed salary schedules side by side.

Current Salary Schedule						
Position	Range	Step 1	Step 2	Step 3	Step 4	Step 5
		Current Hourly	Current Hourly	Current Hourly	Current Hourly	Current Hourly
Executive Officer	\$130,000 - \$160,000	\$62.50				\$76.92
Asst. Executive Officer	\$76,336 - \$92,789	\$36.70	\$38.54	\$40.46	\$42.48	\$44.61
Policy Analyst	\$62,795 - \$76,336	\$30.19	\$31.70	\$33.29	\$34.95	\$36.70
Asst. Policy Analyst	\$51,667 - \$62,795	\$24.84	\$26.08	\$27.39	\$28.76	\$30.19
Commission Clerk	\$42, 515 - \$51,667	\$20.44	\$21.46	\$22.53	\$23.66	\$24.84
Admin. Assistant	\$38,002 - \$46,197	\$18.27	\$19.18	\$20.14	\$21.15	\$22.21

Proposed Salary Schedule						
Position	Range	Step 1	Step 2	Step 3	Step 4	Step 5
		Current Hourly	Current Hourly	Current Hourly	Current Hourly	Current Hourly
Executive Officer	\$124,800 - \$166,400	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00
Asst. Executive Officer	\$104,000 - \$124,800	\$50.00	\$52.50	\$55.00	\$57.50	\$60.00
Policy Analyst	\$83,200 - \$104,000	\$40.00	\$42.50	\$45.00	\$47.50	\$50.00
Asst. Policy Analyst	\$66,560 - \$83 200	\$32.00	\$34.00	\$36.00	\$38.00	\$40.00
Commission Clerk	\$52,000 - \$66,560	\$25.00	\$26.75	\$28.50	\$30.25	\$32.00
Admin. Assistant	\$41,600 - \$52,000	\$20.00	\$21.25	\$22.50	\$23.75	\$25.00

Staff recommends that the Commission consider an automatic Cost Of Living Adjustment (COLA) of 2% at the beginning of each Fiscal Year starting in FY2025-2026 or direct staff to bring the Salary Schedule for review and adjustment every year starting in May 2025. The COLA adjustment can be applied every year and more comprehensive comparators conducted every 5 years.

The Commission last updated the salary schedule for all positions in January 2020 and for the Executive Officer position in September 2022. The current salaries are set by LAFCO Resolution L-2022-07; the adoption of Salary Resolution L-2024-02 supersedes all previous salary resolutions and updates the salaries for all positions.

The Executive Officer's salary will not be altered by this resolution and will be reviewed by the Commission during the next annual review.

Attachments:

Attachment A: Staff Salary Survey

Attachment B: Salary Resolution L-2024-02

LAFCO		Executive Officer		Assistant/Deputy EO		Analyst II		Analyst I		Clerk		Administrative Assistant / Other		Staff Members	2022 County Population	Cities	Special Districts	Dependent SDs
	Region	Salary Range (Low)	Salary Range (High)	Salary Range (Low)	Salary Range (High)	Salary Range (Low)	Salary Range (High)	Salary Range (Low)	Salary Range (High)	Salary Range (Low)	Salary Range (High)	Salary Range (Low)	Salary Range (High)					
Butte	Northern	\$ 137,517	\$ 193,500	\$ 89,755	\$ 126,293	\$ 72,218	\$ 101,618	\$ 72,218	\$ 101,618	\$ 57,266	\$ 78,999	-	-	4	205,592	5	41	29
Fresno	Central	-	\$ 180,070	\$ 77,378	\$ 95,000	-	\$ 107,428	-	-	-	\$ 89,919	-	-	4	1,011,499	15	89	28
Kern	Central	-	\$ 140,000	\$ 75,000	\$ 100,000	-	-	-	-	-	\$ 53,000	-	-	3	907,476	11	87	8
Madera	Central	-	County emp.	-	-	-	-	-	-	-	County emp.	-	-	2*	158,148	2	36	19
Merced	Central	-	\$110/hr	-	-	-	\$ 83,246	-	-	-	\$ 59,566	-	-	3*	285,337	6	35	
Napa	Coastal	\$ 136,236	\$ 165,312	\$ 109,884	\$ 131,148	\$ 93,540	\$ 111,444	\$ 85,128	\$ 101,544	\$ 74,508	\$ 88,860	-	-	3	134,637	5	18	2
Placer	Central	\$ 159,099	\$ 198,726	\$ 115,773	\$ 144,581	-	-	-	-	\$ 57,346	\$ 71,594	-	-	3	410,305	6	52	
Sacramento	Central	\$ 140,794	\$ 155,222	-	-	\$ 94,336	\$ 114,673	\$ 94,336	\$ 114,673	-	-	-	-	3	1,572,453	7	84	19
San Joaquin	Central	\$ 143,760	\$ 170,940	-	-	-	-	\$ 61,560	\$ 74,832	-	-	\$ 52,920	\$ 64,320	3	786,145	7	105	45
Solano	Coastal		\$ 180,000	\$ 116,035	\$ 141,043	\$ 121,241	\$ 147,364	\$ 78,660	\$ 95,616	\$ 55,464	\$ 67,416	-	-	5	443,749	7	44	
Sonoma	Coastal	\$ 135,024	\$ 164,112	-	-	\$ 106,776	\$ 129,804	-	-	\$ 62,244	\$ 75,648	-	-	3	487,174	9	46	8
Stanislaus	Central	\$ 108,936	\$ 163,404	\$ 84,177	\$ 126,276	-	-	\$ 76,692	\$ 115,044	\$ 57,816	\$ 86,748	-	-	3	545,939	9	72	22
Yolo	Central	\$ 136,323	\$ 165,323	-	-	-	-	-	-	\$ 62,296	\$ 75,691	-	-	2	220,880	4	58	17
Average		\$ 137,211	\$ 170,601	\$ 95,429	\$ 123,477	\$ 97,622	\$ 113,654	\$ 78,099	\$ 100,555	\$ 60,991	\$ 74,744	\$ 52,920	\$ 64,320	3.3	551,487	7	59	20
Median		\$ 136,920	\$ 165,323	\$ 89,755	\$ 126,293	\$ 94,336	\$ 111,444	\$ 77,676	\$ 101,581	\$ 57,816	\$ 75,670	\$ 52,920	\$ 64,320					
El Dorado	Central	\$ 130,000	\$ 160,000	\$ 76,336	\$ 92,789	\$ 62,795	\$ 76,336	\$ 51,667	\$ 62,795	\$ 42,515	\$ 51,667	\$ 38,002	\$ 46,197	2	189,006	2	47	
Difference		\$ (7,211)	\$ (10,601)	\$ (19,093)	\$ (30,688)	\$ (34,827)	\$ (37,318)	\$ (26,432)	\$ (37,760)	\$ (18,476)	\$ (23,077)	\$ (14,918)	\$ (18,123)					

No color = position not filled

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

RESOLUTION NUMBER L-2024-02

Staff Salary Resolution

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 governs the organization and reorganization of cities and special districts by local agency formation commissions established in each county, as defined and specified in Government Code Sections 56000 et seq. (unless otherwise indicated all statutory references are to the Government Code); and

WHEREAS, Section 56380 et seq. provides, in part, that a local agency formation commission “shall make its own provision for necessary quarters, equipment, and supplies as well as personnel”; and

WHEREAS, Section 2.3 of the El Dorado Local Agency Formation Commission Policies and Guidelines encapsulates said commission’s personnel policies; and

WHEREAS, Sections 2.3.2 and 2.3.3 of the El Dorado Local Agency Formation Commission Policies and Guidelines state:

2.3.2 Number/Classification of Positions: LAFCO shall specify the number and classification of all positions. A salary scale and position description specifying duties and responsibilities for each classification/position will be approved by LAFCO. The position description may be modified by the Executive Officer as necessary in order to accurately reflect any changes in job duties and responsibilities. However, any addition or deletion of a position must be approved by LAFCO; and

2.3.3 Employee Benefits: Incorporated by reference into the LAFCO Policies and Guidelines are the LAFCO Personnel Policy and Procedure Guidelines. These guidelines set forth the employment policies, procedures, and benefits that apply to LAFCO employees. These guidelines are subject to review and may be changed at the discretion of the Commission.

WHEREAS, the Commission also has an adopted Personnel Policy and Procedure Guidelines setting forth the employment policies, procedures and benefits that apply to LAFCO employees; and

WHEREAS, the Commission last set a salary schedule for all positions in 2020 with LAFCO Resolution L-2020-02; and

WHEREAS, the Commission last set a salary schedule for the Executive Officer position in 2022 with LAFCO Resolution L-2022-07; and

NOW, THEREFORE, BE IT HEREBY RESOLVED, DETERMINED, ORDERED AND FOUND:

Section 1. Each of the foregoing recitals is true and correct.

Section 2. This resolution supersedes the previous salary schedule contained in LAFCO Resolution L-2022-07.

Section 3. The Commission approves the salary schedule for all LAFCO positions as shown on Exhibit A, which will be effective on April 6, 2024, and is attached to this resolution and incorporated herein by this reference.

Section 4. The Executive Officer is directed to implement the appropriate administrative procedures to execute this resolution.

PASSED AND ADOPTED by the El Dorado Local Agency Formation Commission at a regular meeting of said Commission, held March 27, 2024 by the following vote of said Commission.

	AYE	NO	ABSTAIN	ABSENT	NOT VOTING
Commissioner Gotberg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Hidahl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Turnboo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Veerkamp (Chair)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Wallace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Wilde	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Clerici	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Hodson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Saunders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Thomas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST:

Executive Officer

Chairperson

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

EXHIBIT A

RESOLUTION NUMBER L-2024-02

Staff Salary Schedule

Effective April 6, 2024

Position Title	Step 1	Step 2	Step 3	Step 4	Step 5
Executive Officer	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00
Assistant Executive Officer	\$50.00	\$52.50	\$55.00	\$57.50	\$60.00
Policy Analyst	\$40.00	\$42.50	\$45.00	\$47.50	\$50.00
Asst. Policy Analyst	\$32.00	\$34.00	\$36.00	\$38.00	\$40.00
Commission Clerk	\$25.00	\$26.75	\$28.50	\$30.25	\$32.00
Administrative Assistant	\$20.00	\$21.25	\$22.50	\$23.75	\$25.00