

# EL DORADO LAFCO

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## LOCAL AGENCY FORMATION COMMISSION

### **RESOLUTION NUMBER L-2015-07**

#### **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, attached as Appendix F to this document. 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 in 2012 via LAFCO Resolution L-2012-11; and

**WHEREAS**, in March 2008, the agency has been without its Commission Clerk, necessitating its remaining staff to assume additional responsibilities in order to balance the agency's workload; and

**WHEREAS**, over the past year the Commission has deliberated and considered the appropriate level of staff compensation given the increased responsibilities and workload; and

**WHEREAS**, as part of its evaluation of the Executive Officer the Commission considered and approved an amendment to the Executive Officer's contract that included a cost of living increase of 2.5%, effective January 1, 2015, and a 2.5% cost of living increase effective July 1, 2015, and incorporated sufficient funds to cover such increases; and

**WHEREAS**, as part of its budget deliberations the Commission considered and approved a cost of living increase of 2.5% for the Policy Analyst and Administrative Assistant, effective July 1, 2015, and incorporated sufficient funds to cover such an increase.

**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-2012-11.

Section 3. The Commission approves the salary schedule, attached to this resolution as Exhibit A 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 May 27, 2015 by the following vote of said Commission.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST:

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Interim Clerk to the Commission

\_\_\_\_\_  
Chairperson

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