

# AGENDA

## FRESNO LOCAL AGENCY FORMATION COMMISSION (LAFCo)

January 11, 2023 – 1:30 P.M.

Hall of Records, Room 301, 2281 Tulare Street, Fresno, California

### COMMISSION MEMBERS

Mario Santoyo, Chair  
Gary Yep, Chair Pro Tem  
Nathan Magsig  
Buddy Mendes  
Daniel Parra

### ALTERNATE MEMBERS

Michael Lopez  
Scott Robertson  
Vacant

### LAFCo STAFF

Brian Spaunhurst, Executive Officer  
Amanda Olivas, Clerk to the Commission  
Jessica Gibson, LAFCo Analyst  
Bricen Beck, LAFCo Intern  
Jessica Johnson, LAFCo Counsel  
Ken Price, LAFCo Counsel

LAFCo Office: 1401 Fulton Street, Suite 900, Fresno, CA - 93721 - (559) 600-0604  
Staff reports prepared for each item listed in this agenda may be viewed at [www.fresnolafco.org](http://www.fresnolafco.org).

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1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Comments from the Public:** Any person wishing to address the Commission on a subject not listed on the agenda may do so at this time. (State your name and address and please keep your comments to three (3) minutes.)
4. **Potential Conflict of Interest:** Any Commission member who has a potential conflict of interest shall now identify the item and recuse themselves from discussing and voting on the matter pursuant to Govt. Code sec 84308.

### CONSENT AGENDA

All consent agenda items are considered routine in nature and will be enacted by one motion; there will be no individual discussion of these items unless requested by a member of the Commission or the public. Any item pulled from the consent agenda for discussion will be set aside until after approval of the consent agenda. Prior to taking any action the public will be given the opportunity to comment on any consent item. The consent agenda will be considered on or about 1:30 p.m.

5. **Recommendation:** Approve 5A-5B by taking the following actions:
  - A. **Consider Approval:** Minutes from the LAFCo meeting of November 9, 2022.
  - B. **Consider Approval:** A One-Year Extension of Time to Complete Proceedings for the Sierra Resource Conservation District.

### REGULAR AGENDA ITEMS

6. **Workshop:** Mid-Year Budget Review and Work Program Status for Fiscal Year 2022-2023.  
**Recommendation:** Receive and File. Provide Direction.

7. **Consider Approval: 2023 Salary Resolution Update.**

**Recommendation:** Approve.

8. **Executive Officer Comments**

9. **Commission Comments/Reports**

**CLOSED SESSION**

10. **Public Employee Performance Evaluation**

**Title: Executive Officer**

11. **Adjournment**

**THE NEXT LAFCO MEETING** will be held on February 8, 2023, at 1:30 p.m. in the Board of Supervisors' Chamber – Hall of Records, Room 301, Fresno, California.

**PLEASE NOTE:**

(1) If you are an applicant for, or a participant in, any proceeding on the agenda for a **land use entitlement** and have made **campaign contributions** totaling more than \$250.00 to any member or alternative member of the Commission **within twelve (12) months prior to the Commission considering your application**, please immediately inform the Commission of your contribution. State law **disqualifies** each Commissioner and alternative Commissioner from participating in and voting on land use entitlement decisions (which include changes of organization and reorganizations) if the Commissioner or alternative Commissioner has received campaign contributions from (i) an applicant for a land use entitlement, (ii) someone who lobbies the Commission or LAFCo staff regarding an application for land use entitlement, (iii) someone who testifies in person before the Commission regarding an application for land use entitlement, or (iv) someone who otherwise acts to influence the outcome of an application for land use entitlement. State law also prohibits applicants and participants from making campaign contributions to a Commissioner or alternate Commissioner within three (3) months **after** the Commission's action. If you have any questions regarding these requirements (which are contained in the **California Political Reform Act** Government Code Section 84308 *et seq.*), please feel free to contact LAFCo staff at (559) 600-0604.

(2) In compliance with the Americans with Disabilities Act (**ADA**), if you need special assistance to participate at this meeting, please contact Ms. Amanda Olivas, Clerk to the Commission at 559-600-0604. Notification provided a minimum of 48 hours prior to the meeting will enable the Clerk to make reasonable arrangements to ensure accessibility to this meeting. Pursuant to the ADA, the meeting room is accessible to the physically disabled.



**CONSENT AGENDA ITEM NO. 5-A**

**FRESNO LOCAL AGENCY FORMATION COMMISSION (LAFCo)**

**MEETING MINUTES  
NOVEMBER 9, 2022**

**Members Present:** Commissioners Brandau, Parra, Quintero, Yep, Santoyo

**Members Absent:** None

**Staff Present:** Brian Spauhurst, LAFCo Executive Officer  
Amanda Olivas, Clerk to the Commission  
Amanda Castro, LAFCo Analyst  
Jessica Gibson, LAFCo Analyst  
Jessica Johnson, LAFCo Counsel

**1. Call to Order and Roll Call**

Chair Santoyo called the meeting to order at 1:30 p.m.

**2. Pledge of Allegiance**

Commissioner Quintero led the Pledge of Allegiance.

**3. Comments from the Public**

There were no comments from the public.

**4. Potential Conflicts of Interest**

There were no conflicts of interest.

**CONSENT AGENDA**

**Item 5-C has been pulled from the Consent Agenda. Chair Santoyo will abstain from voting on this Item.**

**5. A. Minutes from the LAFCo Meeting of August 10, 2022.**

**B. 2023 LAFCo Office and Hearing Calendar.**

**D. Westlands Water District Office Annexation.**

Motion: Approve

Moved: Commissioner Brandau

Second: Commissioner Yep

Ayes: Brandau, Yep, Quintero, Santoyo

Noes: 0

Absent: 1

Passed: 4-0

**Chair Santoyo steps out of the chambers.**

**C. City of Reedley “West Manning Reorganization.”**

Motion: Approve  
Moved: Commissioner Brandau  
Second: Commissioner Quintero  
Ayes: Brandau, Quintero, Yep  
Noes: 0  
Absent: 2  
Passed: 3-0

**REGULAR AGENDA ITEMS**

**6. Zalda Reclamation District No. 801 Dissolution Options.**

No Action.

**7. Authorize LAFCo Chair to Sign Waiver of Conflict of Interest.**

Motion: Authorize  
Moved: Commissioner Yep  
Second: Commissioner Brandau  
Ayes: Yep, Brandau, Quintero, Santoyo  
Noes: 0  
Absent: 1  
Passed: 4-0

**8. Municipal Service Review and Sphere of Influence Update for Coalinga- Huron Recreation and Park District. (LAFCo File No. MSR 22-02/USOI-207)**

**Commissioner Parra enters chambers for meeting at 1:47 p.m.**

**Action 1: CEQA**

Moved: Commissioner Parra  
Second: Commissioner Quintero  
Ayes: Parra, Quintero, Brandau, Yep, Santoyo  
Noes: 0  
Absent: 0  
Passed: 5-0

**Action 2: MSR/ SOI**

Moved: Commissioner Quintero  
Second: Commissioner Yep  
Ayes: Quintero, Yep, Brandau, Parra, Santoyo  
Noes: 0  
Absent: 0  
Passed: 5-0



## Fresno Local Agency Formation Commission

2607 Fresno Street, Suite B, Fresno, CA 93721, (559) 600-0604

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### **9. Authorize the Executive Officer to sign New Lease Agreement and Utilize Contingency Funds.**

Motion: Authorize

Moved: Commissioner Parra

Second: Commissioner Quintero

Ayes: Parra, Quintero, Brandau, Yep, Santoyo

Noes: 0

Absent: 0

Passed: 5-0

### **10. Executive Officer Comments.**

No Action.

### **11. Commission Comments/Reports.**

No Action.

### **12. Adjournment**

Moved: Commissioner Yep

Second: Commissioner Brandau

The meeting adjourned at 2:12 p.m.

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Amanda Olivas  
Clerk to the Commission

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**FRESNO LOCAL AGENCY FORMATION COMMISSION (LAFCo)  
EXECUTIVE OFFICER'S REPORT**

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**CONSENT AGENDA ITEM NO. 5-B**

**DATE:** January 11, 2023

**TO:** Fresno Local Agency Formation Commission

**FROM:** Brian Spaunhurst, Executive Officer 

**BY:** Amanda Castro, LAFCo Analyst

**SUBJECT:** **Consider Approval: a one-year extension of time to complete proceedings for the Sierra Resource Conservation District “Sierra Resource Conservation District Annexation.”** A proposed annexation of approximately 235,776 acres to the Sierra Resource Conservation District for territory westward of the current district service area to align with State Route 99. (LAFCo File No. AD-19-3)

**Applicant:** Sierra Resource Conservation District

**Landowners/Parties of Real Interest (100% Consent):** (See Attachment C)

**Recommendation: Approve a one-year extension to complete proceedings**

**Executive Summary**

The Sierra Resource Conservation District has requested a one year extension of time, to December 12, 2023, to complete proceedings for the Sierra Resource Conservation District “Sierra Resource Conservation District Annexation” (Attachments “A” and “B”). This annexation was approved by the commission on December 8, 2021. State law requires that all reorganization proceedings shall be completed within one year of approval unless the Commission grants an extension of time prior to the expiration date. Failure to grant an extension will terminate the proceedings.

In accordance with Fresno LAFCo Policies, Standards, and Procedures Section 315-03, extensions of time may be granted when the imminent need for the proposal still exists, the project is still viable, and progress is being made toward completion. The Commission’s Policies further state that the Commission may consider economic hardships beyond the control of the proponents as justification supporting the extension request.

**Request for Extension of Time**

Sierra Resource Conservation District Executive Director, Steve Haze has requested the extension to time to complete the metes and bonds map and geographic description. The District

does not levy taxes and therefore the map and legal description do not need to meet the requirements of the State Board of Equalization. An accurate map and legal description is necessary for LAFCo's internal District map record and reflect the amended boundaries. Given the District's limited resources, they have had to explore multiple options to complete the map and legal description condition. The District is currently working with consultants and the Fresno County Assessor's Office to proceed with completing the map and legal description at a more achievable cost.

**Individuals and Agencies Receiving this Report**

- Jessica Johnson, LAFCo Counsel
- Bernard Jimenez, Deputy Director of Fresno Co. Public Works and Planning
- Chief Dustin Hail, Chief, Fresno County Fire Protection District
- Jeff O'Neal, City Planner, Sierra Resource Conservation District

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December 7, 2022

Brian Spaunhurst, Executive Officer  
Fresno Local Agency Formation Commission  
2607 Fresno Street, Suite B  
Fresno, CA 93721

SUBJECT: Request for Extension of Sierra RCD Annexation Legal Map (LAFCo File No. AD-19-3)

Dear Mr. Spaunhurst,

The Sierra Resource Conservation's Annexation of non-served areas of Fresno County northeast and in alignment of Highway 99 was approved by Fresno County LAFCo on December 8, 2021. Based upon limited resources, the district has attempted to update its legal description to incorporate the areas annexed as required. Thus, we are requesting an extension pursuant to Section 308 of LAFCo's Policy Manual.

This request is based upon the following factors that have arisen:

1. Lack of internal resources in which to complete the update of the legal description.
2. Extensive and conflicting interpretation of what the requirements are for the legal description to be updated, based upon the district not being a taxing authority.
3. Cost for updating the legal description has been quoted as much as \$50,000, of which historically the district expended only several thousand dollars.

However, the district has made progress with its consultants and with the Fresno County Assessor's Office, and now believes that it can have the legal description updated at a more nominal cost – and believes that they can proceed accordingly. Thus, we are requesting an extension based upon the workload being currently experienced by our consultants.

Please let me know if there is any other information of relevance that you may require. I may be reached via email at: [shaze@sierrarc.com](mailto:shaze@sierrarc.com) or at: (559) 970-6320.

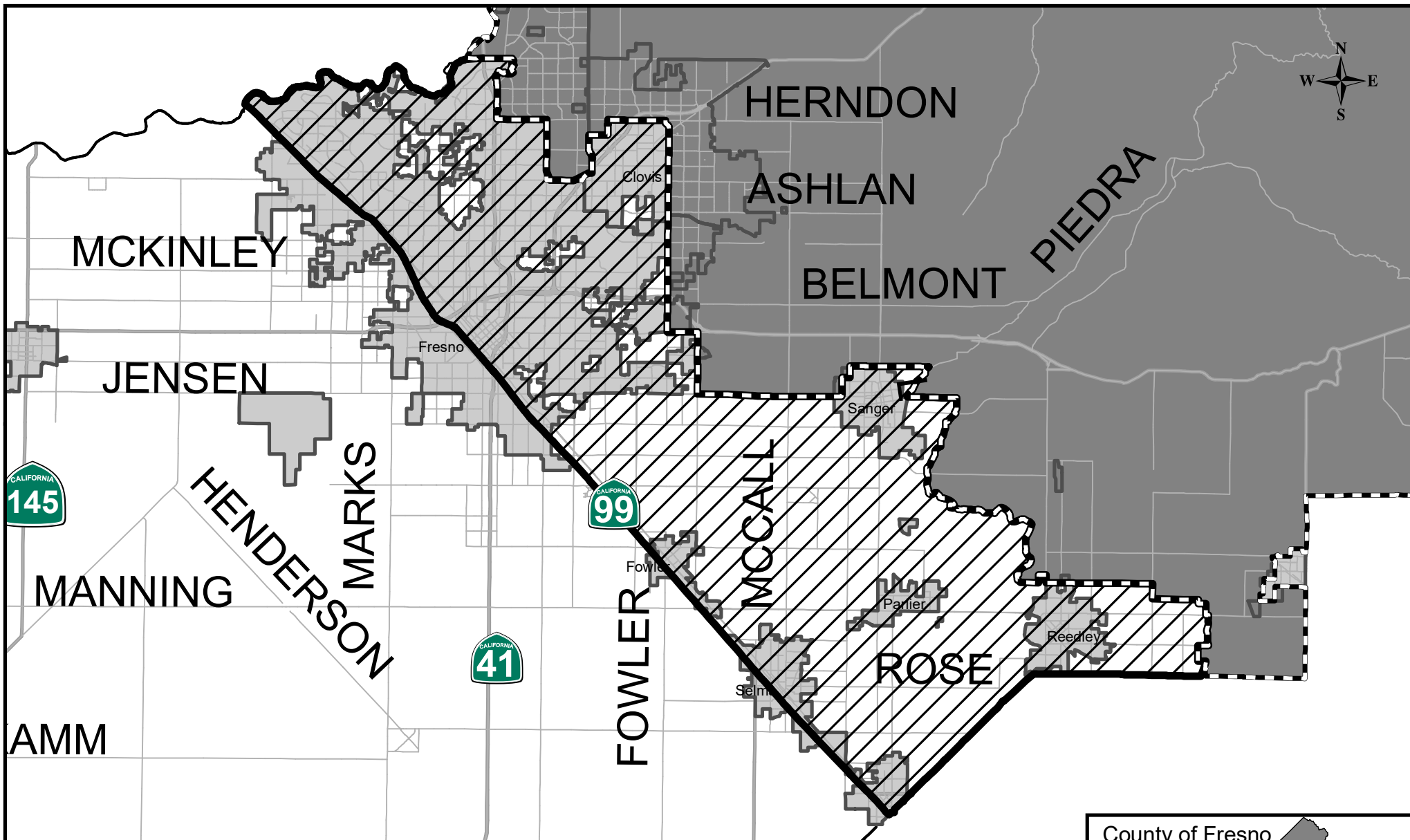
Sincerely,

A handwritten signature in black ink, appearing to read "Steve Haze", written over a horizontal line.

Steve Haze  
Executive Director







# Proposed Sierra RCD SOI update and annexation

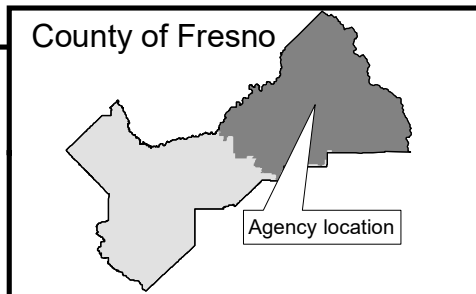


**Fresno Local Agency Formation Commission**

Proposed annexation: 235,776 acres

-  Affected territory
-  District SOI
-  District Service Area
-  City Limits

Map prepared: 05/13/2021




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**FRESNO LOCAL AGENCY FORMATION COMMISSION  
EXECUTIVE OFFICER'S REPORT**

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**AGENDA ITEM NO. 6**

**DATE:** January 11, 2023  
**TO:** Fresno Local Agency Formation Commission  
**FROM:** Brian Spaunhurst, Executive Officer   
**SUBJECT:** Workshop on a Mid-Year Budget Review and Work Program Status for Fiscal Year 2022-2023.

**RECOMMENDATION:** Receive and file, provide direction as needed.

**Executive Summary**

This report presents mid-year status of the Commission's annual budget and the progress made on projects in the approved annual work program. Budget analysis has been prepared with budget data from November 2022, extrapolated through calendar 2022.

At mid-year, revenue and expenses generally are on track with the adopted budget.

- Estimated revenue \$515,423 or 88% of \$585,801 approved;
- Estimated office expenditures \$46,919 or 47% of \$100,073 approved;
- Estimated personnel expenditures \$179,432 or 42% of \$423,778 approved; and
- Estimated consultant services expenditures \$17,669 or 29% of \$61,950 approved.

Work program projects are generally lagging behind application-generated work and are discussed in greater detail in this report.

**Discussion**

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 ("CKH") requires the Commission to adopt a draft budget each year by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup>. The Commission adopted its annual budget and work program at its hearing on June 8, 2022.

The Commission's part-time bookkeeper updates LAFCo's financial data and provides bookkeeping services on an as-needed basis. The Clerk to the Commission has transitioned into this responsibility and is on track to fully take over by the end of this FY.

Commission business is guided by LAFCo's *Financial and Accounting Procedures* and by CKH. Pursuant to these procedures, "The Executive Officer shall serve as the budget administrator, to prepare, present, transmit, review, execute, and maintain the LAFCo budget consistent with State Law and Commission policy. The Executive Officer shall provide the

Commission with a mid-year budget report comparing expenditures to the adopted budget.

### **Overview of Mid-Year Budget**

As shown in Attachment “A,” the Commission has an approved budget of \$585,801 which includes \$502,276 from contributions by the County (\$251,138) and the 15 cities (\$251,138 apportioned by their annual budgets), \$23,525 authorized to be contributed from the fund balance, and \$60,000 in projected fee revenue.

The Commission has an approved reserve of \$100,000 and a legal reserve of \$50,000.

Mid-year revenue is estimated to be \$515,476, composed of the County and all 15 cities’ allocations and \$13,200 in application fee revenue.

Mid-year expenses are estimated to be \$244,050, or approximately 42% of approved expenses.

### **Overview of Mid-Year FY 2022-2023 Work Program**

Work Program item descriptions are presented as adopted *in italics* and are followed by a status report.

#### **1. Process Applications: reorganizations, sphere of influence amendments, etc.**

*Application processing is a core service in that staff evaluates applications for consistency with CKH and adopted policies to promote orderly growth. The Commission, in its determination of local agency boundaries, will be balancing that development with sometimes competing state interests of discouraging urban sprawl, preserving open-space and prime agricultural lands, and efficiently extending government services.*

*In the event of a conflict of staff resources between application and programmatic activities application processing will take priority.*

#### **Status at mid-year**

- Reorganization applications submitted: 14
- Reorganization applications recorded/complete: 12
- Reorganization applications still in progress: 2
- Extension of service applications: 0
- Extension of time applications: 1
- Projects terminated: 1

While application driven projects are not generating the amount of fees anticipated thus far, staff has conducted proactive outreach with several cities and districts and continues to aid as

needed in order to encourage strategic planning early on. Several projects are anticipated to be submitted by the end of the FY that would get us close to our original fee projections.

2. Special Districts Dissolutions: Westside Resource Conservation District and Zalda Reclamation District

In addition to annexation applications, staff is working on three separate dissolutions that each have their own unique hurdles. The Westside Resource Conservation District is currently being reviewed by the State Controller’s Office for approval to claim and distribute unclaimed funds. An update from the State is anticipated by the end of the FY.

Staff has been working with the City of Fresno and Pinedale Public Utility District to gather the required documents and agreements to initiate a dissolution application. Submittal to LAFCo is anticipated in the next few months.

Finally, initial steps have been taken to dissolve Zalda Reclamation District who may be one of the first Districts in the State to be dissolved through the new SB 938 process. While this was originally projected to be an application driven project, the calculated risks are significantly lower for all parties involved if the SB 938 process is used instead.

3. Continue Fresno LAFCo’s Municipal Service Review Program

*The MSR program is a core service in that it is the foundation for the update of a sphere of influence. A MSR is the analysis of the service or services to be provided by a local agency and consists of written conclusions, or “determinations” based on evidence collected by LAFCo. MSRs conclude with recommendations based on this body of evidence that encourage order, logic, and efficient service delivery by local agencies.*

The priority MSRs for this FY are:

- Central Valley Pest Control District
- West Fresno County Red Scale Protective District
- Coalinga-Huron Mosquito Abatement District
- Consolidated Mosquito Abatement District
- Fresno Mosquito and Vector Control
- Fresno Westside Mosquito Abatement
- Lower San Joaquin Levee District
- 12 County Service Areas
- 6 County Waterworks Districts

## Status at mid-year

Recovering from complications attributed to the COVID-19 pandemic and staff turnover, communications with a handful of subject special districts has taken place to spark new drive into significant progress. Unfortunately work on programmatic MSR's will likely be placed on pause by the end of this FY as staff has received initial questions from several cities on projects significant enough in size to require MSR's. Progress on the Work Plan Identified MSR's is as follows:

- Central Valley Pest Control District
  - The District has fully participated in staff's data request and the administrative draft MSR is currently projected for Q4 of FY 2022-23
- West Fresno County Red Scale Protective District
  - The District has not responded constructively to staff's data requests. More effort will be necessary to assemble the data needed for a complete MSR. Pending anticipated applications, this MSR may be postponed until FY 2024-25.
- Coalinga-Huron Mosquito Abatement District
  - This district is not active though services are provided on an as-needed basis by agreement with the Fresno Westside Mosquito Abatement District. In light of the difficulties the CHMAD has had to perform its important public health services, the MSR is expected to consider modifications of the district, including but not limited to consolidation with another Mosquito Abatement District. Minimal communication has been achieved thus far this FY.
- Consolidated Mosquito Abatement District
  - The District has fully participated in staff's data request and the administrative draft MSR is expected to be prepared in Q3 of FY 2022-23.
- Fresno Mosquito and Vector Control
  - This is now an application-driven project for MSR/SOI/annexation. Minimal communication has been achieved thus far this FY. Pending anticipated application, this MSR may be postponed until FY 2024-25.
- Fresno Westside Mosquito Abatement
  - No significant progress made thus far and is not anticipated to be completed this FY.
- Lower San Joaquin Levee District
  - No significant progress made thus far and is not anticipated to be completed this FY.
- 12 County Service Areas

- No significant progress made thus far and is not anticipated to be completed this FY.
- 6 County Waterworks Districts
  - No significant progress made thus far and is not anticipated to be completed this FY.

#### 4. MSR Assessment of MSR Recommendation Follow-Through

The status of this project is under review as the previous intern that started it has since moved on. Our current Analyst in charge of MSRs will have this database updated by the end of the FY.

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## Attachment A


<b>REVENUE SUMMARY</b>	<b>Approved FY 22-23 Budget</b>	<b>Actual To Date</b>	<b>% Actual To Date</b>
ALLOCATION COUNTY	251,138	251,138	100%
ALLOCATION CITIES	251,138	251,138	100%
APPLICATION FEES	60,000	13,200	22%
AUTH. FUND BALANCE CONTRIBUTION	23,525	0	0%
<b>Total</b>	<b>585,801</b>	<b>515,476</b>	<b>88%</b>
<b>EXPENDITURE SUMMARY</b>			
OFFICE OPERATIONS	100,073	46,919	47%
PERSONNEL	423,778	179,432	42%
CONSULTING SERVICES	61,950	17,699	29%
<b>Total</b>	<b>585,801</b>	<b>244,050</b>	<b>42%</b>

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**FRESNO LOCAL AGENCY FORMATION COMMISSION (LAFCo)  
EXECUTIVE OFFICER'S REPORT**

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**AGENDA ITEM NO. 7**

**DATE:** January 11, 2023  
**TO:** Fresno Local Agency Formation Commission  
**FROM:** Brian Spaunhurst, Executive Officer   
**SUBJECT:** 2023 Salary Resolution Update

**RECOMMENDATION:**

- 1. Adopt Salary Resolution as Supported by the Subcommittee**
- 2. Amend Current FY 2022/23 Budget to Reflect Proposed Salary Increases**

Attachment A: 2023 LAFCo Staff Salary Resolution

**Executive Summary**

On June 12, 2019 the first LAFCo Employee Salary Resolution was adopted which determined staff job descriptions, salary ranges, and policies on merit increases. On November 9, 2022 Chair Santoyo appointed Commissioners Magsig and Parra to a subcommittee to work with the Executive Officer to determine what adjustments are necessary in order to maintain a competitive offering for staff salaries.

The subcommittee met two times to address these matters and identified the following key points for consideration:

- Significant inflation changes between 2019 and 2022 justifies a one-time Cost of Living Adjustment.
- Increased staff turnover identifies other comparable positions at agencies outside of the County including major cities and other LAFCos across the State.
- Reoccurring Salary Resolution updates at least every three years will ensure LAFCo maintains competitive salary offerings.
- Unused funds identified in the FY 22/23 Budget for the Outgoing Executive Officer should be applied towards increasing staff salaries for the remainder of the FY.

Attachment "A" is the subcommittee's proposed salary resolution update and attachments for the Commission's action. The potential expenses resulting from the approval of the attached salary resolution update would take effect immediately if approved. Funding for these proposed salary increases would not have a negative impact on the current FY 22/23 Budget.



If the salary resolution update is approved, staff will present an amendment of the LAFCo Employee Handbook to the Commission for requested administrative amendments prior to the new FY 23/24 Budget.

**RESOLUTION NO. XXX**

**A RESOLUTION OF THE FRESNO LOCAL AGENCY FORMATION COMMISSION  
UPDATING THE SCHEDULE OF SALARIES AND  
POSITION DESCRIPTIONS FOR LAFCO EMPLOYEES 2023**

WHEREAS, January 2013, Fresno LAFCo adopted the Employee Handbook with all pertinent information required by law. This handbook has been amended from time to time; and

WHEREAS, prior to the FY 16-17 budget, LAFCo staff was composed of two County employees working under contract and the Executive Officer, who worked under a separate employment agreement; and

WHEREAS, starting with the FY16-17 budget, all positions (existing and proposed) have been presented along with their respective salaries, benefits, and expenses prior to hiring staff to fill those positions, the sole exception being the FY 16-17 budget, which authorized and budgeted a Clerk position, and when that staff member retired after the budget was approved, the Executive Officer hired a replacement at a lower-cost position description; and

WHEREAS, On July 1, 2019, the Commission approved and adopted Resolution No. 191 establishing the first salary schedule and position descriptions; and

WHEREAS, on November 9, 2022, during discussion of the Executive Officer's Comments, the Commission expressed an interest in reviewing staff salaries, at which time Chair Santoyo appointed Commissioners Magsig and Parra to a subcommittee to work with the Executive Officer to conduct a study on salaries and determine if an amendment to the salary schedule is recommended; and

WHEREAS, on November 28, 2022, the subcommittee conducted its first meeting where considerations for recent inflation volatility, identification of other competing agencies and the need of reoccurring salary schedule amendments were discussed; and

WHEREAS, on December 15, 2022, the subcommittee met to review the proposed changes and recommendations resulting from the initial subcommittee meeting and agreed upon a draft salary resolution update and supporting attachments to recommend to the full Commission; and

WHEREAS, Fresno LAFCo has a total of four full time employees performing highly technical and specialized duties. Such is not the case in a city or county with a number of employees that do not require the level of training, breadth of knowledge, and development opportunities needed for efficient analysis and service to the 15 cities, 129 special districts under Fresno LAFCo jurisdiction; and

WHEREAS, adoption of a salary resolution update will ensure that Fresno LAFCo is competitive in the market place and will attract and retain high caliber employees, will ensure that Fresno LAFCo remains an agency capable of producing results and innovative in its approach to problem solving.

NOW, THEREFORE, BE IT RESOLVED that the Fresno Local Agency Formation Commission does HEREBY RESOLVE, DETERMINE, AND ORDER as follows:

**SECTION 1. JOB CLASSIFICATIONS.**

Fresno LAFCO hereby establishes the following employee classifications to be presented in each annual budget along with their respective funding:

Position

1. Executive Officer
2. Clerk to the Commission I, II, III
3. Senior LAFCo Analyst
4. LAFCo Analyst I, II, III
5. LAFCo Student Intern

**SECTION 2. POSITION DESCRIPTIONS.**

LAFCo position descriptions are attached as Attachments 1 through 5.

**SECTION 3. SALARIES.**

3.1. The salaries of all LAFCo employees are hereby established by the Commission as set forth in Attachment 6.

3.2. The salary resolution for all employees except the Executive Officer shall include allowance for up to 5% merit-based step increases. In accordance with the LAFCo Employee Handbook, the Executive Officer shall conduct annual performance reviews and determine if merit-based step increases are warranted.

3.3. The Commission shall perform a written performance evaluation of the Executive Officer annually in accordance with his/her approved employment agreement and may amend the Executive Officer's compensation as it sees fit.

3.4. In recognition of the value to Fresno LAFCo of long-term employees' breadth and depth of knowledge, once an employee reaches the top step of the salary range for their position, each year, in conjunction with the annual performance evaluation, employees are eligible, at the Executive Officer's sole discretion, to receive merit/performance incentive pay of up to 3% of their annual base salary.

**SECTION 4. ADJUSTMENTS TO SALARY AND POSITION DESCRIPTIONS OF EXISTING LAFCO EMPLOYEES.**

4.1. On the effective date of this resolution the following amendments of existing employee salaries and classifications shall be effective:

- LAFCo Intern hourly rate shall be increased from \$12 to \$15.50 per hour, shall be amended from time to time to conform with the California minimum wage, and shall remain a part-time position.
- Salary ranges shall be reviewed at least once every three years through a subcommittee appointed by the Commission Chair. Any recommended changes require the approval of the full Commission.

**SECTION 5. THIS RESOLUTION SHALL BE EFFECTIVE JANUARY 11, 2023.**

**ADOPTED THIS 11th DAY OF JANUARY, 2023, BY THE FOLLOWING VOTE:**

AYES:           None  
NOES:           None  
ABSENT:       None  
ABSTAIN:       None

\* \* \* \*  
\* \*

**STATE OF CALIFORNIA )  
COUNTY OF FRESNO )**

**CERTIFICATION**

I, Mario Santoyo, Chair of the Fresno Local Agency Formation Commission, hereby certify that the foregoing resolution was adopted by the Commission on the 11th day of January, 2023.

\_\_\_\_\_  
Mario Santoyo, Chair  
Fresno Local Agency Formation Commission

**FRESNO LOCAL AGENCY FORMATION COMMISSION EXECUTIVE OFFICER**

**Position Description**

Administers Fresno LAFCo business and related functions and conducts special studies as directed by the Commission as per state law and LAFCo adopted policies.

**Distinguishing Characteristics**

The LAFCo Executive Officer is responsible for conducting the day-to-day business of the Fresno Local Agency Formation Commission (LAFCo). LAFCo is a state mandated commission, which is charged with the responsibility to insure orderly growth of cities and districts and to discourage the creation of islands, peninsulas, and other irregular city and district boundaries. The Commission is also charged with preserving prime agricultural lands. LAFCo functions as an independent public agency in accordance with the Cortese-Knox-Hertzberg Local Government Act of 2000.

The LAFCo Executive Officer reports directly to the Commission and is responsible for reviewing and analyzing all proposals in conjunction with Commission policies and state law requirements. The Executive Officer is also responsible for conducting monthly public hearings. The incumbent coordinates activities with County departments, state and city governments, special districts, and community groups. The Executive Officer may be called upon to speak to and educate special interest groups such as the Fresno County Grand Jury, service clubs, and neighborhood groups. Also, special workshops may be conducted on such topics as agricultural preservation, municipal service reviews, and sphere of influence program updates.

The LAFCo Executive Officer must be strong in oral and written communication skills, initiative and imagination, and timely accomplishment of job assignments. Because of the sensitive nature of relationships and assignments, the incumbent is expected to be able to relate well with various groups of people, use good judgment, demonstrate initiative, and maintain a high-level of maturity.

**Samples of Duties**

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect essential functions for any given position in this classification.

1. Administers the day-to-day operations of the Local Agency Formation Commission.
2. Reviews and analyzes all proposals submitted to Fresno LAFCo according to Commission *Policies Manual*.
3. Prepares reports and recommendations pertaining to each proposal.
4. Conducts public hearings and issues Certificates of Completion for all approved projects.

5. Prepares Commission resolutions reflecting Commission actions.
6. Evaluates projects in accordance with the California Environmental Quality Act (CEQA) requirements and recommends appropriate findings.
7. Translates policies and actions of the Commission to local agencies and acts as a liaison with County departments, state and local governments, special districts, and community groups.
8. Prepares budgets and administers contracts and agreements for the Commission.
9. Guides the preparation of municipal service reviews for special districts and cities as required by state law and prepares sphere of influence updates for said districts and cities at least once each five years or as necessary.
10. Prepares special studies or research as directed by the Commission.
11. Supervises LAFCo staff and makes staff assignments. Holds regular staff meetings to discuss agendas and proposals and provide general agency direction.
12. Supports a “team approach” to problem solving and seeks input/communication from staff members in creating a greater sense of agency unity and promoting personal and agency growth.

**Minimum Qualifications**

**Education:** Graduation from an accredited four-year college or university with a bachelor’s degree that is acceptable within the United States’ accredited college or university system.

**Experience:** Four (4) years of full-time, paid work experience in a management level position with a city, county, special district, or other with LAFCo experience.

**Substitution:** Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**License:** Possession of a valid Class “C” California Driver’s License may be required.

Adopted June 12, 2019

**CLERK TO THE COMMISSION (CONFIDENTIAL\*) I, II, III**

**Position Description**

Under general supervision, responsible for the administrative and business activities of the Fresno Local Agency Formation Commission (LAFCo), acts as the personal assistant to the LAFCO Executive Officer in coordinating administrative functions, and performs related work as required.

**Distinguishing Characteristics**

The Clerk to the Commission, reporting directly to the LAFCo Executive Officer, manages the administrative, business, and personnel functions of LAFCo. Responsibilities include coordinating and supervising Commission billing, accounting, purchasing, personnel/payroll, and budget preparation. Typically, the incumbent also coordinates and supervises clerical, secretarial, and other administrative support services. The Clerk to the Commission differs from an Administrative Secretary in that the administrative, business, and personnel related responsibilities are more complex and greater personal responsibility is expected.

The Clerk is required to attend all LAFCo meetings and ensure accurate recording of the proceedings. Meeting preparation is one of the most important services that the Clerk provides to the Commission including: preparation of the meeting agenda, distribution of agenda packets, recording any and all actions taken by the Commission; and the safekeeping and preservation of meeting minutes, agreements, resolutions, ordinances, and contracts.

Internally, the Clerk provides administrative, accounting, procurement, personnel, payroll, reimbursement, office management, and hospitality services to the Executive Officer and Commissioners.

Incumbents in this classification must possess a high degree of maturity, personal integrity and good judgment, strong oral and written communication skills, the ability to maintain effective interpersonal relationships with staff, Commissioners, local agencies, and the public; be knowledgeable in accounting and business administration practices; and possess effective office management and task oversight skills.

Clerk to the Commission (Confidential\*) I is the entry-level classification in this series. This classification differs from Clerk to the Commission II in that incumbents at the I level typically perform the less difficult assignments, which are subject to close supervision and review, while the Clerk to the Commission II is the experienced level, expected to complete assignments with minimal supervision and given increased responsibility and latitude of judgment to complete assignments.

Clerk to the Commission (Confidential\*) II is the experienced level classification in the Clerk to the Commission (Confidential\*) classification series and is responsible for performing

paraprofessional work in support of the LAFCo Executive Officer. These responsibilities include: preparing and publishing agendas for the Commission; recording and publishing actions taken by the Commission and, when Commission responsibilities have been duly delegated, the Executive Officer; receiving and processing proposal applications; providing assistance and education to the general public on the LAFCo processes; providing copies of all records that the Commission is required to maintain; assisting local agencies, other entities, and the public with research and retrieval of information.

This classification differs from the Clerk to the Commission I in that incumbents at the II level are fully trained and are expected to handle assignments with a minimum amount of supervision. Clerk to the Commission II differs from Clerk to the Commission III in that incumbents at the III level perform complex and technical assignments requiring greater initiative, independent judgement, and experience.

Clerk to the Commission (Confidential\*) III is the advanced experienced level classification in the Clerk to the Commission classification series and is responsible for performing complex and technical paraprofessional work in support of the LAFCo Executive Officer. These responsibilities include: preparing and publishing agendas for the Board and other authorities; recording and publishing actions taken by the Commission; receiving and processing assessment appeal applications; providing assistance and education to the general public on the assessment appeals process; providing copies of all records that the Executive Officer is required to maintain; assisting local agencies, the County, other entities and the public with research and retrieval of information.

\*Confidential means that the employee in this classification is privy to decisions of LAFCo management affecting employer-employee relations.

### **Samples of Duties**

The information listed below provides samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

- Coordinates and oversees the administrative, business and personnel support functions for LAFCO which includes budget control and accounting functions, purchasing, personnel/payroll/retirement records, facilities maintenance, maintaining the LAFCo website, conducting research and special studies, preparation of reports, correspondence and other documents, and serving as liaison to appropriate local agencies, County, state and other agencies involved in these functions.
- In support of the Executive Officer and LAFCo project managers, reviews applications for completeness and tracks applications throughout the process to ensure that all deadlines and procedures per the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 are met.



## Attachment 2

- Functions as liaison between the Commission, the County, local agencies, and other agencies.
- Clerks all Commission meetings which are typically conducted in the Board of Supervisors chambers but will manage changes of venue when necessary, introducing items on the agenda and manages audio recording of Commission proceedings; prepares Commission voting record and meeting minutes.
- Prepares the Commission hearing calendar and deadlines for notices, staff reports, etc.
- Oversees the performance of contract bookkeeper, prepares monthly financial reports to the Commission.
- Provides secretarial support for the LAFCO Executive Officer including scheduling appointments, conferences and meetings, and arranging travel and lodging accommodations.
- Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Designs, implements, and continuously improves office practice by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Keeps the Executive Officer informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- May supervise and coordinate clerical and secretarial staff including selecting, training, developing, evaluating, and disciplining.
- Achieves financial objectives by collecting data in support of the annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.

### **Knowledge, Skills and Abilities**

Knowledge of techniques and common practices in the fields of:

- Accounting and business administration
- Personnel administration policies, procedures, regulations and legislation
- Effective office management and supervisory practices
- Organizational, analytical and administrative procedures
- Processes and procedures associated with management of a public administrative record associated with public hearing
- Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and Fresno LAFCo's various policies and procedures.

- A thorough knowledge and understanding of MS Word, Access, and Excel are essential.

Skills/Abilities to:

- Meet critical deadlines
- Communicate effectively, both orally and in writing
- Work independently as well as in team environment
- Plan, assign, review, and evaluate work of subordinate staff
- Establish and maintain effective working relationships with staff and the public
- Show initiative and imagination
- Display a high degree of maturity and integrity

**Minimum Qualifications**

License: A valid Driver's License may be required for all levels.

**Clerk to the Commission (Confidential\*) I**

Experience: Two (2) years of full-time, paid clerical work experience equivalent to that gained as an Office Assistant or administrative assistant with Fresno LAFCo or equivalent, which included interaction with the public, staff at various organizational levels, or representatives from other agencies or organizations.

Education: Completion of thirty (30) semester units from an accredited college or university that is acceptable within the United States' accredited college or university system may be substituted for one year of experience.

**Clerk to the Commission (Confidential\*) II**

Experience: Two (2) years of experience equivalent to that gained as a Clerk to the Commission.

Education: Completion of thirty (30) semester units from an accredited college or university that is acceptable within the United States' accredited college or university system may be substituted for one year of experience.

**Clerk to the Commission (Confidential\*) III**

Experience: Four (4) years of experience equivalent to that gained as a Clerk to the Commission.

Education: Completion of thirty (30) semester units from an accredited college or university that is acceptable within the United States' accredited college or university system may be substituted for one year of experience.

Adopted June 12, 2019

**SENIOR LAFCO ANALYST**

**Position Description**

Under general direction of the Executive Officer, the Senior LAFCo Analyst plans, supervises, coordinates, and performs a wide variety of the more complex professional and technical functions and programs of the Fresno Local Agency Formation Commission; and performs related work as required.

The Analyst classification series performs a wide variety of professional planning, research, and analytical assignments involving compiling, researching, analyzing and evaluating data related to activities and programs of the Fresno Local Agency Formation Commission. The Senior Analyst is the first-line supervisor in the Analyst classification series. Incumbents handle the more complex professional and technical planning functions, and supervise the day-to-day activities of subordinate staff. Supervisory duties may include interviewing, selecting, training, assigning and reviewing work, evaluating and disciplining subordinate staff, and communicating division policy and objectives to staff.

The Senior Analyst classification differs from the Analyst III in that the former may perform full supervisory duties.

**Examples of Job Duties**

The information listed below is meant to serve as samples of essential job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Prepares and administers schedules for projects and adopted programs.
2. Assists the Executive Officer with administration of LAFCo programs and functions.
3. Supervises staff involved in various activities and programs of the Fresno Local Agency Formation Commission. Supervisory duties may include interviewing, training, assigning and reviewing work, evaluating subordinate staff; and ensuring effective communication of LAFCo policy and objectives to subordinate staff.
4. Participates in directing the development, interpretation and implementation of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH) and Fresno LAFCo policies, procedures and practices.
5. Schedules, plans and completes special studies and prepares comprehensive reports, correspondence, statistical data and Commission agenda items regarding various complex matters.
6. Interacts with state, County, city, special district, agencies and the public regarding planning issues, ordinances, codes, regulations, policies and procedures and other planning functions.
7. Implements and interprets state laws and regulations, and LAFCo policies, procedures, and practices.
8. Prepares and monitors an applicable section of the LAFCo's operating budget.

9. Prepares and processes California Environmental Quality Act (CEQA) documents.
10. Conducts oral presentations at public meetings before the LAFCo, Board of Supervisors, City Councils, Planning Commissions, or at other agencies or organizations.
11. May act as the Deputy Executive Officer under the direction, or in the absence of the Executive Officer.

Essential job functions: duties 1 through 7 are designated as ADA Essential Functions and must be performed in this job. All other job duties are secondary functions.

### **Knowledge, Skills and Abilities**

#### Knowledge of:

- Knowledge of Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH) and Fresno LAFCo policies, procedures and practices.
- Advanced standard terminology, techniques and practices of LAFCo.
- Ability to conduct timely and effective advanced intra- and inter-governmental and statutory research and to prepare technical papers.
- Knowledge of state planning, and development laws and the California Environmental Quality Act.
- Knowledge of special district principal acts.
- Knowledge of principles and practices of operational budgets.
- Principles and practices of effective employee supervision, including selecting, training, and evaluation.
- GIS system management.
- English usage, spelling, grammar and punctuation.

#### Skills/Abilities to:

- Plan and supervise the work of staff in compilation of data, research, enforcement and the preparation of municipal service reviews, policy analysis and recommendations, and studies for the implementation of LAFCo law and policy.
- Calculate mathematics relating to planning and statistical research.
- Prepare clear, concise and comprehensive reports.
- Interpret LAFCo law and policy.
- Effectively and independently manage multiple work assignments, set priorities and meet critical deadlines.
- Communicate effectively, both orally and in writing.
- Exercise sound independent judgment.
- Establish and maintain effective working relationships at all organizational levels as well as with other agencies and the public.
- Display a high degree of initiative, maturity, integrity, creativity and good judgment.
- Maintain accurate records.
- Utilize various computers and programs for report writing and statistical analysis.

**Minimum Qualifications**

**Education:** Possession of a bachelor's degree that is acceptable within the United States' accredited college or university system, in Urban or Regional Planning, Engineering, Geography, Architecture, Public or Business Administration or closely related field.

**Experience:** Three (3) years of full-time, paid work experience equivalent to that gained as a LAFCo Analyst.

**License:** Possession of a valid driver's license and maintenance of adequate automobile insurance.

**Work Environment**

Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting. For example, may occasionally (2-3 times per month) travel to visit local agencies and meet with local agency representatives and other parties within Fresno County; may occasionally (2-4 times per year) travel to training, meetings, or conferences around the State.

**Physical Demands**

Ability to occasionally lift up to 25 pounds.

Adopted June 12, 2019

**LAFCO ANALYST I, II, III**

**Position Description**

The LAFCo Analyst series is primarily oriented to assisting the Executive Officer by performing a wide variety of research, analysis, planning, evaluation, and administrative duties. Assignments may be directed toward accomplishing either specific proposals or in support of LAFCo's work program.

LAFCo Analyst I – Under immediate supervision of the LAFCO Executive Officer, performs a variety of assignments involving research, analysis, planning, evaluation, and administrative duties; and performs related work as required. LAFCo Analyst I is an entry level classification in the LAFCo Analyst classification series. Incumbents receive training and close supervision, review, and direction in the completion of assignments. LAFCo Analyst I differs from LAFCo Analyst II in that the latter has a greater scope of responsibility and latitude of judgment given.

LAFCo Analyst II – Under general supervision, performs a variety of analytical tasks; may train and orient employees; and performs related work as required. LAFCo Analyst II is the experienced level classification in this the LAFCo Analyst classification series. Incumbents are expected to work independently with a minimum of supervision and complete more difficult assignments than at the LAFCo Analyst I level. LAFCo Analyst II differs from LAFCo Analyst III in that the latter works with more independence and a higher latitude of judgment. In addition, LAFCo Analyst III incumbents routinely train and review the work of lower-level professional and support staff.

LAFCo Analyst III – Under general supervision, performs the most complex, difficult, and critical analytical tasks; may act in a lead capacity; may train employees; and performs related work as required. LAFCo Analyst III is the advanced experienced level classification in this the LAFCo Analyst classification series. Incumbents are expected to complete more difficult assignments and work with more independence and a higher latitude of judgment than at the LAFCo Analyst II level. LAFCo Analyst III differs from Senior LAFCo Analyst in that the latter performs specialty assignments or acts in a lead or supervisory capacity. In addition, LAFCo Analyst III incumbents may train and review the work of lower-level professional and support staff, and may act in a lead capacity.

**Samples of Duties**

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect essential functions for any given position in this classification.

- Confers with LAFCo Executive Officer, gathers and analyzes information relative to present conditions.
- Performs research, conducts studies to determine needs, prepares reports, and recommends implementation procedures for a variety of special studies and projects.

## Attachment 4

- Evaluates alternative policies and develops recommendations consistent with LAFCo policy and statute.
- Designs work items for LAFCo's work program; administers programmatic activities and sub-projects as assigned.
- Prepares agenda items and presentations to go before the Commission.
- Maintains records and files, and prepares statistical materials, reports, and correspondence.
- Represents the LAFCo at various meetings and before boards, commissions, and committees.
- Researches and prepares reports in support of the annual budget.

### Knowledge, Skills and Abilities

#### Knowledge of:

- Principles of public administration, budgeting, organization, and management;
- Organization and functional structure of the LAFCo;
- Current issues affecting the local agencies;
- Practices and techniques of administrative and statistical analysis and report preparation;
- Effective customer service principles and practices;
- Effective techniques for speaking before groups;
- Intermediate math including basic algebra.

#### Skills/Abilities to:

- Prepare clear and concise comprehensive reports, summaries, abstracts, correspondence and other documentation;
- Research, gather and analyze data, and make recommendations on complex issues, proposals, and projects;
- Read, analyze, and interpret applicable codes, ordinances, laws, and legislation;
- Interpret and/or develop rules, regulations, policies, and procedures;
- Effectively manage multiple work assignments, set priorities, and meet established deadlines;
- Communicate effectively both orally and in writing;
- Make presentations to large groups;
- Establish and maintain effective working relationships at all organizational levels as well as other agencies and the general public;
- Handle confidential matters discreetly and effectively;
- Independently plan and accomplish work assignments;
- Be flexible and adaptable;
- Display a high degree of initiative, maturity, integrity, loyalty, accountability, creativity, and good judgment.

**Minimum Qualifications**

LAFCo Analyst I:

Education: Graduation from an accredited college or university with a bachelor's degree that is acceptable within the United States' accredited college or university system.

LAFCo Analyst II:

Experience: One (1) year of full time, paid work experience equivalent to that gained as a LAFCo Analyst with Fresno LAFCo.

Education: Graduation from an accredited college or university with a bachelor's degree that is acceptable within the United States' accredited college or university system.

LAFCo Analyst III:

Experience: Two (2) years of full-time, paid work experience equivalent to that gained as a LAFCo Analyst with Fresno LAFCo.

Education: Graduation from an accredited college or university with a bachelor's degree that is acceptable within the United States' accredited college or university system.

License: Possession of a valid driver's license may be required.

Adopted June 12, 2019

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**Fresno Local Agency Formation Commission Student Intern**

**Position Description**

The Fresno Local Agency Formation Commission (LAFCo) is a public agency established in each county by the State Legislature to encourage the orderly formation of local governmental agencies; preserve agricultural land resources; and to discourage urban sprawl.

Job Responsibilities

Under close supervision, the intern will perform a variety of administrative and planning tasks, manage and maintain LAFCo's GIS database, conduct project research, field studies, environmental assessment, project and data management, and related work as required.

Qualifications

Knowledge of English spelling, grammar, and punctuation; basic ArcGIS competency, mapping, geo coding, data management; accurate record-keeping methods and appropriate safety precautions and procedures, attention to detail, responsible work ethic.

Ability to

Operate a vehicle observing legal and defensive driving practices; learn to operate office personal computer for record-keeping; maintain accurate records; understand and carry out oral and written instructions and establish and maintain effective working relationships with those contacted in the course of work.

Possession of a valid California Driver's License and a good driving record is desirable.

Education Requirement

Thirty-two (32) semester units of college-level coursework; general education units are acceptable but an emphasis on coursework in planning, urban geography, architectural design or a closely related field is desirable.

A stipend of \$15.50/hour is provided. There are no supplemental benefits associated with part-time and temporary positions.

Work schedule will be negotiated based on a balance of the LAFCo's needs and the intern candidate's schedule.

Updated January 11, 2023

	Monthly Salary with 5% Steps				
Positions	Step 1	Step 2	Step 3	Step 4	Step 5
Intern	\$15.50	Per Hour			
Clerk to the Commission I	\$ 3,048	\$ 3,208	\$ 3,377	\$ 3,555	\$ 3,742
Clerk to the Commission II	\$ 3,939	\$ 4,146	\$ 4,365	\$ 4,594	\$ 4,836
Clerk to the Commission III	\$ 5,091	\$ 5,359	\$ 5,641	\$ 5,938	\$ 6,250
LAFCo Analyst I	\$ 3,861	\$ 4,064	\$ 4,278	\$ 4,503	\$ 4,740
LAFCo Analyst II	\$ 4,989	\$ 5,252	\$ 5,529	\$ 5,819	\$ 6,126
LAFCo Analyst III	\$ 6,448	\$ 6,788	\$ 7,145	\$ 7,521	\$ 7,917
Senior LAFCo Analyst	\$ 8,313	\$ 8,728	\$ 9,165	\$ 9,623	\$ 10,104
Executive Officer	Salary Range			\$7,917 - \$12,500	

	Annual Salary with 5% Steps				
Positions	Step 1	Step 2	Step 3	Step 4	Step 5
Intern	\$15.50	Per Hour			
Clerk to the Commission I	\$ 36,576	\$ 38,501	\$ 40,527	\$ 42,660	\$ 44,905
Clerk to the Commission II	\$ 47,269	\$ 49,757	\$ 52,375	\$ 55,132	\$ 58,034
Clerk to the Commission III	\$ 61,088	\$ 64,303	\$ 67,688	\$ 71,250	\$ 75,000
LAFCo Analyst I	\$ 46,329	\$ 48,767	\$ 51,334	\$ 54,036	\$ 56,880
LAFCo Analyst II	\$ 59,874	\$ 63,025	\$ 66,342	\$ 69,834	\$ 73,509
LAFCo Analyst III	\$ 77,378	\$ 81,451	\$ 85,738	\$ 90,250	\$ 95,000
Senior LAFCo Analyst	\$ 99,750	\$ 104,738	\$ 109,974	\$ 115,473	\$ 121,247
Executive Officer	Salary Range			\$95,000 - \$150,000	