

**Draft Resolution No. 3228 to Revise and
Amend LAFCO Policy and Procedure
Manual**

Attachment 2

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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RESOLUTION NO. 3228

A RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY, STATE OF CALIFORNIA, REVISING AND AMENDING SECTION III (HUMAN RESOURCES) OF ITS POLICY AND PROCEDURE MANUAL

On Wednesday, July 20, 2016, on motion of Commissioner _____, duly seconded by Commissioner _____, and carried, the Local Agency Formation Commission adopts the following resolution:

SECTION 1. The Local Agency Formation Commission for San Bernardino County, State of California (hereafter shown as "LAFCO"), hereby finds and determines that it wishes to revise and amend its Policy and Procedure Manual approved by the Commission at its January 27, 2016 hearing. Revision is to add a compensation range for the Executive Officer position. .

SECTION 2. The Local Agency Formation Commission for San Bernardino County therefore resolves and orders that the following changes to the Policy and Procedure Manual are approved:

1. Chapter 2 (Employment), Policy 2 (Compensation) is amended to read as follows:

...

- B. The following shall be the salary ranges for LAFCO positions (*Added June 16, 2011; Amended May 16, 2012; Amended October 22, 2014; Amended April 15, 2015; Amended January 27, 2016, July 20, 2016*):

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Effective January 9, 2016, the following shall be the salary ranges for LAFCO positions (1.0% increase):

Position	Hourly Range
Executive Officer	\$75.82 to \$115.31
Assistant Executive Officer	\$37.09 to \$51.07
Project Manager	\$29.00 to \$39.94
LAFCO Analyst – GIS/Database Manager	\$25.07 to \$34.45
Clerk to the Commission/Office Manager	\$21.63 to \$29.74
Administrative Assistant	\$17.81 to \$24.47

Effective July 23, 2016, the following shall be the salary ranges for LAFCO positions (1.0% increase):

Position	Hourly Range
Executive Officer	\$76.57 to \$116.46
Assistant Executive Officer	\$37.46 to \$51.58
Project Manager	\$29.29 to \$40.34
LAFCO Analyst – GIS/Database Manager	\$25.32 to \$34.79
Clerk to the Commission/Office Manager	\$21.85 to \$30.04
Administrative Assistant	\$17.99 to \$24.71

Effective July 22, 2017, the following shall be the salary ranges for LAFCO positions (2.0% increase):

Position	Hourly Range
Executive Officer	\$78.10 to \$118.79
Assistant Executive Officer	\$38.21 to \$52.61
Project Manager	\$29.88 to \$41.45
LAFCO Analyst – GIS/Database Manager	\$25.83 to \$35.49
Clerk to the Commission/Office Manager	\$22.29 to \$30.64
Administrative Assistant	\$18.35 to \$25.20

Effective July 21, 2018, the following shall be the salary ranges for LAFCO positions (3.0% increase):

Position	Hourly Range
Executive Officer	\$80.44 to \$122.35
Assistant Executive Officer	\$39.36 to \$54.19
Project Manager	\$30.78 to \$42.38
LAFCO Analyst – GIS/Database Manager	\$26.60 to \$36.55
Clerk to the Commission/Office Manager	\$22.96 to \$31.56
Administrative Assistant	\$18.90 to \$25.96

...
E. INCENTIVE PAYMENT

Any Executive Officer, Assistant Executive Officer or Project Manager who has received a rating of exceptional or higher on her/his annual performance evaluation is eligible for an incentive bonus not to exceed \$10,000. The decision to award an employee an incentive bonus, as well as the amount of any award, shall be at the discretion of the voting members of the Commission. Factors that the Commission may look at when deciding on whether to award an incentive bonus include, but are not limited to, an employee's ability to meet expressly stated performance goals and exceptional work on a project(s) that is above and beyond the normal expectations for the job.

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SECTION 3. The Executive Officer of LAFCO is ordered to certify the passage of this resolution and to cause a copy of the revised and amended Policy and Procedure Manual to be posted on the LAFCO Website, and a certified copy of this resolution to be forwarded to the County Administrative Office, each City, Town, and Independent Special District in the County and to affected County Departments for implementation.

THIS ACTION APPROVED AND ADOPTED BY THE LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY BY THE FOLLOWING VOTE:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

STATE OF CALIFORNIA)
)ss.
COUNTY OF SAN BERNARDINO)

I, KATHLEEN ROLLINGS-McDONALD, Executive Officer of the Local Agency Formation Commission for San Bernardino County, California, do hereby certify this record to be a full, true, and correct copy of the action taken by said Commission, by vote of the members present, as the same appears in the Official Minutes of said Commission at its meeting of July 20, 2016.

DATED:

KATHLEEN ROLLINGS-McDONALD
Executive Officer