



Solano Local Agency Formation Commission

675 Texas St. Ste. 6700 • Fairfield, California 94533

(707) 439-3897

www.solanolafco.com

Staff Report

DATE: June 9, 2025
TO: Local Agency Formation Commission
FROM: Mala Subramanian, Lead Legal Counsel
SUBJECT: **LAFCO Project No. 2025-04:**

Resolution No. 2025-XX Amending the Personnel and Salary Resolution's Appendix A- Salary Schedule to Adjust Salary Schedule for the Deputy Executive Officer and Executive Officer and Amend Personnel Policies Regarding Vacation Benefits for the Executive Officer Effective April 14, 2025

Resolution No. 2025-XX Update the Solano LAFCO Personnel and Salary Resolution Appendix A with a Revised Salary Schedule for Cost-of-Living Adjustments for All Non-Contracted Employees Effective July 1, 2025.

Amendment 2025-01 to the Employment Contract for Solano LAFCO Executive Officer Amending Section 5.01 Executive Officer Annual Salary and Section 5.3 Vacation Benefits.

Recommendation:

1. REVIEW and APPROVE the LAFCO Resolution revising the salary range for the Deputy Executive Officer and the Executive Officer and Section 4.2(C) and (G) regarding vacation benefits for the Executive Officer, to be retroactively effective on April 14, 2025.
2. EXECUTE Amendment 2025-01 to the Employment Contract for the Executive Officer amending Section 5.01 Annual Salary to \$207,900, and Section 5.03(b) Vacation Benefits to maximum accrual of 640 hours, effective April 14, 2025.
3. REVIEW and APPROVE the LAFCO Resolution revising the LAFCO Personnel and Salary Resolution's Appendix A – Salary Schedule to reflect cost-of-living adjustments for non-contract employees, effective July 1, 2025.
4. DIRECT staff to submit the amended documents to the Solano County Auditor-Controller's Office for payroll processing.

Executive Summary:

On April 14, 2025, the Commission adopted the Proposed FY 25/26 Budget. The Proposed Budget included the following salary and benefit adjustments: (1) salary step adjustments for the

non-contract Deputy Executive Officer position; (2) negotiated contract amendment for a 10% salary increase and an increase to 640 maximum vacation accrual hours for the Executive Officer; and (3) a 3% cost-of-living adjustment for non-contract employees.

The salary adjustments were part of a closed session discussion held at the April 14, 2025, Commission meeting.

Implementation of the salary adjustments requires revising the LAFCO Personnel and Salary Resolution (PSR) and the Executive Officer's employment contract. Attached are the PSR and contract amendments.

These adjustments are also incorporated in the FY25/26 Adopted Budget, presented on June 9, 2025.

Discussion:

Solano LAFCO has an adopted salary schedule that is included in the agency's Personnel and Salary Resolution policy (PSR) – Appendix A Salary Schedule. Amendments to Appendix A are required to implement any salary revisions.

1. Salary "shift" for Deputy Executive Officer Position

The first amendment is the Deputy Executive Officer salary step "shift". The "shift" would move the current Step 4 salary level to Step 1 to address compaction and support succession planning.

Table 1 reflects a revised monthly salary schedule proposed to be retroactively effective April 14, 2025, based on the closed session discussions held on that day.

Additionally, Table 1 includes a 10% pay increase for the Executive Officer that implements the negotiated amendment to the Contract for Employment for the Executive Officer (further discussed in the next section).

Table 1: Deputy Executive Officer Monthly Salary Shift (pre-COLA)

PSR Appendix A(1): Monthly Pay Rate Schedule, as of April 14, 2025 (in part)					
Staff Position	Step 1	Step 2	Step 3	Step 4	Step 5
Project Specialist	\$10,103.41	\$10,608.58	\$11,138.58	\$11,695.51	\$12,280.28
Deputy Executive Officer	\$11,140.00	\$11,697.00	\$12,281.85	\$12,895.94	\$13,540.74
	\$12,895.94	\$13,540.74	\$14,217.77	\$14,928.66	\$15,675.10
Executive Officer					\$15,750.00
10%					\$17,325.00

2. Contract Negotiation Agreement – Executive Officer

On April 14, 2025, the Commissioners considered and supported a 10% pay increase to \$207,900 to be effective April 14, 2025. The Commissioners also considered and recommended an increase to the maximum vacation accrual to 640 hours.

Action Item #2 is the draft amendment to the Employment Contract to implement the two revisions.

3. Cost-of-Living Adjustment for All Non-contracted Positions

Solano LAFCO non-contracted staff are self-represented. Therefore, staff must make requests for salary adjustments to the Commission. Without such adjustments, Solano LAFCO salaries will become less competitive compared to similar positions in other government agencies which leads to both hiring and retention challenges.

In Fall 2024, city and County employees received cost-of-living adjustments (COLA) under negotiated memorandums of understanding (MOU). Approving the proposed 3% LAFCO COLA ensures that non-contract/unrepresented LAFCO salaries remain regionally competitive.

The proposed 3% COLA would be effective July 1, 2025, with the FY 25/26 Approved Budget. Attached is the draft Resolution to implement this change within the Personnel and Salary Resolution's Appendix A – Salary Schedule.

4. Personnel and Salary Resolution: Section 4.2(C)

The Personnel and Salary Resolution Section 4.2(C) is required to be amended to reflect the changes to the vacation benefits for the Executive Officer. Section 4.2(C) in the PSR will be amended as follows:

“The Executive Officer shall receive vacation benefits per pay period as provided per the Executive Officer's employment contract, ~~to a maximum accrual of 440 hours.~~ In the event the Executive Officer is employed on a less than full time basis, he or she shall receive vacation benefits on a pro rata basis, proportional to their authorized hours, ~~to a maximum accrual of 440 hours.~~”

Section 4.2(G) has also been amended to delete the reference to 440 hours.

Action items:

1. Solano LAFCO Resolution amending the Personnel and Salary Resolution's Appendix A - Salary Schedule to adjust the salary schedule for the Deputy Executive Officer and the increase to Executive Officer's salary and Amending Section 4.2(C) and (G), retroactively effective on April 14, 2025.
2. Amendment 2025-1 to the Employment Contract for Solano LAFCO Executive Officer amending Section 5.01 Annual Salary and 5.03(b) Vacation Benefits, to be retroactively effective on April 14, 2025.
3. Solano LAFCO Resolution amending the Personnel and Salary Resolution's Appendix A - Salary Schedule reflect cost-of-living adjustments for all non-contract employees, effective July 1, 2025.

LAFCO RESOLUTION NO. 2025-**RESOLUTION OF THE SOLANO LOCAL AGENCY FORMATION COMMISSION AMENDING THE PERSONNEL AND SALARY RESOLUTION'S APPENDIX A - SALARY SCHEDULE TO ADJUST THE SALARY SCHEDULE FOR THE DEPUTY EXECUTIVE OFFICER AND AN INCREASE TO EXECUTIVE OFFICER'S SALARY AND AMENDING SECTION 4.2(C) and (G), RETROACTIVELY EFFECTIVE APRIL 14, 2025**

WHEREAS, the Local Agency Formation Commission (the Commission) of Solano County has an adopted Personnel and Salary Resolution (PSR) applicable to all employees, last amended June 10, 2024; and

WHEREAS, on April 14, 2025, the Commission held a closed session discussion during the duly noticed public meeting to consider the Public Employee Performance Evaluation for the Executive Officer, Labor Negotiators for contract adjustments for Executive Officer Rich Seithel, and Labor Negotiators for the unrepresented employee position of the Deputy Executive Officer; and

WHEREAS, this Commission met on June 9, 2025, at a regularly scheduled, duly noticed public meeting to consider a 10% salary increase for the Executive Officer to consider an increase in maximum vacation accrual up to 640 hours for the Executive Officer; and

WHEREAS, this Commission met on June 9, 2025, at a regularly scheduled, duly noticed public meeting to consider a salary schedule adjustment for the Deputy Executive Officer position to adjust the salary schedule for this position, which removes salary compaction between the Project Specialist position and the Deputy Executive Officer position, and supports succession planning; and

WHEREAS, the Commission found that the Personnel and Salary Resolution's Appendix A – Salary Schedule Table 1 is required to be revised to reflect the aforementioned salary schedule changes for the Deputy Executive Officer and the Executive Officer, to be retroactively effective to April 14, 2025; and

WHEREAS, the Commission received, heard, and considered public testimony on salary and vacation adjustments.

NOW, THEREFORE, BE IT HEREBY DETERMINED AND ORDERED as follows:

1. The LAFCO adopts the base salary adjustment for the Deputy Executive Officer, effective April 14, 2025, and the new salary for the Executive Officer also effective April 14, 2025, as show in the amended Appendix A to the Personnel and Salary Resolution, attached hereto and incorporated herein by reference.
2. Section 4.2(C) of the Personnel and Salary Resolution regarding the Vacation Benefits for the Executive Officer is hereby amended as follows:

"The Executive Officer shall receive vacation benefits per pay period as provided per the Executive Officer's employment contract, ~~to a maximum accrual of 440 hours.~~ In the event the Executive Officer is employed on a less than full time basis, he or she shall receive vacation benefits on a pro rata

Agenda Item 9.C - LAFCO Project No. 2025-04 PSR and EO contract update

basis, proportional to their authorized hours, ~~to a maximum accrual of 440 hours.~~”; and

3. The reference to 440 hours in Section 4.2(G) of the Personnel and Salary Resolution regarding Vacation Benefits is hereby deleted.
4. The Executive Officer is directed to submit the amended PSR, with Appendix A – Salary Schedule, to the Solano County Auditor-Controller’s Office for payroll processing.

PASSED AND ADOPTED by the Local Agency Formation Commission of Solano County at a regular meeting, held on the 9th day of June 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John Vasquez, Chair and Presiding Officer
Solano Local Agency Formation Commission

ATTEST: _____
Samantha Bass, Office Administrator/Clerk

**EMPLOYMENT CONTRACT FOR SOLANO LAFCO EXECUTIVE
OFFICER**
Amendment No 2025-01

This Amendment No. 2025-01 to the EMPLOYMENT CONTRACT FOR SOLANO LAFCO EXECUTIVE OFFICER is made and entered into as of April 14, 2025, by and between the Solano Local Agency Formation Commission, hereinafter referred to as EMPLOYER and Richard J. Seithel, hereinafter referred to as EMPLOYEE and is hereby amended to make the following change, effective April 14, 2025:

1. *Section 5.01 Annual Salary is hereby amended to read as follows:*

“Section 5.01 Annual Salary: As compensation for the services to be rendered by EMPLOYEE hereunder, EMPLOYER shall pay EMPLOYEE \$207,900 per year. Future merit increases will be considered annually as part of the performance review described above.”

2. *Section 5.03 (b) Vacation Benefits are hereby amended to read as follows:*

“Section 5.03 (b) Vacation Benefits. EMPLOYEE shall be entitled to accrue vacation time at the rate of 9.24 hours per pay period to a maximum accrual of 640 hours.”

3. Except as amended above, all terms of the Employment Contract and Amendment No 2024-01, 2023-01, 2022-01, 2020-01, and 2018-01 remain in full force and effect.

4. This Amendment No 2025-01 may be signed in counterparts, each of which shall constitute an original.

IN WITNESS WHEREOF, this Amendment No 2025-01 to the Agreement was executed by the parties hereto as of the date first above written.

For LAFCO:

EMPLOYEE

By: _____
John Vasquez
Chair, Solano LAFCO

By: _____
Richard J. Seithel

Approved as to Form:

By: _____
Mala Subramanian
Counsel, Solano LAFCO

LAFCO RESOLUTION NO. 2025-**RESOLUTION OF THE SOLANO LOCAL AGENCY FORMATION COMMISSION AMENDING THE PERSONNEL AND SALARY RESOLUTION'S APPENDIX A - SALARY SCHEDULE TO REFLECT COST-OF-LIVING ADJUSTMENTS FOR ALL NON-CONTRACTED EMPLOYEES**

WHEREAS, the Local Agency Formation Commission (the Commission) of Solano County has an adopted Personnel and Salary Resolution (PSR) applicable to all employees, last amended June 10, 2024; and

WHEREAS, on April 14, 2025, the Commission considered and adopted the FY 2025-26 Proposed Budget and Workplan at the regularly scheduled LAFCO Commission meeting; and

WHEREAS, during the public hearing of the FY 2025-26 Proposed Budget, the LAFCO considered and incorporated a 3% cost-of-living adjustment (COLA) for all non-contracted employees as part of the Final Budget effective July 1, 2025; and

WHEREAS, during the regularly scheduled public meeting on June 9, 2025, the Commission reviewed proposed amendments to the PSR updating Appendix A – Salary Schedule to reflect the COLA for all non-contracted employees.

NOW, THEREFORE, BE IT HEREBY DETERMINED AND ORDERED as follows:

1. The LAFCO adopts the 3% cost-of-living adjustment for all non-contracted employees, effective July 1, 2025.
2. The Executive Officer is directed to submit the amended PSR, with Appendix A – Salary Schedule, to the Solano County Auditor-Controller's Office for payroll processing.

PASSED AND ADOPTED by the Local Agency Formation Commission of Solano County at a regular meeting, held on the 9th day of June 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John Vasquez, Chair and Presiding Officer
Solano Local Agency Formation Commission

ATTEST: _____
Samantha Bass, Office Administrator/Clerk