









































































## **“EXHIBIT A” - SCOPE OF SERVICES**

### **Task 1 Performance of Executive Officer Duties**

Perform Executive Officers duties including preparing staff reports, proposed findings and other agenda materials for routine Del Norte Local Agency Formation Commission (LAFCo) activities: This includes coordinating boundary adjustment proposals; reviewing applications for provision of new and extended services outside city and district boundaries; reviewing Sphere of Influence and Municipal Service Review reports and amendments; and reviewing environmental documents for California Environmental Quality Act (CEQA) compliance, submitted by member organizations. Preparation of all application materials for LAFCo actions would be the responsibility of the applicant and /or member organization, or may be prepared by the Executive Officer for an additional cost paid by applicant and /or member organization.

### **Task 2 Develop and Implement Policies**

Develop and implement policies within Del Norte LAFCo's authority under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

### **Task 3 Maintain Website Postings**

Provide materials to CALAFCO webmaster, to keep the Del Norte LAFCo website update, and to make Agendas and Minutes available to the public in an electronic web-based format.

### **Task 4 Organization and Administration of LAFCo Business**

Respond to inquiries and provide technical assistance and make information available to interested public agencies and individuals.

### **Task 5 Record Keeping**

Distribute, file, publish and keep records of agendas, notices and other required official documents on behalf of LAFCo, and keep the Commission informed of LAFCo budget activities.

### **Task 6 Staff Support at Meetings**

Schedule, post notices and provide staff support at up to eight LAFCo meetings in accordance with the Act and LAFCo policies and procedures. Additional meeting support will be provided on a time and materials basis.

### **Task 7 Representation**

Represent Del Norte LAFCo to CALAFCO and to various other policy-making agencies as directed by the Commission.

### **Task 8 Keep LAFCo Informed**

Inform LAFCo of new legislation, correspondence, CALAFCO activities, current events and matters of interest related to LAFCo.