

## 1.6. STAFFING AND ADMINISTRATIVE SUPPORT

### A. Executive Officer Appointment

The LAFCO Executive Officer conducts and performs the day-to-day business of the Commission and is responsible for providing managerial, analytical and administrative support to the Commission so it can fulfill its duties.

Recruiting and appointing the Executive Officer is a matter of discretion for the Commission. The position serves at the pleasure of the Commission, which may choose an Executive Officer whenever a vacancy occurs or at any time the services of the incumbent are not deemed satisfactory.

### B. Executive Officer Responsibilities

The Executive Officer implements the policies and directives established by the Commission; provides administrative and advisory services; acts as liaison between the Commission, the general public, CALAFCO and other public and private entities; and serves as budget administrator and administrative hearing officer as prescribed by state law and directed by the Commission.

The Executive Officer supervises all LAFCO employees and consultants retained by the Commission.

### C. Other Commission Support

The County Counsel serves as legal counsel for LAFCO. If there is ever a conflict of interest between LAFCO and the County, the Commission can obtain outside independent counsel.

In addition, the CKH Act directs the County Surveyor (or other such County officer or employee as the Board of Supervisors may designate), to examine and report on the boundaries of applications submitted to LAFCO, on request by the Commission or Executive Officer.

### D. LAFCO Communications

All correspondence directed to the Commission should be addressed to 40 Muir Road, 1<sup>st</sup> Floor, Martinez, CA 94553.

Mail received in the LAFCO office is opened and marked received. Copies of letters addressed to the Commission, the Chair, and/or individual Commission members and alternates are generally provided to all members of the Commission.

Mail marked “personal” or “confidential” is not opened by the LAFCO staff and is forwarded to the individual to whom it is addressed.