

## EXHIBIT A

### SCOPE OF SERVICES

Contractor shall provide special knowledge, advice, services and skill, and shall do each of the following:

- (a) Provide City of San Leandro (hereafter "City") staff and/or elected officials with timely information regarding State legislation and administrative matters significantly affecting City program responsibilities, authority and resources;
- (b) Provide advice regarding effective strategies for promoting City interests and priorities within the legislative and executive branches of State government;
- (c) Represent City in public and private meetings of State legislative and administrative officials, committees and bodies, including representation in legislative committee hearings and hearings of administrative or regulatory bodies;
- (d) Assist in securing enactment of City-sponsored legislative proposals and in securing the allocation of State funds to the City, including assistance in crafting applications for State grants;
- (e) Consult with elected City officials, the City Manager, or City staff to help produce for review by the City Council a work program for the ensuing calendar year that will describe specifically the legislative priorities, sponsorship proposals and advocacy efforts to be undertaken by the Contractor. This work program shall be referred to as City's "Legislative Program" for the affected calendar year;
- (f) From time to time upon request and as permitted by law, arrange for meetings involving City officials in Sacramento or other locations in California;
- (g) Facilitate, if necessary, the participation of key City staff or officials in State-level activities significantly affecting programmatic or fiscal relationships between the State and the City;
- (h) Monitor and report on the State Budget and work when appropriate to secure or protect funding per the City's interests;
- (i) On occasion, meet in San Leandro with City officials or staff when necessary or when requested;
- (j) Provide, on a monthly basis, an electronic report/invoice specific to the City of San Leandro outlining any work completed the prior month to further advance the City's interests. This report also may include, if relevant, updates on the status of legislation or committee analyses that may be of concern.
- (k) Provide an annual report providing an overview of the work completed the past year and a forecast of important issues for the upcoming year.
- (l) Comply with all State or other laws regulating the activities of registered lobbyists and prepare on the City's behalf such reports of lobbyist employers as may be required by State law or administrative requirements.
- (m) Provide grant writing support to the City.