Attachment A
Scope of Services

Contractor shall:

- Coordinate, prepare and post agenda of all Board / Council meetings no later than 9:00 a.m. three working days prior to meeting date at the meeting location and at least three other separate, prominent places within the jurisdiction of the Town Advisory Board / Citizens Advisory Council.

- If requested, get approval from TAB/CAC liaison prior to formally posting the agenda.

- Mail, fax or e-mail a copy (email preferred) of the Board / Council meeting agenda, including all backup material and staff recommendations, to each Board / Council member, no later than 9:00 a.m. three workings days prior to the meeting.

- Mail (email if waiver received) a copy of the Board / Council meeting agenda to any person who requests to have agendas mailed to them.

- Fax or email (email preferred) a copy of the Board / Council meeting agenda no later than 9:00 a.m. three working days prior to the meeting to Administrative Services, Current Planning and any other designated County staff.

- Fax Affidavit of Posting to Administrative Services three working days prior to the meeting.

- Attend all officially posted Board / Council meetings and set up\take down equipment for the meeting as required.

- Record Board / Council meetings on audio tape and retain audiotape for one year from date of meeting unless requested to relinquish the tapes to Clark County Administrative Services. Coordinate with liaison on making sure Administrative Services gets a copy of the recording the day after the Board/Council meeting.

- Take Board / Council meeting minutes at the meeting, mark them clearly as draft, and provide a written Email copy of the draft minutes to the Board / Council Liaison within 5 working days from the meeting date for review. After receiving approval from the Board / Council Liaison, minutes should be sent to all Board /Council members for review and Current Planning for their information. After approval of the minutes by the Board / Council, at a subsequent Board/Council meeting, the approved minutes should be forwarded to the Clark County Commission Clerk Office, Administrative Services, Current Planning, TAB / CAC web liaison, Board / Council Liaison and any other designated County staff within 3 working days from the meeting date.

- Mail or email minutes to any person who requests to have the minutes sent to them **only** when the next meeting's agenda has been posted per the open meeting law that indicates that the board will take action on the draft minutes.

- Upon approval of the minutes by the board, notify the TAB/CAC web liaison within three working days.

- Follow up on and\or coordinate issues pertaining to the Town Board / Citizens Advisory Council area with departments, agencies, or citizens as directed by Board / Council members or staff.

- Work with the Clark County Current Planning Division to ensure receipt of all area land use applications; receive agenda attachment from Current Planning for said land use applications and attach to next Board / Council meeting agenda.

- Perform customer service functions to include, but not limited to, promptly returning constituents' phone calls, answering questions about meeting agendas and schedules. Refer all technical questions to the TAB/CAC liaison.

- Complete and return recommendation forms for each application to Current Planning and the County Commission Office within two working days after Board / Council meetings. However, if the item is scheduled to be discussed at the Planning Commission or Zoning meeting within the two working days, then recommendation forms should be returned sooner.

- Attend all Contractors training as required by County staff.

I have read and agree with the scope of services outlined above.

_____ _____

Date