



TAB / CAC SECRETARY TRAINING

JULY 8 & 9, 2020

Monday afternoon

- Receive email from Agenda Processing with Attachment A
- Prepare agenda including zoning items and any other items
- Get the agenda approved by your Liaison

I. Informational Items

1. Receive a report from Las Vegas Valley Water District regarding the current well levels, status of the Blue Diamond Water System and other related concerns (for discussion only)
2. Receive a report from metro regarding activity and statistics during the past month and other area crime concerns (for discussion only)
3. Received an update on the Red Rock Bike Trail from a representative of the Red Rock Trail Partnership (for discussion only)

II. Planning and Zoning

1. VS-19-0176 – CARTER, LINDA E. & GREG ...:
VACATE AND ABANDON easements of interest to Clark County located between Blue Diamond Road and Ford Avenue and between Fortney Road (alignment) and Eagle Ranch Drive (alignment), and Ford Avenue located between Cote Road and Forney Road (alignment) within Red Rock (description on file). JJ/tk/ja (For possible action) 4/16/19 BCC

III. General Business

1. Discuss sending an updated letter to BLM on behalf of the Red Rock CAC about disposal boundaries (for possible action)

Wednesday, Thursday, Monday

- Post (email and physical posting) no later than 9:00 am - 3 working days prior to the meeting date
 - Tuesday meeting must be posted by 9 am on Wednesday
 - Wednesday meeting must be posted by 9 am on Thursday
 - Thursday meeting must be posted by 9 am on Monday
- The e-mail must include:
 - the meeting agenda
 - draft minutes from the last meeting (that were approved by your liaison)
 - ALL back-up materials (staff reports, applications and justification letters, etc.)
- The e-mail is sent to:
 - Each Board/Council member
 - Liaison
 - Admin Services (AdministrativeServices@ClarkCountyNV.gov)
 - Any person who requests to have a copy
- Complete a Certificate of Posting for each location
 - E-mail them to AdministrativeServices@ClarkCountyNV.gov

CERTIFICATE OF POSTING



CERTIFICATE OF POSTING

I, the undersigned, do hereby certify that on this date, [Click here to enter text.](#), at [Click here to enter text.](#) ([time](#)), I posted in [Click here to enter text.](#) ([posting location](#)) located at [Click here to enter text.](#) ([address](#)) the agenda for the Open Meeting of:

PUBLIC BODY NAME AND LOCATION	TIME AND DATE OF MEETING
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NAME
TITLE

SIGNATURE

Please post the attached agenda in a public area of your building. NRS 241.020 mandates a written notice of all public meetings be posted no later than 9 a.m. three (3) working days before the meeting. NRS 241.020 (4) mandates that a certificate of posting be completed by each individual posting a copy of the public notice. The certificate of posting must include: (1) date and time of posting, (2) address of the location of posting, and (3) name, title, and signature of person who posts the public notice.

Please return this signed Certificate of Posting to: **Official Clerk/Secretary of the Public Body**

Last Revised in 6/20/18 by Clark County Department of Administrative Services

Meeting Day

- Provide at least one copy of the agenda and the back-up material in a **binder** at the meeting
- Provide copies of the agendas for the public
- Provide and retain sign-in sheet
- Record meetings on a digital recording
 - Coordinate with Liaison to ensure that Administrative Services receives a copy no later than two (2) working days after the meeting.
- Take Board/Council meeting minutes

Meeting Day or Next 2-3 Days

- Fill out Rec Sheets and Hold Sheet and email within **3 working days** to:
 - CPAendas@ClarkCountyNV.gov
 - CCDistA...
 - Liaisons for each District above
 - If the application is scheduled to be on the Planning or Zoning Commission the following week, the Recommendation should be returned sooner.
- Email approved Minutes within **2 working days** to:
 - ClerkRec@ClarkCountyNV.gov
 - AdministrativeServices@ClarkCountyNV.gov
 - CPAendas@ClarkCountyNV.gov
 - Liaison
 - Any other staff or whoever requests them

Recommendation Sheets

- Rec Sheets are a way to communicate back to the County the discussion and other information from the meeting
- They are scanned and made a permanent part of the file
- Fill out Recommendation Sheets for each Land Use Application heard at the Meeting.
 - Include the final vote, a brief summary of the discussion, # of neighbors present, and the number of those for or against, and any conditions of approval
- If the item is held, fill out that line and put it on the Hold List

**CLARK COUNTY
TOWN ADVISORY BOARD/CITIZEN ADVISORY COUNCIL
RECOMMENDATION**

Application Number: **VS-19-0433** PC/BCC Meeting Date: **07-16-2019**
 Commission District: A
 TAB/CAC: PARADISE TAB/CAC Meeting Date: 07-09-2019
 Project Type: Right(s)-of-Way Property Owner: ITAL INVESTMENTS L L C

<input type="checkbox"/> Text Amendment	<input type="checkbox"/> Design Review	<input type="checkbox"/> Clarification of Conditions
<input type="checkbox"/> Zone Change - Conforming	<input type="checkbox"/> Street Name Change	<input type="checkbox"/> Extension of Time
<input type="checkbox"/> Zone Change - Nonconforming	<input type="checkbox"/> Street Numbering Change	<input type="checkbox"/> Revocation
<input type="checkbox"/> Use Permit	<input type="checkbox"/> Annexation Request	<input type="checkbox"/> Waiver of Conditions
<input type="checkbox"/> Variance	<input checked="" type="checkbox"/> Vacation and Abandonment	<input type="checkbox"/> Ordinance
<input type="checkbox"/> Waiver of Development Standards	<input type="checkbox"/> Tentative Map	<input type="checkbox"/> Agenda Item
<input type="checkbox"/> Waiver of Title	<input type="checkbox"/> Application Review	<input type="checkbox"/> Other _____

Motion By: _____ Vote: _____ Approval / Denial / No Comment

Hold (including To Date and Reason) _____

of Neighbors Present _____ # of Neighbors For _____ # of Neighbors Against _____ # of Neighbors Undecided _____

Brief synopsis of COMMENTS, DISCUSSION, REASONING: _____

Conditions of Approval: _____

Name of Applicant/Representative _____

Applicant agreed to conditions ____ Yes ____ No Neighborhood meeting held? ____ Yes ____ No

Signature Date

Title (Secretary or Chair)

Email to Comprehensive Planning: CPAgendas@ClarkCountyNV.gov & Email to Applicable Commission District: CCDistA@ClarkCountyNV.gov

Meeting Hold List

- Include each application that is being held
- List the application number, the date to which it is being held, and any other pertinent notes
- This is how agenda processing knows to put the item on the next/correct agenda

**CLARK COUNTY
TOWN ADVISORY BOARD (TAB)/CITIZEN ADVISORY COUNCIL (CAC)
MEETING HOLD LIST**

The following application(s) has/have been held from the TAB/CAC meeting.

TAB/CAC: _____ TAB/CAC MEETING DATE: _____

Application Number	Held To	Notes

Signature

Date

The Department of Comprehensive Planning will use this form as an Agenda Log Amendment (ALA) to document all application holds. **PLEASE EMAIL THE COMPLETED FORM WITHIN TWO WORKING DAYS AFTER THE TAB/CAC MEETING. When a holiday falls within the two working day time period, the form should be returned BEFORE the holiday when possible.**

Email to Agenda Processing: CPAgendas@ClarkCountyNV.gov

Within 5 days after the meeting

- Prepare the minutes, mark clearly as DRAFT.
- E-mail draft minutes to the Liaison within **5 calendar** days after the meeting.
- After approval from Liaison, send draft minutes to the Board/Council members for review.
- Send draft minutes to anyone who requests it **ONLY** after the next meeting's agenda has been posted.

Cancellation of Meetings

- **Prior to the Posting Deadline**

- the Meeting Cancellation form must be posted and emailed following the same procedures as for a regular agenda
- If the meeting is cancelled due to lack of Business/Zoning Items -the Liaison will consult with the Chair of the TAB/CAC to determine whether the meeting warrants cancellation

- **In advance but AFTER the agenda has been posted**

- The Liaison will coordinate with the Secretary to:
 - Notify all TAB/CAC members
 - Post a notice of cancellation at the meeting location (and at other posting locations if time allows)
 - Post the notice of cancellation on the County website
 - Contact all of the zoning applicants

- **At the time/location of the meeting**

- The Liaison will coordinate with the Secretary to:
 - Post a notice of cancellation at the meeting location
 - Post the cancellation on the County website

- **NOTE:** According to Nevada Open Meeting Law, a TAB/CAC cannot conduct any business if they lack a quorum. This also applies if a quorum is lost during a meeting due to a member leaving or a phone connection being lost.

Cancellation of Meetings



NAME OF TAB/CAC

Site Location

Site Address

City, State, Zip

June 15, 2016

7:30 p.m.

Board Members:	Member – Chair Member	Member - Vice Chair Member	Member
Secretary:	name, phone, email		
Town Liaison:	name, phone, email		

**MEETING CANCELLED
DUE TO
NO ITEMS TO BE HEARD**

**The next scheduled meeting will be held on
January 19, 2017 at 6:30 pm
unless otherwise posted.**

POSTING LOCATIONS: This meeting was legally noticed and posted at the following locations:

Posting location and address

Posting location and address

Posting location and address

Posting location and address

<https://notice.nv.gov/>

BOARD OF COUNTY COMMISSIONERS

STEVEN SESOLAK, Chair-CHRIS GINCHIGLIANI, Vice-Chair

SUSAN BRAGER- JAMES GIBSON- LARRY BROWN- MARILYN KIRKPATRICK- LAWRENCE WEEKLY

YOLANDA KING, County Manager

Cancellation of Meetings Hold List

- If the meeting is cancelled, zoning applicants have the option to move forward to the PC or BCC meeting.
 - If they choose to move ahead without a TAB/CAC recommendation, the Rec Sheet must be filled out by the Secretary indicating no quorum/no meeting and “moving forward to the PC/BCC meeting.”
 - If they choose to hold to the next TAB/CAC meeting, the item needs to be placed on the Meeting Hold List

Special Call Meetings

- There may be times when a Special Call meeting is necessary due to emergency issues, scheduling problems or other situations
- Can be called by the Chair in consultation with the Liaison
- Must follow the same posting procedures, timeframes and locations as a regular meeting

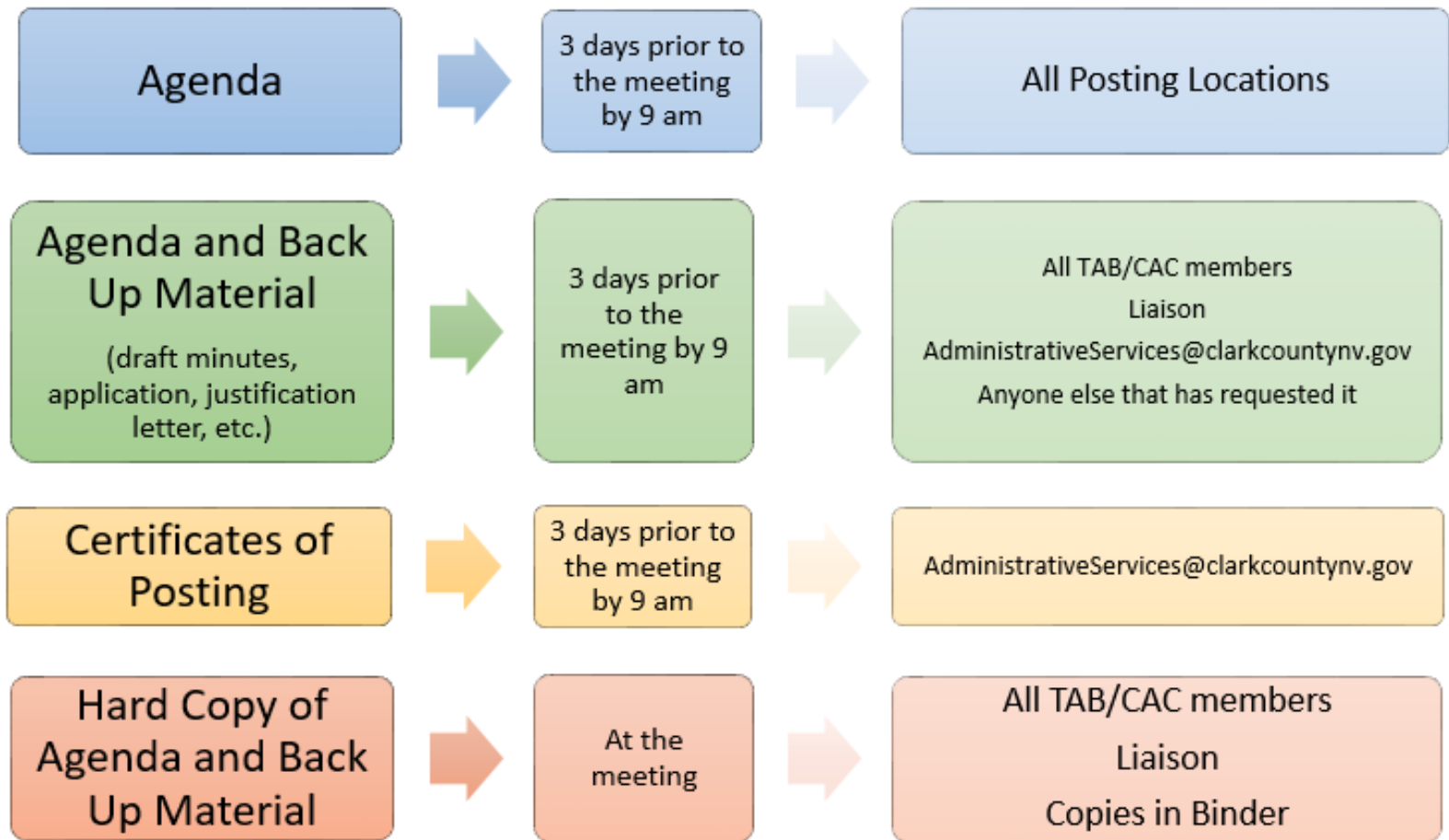
OTHER DUTIES

- Follow up on issues, return calls and answer questions from departments, agencies or citizens as directed
- Technical or more detailed questions – refer to Liaison
- Attend training as required
- Consult with the liaison and keep liaison informed of all issues that arise in the provision of services
- Be accessible via e-mail or text and respond in a timely manner.

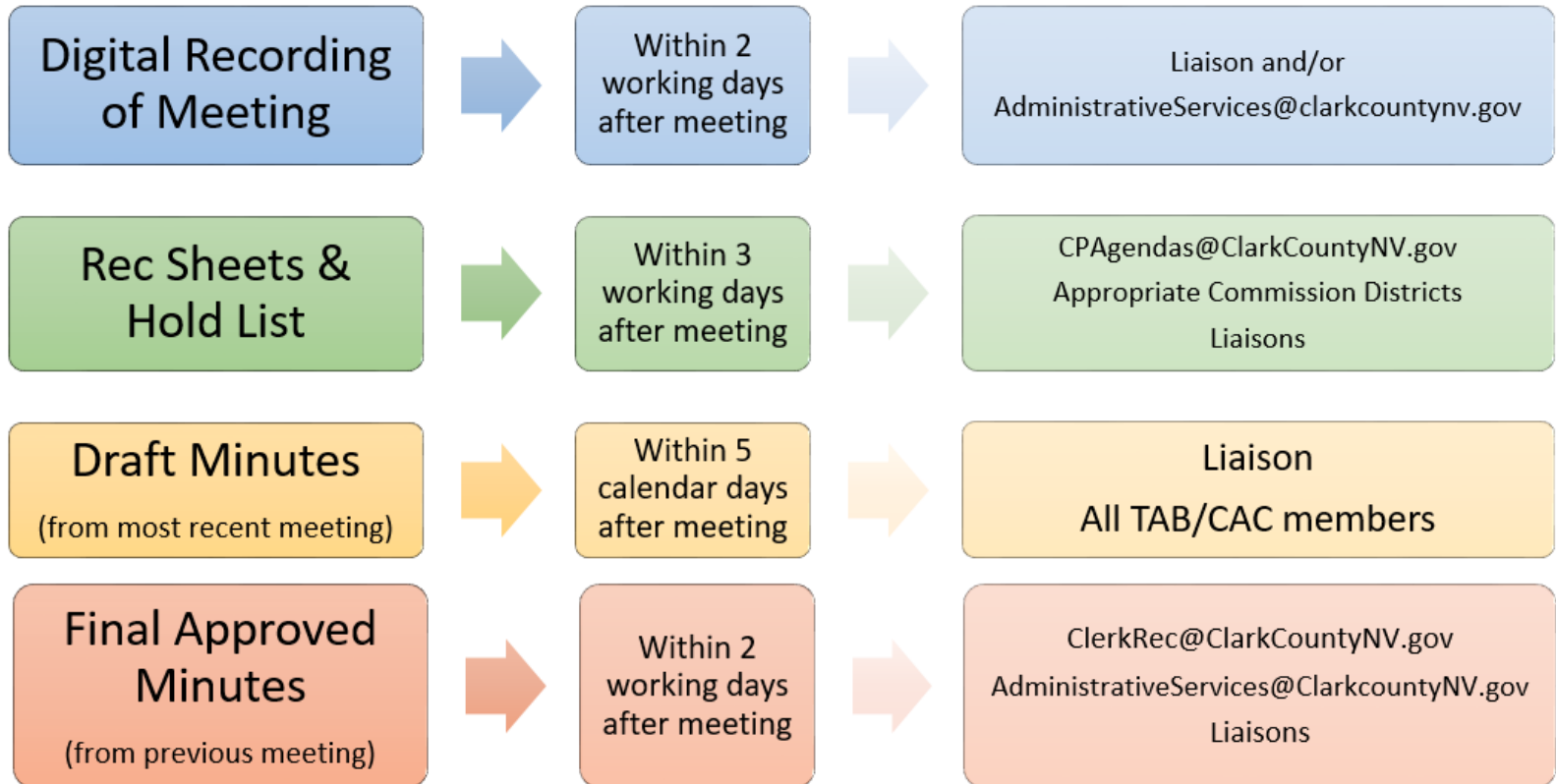
COMPENSATION

- Submit your Invoice and Activity Log Sheet by the 5th day of the month for the previous month's services to AdministrativeServices@ClarkCountyNV.gov or:
 - Clark County Department of Administrative Services
 - Attn: Karri Shadden
 - 500 S. Grand Central Parkway, 6th Floor
 - Las Vegas, NV 89155
- Compensation shall be paid within 30 days of receipt of invoice.

Who Gets What – Before the Meeting



Who Gets What - After the Meeting



Yearly Calendar

TAB/CAC Secretary Activity Calendar - Odd-numbered years

JANUARY
Agenda item at the first meeting to Elect a new Chair and Vice Chair of the _____ TAB/CAC (for possible action)
Agenda item at the first meeting to Review and approve the 20____ meeting calendar (for possible action)
Agenda item at the first meeting to Review the _____ TAB/CAC Bylaws (for discussion only)
Update agenda and minutes templates to reflect new members, Chair, Vice-Chair, and any changes to the BCC including Chair and Vice-Chair after the first meeting of the year
Moapa TAB – agenda item to Nominate one Board member as the TAB representative on the Moapa Valley Fire Protection District Advisory Board
Moapa Valley TAB – agenda item to Nominate one Board member as the TAB representative on the Moapa Valley Fire Protection District Advisory Board
Moapa Valley TAB – agenda item to Nominate one Board member as the TAB representative on the Moapa Valley Television Maintenance District Board
FEBRUARY
** Holiday posting reminder – President’s Day – you may need to post one day earlier**
MARCH
Mt. Charleston TAB – agenda item to Receive presentations from Mt. Charleston License Plate Grant applicants and make recommendations regarding approvals and funding to be forwarded to the Board of County Commissioners (for Possible Action)
APRIL
MAY
** Holiday posting reminder – Memorial Day – you may need to post one day earlier**
JUNE
Attend Secretary Training
Sign contract for next year
Renew NV State Business License Exemption
JULY
** Holiday posting reminder – Memorial Day – you may need to post one day earlier**
AUGUST
Agenda item to Receive a report regarding last year’s Budget Requests (for discussion only)
SEPTEMBER
Agenda item to Receive a report regarding last year’s Budget Requests (for discussion only)
Agenda item to Discuss and accept public input on next funding year Budget Requests (for discussion only)
OCTOBER
Agenda item to Discuss, accept public input, and make a recommendation regarding suggestion for next funding year Budget Requests (for possible action)
** Holiday posting reminder – Nevada Day – you may need to post one day earlier**
NOVEMBER
** Holiday posting reminder – Veteran’s Day – you may need to post one day earlier**
** Holiday posting reminder – Thanksgiving & Family Day – you may need to post 2 days earlier**
DECEMBER
** Holiday posting reminder – Christmas Day – you may need to post one day earlier**
** Holiday posting reminder – New Year’s Day – you may need to post the JANUARY agenda 1 day earlier**

TAB/CAC Secretary Activity Calendar - Even-numbered years

JANUARY
Agenda item to review yearly calendar
FEBRUARY
** Holiday posting reminder – President’s Day – you may need to post one day earlier**
MARCH
Mt. Charleston TAB – agenda item to Receive presentations from Mt. Charleston License Plate Grant applicants and make recommendations regarding approvals and funding to be forwarded to the Board of County Commissioners (for Possible Action)
APRIL
MAY
** Holiday posting reminder – Memorial Day – you may need to post one day earlier**
JUNE
Attend Secretary Training
Sign contract for next year
Renew NV State Business License Exemption
JULY
** Holiday posting reminder – Memorial Day – you may need to post one day earlier**
AUGUST
Agenda item to "Receive a report regarding last year’s Budget Requests" (for discussion only)
Agenda item to "Discuss and accept public input on next funding year Budget Requests (for discussion only)
SEPTEMBER
Agenda item to Receive a report regarding last year’s Budget Requests (for discussion only)
Agenda item to Discuss and accept public input on next funding year Budget Requests (for discussion only)
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Agenda item to Discuss, accept public input, and make recommendation regarding suggestion for next funding year Budget Requests (for possible action)
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** Holiday posting reminder – New Year’s Day – you may need to post the JANUARY agenda 1 day earlier**

QUESTIONS???

