

Board of County Commission Calendar of Events **Sorted by Month**

The Board of County Commissioners (BCC) Calendar of Events contains agenda items that must be presented to the BCC within a certain timeframe. The creation of this document is designed to ensure that an item is not placed on the agenda right before the required due date without time for the BCC to review, as well as to avoid missing a required item.

The agenda items that are contained in this document are required per federal law, the Nevada Revised Statutes (NRS), the Clark County Code of Ordinances (CCC), and/or documents (e.g. resolutions, policies) that have been passed by the BCC that contain certain reporting requirements.

This document contains the agenda items sorted by the month that the item must be placed on an agenda. The table on the following page lists the months. Each month is hyperlinked to take you directly to that month's list of agenda items. There are two additional categories included: those agenda items that occur monthly, and those items that are unknown in terms of when they should be placed on the agenda. The unknown table also contains those items that may not have a set month that they need to occur in.

Each month's agenda items are displayed on a table containing the following information:

- Department
- Month of Occurrence
- Frequency of the Occurrence
- Whether the agenda item is required at the first or second meeting of the month
- Section of the Agenda
- Agenda Item Subject/Information
- Requirement Reference
 - If possible, the requirement reference was hyperlinked for convenience.
- Link to Past Agenda Item and Supporting Documents for Reference

- The past agenda items and supporting documents may not be from the correct month. However, it will still be on the same subject matter and requirement.

The table is sorted first by occurrence and then which meeting the item needs to be presented at.

Please Note: The link to the past agenda item and supporting documents for reference is an internal link that is from the Clark County Department of Administrative Services Intranet. For requirement reference links, some links will also take you to an internal link. None of the links are available for viewing outside of the Clark County network.

If you have any questions regarding this document, please email [Katie Walpole](#) in Administrative Services.

Month Listing

January	February	March	April
May	June	July	August
September	October	November	December
Monthly	Unknown		

<u>January</u>							
Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Commission/ County Manager's Office ¹	January	Annual	Either	Business	Receive a report from Clark County School District (CCSD) regarding their reorganization	NRS 388G.630	http://bit.ly/30v4VNB
Commission/County Manager's Office	January	Annual	1st	Business	Set the Yearly Scheduled Meeting Dates	NRS 244.085	http://bit.ly/2LIVkSZ
Commission/County Manager's Office	January	Annual	1st	Business	Appoint County Commissioners to boards and commissions. Designate applicable chairs and vice chairs	N/A	http://bit.ly/2PcODrx
Commission/County Manager's Office	January	Annual	Either	Consent	Receive reports from the various library districts regarding the budget and the programs of the library	NRS 379.025	N/A ²
Comptroller	January	Annual	1st	Business	Receive and accept the audit report for the previous fiscal year	NRS 354.624(1)	https://bit.ly/3ckpySf
Law Library	January	Annual	1st	Consent	BCC accepts the Clark County Law Library Annual Report	NRS 380.090	https://bit.ly/3b3mTfs
Law Library	January	Annual (Staggered Terms)	1st	Business	BCC appoints qualified members to serve two-year terms	NRS 380.020	http://bit.ly/2LoROHw
Finance	January	Annual	Either	Consent	Submit a statement containing a complete record of all apportionments to and	NRS 354.290	Cannot locate past agenda item for reference.

¹ Administrative Services prepares the applicable agenda item.

² Cannot locate a past agenda item.

<u>January</u>							
Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
					disbursements from certain funds		
Finance	By February 1	Annual	Either	Unknown	Prepare and submit a report to the Department of Taxation regarding capital improvements	NRS 354.5947	Cannot locate past agenda item for reference.
Public Defender	By March	Annual	Either	Unknown	Annual Report to the BCC covering all cases handled by the office during the preceding calendar year ³	NRS 260.070 Section 2.16.190	Cannot locate past agenda item for reference.
Recorder	End of Calendar Year/Beginning of Calendar Year	Annual	Either	Consent	Annual Report of Estimated Collection and Expenditures of Technology Fees for the previous fiscal year in accordance with NRS 247.306 for the County Recorder to upgrade, acquire, improve, and maintain the technology that supports recordation and records management	NRS 247.305 (2) NRS 247.306	http://bit.ly/2zgDzij

³ CCC does state that the reports can be in a form approved by the County Manager.

<u>January</u>							
Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Administrative Services	January	Every Odd Year	1st	Business	Appointment of qualified individuals to serve as members for the Town Advisory Boards (TABs) and Citizen Advisory Councils (CACs). Each TAB and CAC appointment should be separate agenda item.	TABs: NRS 269.576 Section 3.30.020 of CCC- Related to Appointed TABs Sections 3.30.030 - 3.30.040 of the CCC- Related to Elected TABs CACs: NRS 244.1945 Sections 3.32.070 and 3.32.080 of the CCC	http://bit.ly/2TZE0XI
Administrative Services	January	Every Odd Year	1st	Business	Appointments to the Moapa Valley Television Maintenance District Board ⁴	NRS 318.050	http://bit.ly/2ZdCsis
Commission/County Manager's Office/ Comprehensive Planning	January	Every Start of a New County Commission Term ⁵	1st	Business	BCC must select new representatives to serve on the Clark County Planning Commission	NRS 278.030 NRS 278.040	http://bit.ly/2TWn4S1

⁴ Contact [Katie Walpole](#) in Administrative Services for the schedule of appointments. Appointments will only occur when there are vacancies after the General Election.

⁵ Generally speaking, every four (4) years.

January

Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
						CCC Chapter 3.12	
Commission/County Manager's Office/Justice Courts	January	Every 7 Years	Either	Consent	Renewal of the Memorandum of Understanding (MOU) between Boulder City and Clark County regarding the Boulder City Municipal Court and Boulder City Justice Court	NRS 5.020 NRS 266.405 Article 4, Section 8 of the Boulder City Charter 2019 MOU	http://bit.ly/2NFRF4Z
Commission/County Manager's Office/Justice Courts	January	Every 7 Years	Either	Consent	Renewal of the MOU between Mesquite and Clark County regarding the Mesquite Municipal Court and Mesquite Justice Court	NRS 5.020 NRS 266.405 Article 4, Section 4 of the Mesquite City Charter 2019 MOU	http://bit.ly/2TXZTGM

February

Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Finance	February	Annual	1st	Consent	Quarterly Economic Survey (QES) is due to the Department of Taxation no later than 45 days after the end of each calendar quarter of a fiscal year	NAC 354.559 NRS 354.6015	http://bit.ly/2P9frJ2
Finance	February	Annual	1st	Consent	Certify the respective changes contained in the next fiscal year budget for the Muddy River Distribution to the County Assessor; Authorize the County Clerk to execute the letter of certification	NRS 533.280 NRS 533.285 NRS 533.290	http://bit.ly/2PzLUIW
University Medical Center	February	Annual	1st	Consent	QES is due to the Department of Taxation no later than 45 days after the end of each calendar quarter of a fiscal year	NAC 354.559 NRS 354.6015	http://bit.ly/2P9frJ2
Water Reclamation District	February	Annual	1st	Consent	QES is due to the Department of Taxation no later than 45 days after the end of each calendar quarter of a fiscal year	NAC 354.559 NRS 354.6015	http://bit.ly/2P9frJ2
Comptroller	February	Annual	2nd	Consent	Resolution extending the letter of credit securing the County's obligations as a self-insured employer under the industrial laws of the State	NRS 616B.300	https://bit.ly/2yJLA1Y
Commission/County Manager's Office	February	Annual	Either	Consent	Approve the proposed funding apportionment plan for the Las Vegas Metropolitan Police	NRS 280.190	http://bit.ly/33WmyrN

<u>February</u>							
Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
					Department for the upcoming fiscal year		
Public Defender	By March	Annual ⁶	Either	Unknown	Annual Report to the BCC covering all cases handled by the office during the preceding calendar year.	Section 2.16.190	Cannot locate past agenda item for reference.
Elections	February	Every Even Year	Either	Business	Presentation of the Election Early Voting Sites (for Primary and General)	NRS 293.3561	https://bit.ly/3cdfWIR
Commission/County Manager's Office	February	Biennial	1st	Business	Appointments to the Moapa Valley Fire Protection District Advisory Board	Moapa Valley Fire Protection District Bylaws	http://bit.ly/2ZdCsis
Commission/County Manager's Office	February	Triennial	1st	Business	Appointment to the Tule Springs Fossil Beds National Monument Advisory Council for a 3-year term ⁷	Section 3092(a)(6) of Public Law 113-291 Federal Advisory Management Act	http://bit.ly/2HmYMvg
Public Administrator	February	Triennial	1st	Consent	Approve a bond for the Public Administrator to administer estates with renewals ⁸	NRS 253.040	https://bit.ly/34pemkr

⁶ Note: Issued via MIR on June 28, 2019. Next MIR: February 2020.

⁷ Next Nomination: February 2022.

⁸ Next Occurrence: December 2021 or January 2022.

February

Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Public Guardian	February ⁹	Quadrennial	1st	Business	Reappointment of the County Public Guardian	NRS 253.150	http://bit.ly/3498Rpz
Fire	February	Every 5 Years ¹⁰	Either	Consent	Approve and adopt the Clark County Hazard Mitigation Plan Update	Federal Emergency Management Agency National Mitigation Framework	http://bit.ly/2ZmmzFU
Social Service	February	Every 5 Years	1st	Public Hearing	Public Hearing for Clark County CDBG Capital Improvement		http://bit.ly/34eGeHi
Parks & Recreation	February	Every 7 Years ¹¹	Either	Consent	Clark County Fair and Rodeo Service Contract	NRS 41.519 (Equine activities, immunity from liability) NRS 574.100 and CCC 10.32.250 (Horse Tripping) NRS 565.985 (Saddle Horses)	http://bit.ly/30N0BJB

⁹ Next Occurrence: February 2021.

¹⁰ Next Occurrence: February 2023.

¹¹ Next Occurrence: February 2023.

<u>March</u>							
Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Public Guardian	March	Annual	2nd	Consent	Approve the submission of the grant application for the continuance of the "Representative Payee Over Sixty Program"	N/A	http://bit.ly/2zJkWnr
Commission	No Later than March 31	Annual	Either	Unknown	Approve or deny application for open space assessment ¹²	NRS 361A.200 CCC 4.16.010	Cannot locate past agenda item for reference.
Public Defender	No Later than March 31	Annual	Either	Unknown	Shall make an annual report to the BCC covering all cases handled by the office during the preceding calendar year	Section 2.16.190	Cannot locate past agenda item for reference.
Social Service	March	Annual	Either	Public Hearing	Conduct a Public Hearing to review the project recommendations of the Community Development Advisory Committee (CDAC) and allocate Emergency Solutions Grant (ESG) Program funds for incorporation into the current fiscal year HUD Action Plan		http://bit.ly/2ZnRxya
Social Service	March	Annual	Either	Public Hearing	Conduct a Public Hearing to review the project recommendations of CDAC and select projects for inclusion in Clark County's application to the U.S. Department of Housing and Urban Development and State of		http://bit.ly/2Nyx8iZ

¹² This section of the CCC was added in 1975 and has not been updated since.

March

Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
					Nevada's Housing Division; Authorize staff to prepare and submit the applications per HUD and the State of Nevada deadlines and requirements		
Finance	March	Annual	Special Meeting	Business	Receive a report regarding the upcoming fiscal year Clark County General Fund Budget	NRS 354.598	https://bit.ly/30doJ91
Social Service	March	Every 5 Years?	1st	Business	Allocate the FY Range Community Development Block Grant funds		http://bit.ly/34eGeHi

<u>April</u>							
Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Commission/ County Manager's Office ¹³	April	Annual	Either	Business	Receive a report from CCSD regarding their reorganization	NRS 388G.630	http://bit.ly/30v4VNB
Commission/County Manager's Office	April	Annual	Either	Consent	Receive reports from the various library districts regarding the budget and the programs of the library.	NRS 379.025	N/A ¹⁴
Comptroller	April	Annual	1st	Consent	Authorize the Comptroller to advise the State Department of Taxation of a corrective action plan to prevent statutory violations included in the annual audit ending for X date	NRS 354.6245	http://bit.ly/2LcCVsZ
Assessor	April	Annual	Either	Consent	Levy special assessments required for the upcoming fiscal year budgets for Ground Water Basins and certify the amounts to the County Assessor	NRS 534.040	http://bit.ly/2NrcHUY
Environmental and Sustainability	April	Annual	Either	Consent	EPA 103 PM2.5 Air Monitoring Grant	Section 103 of the Clean Air Act	http://bit.ly/3293IM9
Finance	April	Annual	Either	Consent	Submit a statement containing a complete record of all apportionments to and disbursements from certain funds	NRS 354.290	Cannot locate past agenda item for reference.

¹³ Administrative Services prepares the applicable agenda item.

¹⁴ Cannot locate a past agenda item.

<u>April</u>							
Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Administrative Services/Commission/County Manager's Office	April ¹⁵	Every Year Following the U.S. Census	Either	Business	BCC must begin to direct staff to work on the redistricting process and set dates for adoption of the amended boundaries	United States Census Bureau Voting Rights Act of 1965 NRS 293.133 Section 3.36.010 of the CCC	http://bit.ly/32khwUn

¹⁵ In 2011, the BCC directed staff to begin working on the redistricting process due to the timeline that is outlined in NRS 293.133. NRS 293.133 requires the Registrar of Voters to determine the number of registered voters in each party within each precinct 90 days before the date set for precinct meeting to elect delegates. The process began in April 2011 due to the presidential election in 2012.

May

Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Finance	May	Annual	1st	Consent	QES is due to the Department of Taxation no later than 45 days after the end of each calendar quarter of a fiscal year	NAC 354.559 NRS 354.6015	http://bit.ly/2P9frJ2
Social Service	May	Annual	1st	Consent	Ratify the submittal of the FY Action Plan for Housing and Community Development		http://bit.ly/2NGSyKx
University Medical Center	May	Annual	1st	Consent	QES is due to the Department of Taxation no later than 45 days after the end of each calendar quarter of a fiscal year	NAC 354.559 NRS 354.6015	http://bit.ly/2P9frJ2
Water Reclamation District	May	Annual	1st	Consent	QES is due to the Department of Taxation no later than 45 days after the end of each calendar quarter of a fiscal year	NAC 354.559 NRS 354.6015	http://bit.ly/2P9frJ2
District Court	May	Annual	2nd	Business	Ratify the submission of the annual budget for the Master's System to the State of Nevada, Welfare Division, Department of Human Resources	Title IV, Part D, Sections 451 and 454 of the Social Security Act	http://bit.ly/2UiClwn
Water Reclamation District	May	Annual	2nd	Consent	Request a public hearing for the 2nd meeting in June. This is for delinquent accounts	NRS 318.201	http://bit.ly/32IAMAR
Clerk	May	Annual	Either	Consent	Annual Report for Marriage Certificate Technology Fund	NRS 246.180 CCC 2.32.025	https://bit.ly/3fpeDbH

<u>May</u>							
Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Clerk	May	Annual	Either	Consent	Annual Report of Projected Expenditures Related to the County Clerk Technology Fee	NRS 19.016	https://bit.ly/2DIFguh
Parks & Recreation	May	Annual	Either	Consent	County Arts Plan Update	CCC 2.90.040	https://bit.ly/2ZtQbjZ
Finance	May	Annual	Special Meeting	Public Hearing	Conduct a budget hearing on the upcoming fiscal year tentative budget for Clark County	NRS 354.596	https://bit.ly/2CaTweR
Finance	May	Annual	Special Meeting	Business	Adopt the Final Budget for Clark County for the upcoming fiscal year; Direct staff to transmit the approved documents to the State of Nevada Department of Taxation as prescribed by law	NRS 354.598	https://bit.ly/2Op2F5V
District Attorney	May	Contingent upon the Interlocal Agreement terms	Either	Consent	Approve Interlocal Agreement with the State of Nevada for provision of child support enforcement services and distribution of federal reimbursement and incentive payments ¹⁶	NRS 425.370 NRS 425.380 (1)	http://bit.ly/33VihVi

¹⁶ The agreement expires June 30, 2021.

June

Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Administrative Services	June	Annual	1st	Consent	BCC approves the Mt. Charleston License Plate program recommendations approved by the Mt. Charleston TAB	NRS 482.37935	http://bit.ly/2Pcyfr1
Aviation	June	Annual	1st	Introduction of Ordinance	Introduce an ordinance amending Title 20 of the CCC to amend rentals, fees, and charges for McCarran International Airport; Set the public hearing	CCC 20.10.013 as it relates to Chapter 20.10	http://bit.ly/2Hl4AWg
Environmental and Sustainability	June	Annual	1st	Business	Approve and adopt the Annual Monitoring Network Plan; Submit the Plan to the United States Environmental Protection Agency	40 CFR Part 58.10	http://bit.ly/2zsJIYG
Public Guardian	June	Annual	1st	Consent	Approve the schedule of fees for the Public Guardian's Office for the upcoming fiscal year	NRS 253.230 NRS 159	https://bit.ly/2CeGcpE
Aviation	June	Annual	2nd	Public Hearings	Conduct a public hearing; Approve, adopt, and authorize the Chair to sign an ordinance to amend Title 20 of the CCC to amend rentals, fees, and charges for McCarran International Airport	CCC 20.10.013 as it relates to Chapter 20.10	http://bit.ly/2MAH4J0
Water Reclamation District	June	Annual	2nd	Public Hearing	Conduct a public hearing on the District's delinquent accounts; Adopt the report, with any changes, to place these delinquent accounts	NRS 318.201	http://bit.ly/2PpLZyH

June

Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
					on the Clark County tax roll for collection		
Assessor	June	Annual	Either	Consent	Receive a report on the project expenditures for costs related to the technology of the Office of the County Assessor for the upcoming fiscal year	NRS 250.085 NRS 361.530 CCC 2.80.050	https://bit.ly/3h3Ou2F
Recorder	June	Annual	Either	Consent	Annual Report of Estimated Collection and Expenditures of Technology Fees for the previous fiscal year in accordance with NRS 247.306 for the County Recorder to upgrade, acquire, improve, and maintain the technology that supports recordation and records management	NRS 247.305 (2) NRS 247.306	https://bit.ly/2ZrIMCI
Finance	No Later than July 1	Annual	Either	Consent	Approve, adopt, and authorize the Chairperson to Sign the Resolution to Levy, effective after certification of the combined tax rates by the Nevada Tax Commission, the Ad Valorem Tax Rates required for the upcoming Fiscal Year, designating the number of cents per \$100 assessed valuation.	NRS 361.460	https://bit.ly/3fw5jTh

<u>June</u>							
Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Elections	June	Every Even Year	Special Meeting- On or Before the 6th Working Day Following an Election	Business	Canvass of the Primary Election Results ¹⁷	NRS 293.387	http://bit.ly/31SUP9o

¹⁷ This instance reflects canvassing for even-year elections.

<u>July</u>							
Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Administrative Services	July	Annual	1st	Consent	BCC authorizes the Chairman to sign agreements for the Mt. Charleston License Plate program grant recipients	NRS 482.37935	http://bit.ly/2MypV2B
Commission/ County Manager's Office ¹⁸	July	Annual	Either	Business	Receive a report from CCSD regarding their reorganization	NRS 388G.630	http://bit.ly/30v4VNB
Commission/County Manager's Office	July	Annual	Either	Consent	Receive reports from the various library districts regarding the budget and the programs of the library.	NRS 379.025	N/A ¹⁹
Environmental and Sustainability	July	Annual	1st	Consent	EPA 105 Air Pollution Control Program Grant	Section 105 of the Clean Air Act	http://bit.ly/2HwmipJ
Finance/Comptroller/Water Reclamation District	July	Annual	1st	Consent	Approve and adopt the Clark County Debt Management Policy; Submit the policy to the Nevada Department of Taxation and the Debt Management Commission	NRS 350.013	https://bit.ly/32hehA8
Finance	July	Annual	2nd	Consent	Approve and adopt the Capital Improvement Program; Direct staff to transmit the approved document to the State Department of Taxation	NRS 350.013 NRS 354.5945	https://bit.ly/2ZrOmDV

¹⁸ Administrative Services prepares the applicable agenda item.

¹⁹ Cannot locate a past agenda item.

<u>July</u>							
Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Social Service	July	Annual	Either	Consent	Approve, adopt, and authorize the Chairman to sign a resolution for the reservation of Private Activity Bond Volume Cap	NRS Chapter 348A NAC Chapter 348A	http://bit.ly/2LoQuV4
Social Service	July	Annual	Either	Business	Receive a report on the CDBG Capital Improvement Plan.		http://bit.ly/2NII8tW
Clerk	No Later than July 1	Annual	Either	Business	Annual Report of the Projected Expenditures Related to Marriage Tourism	NRS 246.075 (6)	http://bit.ly/2Ljfi0A
Constables	July	Every Even Year	Either	Business	Per NRS 258.050, the BCC shall fix the minimum compensation of the constables for the ensuing term	NRS 258.040	http://bit.ly/2PopqdG

August

Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Finance	August	Annual	1st	Consent	QES is due to the Department of Taxation no later than 45 days after the end of each calendar quarter of a fiscal year	NAC 354.559 NRS 354.6015	http://bit.ly/2P9frJ2
Parks & Recreation	August	Annual	1st	Consent	Clark County School District- Snack Agreement	N/A	http://bit.ly/2Zt3sdY
University Medical Center	August	Annual	1st	Consent	QES is due to the Department of Taxation no later than 45 days after the end of each calendar quarter of a fiscal year	NAC 354.559 NRS 354.6015	http://bit.ly/2P9frJ2
Water Reclamation District	August	Annual	1st	Consent	QES is due to the Department of Taxation no later than 45 days after the end of each calendar quarter of a fiscal year	NAC 354.559 NRS 354.6015	http://bit.ly/2P9frJ2
Public Works	August	Annual	2nd	Consent	Recertification Worksheet from Clark County the Federal Emergency Management Agency to fulfill requirements for the Community Rating System. NOTE: The agenda item must contain information related to a scheduled site visit.	FEMA's Community Rating System	http://bit.ly/34c8F8W
Coroner/Medical Examiner	August-September	Annual	Either- Must occur within month range	Consent	Approve and authorize the Clark County Coroner/Medical Examiner to enter into Professional Service Agreements between Clark County and mortuaries to provide	Section 2.12.270 of the Clark County Code	http://bit.ly/2MMjIQS

August

Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
					transport and mortuary related services to the County ²⁰		
Administrative Services	August	Every Even Year Preceding Legislative Session	Either	Business	Receive a report on proposals for bill draft requests (BDRs) for the upcoming Nevada Legislative Session; Determine the 4 BDRs to be included in the County bill package; direct staff to transmit the BDRs to the Legislative Counsel Bureau by September 1	NRS 218D.205	http://bit.ly/33XGCd5

²⁰ Authorized until December 31, 2021.

September

Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Assessor	September	Annual	1st	Consent	Resolution to compensate members for their service on the County Board of Equalization	NRS 361.340 NRS 361.357	http://bit.ly/2TyrIYb
Environmental and Sustainability	September	Annual	1st	Consent	Accept the CCSD FY Summary Report of Air Quality Penalty Fund Expenditures; Approve the CCSD upcoming FY expenditure of air quality penalty funds	NRS Chapter 445B NRS 455B.500(3)	http://bit.ly/32gebpn
Assessor	September	Annual-Staggered Terms	Either	Business	Appoint members to the County Board of Equalization	NRS 361.340	http://bit.ly/348KQ1R
Finance	September	Annual	Either	Consent	Submit a statement containing a complete record of all apportionments to and disbursements from certain funds	NRS 354.290	Cannot locate past agenda item for reference.
Public Works	September	Annual/Upon Approval of FY	Either	Consent	Acquisition of Rights-of-Way from Bureau of Land Management ²¹	Regulations by the Bureau of Land Management	http://bit.ly/34eDFFa

²¹ This is now being prepared for a range of fiscal years.

<u>October</u>							
Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Commission/ County Manager's Office ²²	October	Annual	Either	Business	Receive a report from CCSD regarding their reorganization	NRS 388G.630	http://bit.ly/30v4VNB
Commission/County Manager's Office	October	Annual	Either	Consent	Receive reports from the various library districts regarding the budget and the programs of the library.	NRS 379.025	N/A ²³
Finance	October	Annual	Either	Consent	Submit a statement containing a complete record of all apportionments to and disbursements from certain funds	NRS 354.290	Cannot locate past agenda item for reference.

²² Administrative Services prepares the applicable agenda item.

²³ Cannot locate a past agenda item.

<u>November</u>							
Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Finance	November	Annual	1st	Consent	QES is due to the Department of Taxation no later than 45 days after the end of each calendar quarter of a fiscal year	NAC 354.559 NRS 354.6015	http://bit.ly/2P9frJ2
University Medical Center	November	Annual	1st	Consent	QES is due to the Department of Taxation no later than 45 days after the end of each calendar quarter of a fiscal year	NAC 354.559 NRS 354.6015	http://bit.ly/2P9frJ2
Water Reclamation District	November	Annual	1st	Consent	QES is due to the Department of Taxation no later than 45 days after the end of each calendar quarter of a fiscal year	NAC 354.559 NRS 354.6015	http://bit.ly/2P9frJ2
Aviation	November	Annual	2nd	Business	Receive and accept the audit report for the previous fiscal year	NRS 354.624	http://bit.ly/2MMXNZJ
Assessor	November	Annual	Either	Consent	Provide by resolution to require the Assessor to prepare a list of all taxpayers on the secured roll in the county and the total valuation of property on which they severally pay taxes	NRS 361.300	N/A
Water Reclamation District	November	Annual	Either	Business	The Annual Financial Report must be submitted to the BCC on or before November 30th	NRS 354.624	http://bit.ly/2HpMbaO
Elections	November	Every Even Year	Special Meeting- On or Before the	Business	Canvass of the General Election Results ²⁴	NRS 293.387	http://bit.ly/2MH2KDt

²⁴ This instance reflects canvassing for even-year elections.

November

Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
			6th Working Day Following an Election				
Real Property Management (RPM)	November	Every Even Year	1st	Consent	Authorize Director of RPM to sign rental applications with apartment complexes for the upcoming legislative session	N/A	http://bit.ly/30JYtCw

<u>December</u>							
Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Commission/County Manager's Office	December	Annual	Either	Business	Review the Performance of the County Manager	NRS 244.125- NRS 244.135 Employment Contract	https://bit.ly/34tLXJK
Commission/County Manager's Office	December	Annual	Either	Consent	Approve the definition of "Rural Program of Resident Officers" as adopted by the Las Vegas Metropolitan Department Committee on Fiscal Affairs	NRS 280.085	http://bit.ly/2TXnHum
Parks & Recreation	December	Annual	1st	Consent	Fees and Charges Schedule-General ²⁵	NRS 244.300- NRS 244.307 (Governance of Recreational Centers) NRS 455B.400-455B.490 (Governance of Recreation Areas) CCC 19.04.050	https://bit.ly/3c9yppz
Shooting Complex	December	Annual	Either	Consent	Fees and Charges Schedule-Shooting Complex ²⁶	CCC 19.04.050	https://bit.ly/3a0eSXI
Environmental and Sustainability	December	Every Even Year	Either	Consent	MSHCP Implementation Plan and Budget	Governed by the U.S. Fish and Wildlife Service, Department of the Interior	http://bit.ly/2zifrvA

²⁵ In 2020, the fees were updated in January.

²⁶ In 2020, the fees were updated in January.

December

Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Justice Courts	December	Every Odd Year	Either	Business	NRS 4.040 authorizes that BCC shall fix the minimum compensation of the justices of the peace within their respective townships for the ensuing term	NRS 4.040	http://bit.ly/30wmpw
Public Works	December	Biennial	2nd	Consent	Approve rankings for professional service provides; Accept recommendations for selection of pre-qualified to perform planning, engineering, and construction services on Clark County projects	NRS Chapter 625	http://bit.ly/2zwQHQa
Water Reclamation District	December	Every 5 Years	Either	Consent	Approve and adopt the Southern Nevada Water Authority (SNWA) Conservation Plan	NRS 540.131 1995 SNWA Amended Cooperative Agreement	http://bit.ly/2tk7bMp
Commission/County Manager's Office	No Later than December 31	Every 10 Years	Either	Business	BCC must hold a public hearing every 10 years to review the continued imposition of the tax authorized under NRS 377B.100 ²⁷	NRS 377B.100	http://bit.ly/32drOFF

²⁷ This pertains to the Clark County Water & Wastewater Infrastructure Sales Tax of 1999. Next Occurrence: September 2029.

Monthly

Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Clerk's Office	All	Monthly	2nd	Consent	Note for the Record that Official Records and Documents received from County offices are on file in the County Clerk's Office, Commission District	NRS 246.060	http://bit.ly/31WC7Oe
District Attorney	All	Monthly	Either	Agenda Items Where Applicable	The District Attorney shall attend the meetings relating to the auditing of accounts and claims brought against the County	NRS 244.235 (1)	Cannot locate past agenda item for reference.
University Medical Center	All	Monthly	2nd	Consent	Approve the Physician credentialing Activities of the University Medical Center of Southern Nevada	Medical Staff Bylaws	http://bit.ly/2Hn9MJ8

Unknown/No Set Month

Department	Month	Occurrence	1st or 2nd Meeting of the Month	Section of the Agenda	Agenda Item Subject	Requirement Reference	Link to Past Agenda Item for Reference
Commission/County Manager's Office	Unknown	Annual	Unknown	Unknown	County Manager's annual report regarding the equal business opportunity program ²⁸	CCC 3.56.100	Cannot locate past agenda item for reference.
Comprehensive Planning	No set month	Every 5 years per area	Wednesday Meeting	--	Land Use Plan Update Schedule	CCC Chapter 30.12	http://bit.ly/2fFXob9
Fire	Unknown	Annual	Unknown	Unknown	Report annually on the transportation of hazardous materials and the adequacy of emergency response capabilities in the case of accident as it relates to hazardous materials	CCC 15.30.050	Cannot locate past agenda item for reference. ²⁹

²⁸ Last Update to Section 3.56.100 of CCC was in 2012.

²⁹ This section of the CCC was last updated in 1986.