

# SCOPE OF SERVICES

## MAYORS & COUNCIL MEMBERS ASSOCIATION OF SONOMA COUNTY CLERK

1. The Association Clerk (Contractor) shall perform the following activities and services:
  - a. Serve as the Clerk of the MCA, including:
    - Updating the MCA Handbook as needed, but no less than annually.
    - Clerking MCA meetings, including any subcommittee meetings, unless directed otherwise by the MCA Board; and
    - Draft Meeting agendas to be reviewed and approved by Chair City
    - Meetings shall be administered in accordance with the Ralph M. Brown Act, including agendas and minutes.
      - Oversee and ensure the timely preparation of public meeting agendas and their proper posting and publication, to include noticing, gathering of necessary staff reports, formatting, sequential numbering, creating MCA packets, distribution to MCA and/or subcommittee members, and related duties
      - Provide the proper preparation for, and staffing of, public in person, virtual or hybrid meetings as necessary and the preparation of minutes or other documentation of the proceedings
      - Minutes shall be prepared in DRAFT form and presented at the next MCA meeting for Board approval
    - Routing of documents for signatures post meeting and assuring appropriate public posting and filing.
    - Ensure compliance with MCA By-Laws, Contract City ordinances and guidelines, State codes and Federal statutes.
    - Distribute information of common interest to the MCA, as directed by any of the member cities in accordance with the MCA by-laws.
    - Track MCA appointments and vacancies and put out requests for nominations as vacancies occur or in advance of terms expiring. Provide cities sufficient time in advance of the MCA Board meetings to agendize and discuss applicants.
  - b. Coordinate with the County Clerk and Chair City for City Selection Committee meetings, including:
    - Publishing agendas in accordance with the requirements of Government Code §50270-50279.2.
    - To track City Selection Committee appointments and vacancies of regional agencies and put out requests for nominations as vacancies occur or in advance of terms expiring. Provide cities sufficient time in advance of the City Selection Committee meetings to agendize and discuss applicants.

- c. Coordinate with the League of California Cities North Bay Representative, who currently serves as Secretary of the MCA Legislative Committee, to ensure regular updates to the Board and MCA membership; and
- d. Be reasonably available to perform services during the normal work week.
- e. Meet as often as necessary for the purpose of consulting about the MCA's needs and issues, and the scope of work performed.
- f. Projects and activities may be modified on request of the Contract City. Contract City will only be invoiced for the actual hours worked.
- g. Receive direction from the MCA Board on presentation programs for the MCA meetings and work with the Chair City to identify potential speakers to fulfill the program direction. Upon submission of approved speaker from Chair City, coordinate with and arrange for the speakers to present at MCA meetings. Coordinate with the Host City to ensure the venue has sufficient A/V equipment for the presenter, and other duties as needed to effectively coordinate the presenter logistics.
- h. Coordinate with Host City to obtain the date/time, venue location, menu, cost and related information from the Host City. Distribute this information to MCA cities.
- i. Responsible for creating, hosting, maintaining and consistently update the MCA website and online event management platform to host meeting materials, provide a platform for MCA coordination, and generally host MCA information.
  - Retain digital files of all matters related to the MCA and post meeting agendas, and related documents, and business meeting minutes, resolutions, and position/comment letters on the MCA website for public access.
- j. No later than February of each year, in coordination with the Chair City and Contract City, prepare and present any proposed changes to this agreement to the MCA Board.
- k. Maintain files for all reports, correspondence, and other business of the MCA.
- l. Perform such other duties as the MCA Board may from time to time direct.