

City of Las Vegas

PARKS AND RECREATION ADVISORY COMMISSION
CITY HALL, 495 S. MAIN STREET
HUMAN RESOURCES TRAINING ROOM 5
CITY OF LAS VEGAS INTERNET ADDRESS: www.lasvegasnevada.gov

MINUTES

February 3, 2015

4:00 P.M.

ITEMS LISTED ON THE AGENDA MAY BE TAKEN OUT OF THE ORDER PRESENTED; TWO OR MORE AGENDA ITEMS FOR CONSIDERATION MAY BE COMBINED; AND ANY ITEM ON THE AGENDA MAY BE REMOVED OR RELATED DISCUSSION MAY BE DELAYED AT ANY TIME. BACKUP MATERIAL FOR THIS AGENDA MAY BE OBTAINED FROM LUANN D. HOLMES, ACTING CITY CLERK, AT THE CITY CLERKS OFFICE AT 495 SOUTH MAIN STREET, 2ND FLOOR OR ON THE CITY'S WEBPAGE AT www.lasvegasnevada.gov.

1. [CALL TO ORDER](#)

Minutes:

VICE CHAIR BUCHMAN called the meeting to order at 4:01 p.m.

PRESENT: CHAIR M. WHITE (excused until 4:02 p.m.) and COMMISSIONERS BUCHMAN, BASTIAN, LEE, LOPEZ, BECKER, TABOR, THOMSON, McCURDY and ARMENIAN

EXCUSED: COMMISSIONERS SHERMAN, THOMASON, AKER, FOGER and T. WHITE

ALSO PRESENT: TIM HACKER, Director of Parks and Recreation, BOB SYLVAIN, Deputy City Attorney, and DEBRA A. OUTLAND, Deputy City Clerk

2. [ANNOUNCEMENT RE: COMPLIANCE WITH OPEN MEETING LAW](#)

Minutes:

ANNOUNCEMENT MADE: This meeting has been properly noticed and posted at the following locations: City Hall, 495 South Main Street, 1st Floor; Clark County Government Center, 500 South Grand Central Parkway, Grant Sawyer Building, 555 East Washington Avenue; City of Las Vegas Development Services Center, 333 North Rancho Drive.

3. [PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS ON THE AGENDA FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED](#)

Minutes:

None.

4. [Report and possible action by Detention and Enforcement regarding park issues at City facilities and parks All Wards](#)

Minutes:

NANCY WEBER, Deputy City Marshal, submitted a report of the January Calls for Service by Ward which is attached as backup. This report includes the average dispatch time, the number of dispatch calls and the number of field initiated calls by the Marshals. She provided statistics for the number of arrests, citations and warrant pick-ups. Locations with the

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highest number of calls are also listed on the report. The most prominent arrests by ward are outlined, as are incidents where a crime was reported, but there are no suspects or leads at this time.

CHAIR WHITE asked that the report be e-mailed to the Commission members, so that those members actively working to resolve these types of issues could continue discussions with their respective City Council members. TIM HACKER, Director of Parks and Recreation, stated that the report is not generated by Parks and Recreation, but he would pass the request along to CHIEF MICHELE FREEMAN, Director, Detention and Enforcement. SERGEANT BRIAN SEIPEL, Detention and Enforcement, indicated he would follow up and ensure the report was e-mailed as requested.

COMMISSIONER McCURDY asked what preventative measures were being taken to curb these types of activities and how many facilities had video cameras installed. MARSHAL WEBER indicated the best way to deter crime was to patrol the area. Although most City parks have cameras, they are not monitored on a regular basis. Instead, they are reviewed after a crime has been committed to obtain information about the suspects and the crime itself. COMMISSIONER McCURDY asked if it were possible for the City to monitor the cameras, as he believes it would decrease criminal activity. CHAIR WHITE commented that may be impractical since the existing cameras were storage-based, not monitor-based.

COMMISSIONER BUCHMAN noted that the report did not break down the crimes by morning and evening and was curious if the Park Ambassadors had initiated any of the calls to Dispatch. MARSHAL WEBER stated most crimes happen in the evening, but they would include the morning/evening breakdown in the next report.

5. [Report and possible action regarding the maintenance and improvements of City parks All Wards](#)

Minutes:

DAPHNEE LEGARZA, Park Maintenance Manager, reported one of the departments new initiatives was a survey from Parks Maintenance. To obtain a sampling, the survey, which will be park specific, will be mailed to 50 random residents adjacent to each of the 76 City parks. The survey, which is being handled in-house, can be re-folded once completed and mailed back to the City postage paid. The goal is to survey all of the parks this year with the purpose of assessing the cleanliness and conditions of each of the parks. Feedback received from the surveys will be tracked in a database that was created to identify where the City needs to focus more of their resources. The Department may come back to the Commission, and possibly the Park Ambassadors, to brainstorm ways of expanding the survey and getting it out to those residents that actually use the parks, as the City does not have the staffing to do this. A draft copy of the survey was passed around for the Commission to review but was not submitted as backup. COMMISSIONER BECKER indicated although it was clear to him, some residents might get confused on how to re-fold the mailer, as there were no explicit instructions. MS. LEGARZA stated additional verbiage could be added.

COMMISSIONER LOPEZ suggested putting the Commission members contact information on the surveys to give residents an additional avenue and help lead them in the right direction. MS. LEGARZA explained originally a cover letter had been drafted with her contact information because there was not enough room on the mailer. She liked the idea and thought at a minimum, the Parks and Open Spaces contact number should be added. CHAIR WHITE suggested an e-mail link to the Commissioners be added. KELLY SCHWARZ, Senior Management Analyst, stated the Commission, as a body, already has an e-mail address. Those e-mails go directly to her, and she forwards them to the appropriate individual. MS. LEGARZA will work with MS. SCHWARZ to see how this information can be added.

MS. LEGARZA confirmed for COMMISSIONER BASTIAN that the survey will contain a specific park name. COMMISSIONER LOPEZ asked why only 50 mailers were being sent out for each park. MS. LEGARZA explained this is only a sampler and 50 seemed like a manageable number to start with since it is being done in-house. COMMISSIONER McCURDY commented that even when political polls are conducted, there is never a large sampling sent out.

With the budget cycle approaching, MS. LEGARZA provided an update to the Commission on asset replacement as it relates to synthetic fields. She named the parks where the fields have been replaced and the fields to be replaced once next

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years funding is allocated. Replacement prioritization is not based on when the fields were put in but rather on the condition of the synthetic material. Testing is done to determine the level of safety and playability of the field. CHAIR WHITE asked if any conclusions had been derived from when staff looked at the different styles and wearability of turf. MS. LEGARZA compared synthetic turf to technology, noting there are upgrades and better products coming out almost every year. The product the City is using now has a larger pile height; the actual grass blade is longer. This enabled the City to adjust the specifications for the rubber that is used, which resulted in a longer g-max value. CHAIR WHITE asked if the fields were standing up to the manufacturers specifications as far as durability. MS. LEGARZA explained that because the City made a determination of a fields durability based on an estimate of the manufacturers specifications and not on actual usage, the fields where the synthetic has not yet been replaced have not been meeting the manufacturers mark. Because of this, the timeframe for synthetic replacement of these fields has been moved up. The hope is to get 8 to 10 years out of the product now being used, in spite of heavy usage.

In response to CHAIR WHITES inquiry as to the success of the in-ground trash cans placed in specific parks, MS. LEGARZA indicated that this is considered to be a successful project. Public Works has been requested to install as many in-ground trash cans as the budget will allow on all future projects, as they save the City time and money on the labor side and the manhours dealing with the trash in the parks.

6. [Report and possible action regarding the Department of Parks and Recreation audit compliance update All Wards](#)

Minutes:

ELGIN WILLIAMS, Community Program Manager, briefed the Commission on the Management Controls Over Sports Field Administrations audit and the Municipal Sports Unit audit. The objectives, scope, findings, conclusions and management responses of both audits are included as backup documentation.

The Management Controls Over Sports Field Administrations audit was conducted on September 22, 2010. To address the 15 areas of concern identified, policies and procedures were developed and mandatory training of staff was conducted. This audit was closed as of January 26, 2015.

Policies and procedures were also developed to address the findings of the Municipal Sports Unit audit, which was closed out on December 11, 2014.

COMMISSIONER McCURDY commented that he was very happy to see this report because now when approached by the public, he can state the City has resolved all of these issues.

TIM HACKER, Director of Parks and Recreation, complimented MR. WILLIAMS and his team on their hard work. This is an ongoing process, and the policies and procedures will continually be monitored to ensure adherence.

SUSIE QUINTANA, Administrative Officer, provided the objectives, scope, findings, conclusions and management responses for the Management Controls Over Deposits From Drop Safes audit and the Management Controls Over Employee Overtime audit, which are included as backup documentation.

The Management Controls Over Deposits From Drop Safes audit was performed in May 2014 and involved cash handling procedures. There were 13 issues identified which were categorized under five areas of concern. These were summarized as customers not receiving their receipt, deposits not being made within one business day, incomplete deposit logs, updating of forms and ensuring controls over safe combinations. Although the auditors found controls in place, the procedures needed to be updated to reflect the department change from Parks, Recreation and Neighborhood Services to Parks and Recreation. Twenty-six training sessions relating to the cash handling procedure were conducted in September 2014 for over 100 employees.

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One finding is currently being tested by the auditors relating to the Department timekeeper ensuring that the internal controls are in place.

The Management Controls Over Employee Overtime audit resulted in the development of a procedure to ensure overtime is pre-approved and callbacks, post-approved. An automated approval form was also implemented as part of the procedures. Mandatory staff training was also conducted in January 2015.

Those findings involving the Finance Department and Human Resources Department are being addressing by those individual departments.

In response to COMMISSIONER McCURDY S inquiry regarding the number of employees after the department consolidation, MS. QUINTANA stated Parks and Recreation now consists of 86 full-time classified employees and several hundred part-time employees in the field.

MS. QUINTANA informed COMMISSIONER ARMENIAN that the audits were conducted by the internal City auditors.

7. [Report and possible action by Parks and Recreation Director regarding department announcements All Wards](#)

Minutes:

Prior to hearing this item, TIM HACKER, Director of Parks and Recreation, commented staff has worked diligently to close out the audits under Item 6. The City auditors receive direction from and report directly to the Mayor and City Council so these audits are a great, independent process. The City Managers Office is very intent on making sure those items are cleared up. He stressed the importance of good, common sense policies being adopted, implemented and continually monitored, which staff is very committed to doing. He complimented SUSIE QUINTANA, Administrative Officer, who heads up all of the Departments training and documenting that the training has occurred. With the 86 Department employees and hundreds of part-time employees that are constantly coming and going, this is quite an accomplishment.

MR. HACKER announced the 78th Legislative Session began yesterday. KELLY SCHWARZ, Senior Management Analyst, is the departments representative who works with the City Managers Office on distilling information. When items being discussed that could potentially impact Parks and Recreation, the City Managers Office reaches out to MS. SCHWARZ who then reaches out to appropriate staff. He is unaware of anything this Legislative Session that the City is seeking relating to Parks and Recreation.

The bill that includes changes to the Parks and Recreation Advisory Commission ordinance will be introduced at the 2/18/2015 City Council meeting and approved at the first meeting in March.

MR. HACKER described a unique opportunity where PetSmart approached the City, through the National League of Cities, to donate a pop-up dog park, which is basically a shipping container. These pop-up dog parks are being used in other cities, including Phoenix, Arizona, where PetSmart is headquartered. Staff is working with DAPHNEE LEGARZA, Park Maintenance Manager, to identify some appropriate sites. MR. HACKER indicated the City wants to be responsive and respectful, but there are many processes to go through, including considering whether this would be appropriate in the City parks and ensuring it would serve an area in need of a pet park. In response to CHAIR WHITES inquiry about potential sites, MR. HACKER said the type of advertising that might possibly be on the container could eliminate any Bureau of Land Management sites because they prohibit all forms of commercial advertising.

MS. LEGARZA noted if there is enough room, the four sites currently being considered are Baker Park; Mayfair, which is the vacant lot between 15th Street and 16th Street off of Charleston Boulevard; and two parcels in Ward 3 that are slated for future parks which are located along the wash - one near Harris Avenue and one near Lamb Boulevard. She explained this would be a temporary improvement, for a period of up to three years. The improvements are all above ground so that they can be removed after the park project comes to fruition.

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COMMISSIONER THOMSON asked how big of a parcel was needed for this type of project. MS. LEGARZA replied 5,000 square feet is recommended, but only approximately 340 linear feet of fencing is provided, so it depends on how big the City would like the dog run to be. She pointed out that the Conex box becomes the ingress and egress into the dog park.

COMMISSIONER McCURDY requested locations in Ward 5 be considered, as there are a lot of dogs running around in those parks. MS. LEGARZA concurred that Ward 5 was not well-served with dog parks and could be looked at to see if there were any viable options. As it does not have to be an existing park, COMMISSIONER McCURDY mentioned the City-owned vacant lot at Harrison Avenue and F Street.

CHAIR WHITE asked if the containers were climate controlled. MS. LEGARZA commented that may be a concern because she did not believe the Conex box was climate-controlled, but she remembered discussions involving shade. The hope is that the container would be placed where there were existing trees to provide shade. CHAIR WHITE commented staff can explore how Phoenix deals with the issue of heat. COMMISSIONER LEE asked if there was a website where they could see what a typical park looks like. MS. SCHWARZ will forward to the Commissioners the link that PetSmart provided.

MR. HACKER reported that the Department is continuing with its business plan, allowing staff to take ownership and be active in developing programming for their center. Coordinators and supervisors will become more involved in the budgeting process based off their plans, which then feeds into Performance Plus measures. The goal is to instill logic, ownership and accountability in those individuals working with customers so customers are serviced to the best of staffs ability. MR. HACKER said the Commission would be kept informed of that process as it continues because the budget is just starting to be developed.

In relation to the overflow parking at Doolittle Park, COMMISSIONER McCURDY asked if the City of Las Vegas could consider a private partnership with the owner of the vacant parcel across the street. MR. HACKER believed there are existing sharing arrangements with other locations and said this could be looked into for Doolittle Park. CHAIR WHITE asked if this could be considered for possible future budgetary consideration.

COMMISSIONER BASTIAN noted there were construction vehicles in the area of Ed Fountain Park. MS. LEGARZA said the City is looking at potential park improvements on that land but funding has not yet been allocated, so she believes the construction vehicles are related to the road construction taking place there.

8. [CITIZENS PARTICIPATION: PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE COMMISSION. NO SUBJECT MAY BE ACTED UPON BY THE COMMISSION UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED](#)

Minutes:

COMMISSIONER BASTIAN asked that a status report be given at a future meeting on the agreement that was made with Summerlin regarding a potential recreational center as Summerlin South was built out.

COMMISSIONER McCURDY restated his request for TIM HACKER, Director of Parks and Recreation, to address the overflow parking at the Doolittle Community Center.

9. [ADJOURNMENT](#)

Minutes:

The meeting was adjourned at 4:50 p.m.

Respectfully submitted:

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Debra A. Outland, Deputy City Clerk

Tim Hacker, Director, Parks and Recreation

Facilities are provided throughout City Hall for the convenience of disabled persons. If you need an accommodation to attend and participate in this meeting, please call the City Clerks office at 229-6311 and advise of your need at least 48 hours in advance of the meeting. Dial 7-1-1 for Relay Nevada.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

City Hall, 495 South Main Street, 1st Floor
Clark County Government Center, 500 South Grand Central Parkway
Grant Sawyer Building, 555 East Washington Avenue
City of Las Vegas Development Services Center, 333 North Rancho Drive