



Parks and Recreation Advisory Commission Minutes

1. Call to Order and Roll Call

Minutes:

VICE CHAIR SCHULTZ called the meeting to order at 4:03 p.m.

PRESENT: VICE CHAIR SCHULTZ and COMMISSIONERS SHERMAN (via teleconference), McCURDY, BECKER, GEBRE, NEIGER, HENLEY (via teleconference), HOWARD and KELLER (via teleconference and excused at 4:21 p.m.)

EXCUSED: CHAIR WHITE and COMMISSIONERS ARMENIAN, BRIARE, ASSELIN, FOEMMEL and JIMENEZ

ALSO PRESENT: GREG WEITZEL, Director of Parks and Recreation, APRIL DI GIOVANNI, Administrative Secretary, JOHN RIDILLA, Deputy City Attorney, and ASHLEY FOSTER, Deputy City Clerk

2. Announcement Regarding: Compliance with Open Meeting Law

Minutes:

ANNOUNCEMENT MADE: This meeting has been properly noticed and posted at the following locations in accordance with the State of Nevada Executive Department Declaration of Emergency Directive 006: The City of Las Vegas website – www.lasvegasnevada.gov and The Nevada Public Notice Website – notice.nv.gov.

3. Public Comment: Comment during this portion of the agenda must be limited to matters on the agenda for action. If you wish to be heard, come forward and 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. For possible action to approve the Final Minutes by reference of the Regular Meeting of January 5, 2021

Minutes:

VICE CHAIR SCHULTZ noted the reference to virtual meetings made by CHAIR WHITE under Item 7 and asked for clarification which meetings that was referring to. GREG WEITZEL, Direction of Parks and Recreation, questioned if it referred to the Parks and Recreation Commission meetings, the park tours or the virtual meetings for the public Master Plan. Some of the Commissioners recalled the discussion pertained to virtual meetings of the Parks and Recreation Commission meetings. MR. WEITZEL indicated he would have to check with the Office of Communications to see if that was a viable option.

Subsequent to a request by VICE CHAIR SCHULTZ that a statement be added to the minutes indicating CHAIR WHITE'S comment referred to virtual meetings of the Parks and Recreation Commission, COMMISSIONER SHERMAN voiced she was uncomfortable taking any action without CHAIR WHITE being present to clarify his statement.

VICE CHAIR SCHULTZ deferred to legal counsel for guidance how best to handle this item. DEPUTY CITY ATTORNEY JOHN RIDILLA thought it was appropriate to either accept the minutes with that particular comment omitted or to abey the item until such time that CHAIR WHITE was present.

See Item 7 for related discussion.

Motion made by Melody Howard to Hold in Abeyance to 3/2/2021

NOTE: An initial motion for Approval of the Final Minutes of the Regular Meeting of January 5, 2021, with the exception of the line regarding virtual meetings, by Commissioner McCurdy carried unanimously with Chair White and Commissioners Armenian, Briare, Asselin, Foemmel, and Jimenez excused. A second motion to Rescind by Commissioner McCurdy also carried unanimously with Chair White and Commissioners Armenian, Briare, Asselin, Foemmel, Jimenez, and Keller excused.

Passed For: 8; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 7

For-Richard Becker, Steven Neiger, Lisa Sherman, Elizabeth Gebre, Mike Henley, William McCurdy, Larry Schultz, Melody Howard; Excused-Eric Foemmel, Jesus Jimenez, Audrey Asselin, Malcolm D. White, Bob Briare, Adrroushan Armenian, Micaela Keller;

5. Report by the Department of Public Safety regarding issues at City facilities and parks – All Wards

Minutes:

DEPUTY CITY MARSHAL PATRICK KELLY reviewed the Deputy City Marshals report for the month of January. He reported on the top calls for service locations, noting that the Homeless Resource Center had the highest number, followed closely by Fremont Street Experience.

He reported there were 70 arrests, 56 misdemeanor citations, 39 traffic citations and 34 warning citations, noting 46 percent, 64 percent, zero percent and 85 percent, respectively, involved the transient population. Seventeen percent of the arrests, and 28 percent of the citations took place in City of Las Vegas parks.

MARSHAL KELLY provided statistics in each Ward for the total number of calls for service, the number of arrests and the number of citations, along with the types of arrests and citations and the incident locations.

With regard to the nightly downtown cleanup, he stated there were 519 transient interactions, of which 517 were compliant and two were non-compliant.

COMMISSIONER NEIGER asked for clarification of the definition of “transient” and for the Marshal to explain the transient interactions with regard to the downtown cleanup and Rapid Response operation. MARSHAL KELLY explained the term “transient” refers to any individual with no permanent residence (i.e., a homeless individual or someone living out of their vehicle). Downtown cleanup involves those individuals who are on the sidewalk at the time the Rapid Response detail is there to wash the sidewalks. He explained the Marshals advise these individuals to clear the sidewalks while the cleaning is occurring, and the majority comply.

6. Report by Susan Quintana, Parks and Recreation Administrative Section Manager, regarding CAPRA (Commission for Accreditation of Park and Recreation Agencies) – All Wards

Minutes:

SUSAN QUINTANA, Parks and Recreation Administrative Section Manager and CAPRA (Commission for Accreditation of Park and Recreation Agencies) Coordinator, reported CAPRA accreditation is through the National Recreation and Park Association (NRPA) and is a management platform and system of the industry’s best practices. It is the only national accreditation for parks and recreation agencies in the country, and is a valuable tool that measures how an agency operates, manages and serves the community through an internal audit process, on-site evaluation and peer review process. It is also the best way to demonstrate that exceptional customer service and the highest level of programs are being provided to the community.

MS. QUINTANA stated the Department of Parks and Recreation is going through this process to identify those things that are being done really well, to fill any gaps in service to the community and to determine any operational shortcomings. The process provides the opportunity for continuous improvement and serves as a motivator to be the best in providing quality programs, services and facilities.

The benefits of accreditation include helping to create a strong platform of processes to aid in establishing legitimacy and credibility within the community and solidifying and reinforcing how important leisure, recreation and park activities are towards one’s quality of life. This has been essential during the pandemic with regard to the well-being of the community. Accreditation also improves the image in the community through various community, financial and social support networks and elevates awareness through positive public and political recognition. It

also proves the Department is operating with best practices in mind and holds it accountable to certain standards. In some instances, accreditation helps to secure external financial support, thereby, reducing costs to the community.

There are also benefits of accreditation to the City of Las Vegas and the Department of Parks and Recreation as a whole. It provides for an internal self-assessment, it documents practices and action research that is in place, ensures that verbal policies become written directives that guide business operations and help staff to better perform their jobs, highlights new procedures that are needed and establishes desired outcomes, helps to build relationships within all facets of an organization and helps to provide thoughtful collaboration while working with other City departments regarding overall process improvement and effectiveness.

MS. QUINTANA went on to state the benefits to staff include helping to answer “why” questions, identifying waste and opportunities to strengthen internal practices, helping to create a unified workforce, providing skillset development, identifying top performers and serving as a teaching opportunity and providing for collaboration with other staff.

She displayed a map showing the 186 nationally accredited agencies in 38 different states. In 2007, the City of Las Vegas was CAPRA accredited, but through the economic downturn and a subsequent reorganization of the Department, that accreditation lapsed. She pointed out the City of Henderson is the only agency in Nevada to be accredited, but at this time in 2022, the City of Las Vegas will be amongst those accredited as well.

MS. QUINTANA explained the accreditation process is a full two-year process, which began in January 2020, but COVID-19 put a halt to those efforts. The City was afforded a 12-month extension by the NRPA, in which it was able to deal with the pandemic and re-kickoff its efforts to become accredited. It will take the entire year of 2021 to prepare the self-assessment report, which is due to the NRPA 10 weeks prior to the scheduled on-site visit by a three-person team, who will review this report and all of the evidence of compliance. The City will be hosting this on-site visit sometime between March and June of 2022, and a scheduled date should be known in approximately six months. This will be followed by an in-person hearing at the Fall 2022 NRPA Conference in Phoenix, Arizona, at which time the City will find out if they have become accredited. Upon accreditation, an annual report will become due every year for five years, and the same process will be repeated in 2027 to become re-accredited. She assured the Commission that GREG WEITZEL, Director of Parks and Recreation, would maintain this accreditation. She pointed out in the presentation materials provided to the Commissioners was a workflow process that outlines the timeline in more detail. The presentation materials were submitted and are included with the backup.

She reiterated the self-assessment report is something staff will be working on over the next 11 months and which will be presented to the NRPA, which demonstrates all standards for accreditation have been met. The report is comprised of three sections: the Standards, the Evidence of Compliance, and a Self-Review of whether the standard is met. The report must be clear and compelling with evidence of compliance, be thoroughly organized and consistently presented throughout. She noted also included in the presentation material, was a detailed report of all 10 Chapters and 154 standards. Thirty-six of the fundamental standards have to be met, along with 90 percent of the remaining 118 standards in order to achieve accreditation. The chapter titles demonstrate that this is a very comprehensive review of the entire master system of the Parks and Recreation operation. The standards are pretty straightforward, qualitative in nature and include an element of an effective and efficient Parks and Recreation operation. They deal with all aspects of an agency and place a spotlight on the relationships with other organizations. Collectively, the standards ensure the Department has the operational capacity in place to deliver programs, services and facilities that are high quality.

Part of the 154 standards are 13 policy documents that are required for accreditation. Of those, five are fundamental standards, which include the Parks and Recreation System Master Plan, the Department Strategic Plan, a Recreation Program Plan, a Maintenance and Operations Plan and a General Security Plan. She noted some of these plans are already in place, and some just need updating, but a large number still need to be developed and implemented, which will occur over the next 11 months.

She wished to solicit the Commission’s support and involvement on the CAPRA team. She stated the members could assist with gathering research, identifying evidence of compliance, helping write the self-assessment report narratives, assisting with plan development and other documentation or by supplying guidance as an advisory Commissioner in their specific area of expertise. She asked that any interested Commissioners contact

her, and if there is a specific Chapter in which they wished to help with, she would connect them to the appropriate Chapter Lead.

At this point, a video was shown from the NRPA that outlined and illustrated the importance of becoming nationally accredited.

COMMISSIONER SHERMAN wondered if there were any changes to the accreditation process regarding infection control measures due to COVID-19, such as keeping water fountains sanitary for public use. MS. QUINTANA explained nothing was laid out specifically in response to COVID-19, but part of the Maintenance and Operations Plan, which is a required document, will address information needed when dealing with pandemics and contain stringent cleaning guidelines. The Special Events section and Emergency Management Plan also address protocols needed when dealing with a health crisis.

Noting that MS. QUINTANA seemed very knowledgeable and that the self-assessment was quite voluminous, VICE CHAIR SCHULTZ asked MS. QUINTANA to share her background with the Commission. MS. QUINTANA stated she is one of many members on the team and will help guide the process as the coordinator on this project. She started with the City in 2006 as a Marketing Supervisor, changed positions and was an Administrative Officer, which deals with policy, protocol and strategic development, and then was most recently promoted to Administrative Section Manager. She noted she was involved at the tail end of the initial accreditation effort in 2007, but not as fully involved as she will be this time. She reiterated that the process is pretty intense with regard to the number of standards that have to be met, but she is one of many on the team.

VICE CHAIR SCHULTZ asked for guidance how to proceed for those Commissioners that wished to assist, of which he noted he was one. MS. QUINTANA stated the City was open to any and all support the Commissioners could provide and at any level, and suggested they consider specific expertise that may be of some benefit. VICE CHAIR SCHULTZ asked about the mechanics as far as if this was to be done from a team environment or from home. MS. QUINTANA explained each of the 10 Chapters has a Chapter Lead, and these individuals have reached out to other departments and stewards in the community to become a part of their Chapter team. Some of their tasks include research and asking questions of other departments and partners in the community. The Chapter Leads meet monthly so she can gauge where the individual Chapters are in their work, but the Chapter Leads also have flexibility as far as holding meetings, whether that be in person or virtually. She noted the majority of work will be done during business hours, but the Chapter Leads would best be able to identify the role in which each Commissioner could contribute on a particular section.

VICE CHAIR SCHULTZ stated it sounded as if the Chapter Leads were sub-Captains. MS. QUINTANA confirmed, stating that the Chapter Leads met a few weeks ago and were tasked at that time to identify the standards of their particular chapter, which ones they could already meet and those that will take more time and involve other departments and community stakeholders and to report back this month. This will help identify where assistance is most needed.

With a background in program management, the Vice Chair spoke about the importance of deliverables, and asked if there were performance objectives for each of the 10 Chapters. MS. QUINTANA confirmed that metrics are in place, with the knowledge that they only have this calendar year to shore up the self-assessment report draft, which means 25 percent of every Chapter's standards must be met every quarter. This includes evidence of compliance, completed research and the self-assessment report narrative.

VICE CHAIR SCHULTZ asked who made the decision as far as meeting the criteria. MS. QUINTANA stated the self-assessment report provides a very detailed outline as to what qualifies as a met standard, and every quarter, MR. WEITZEL will review the standards and determine if those that have been met are 100 percent or if there are missing components based on his experience with different cities.

COMMISSIONER BECKER complimented MS. QUINTANA on her presentation and asked if the on-site visitors had been identified yet. MS. QUINTANA stated they have not, noting that NRPA was working through some pandemic pains as well, but that within the next six months they should know when the on-site visit will take place and who those three individuals will be. There is a pool of qualified accreditation reviewers, and they have to be neutral and not have any connection with the City of Las Vegas. In order to be ready to answer any questions they may have a specific interest in, the Commissioner recommended once the site visitors are selected, that someone be assigned to research into their particular parks and recreation areas and departments. MS. QUINTANA agreed.

VICE CHAIR SCHULTZ urged the Commissioners to review the criteria and asked APRIL DI GIOVANNI, Administrative Secretary, to ensure that all Commissioners received the presentation materials.

7. Report by Greg A. Weitzel, Director of Parks and Recreation, regarding emerging issues related to the Department of Parks and Recreation – All Wards

Minutes:

In response to CHAIR WHITE'S inquiry at January's Commission meeting regarding the percentage of responses received in comparison to the number of postcards mailed out as it related to the Northwest Regional Park survey, GREG WEITZEL, Director of Parks and Recreation, reported 2,311 postcards were mailed, and 685 responses to the on-line survey were received. Additionally, 74 people viewed the meeting live, the presentation had 3,400 views online and 159 views on YouTube. This equated to a 29 percent response rate, which MR. WEITZEL thought was very good.

Another question from last month's meeting came from COMMISSIONER KELLER, who asked about the number of dog parks in Henderson. MR. WEITZEL stated staff researched this, and he reported the City of Henderson has 17 owned and operated dog parks, and that details can be found on their website.

MR. WEITZEL announced FOX 5 Super Build 2021, working with the Make An Impact Foundation, contacted the Parks and Recreation Department, and they along with several other sponsors, including Home Depot, are going to donate and build a playground at Gary Reese Freedom Park in Ward 3 as part of their Super Build 2021 program. He shared a video of the FOX 5 Super Build project from 2020.

MR. WEITZEL stated the project will be done in phases, the first being Design Day, where children in the community get to help select some of the elements of the playground equipment. This will take place at the East Las Vegas Community Center with some of the Vegas Strong Academy youth and other members of the community. The majority of the playground structures will be built by professional installers, but there will also be opportunities for community members to become involved in helping to finalize the project, to include painting picnic tables and benches, putting swings together and planting trees. Tentative dates for Design Day and the Community Build Day are March 10, 2021, and May 22, 2021, respectively. Staff is currently working on the donation acceptance report that will require the City Manager's Office approval. He noted DR. LISA MORRIS HIBBLER, Chief Community Services Officer, has been briefed and supports the project. He invited the Commissioners to join this community build project, and hoped they were as excited as staff.

COMMISSIONER McCURDY wondered how the Ward was selected. MR. WEITZEL stated staff did not select the Ward, and that FOX 5 News and the Make an Impact Foundation made that selection based on need. The Commissioner stated he is one of the Board of Directors for Habitat for Humanity, and he was concerned with how the Ward was selected. He thought Gary Reese Freedom Park was already a beautiful park, while Ward 5 has some of the more dilapidated parks and wondered why this area was being neglected. MR. WEITZEL did not know who specifically made the decision where to build the playground. Agreeing there are multiple playgrounds in Ward 5 that need to be replaced, he indicated he met with COUNCILMAN CREAR earlier in the day to discuss this and how best to fund those improvements. They are particularly excited about a Ward 5 project involving the Charleston Heights Park renovation, which is scheduled to occur in 2021. It will be a state-of-the-art playground unlike any other playground in the state of Nevada. He stated he could report on the details of that project so the Commission knows how technology is incorporated into play. Other areas in Ward 5 are being worked on as well.

COMMISSIONER McCURDY understood renovations will take place on the Doolittle pool, but he is concerned that the Historic Westside has been used to obtain federal money, but no funds have gone to that specific area, and he thought this area needed some special care. MR. WEITZEL stated he would follow up to find out how the location was selected and report back to the Commission.

COMMISSIONER HOWARD asked if individuals had to sign up to participate in the Community Build Day. MR. WEITZEL stated staff is still working on the details since they just found out about the event, but he believed people would be required to register if they wanted to help so that any capacity restrictions could be taken into consideration if the current COVID-19 protocols remain in place. He thought the number would be capped, but he did not know what that number would be at the present time.

Subsequent to this item, DEPUTY CITY ATTORNEY JOHN RIDILLA, stated he was informed by the City Clerk that minutes cannot be partially approved, therefore, the approval of Item 4 should be rescinded and the minutes abeyed until the next meeting so the section in question can be clarified by CHAIR WHITE.

8. Report by Commission members regarding parks issues and events within their respective Council Wards and at large – All Wards

Minutes:

COMMISSIONER BECKER announced COUNCILWOMAN SEAMAN will be hosting a Document Shredding Event in Ward 2 on March 13, 2021, from 10:00 a.m. until 12:00 p.m. at the Pavilion Center Pool.

VICE CHAIR SCHULTZ thanked COMMISSIONER HENLEY for the feedback he provided with regard to the Northwest Regional Park, which was shared with staff. He also thanked MAGGIE PLASTER, Deputy Director of Parks and Recreation, for organizing the focus groups related to the planning of City of Las Vegas parks over the coming years. Some of the Commissioners participated, and he commented he found the exchange helpful as far as understanding the direction.

COMMISSIONER McCURDY requested an in-depth report from GREG WEITZEL, Director of Parks and Recreation, regarding the plans for the depressed areas of the Historic Westside to make them equitable with the other Wards. He specifically referenced the geographic area of Bonanza Road, Martin Luther King Boulevard, A Street and Carey Avenue, as there are three or four parks in that area. He also referenced the homeless individuals in the parks and asked his fellow Commissioners to help him advocate for the low income areas in his Ward.

MR. WEITZEL stated he would report out on what capital improvements have been done in Ward 5 to date, those being planned for the remainder of the fiscal year and those being proposed in the next year. VICE CHAIR SCHULTZ extended his assistance to COMMISSIONER McCURDY, who encouraged the Commissioners to visit the Historic Westside.

9. **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, come forward and 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:

None.

10. **Adjournment**

Minutes:

The meeting was adjourned at 5:16 p.m.

Respectfully submitted:

Ashley Foster, Deputy City Clerk

Greg A. Weitzel, Director of Parks and Recreation

Minutes Prepared by:

Debra A. Outland, Deputy City Clerk

THIS MEETING WAS PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS
IN ACCORDANCE WITH THE STATE OF NEVADA EXECUTIVE DEPARTMENT
DECLARATION OF EMERGENCY DIRECTIVE 006
The City of Las Vegas website – www.lasvegasnevada.gov
and
The Nevada Public Notice Website – notice.nv.gov