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## **ADMINISTRATIVE SERVICES**

The multi-purpose Administrative Services Department performs a wide range of services for the County Manager and Board of County Commissioners. The Department functions as an internal consulting group to the County Manager and Board of County Commissioners on public policy and organizational issues; coordinates and implements Clark County's strategic planning efforts; managing the town of Laughlin on behalf of the County Manager and the Board of County Commissioners; and administers County-wide emergency preparedness programs.

The following is a list of the divisions and services of the Department of Administrative Services, and a brief description of each:

### **ANIMAL CONTROL**

2901 E. Sunset Road

Phone No. (702) 455-7710

Fax No. (702) 407-6829

The mission of Clark County Animal Control is to promote public safety, rabies control, and responsible pet ownership through education, service, and enforcement.

### **EMERGENCY MANAGEMENT OFFICE**

500 South Grand Central Parkway, 6th Floor

Phone No. (702) 455-5710

Fax No. (702) 455-5718

The Office of Emergency Management (OEM) provides a single point of coordination for Clark County's public safety programs that include emergency planning, preparation activities during emergencies, and coordination of recovery programs following emergencies. In this capacity, OEM works closely with Clark County public safety organizations to facilitate a coordinated approach to multi-agency activities.

### **LAUGHLIN TOWN MANAGER'S OFFICE**

Regional Government Center

101 Civic Way

Laughlin, Nevada 89029

Phone No. (702) 298-0828

Fax No. (702) 298-6132

The MISSION of the Town Manager's Office is to serve the people of Laughlin with progressive and responsible management and provide community services through collaborative ventures that support the mission and goals of the Board of County Commissioners, County Manager and citizens.

## **PARK POLICE**

Sunset Park  
2901 E. Sunset  
Las Vegas, Nevada 89120  
Phone No. (702)455-7532

The Mission of Clark County Parks Police is to protect our parks, recreation facilities and the people who come to enjoy them and provide a safe and accessible place for leisure-time activities.

## **POLICY AND ANALYTICAL SERVICES**

500 South Grand Central Parkway, 6th Floor  
Phone No. (702) 455-3530  
Fax No. (702) 455-3558

Policy and Analytical Services manages a variety of Commission/Manager directed projects, and responds to concerns and questions received from the public. Staff coordinates, facilitates and provides general support for County-wide or cross-departmental projects, committees and task forces. In addition, staff provides oversight and coordination for a variety of functions including parking administration, Government Center usage, contract administration, and the agenda process of the Board of County Commissioners.

## **PUBLIC RESPONSE OFFICE**

P.O. Box 551716  
Las Vegas, NV 89155-1716  
Phone No. (702) 455-4191  
Fax No. (702) 455-2080

The Public Response Office provides code enforcement for all of unincorporated Clark County. Code Enforcement specialists follow up on citizen complaints regarding Neighborhood Code Violations including but not limited to: Illegal storage of vehicles, unkempt properties, lot usage and illegal sign placement. PRO also addresses code violations and facilitates the removal of trash, debris, graffiti and illegal signs.

## **TOWN AND LIAISON SERVICES**

The Board of County Commissioners have made it a priority to seek input from citizens and increase their voice in County government. Town and Liaison Services staff work to meet that goal by responding to neighborhood concerns through facilitation, coordination, networking and problem solving with various neighborhood organizations, associations, advisory boards and government agencies.

### ***STAFF and Corresponding Town Advisory Board and Citizen Advisory Councils***

Kelly Benavidez - Central Area

Office Location: Martin Luther King Jr. Resource Center

Building Address: 2432 North Martin Luther King Bldg D Ste. 2 North Las Vegas, NV 89032

Phone: (702) 455-7277 Fax: (702) 648-5387

Kim Bush - Lone Mtn. & Lower Kyle Canyon

Office location: Mountain Crest Neighborhood Services

Building Address: 4701 N. Durango Dr. Las Vegas, NV 89129

Phone: (702) 455-1900

Tiffany Hesser – Bunkerville, Moapa Valley, and Enterprise

Office Location: Clark County Government Center

Building Address: 500 S. Grand Central Parkway, 6th floor Las Vegas, NV 89155-1712

Phone: (702) 455-7388 Fax: (702) 455-3558

Chris Munhall - Goodsprings, Indian Springs, Mt. Charleston, Mountain Springs, Red Rock and Sandy Valley:

Office Location: Clark County Government Center

Building Address: 500 S. Grand Central Parkway, 6th floor Las Vegas, NV 89155-1712

Phone: (702) 455-0341 Fax: (702) 455-3558

Janice Ridondo - Sunrise Manor

Office location: Cora Coleman

Building Address: 2100 Bonnie Lane, Las Vegas, NV 89156

Phone: (702) 455-3452 / Fax: (702) 383-6041

Mike Shannon - Enterprise & Spring Valley

Office Location: Desert Breeze Community Center

Building Address: 8275 Spring Mountain Rd. Las Vegas, NV 89117

Phone: (702) 455-8338

Blanca Vazquez - Paradise & Whitney

Office Location: Paradise Community Center

Building Address: 4775 McLeod Las Vegas, NV 89121

Phone: (702) 455-8531 Fax: (702) 436-1704

Tamara Williams – Sunrise Manor and Winchester

Office location: Cambridge Community Center

Building Address: 3900 S. Cambridge Ste 111, Las Vegas, NV 89119

Phone: (702) 455-7507 Fax: (702) 455-8610