

ADMINISTRATIVE SERVICES

The multi-purpose [Administrative Services Department](#) performs a wide range of services for the County Manager and Board of County Commissioners. These services include:

- Functioning as an internal analytical consulting team to both the County Manager and the Board of County Commissioners on public policy and organizational issues
- Improving the safety of Clark County parks through efforts by the Park Police
- Providing code enforcement, graffiti abatement, and animal control services to the public
- Managing the Town of Laughlin on behalf of the County Manager and the Board of County Commissioners
- Analyzing the impact of legislative changes to Clark County and representing the public policy positions of the Board of County Commissioners to state and federal lawmakers
- Coordinating and implementing Clark County's strategic planning efforts
- Developing self-sustaining communities and affordable housing for all residents of Clark County
- Procuring construction, goods, and services at the best possible price to maximize the taxpayer's dollars

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

ANIMAL CONTROL

[Clark County Animal Control](#) (CCAC/Animal Control) provides continuous (24 hours a day) animal care and control services to all of the unincorporated areas of Clark County that include pick-up service for live, sick, injured, and dead stray animals (excluding livestock). Additionally, CCAC provides enforcement of the animal control portion of Clark County Code that includes loose animals, cruelty cases, bite quarantines, and other animal-related service requests made by the public.

Last year, Animal Control received over 62,000 service requests that contributed to Officers logging over 38,000 calls in the field.

Residents in Bunkerville can drop off stray animals at the Mesquite Animal Shelter. Animal Control also contracts with the North Valley Animal Clinic in Fort Mohave, Arizona to provide animal sheltering services for those animals picked up in Laughlin.

The Animal Foundation provides sheltering services for Clark County in the Las Vegas Valley. In addition, through contract, local veterinarians provide emergency medical care for impounded stray animals that are injured or sick.

Animal Control's voice mail system contains a recorded list of injured animals that is updated twice daily. To obtain this information, call (702) 455-7710 and select option four (4).

Administrative Office:

2901 East Sunset Road, Las Vegas, Nevada 89120

Phone: (702) 455-7710

Fax: (702) 455-8102

Email: AnimalControlInfo@ClarkCountyNV.gov

Note: Animal Control officers are based out of various community centers throughout the County.

Additional Telephone Numbers for Animal Control Services:

Unincorporated Areas (includes all other areas except below)	(702) 455-7710
Bunkerville Area	(866) 732-5955
Moapa Valley	(866) 732-5955
Laughlin	(702) 697-9003
Boulder City Animal Control	(702) 293-9283
Henderson Animal Control	(702) 267-4970
Las Vegas Animal Control	(702) 229-6444
Laughlin Animal Contractor (North Valley Animal Clinic)	(928) 768-8387
Lied Animal Shelter	(702) 384-3333
Mesquite Animal Control	(702) 346-5268
NDOW	(702) 486-5127
NLV Animal Control	(702) 633-1750
Nye County Animal Control	(775) 482-8101
USDA	(703) 812-6758

Sheltering Services (Las Vegas Valley):

The [Animal Foundation](#) Contact Information:

Office Location:

The Animal Foundation
655 North Mojave Road, Las Vegas, NV 89101

Phone: (702) 384-3333

Fax: (702) 384-4563

Email: <http://animalfoundation.com/contact/>

Sheltering Services (Bunkerville Area):

[Mesquite Animal Shelter](#) Contact Information:

Office Location:

City of Mesquite Animal Shelter
795 Hardy Way, Mesquite, NV 89027

Phone: (702) 346-7415 (11am- 1pm, Monday through Saturday)

Voicemail: (702) 346-5268

Email: mesquitenvshelter@gmail.com

Sheltering Services (Town of Laughlin):
[North Valley Animal Clinic](#) Contact Information:

Office Location:
North Valley Animal Clinic
1440 East Hammer Road, Fort Mohave, AZ 86426-9235

Phone: (928) 768-8387
Fax: (928) 768-2106

Emails: kennel@nvacaz.com or reception@nvacaz.com

Note: North Valley Animal Clinic is located in Fort Mohave, Arizona.

COMMUNITY RESOURCES MANAGEMENT

The [Community Resources Management Division](#) works to build self-sustaining communities, provide housing that is safe, decent, and affordable, and create a strong economic and social base for the development of families and neighborhoods throughout Clark County. The Community Development Advisory Committee (CDAC) meets yearly to provide recommendations on the allocation of Emergency Solutions Grant and HOME/LIHTF Program to the Board of County Commissioners. Additionally, every five years, the CDAC meets to make recommendations regarding the Community Development Block Grant program.

Office Location:
Clark County Government Center
500 South Grand Central Parkway, 5th Floor, Las Vegas, NV 89155

Phone: (702) 455-5025
Fax: (702) 455-5038

Email: KRC@ClarkCountyNV.gov

INTERGOVERNMENTAL RELATIONS/POLICY AND ANALYTICAL SERVICES

The [Office of Intergovernmental Relations](#) seeks to enact the BCC's legislative proposals and responds to local, state, and federal legislation that could affect the County. Responsibilities of the Office include the development and analysis of bill draft proposals for the BCC prior to submission to the state, interim committee tracking and support, policy/issue analysis, and communication of the County's position on legislative issues.

[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.

Office Location:

Clark County Government Center
500 South Grand Central Parkway, 6th Floor, Las Vegas, NV 89155

Phone: (702) 455-3530

Fax: (702) 455-3558

Email: Bolin@ClarkCountyNV.gov

LAUGHLIN TOWN MANAGER'S OFFICE

The [Town Manager's Office](#) serves the people of Laughlin with both progressive and responsible management as well as providing community services through various collaborative ventures that support the goals and mission of the Board of County Commissioners, County Manager, and citizens.

Office Location:

Regional Government Center
101 Civic Way, Laughlin, Nevada 89029

Phone: (702) 298-0828

Fax: (702) 298-6132

Email: jab@ClarkCountyNV.gov

PARK POLICE

[Clark County Park Police](#) work to ensure both safety and comfort in parks by maintaining a proactive approach towards preventing crime, educating park users on their role and responsibilities, establishing partnerships with all other police jurisdictions, and by being flexible in strategies to identify crime trends and implement problem-solving solutions.

Administrative Office:

Sunset Park
2901 East Sunset Road, Las Vegas, Nevada 89120

Phone: (702) 455-7532

Fax: (702) 455-8260

Email: michaera@ClarkCountyNV.gov

PUBLIC RESPONSE OFFICE

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 and facilitate the removal of trash, debris, graffiti and illegal signs. The Public Response Office fields over 6,000 complaints per year, and that 97% of the complaints received are resolved voluntarily. Due to staff size, the Public Response Office is reactive as opposed to being proactive when addressing complaints.

For convenience, Clark County has developed an [online complaint form](#) that allows for code enforcement and graffiti complaints to be filed electronically.

The following is a [list](#) of the types of complaints and common zoning questions that the Public Response Office handles:

Junk, Trash and Debris

Junk, trash and debris must be removed from property and disposed of properly. This includes any discarded furniture, auto parts including tires, appliances, plastic, cardboard, paper, building materials, tree trimmings and dead vegetation.

Outside Storage

Outside storage is prohibited. All storage items must be contained or removed from property. Items that are not normally kept or stored outside must be removed. Patio furniture, swing sets, barbecues, etc. are allowed to be kept outside.

Inoperative Vehicles

An inoperative vehicle is one which is not equipped with all parts required to legally operate on the public streets or one that cannot be driven under its own power. Inoperative vehicles cannot be stored outside a residence and must be removed from the property.

Parking

Residential onsite parking must be on an approved surface. No parking on landscape, which includes, rocks and turf, or landscape required areas, is allowed. The parking or storage of trailers, campers, and boats on residential property is unlawful except in front of the property when goods or passengers are being picked up or delivered.

Additionally, vehicles such as cars or personal pick-up trucks may be parked on a public street for up to 72 hours if it is operable, has current plates, and valid registration. Abandoned vehicles, trailers, recreational vehicles, mobile billboards, and commercial vehicles may not be kept on any highway, street, or other public thoroughfare. There are additional no-parking zones within unincorporated Clark County that all vehicle owners must comply with.

Commercial Vehicles

Commercial vehicles cannot be parked or kept in a residential area except when loading or unloading of merchandise or passengers is occurring, or when such vehicle is being used in conjunction with a service or essential use within the immediate neighborhood.

Vegetation

Overgrown or dead vegetation must be removed. Grass over four (4) inches in height must be cut and all weeds and dead vegetation must be removed. Tree limbs or brush that has grown over the public right-of-way must be trimmed so as not to cause a safety hazard.

Structures

Houses, room additions, patio covers and sheds over 120 square feet constructed without building permits and required inspections are illegal, regardless of the age of the structure. Proper permits must be obtained; all inspections called for zoning setbacks must be met. Building permits are also required for residential perimeter walls over 24 inches in height.

Swimming Pools

Swimming pools that are permanently or temporarily installed bodies of water in excess of 18 inches in depth must be enclosed entirely by an access barrier that is at least 60 inches or five (5) feet in height. The pool enclosure must have a self-latching and self-closing gate inoperative from the outside. When draining a pool, it must be drained to the public sewer through a permanently installed water line or hose connected to the sewer. Wastewater may not be discharged to a septic system or into the public right-of-way.

Home Occupation

A home occupation is a commercial use conducted entirely within a residence and conducted by family members residing in the home. The use is incidental and secondary, does not alter the exterior or affect the residential character of the neighborhood. No employees, foot traffic or commercial signage is allowed at the residence.

Signs and Postings

Signs placed within the public right-of-way are subject to immediate removal due to safety concerns. The posting of notices or advertisements on utility poles or boxes is prohibited. Other illegal signs are issued a Notice of Violation, and those who posted said signs have within fifteen (15) days to come into compliance or to be removed.

Graffiti

The Clark County [Graffiti Abatement Program](#) assists with the removal of graffiti vandalism from private residential property walls and fences. Permission from the property owner is required. Upon request, Clark County will provide paint and supplies, so the property owner can also cover any subsequent graffiti vandalism. Business or commercial property owners including apartments, townhomes and gated communities are responsible for their own graffiti removal. Call (702) 455-4509 to report any graffiti related incidents.

Shopping Carts

It is unlawful to remove any shopping cart from the store premises. Unauthorized removal or unauthorized possession of any shopping cart is a violation of state, county and city laws. Call (800) 252-4613 or (702) 455-4191 to report any shopping carts.

Administrative Staff Office:

2911 East Sunset Road, Las Vegas, NV 89120-2707

Phone: (702) 455-4191

Fax: (702) 455-2080

Email: pro@ClarkCountyNV.gov

PURCHASING AND CONTRACTS

The [Purchasing and Contract Division](#) has the responsibility to obtain required materials, supplies, equipment, and services for all County departments. The Division is managed by the Purchasing Manager to ensure that the functions and purchases/contract activities comply with the Nevada Local Government Purchasing Act (NRS 332) and other applicable state and/or local laws. Providing full and open competition during the purchasing and contracting processes remains a priority of the Division.

Office Location:

Clark County Government Center
500 S. Grand Central Parkway, 4th Floor, Las Vegas, NV 89155

Phone: (702) 455-2897

Fax: (702) 386-4914

Email: countypurchasing@ClarkCountyNV.gov

TOWN AND LIAISON SERVICES

It is a priority of the Board of the County Commissioners to seek input from citizens and increase their voice in County government. [Town and Liaison Services](#) staff work directly with Commissioners to meet that goal by responding to both individual and neighborhood concerns through facilitation, coordination, networking, and problem solving with various neighborhood organizations, associations, advisory boards, and/or government agencies.

Liaisons and Corresponding Town Advisory Boards/Citizen Advisory Councils:

Commission District A

Tiffany Hesser, Liaison to Commissioner Steve Sisolak

- Oversees Enterprise Town Advisory Board
- Partnerships with City of Henderson and City of Mesquite

Office Location:

Clark County Government Center
500 South Grand Central Parkway, 6th floor, Las Vegas, NV 89155

Office: (702) 455-7388

Fax: (702) 455-3558

Email: HesserTI@ClarkCountyNV.gov

Commission District B

Janice Ridondo, Liaison to Commissioner Tom Collins

- Oversees Bunkerville, Moapa Town, Moapa Valley and Sunrise Manor Town Advisory Boards
- Partnerships with City of Las Vegas, City of North Las Vegas, and City of Mesquite

Office Location:

Cora Coleman Senior Center
2100 Bonnie Lane, Las Vegas, NV 89156

Office: (702) 455-3452

Fax: (702) 383-6041

Email: JRidondo@ClarkCountyNV.gov

Commission District C

Sue Baker, Liaison to Commissioner Larry Brown

- Oversees Lone Mountain and Lower Kyle Canyon Citizen Advisory Councils
- Partnership with City of Las Vegas

Office Location 1:

Mountain Crest
4701 North Durango Dr., Las Vegas, NV 89129

Office Location 2:

Clark County Government Center
500 South Grand Central Parkway, 6th floor, Las Vegas, NV 89155

Office: (702) 455-1900

Fax: (702) 396-4274

Email: Sue.Baker@ClarkCountyNV.gov

Commission District D

Kelly Benavidez, Liaison to Commissioner Lawrence Weekly

- Partnership with City of Las Vegas

Office Location:

Martin Luther King Jr. Resource Center
2432 North Martin Luther King Bldg. D., Suite 2, North Las Vegas, NV 89032

Office: (702) 455-7277

Fax: (702) 648-5387

Email: kdb@ClarkCountyNV.gov

Commission District E

Tamara Williams, Liaison to Commissioner Chris Giunchigliani

- Oversees Sunrise Town and Winchester Town Advisory Boards

Office Location:

Cambridge Community Center
3900 South Cambridge Suite 111, Las Vegas, NV 89119

Office: (702) 455-0560

Fax: (702) 455-8610

Email: TGW@ClarkCountyNV.gov

Commission District F

Mike Shannon, Liaison to Commissioner Susan Brager

- Oversees Spring Valley Town Advisory Board

Office Location:

Desert Breeze Community Center
8275 Spring Mountain Rd., Las Vegas, NV 89117

Office: (702) 455-8338

Fax: (702) 367-1918

Email: mds@ClarkCountyNV.gov

Commission District G

Blanca Vazquez, Liaison to Commissioner Mary Beth Scow

- Oversees Paradise Town and Whitney Town Advisory Boards
- Partnership with City of Henderson

Office Location:

Paradise Community Center
4775 McLeod, Las Vegas, NV 89121

Office: (702) 455-8531

Fax: (702) 436-1704

Email: bva@ClarkCountyNV.gov

Rural Towns

Jackie Brady, Manager

- Oversees Laughlin Town and Searchlight Town Advisory Boards

Office Location:

Laughlin Regional Government Center
101 Civic Way, Laughlin, NV 89029

Office: (702) 298-0828

Fax: (702) 298-6132

Email: jab@ClarkCountyNV.gov

Rural Towns

Meggan Holzer, Rural Liaison to Commissioners Susan Brager and Larry Brown

- Oversees Goodsprings, Indian Springs, Mt. Charleston, Mountain Springs, Red Rock, and Sandy Valley Town Advisory Boards

Office Location:

Clark County Government Center
500 South Grand Central Parkway, 6th floor, Las Vegas, NV 89155-1712

Office: (702) 455-0341

Fax: (702) 455-3558

Email: MEGGAN@ClarkCountyNV.gov