



CITY OF HENDERSON COMMEMORATIVE BEAUTIFICATION COMMISSION AGENDA

Tuesday, January 14, 2014
6:00 p.m.
Meeting Inquiries: (702) 267-4090

Parks & Recreation Admin Office
105 W. Basic Road
Henderson, NV 89015

Notice to persons with special needs: For those requiring special assistance or accommodation to attend or participate in this meeting, arrangements for a sign language interpreter or services necessary for effective communication for qualified persons with disabilities should be made as soon as possible, but no later than 72 hours before the scheduled event. Listening devices are available for persons with hearing impairments.

Please contact the Monica Rivera at (702) 267-4090 or TTY: 7-1-1, **at least 72 hours in advance** to request a sign language interpreter. You may also submit your request by using [Contact Henderson](#).

The Chairman reserves the right to hear agenda items out of order, combine two or more agenda items for consideration, remove an item from the agenda, or delay discussion relating to an item on the agenda at any time. All items are action items unless otherwise noted.

Individuals speaking on an item will be limited to three (3) minutes and spokespersons for a group will be limited to ten (10) minutes.

Backup materials for agenda items can be found at:

[HTTP://WWW.CITYOFHENDERSON.COM/PARKS/COMMISSIONS/COMMEMORATIVE_BEAUTIFICATION_COMMISSION_MEETING_AGENDAS.PHP](http://www.cityofhenderson.com/parks/commissions/commemorative_beautification_commission_meeting_agendas.php)

To request backup materials, please contact Monica Rivera at (702) 267-4090.

I. CALL TO ORDER

II. CONFIRMATION OF POSTING AND ROLL CALL

III. ACCEPTANCE OF AGENDA (For Possible Action)

IV. PUBLIC COMMENT

Note: Items discussed under Public Comment cannot be acted upon at this meeting, but may be referred to a future agenda for consideration (NRS 241.020). Individuals speaking on an item will be limited to three (3) minutes and spokespersons for a group will be limited to ten (10) minutes.

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

1. Introduction of Members and Guests (Information Only)
2. Approval of Minutes from December 9, 2013 (For Possible Action)
3. Urban Forestry Update (Information Only)

4. CBC Budget (For Possible Action)
5. Community Pride (For Possible Action)
6. Holiday Decorating Contest and Ceremony Follow-up (Information Only)
7. Arbor Day (For Possible Action)
 - a. Vote on Funds for Arbor Day (For Possible Action)
 - b. Discuss Sponsorship (For Possible Action)
8. Clean-up Trailer (Information Only)
9. Banners and Flags (For Possible Action)
 - a. Vote on Theme for Banner Contest (For Possible Action)
10. Volunteer Hours (Information Only)

VII. STAFF REPORT (Information Only)

VIII. PUBLIC COMMENT

Note: Items discussed under Public Comment cannot be acted upon at this meeting, but may be referred to a future agenda for consideration (NRS 241.020). Individuals speaking on an item will be limited to three (3) minutes and spokespersons for a group will be limited to ten (10) minutes.

IX. CHAIRMAN/MEMBER COMMENTS

The Chairman and Members may speak on any subject under this section of the agenda. Chairman and Members may comment on matters including, without limitation, future agenda items, upcoming meeting dates, and meeting procedures. Comments made cannot be acted upon or discussed at this meeting, but may be placed on a future agenda for consideration by the Body.

X. SET NEXT MEETING – Tuesday, February 11, 2014 – Parks and Recreation Administration Conference Room, 105 W. Basic Road, Henderson, NV 89015.

XI. ADJOURNMENT

Posted prior to 9:00 a.m., Wednesday, January 8, 2013
at the following locations:
City Hall, 240 Water Street, 1st Floor Lobbies (2)
Multigenerational Center, 250 South Green Valley Parkway
Whitney Ranch Recreational Center, 1575 Galleria Drive
Fire Station No. 86, 96 Via Antincendio

Item 2 of Section VI

Commemorative Beautification Commission

Minutes from December 9, 2013

**CITY OF HENDERSON
COMMEMORATIVE BEAUTIFICATION COMMISSION
MINUTES
December 9, 2013**

I. CALL TO ORDER

Acting Chairperson Rosa Herwick called the Commemorative Beautification Commission Meeting to order at 5:35 p.m., at 105 W. Basic Road, in the Parks and Recreation Administrative Office Conference Room.

II. CONFIRMATION OF POSTING AND ROLL CALL

Monica Rivera, Recording Secretary, confirmed the meeting had been posted in accordance with the Open Meeting Law by posting the agenda three working days prior to the meeting at City Hall, Multigenerational Center, Whitney Ranch Recreation Center, and Fire Station No. 86.

Present: Chairman John Casanova (arrived at 5:38 p.m.)
Rosa Herwick
Debra Jacobson
Kapua Maruyama
Ed Long
Jennifer Lewis
Denise Olsen

Staff: Kirk Niemand, Park Operations Manager
Monica Rivera, Recording Secretary

Guests: Andrew Jacobson
Marjorie Long
Ruth Urban

III. ACCEPTANCE OF AGENDA

(Motion) Ms. Olsen introduced a motion to accept the agenda as presented, seconded by Mr. Long. The vote favoring approval was unanimous. Acting Chairperson Herwick declared the motion carried.

IV. PUBLIC COMMENT

There were no comments presented by the public.

V. UNFINISHED BUSINESS

There was no Unfinished Business to be discussed.

VI. NEW BUSINESS

1. Introduction of Members and Guests

Everyone present introduced themselves.

2. Approval of Minutes from November 12, 2013

(Motion) Mr. Long introduced a motion to approve the minutes of November 12, 2013, as presented, seconded by Ms. Olsen. The vote favoring approval was unanimous. Acting Chairperson Herwick declared the motion carried.

3. Urban Forestry Update

Kirk Niemand, Park Operations Manager, reported that there was no Urban Forestry update.

4. CBC Budget

Mr. Niemand reported that no charges were made to the budget.

5. Community Pride

There was no new information to report on the Community Pride Award.

6. Holiday Decorating Contest and Ceremony

Mr. Niemand reported that the members were going on the bus tour to judge the Holiday Decorating Contest, following the meeting. On Tuesday, December 10, the votes will be tallied and the awards will be ordered. On Thursday, December 12, the awards will be picked up and wrapped. On Friday, December 13 at 6:00 p.m., the awards ceremony will be held at the Henderson Events Plaza during the WinterFest celebration. All members

were invited to participate in the festivities.

7. Arbor Day

Mr. Niemand reported that the logo has been approved and Marketing staff is working on the sponsorship forms. The packets will be ready by the next meeting. Staff will notify the members, if the packets are available prior to the meeting.

8. Clean-up Trailer

Mr. Niemand reported that the trailer has been scheduled for use every weekend.

9. Banners and Flags

Mr. Niemand informed the members that progress has been made with the banner idea. He has contacted the schools and has received positive feedback on the idea. The item will be added to next month's agenda to vote on a theme and discuss the logistics.

10. Volunteer Hours

Chairman Casanova reported one volunteer hour; and Ms. Herwick reported one volunteer hour.

VII. STAFF REPORT

There was no information to report on the Staff Report.

VIII. PUBLIC COMMENT

There were no comments presented by the public.

IX. CHAIRMAN/MEMBER COMMENTS

Mr. Long advised that it was previously discussed that a member could go before the Chamber of Commerce to talk about Arbor Day and ask for sponsorship.

Ms. Olsen questioned if progress had been made in creating a brochure for the Commemorative Beautification Commission. Staff advised that the item would be added to next month's agenda.

X. SET NEXT MEETING

The next regular meeting is scheduled for January 14, 2014, at 6:00 p.m., in the Parks and Recreation Administration Building.

XI. ADJOURNMENT

There being no further business to come before the Commission,
Chairman Casanova adjourned the meeting at 5:48 p.m.

Respectfully submitted,

Monica Rivera, Recording Secretary

Item 4 of Section VI

Commemorative Beautification
Commission

CBC Budget

CBC FY14 - Budget Summary

| Fund | Dept | Account | Project | Description | *Budget | Expense | Available Budget* |
|--------------|------|---------|---------|------------------------------|---------------------|--------------------|---------------------|
| 1001 | 4301 | 601408 | P0047 | Commemorative Beautification | \$ 32,568.00 | \$ 5,905.39 | \$ 26,662.61 |
| 2151 | 4101 | 601432 | G0004 | Arbor Day Donations* | \$ 6,952.00 | \$ - | \$ 6,952.00 |
| Total | | | | | \$ 39,520.00 | \$ 5,905.39 | \$ 33,614.61 |

*\$6,952 rolled forward from FY13 budget

| CBC Expenses - Detail - FY2014 | | | | | | |
|--------------------------------|------|---------|---------|--------------------|------------------------------------|-------------|
| Fund | Dept | Account | Project | Vendor Information | Description | Amount |
| 1001 | 4301 | 601408 | P0047 | Jimmy Johns | Meals for Holiday Decorating Tour | \$ 132.78 |
| 1001 | 4301 | 601408 | P0047 | Crown Trophy | Holiday Decorating Contest Awards | \$ 776.49 |
| 1001 | 4301 | 601408 | P0047 | Crown Trophy | Holiday Decorating Contest Awards | \$ 776.50 |
| 1001 | 4301 | 601408 | P0047 | Crown Trophy | Holiday Decorating Contest Awards | \$ 32.00 |
| 1001 | 4301 | 601408 | P0047 | Crown Trophy | CBC Member Name Badges | \$ 64.75 |
| 1001 | 4301 | 601408 | P0047 | Walmart | Winterfest - Santa House | \$ 73.84 |
| 1001 | 4301 | 601408 | P0047 | COH Mailroom | Recycling rack cards | \$ 61.88 |
| 1001 | 4301 | 601408 | P0047 | Hobby Lobby | Winterfest - crafts | \$ 233.32 |
| 1001 | 4301 | 601408 | P0047 | Hobby Lobby | Winterfest - crafts | \$ 9.98 |
| 1001 | 4301 | 601408 | P0047 | Lowes | Winterfest - Santa House | \$ 39.98 |
| 1001 | 4301 | 601408 | P0047 | Target | Winterfest - crafts | \$ 236.35 |
| 1001 | 4301 | 601408 | P0047 | Smiths | Winterfest - cookie decorating | \$ 40.38 |
| 1001 | 4301 | 601408 | P0047 | Michaels | Winterfest - crafts | \$ 51.53 |
| 1001 | 4301 | 601408 | P0047 | Hobby Lobby | Winterfest - crafts | \$ 16.41 |
| 1001 | 4301 | 601408 | P0047 | Smiths | Winterfest - cookie decorating | \$ 314.20 |
| 1001 | 4301 | 601408 | P0047 | Oriental Trading | Winterfest - crafts | |
| 1001 | 4301 | 601408 | P0047 | American Fence | Fencing - Christmas Tree Recycling | \$ 3,045.00 |
| | | | | Total | | \$ 5,905.39 |

| CBC Donations - Detail - FY2014 | | | | | | |
|---------------------------------|------|---------|---------|--------------------|-------------|--------|
| Fund | Dept | Account | Project | Vendor Information | Description | Amount |
| | | | | | | |
| | | | | | | |
| | | | | TOTAL | | \$ - |