



## CITY OF HENDERSON COMMEMORATIVE BEAUTIFICATION COMMISSION AGENDA

**Tuesday, February 11, 2014**  
**6:00 p.m.**  
**Meeting Inquiries: (702) 267-4090**

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

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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.

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### **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 January 14, 2014 (For Possible Action)
3. Urban Forestry Update (Information Only)

4. CBC Budget (For Possible Action)
5. Community Pride (For Possible Action)
6. Arbor Day (For Possible Action)
  - a. Discuss Sponsorship (For Possible Action)
7. CBC Rackcard Information (For Possible Action)
8. Clean-up Trailer (Information Only)
9. Banners and Flags (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, March 11, 2014 – Parks and Recreation Administration Conference Room, 105 W. Basic Road, Henderson, NV 89015.

## **XI. ADJOURNMENT**

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Posted prior to 9:00 a.m., Tuesday, February 4, 2014  
at the following locations:  
City Hall, 240 Water Street, 1<sup>st</sup> 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 January 14, 2014

**CITY OF HENDERSON  
COMMEMORATIVE BEAUTIFICATION COMMISSION  
MINUTES  
January 14, 2014**

**I. CALL TO ORDER**

Chairman Casanova called the Commemorative Beautification Commission Meeting to order at 6:04 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  
Rosa Herwick  
Debra Jacobson  
Jennifer Lewis  
Ed Long  
Kapua Maruyama

Absent: Denise Olsen (excused)

Staff: Kirk Niemand, Park Operations Manager  
Monica Rivera, Recording Secretary  
Tedio Jackson, Minutes Clerk

### **III. ACCEPTANCE OF THE AGENDA**

(Motion) Ms. Herwick introduced a motion to accept the agenda as presented, seconded by Mr. Maruyama. The vote favoring approval was unanimous. Chairman Casanova 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. Introductions of Members and Guests**

There were no new members or guests to be introduced.

#### **2. Approval of Minutes: December 9, 2013 (For Possible Action)**

(Motion) Ms. Herwick introduced a motion to approve the minutes of December 9, 2013, as presented, seconded by Ms. Jacobson. The vote favoring approval was unanimous. Chairman Casanova declared the motion carried.

#### **3. Urban Forestry Update (Information Only)**

Kirk Niemand, Park Operations Manager, reported that the Christmas tree recycling effort is almost completed, with one more chipping event left. Staff counted close to 4,000 trees recycled this year, and more trees were provided from Christmas tree lots. He noted that one issue occurred at Anthem Park when kids set fire to the trees.

Mr. Niemand stated that West Coast Arborist is working under contract to prune more mature and high-risk trees in City of Henderson parks.

Responding to a question as to whether Parks staff members attend pruning seminars, Mr. Niemand said yes, and added that there are seven arborists in the Parks and Recreation Department. He commented that Lisa Ortega, Urban Forester, also schedules a pruning seminar with new employees.

Chairman Casanova mentioned that Christmas tree recycling areas at other municipality locations were not fenced and very unorganized with trees all over the place.

**4. CBC Budget (For Possible Action)**

Kirk Niemand, Park Operations Manager, distributed the Budget Summary for Fiscal Year 2014, and reviewed expenditures. He noted that the trailer tools will be purchased this week.

**5. Community Pride Award (For Possible Action)**

No applications for the community Pride Award were submitted.

**6. Holiday Decorating Contest and Ceremony Follow-up (For Possible Action)**

Kirk Niemand, Park Operations Manager, thanked everyone who participated in the Holiday Decorating Contest bus tour and ceremony. He noted that staff received positive comments about the tour. He said the awards ceremony had a decent turnout.

**7. Arbor Day (For Possible Action)**

**a. Vote on Funds for Arbor Day (For Possible Action)**

Kirk Niemand, Park Operations Manager, reported that staff is requesting up to \$15,000.00 for Arbor Day funds this year. He noted that this amount increased from \$9,000.00 last year to cover costs if more schools participate. He said staff is mailing letters to schools later this week.

(Motion) Ms. Herwick introduced a motion to approve up to \$15,000.00 for Arbor Day funds, seconded by Mr. Long. The vote favoring approval was unanimous. Chairman Casanova declared the motion carried.

Ms. Jacobson suggested that labels indicating the type of tree that is planted be placed with the trees.

A suggestion was also made that staff advertise for people to send pictures of trees students planted at their home from previous Arbor Days.

**b. Discuss Sponsorship (For Possible Action)**

Kirk Niemand, Park Operations Manager, reported that staff will have sponsorship forms and packets ready to be mailed out this week. The packets will be sent to previous contributors.

Ms. Herwick suggested staff research back to 2006 and 2007 to review contributors who donated when the economy was better.

Mr. Long recommended going before the Henderson Chamber of Commerce to get their support. He also noted that Councilwoman Gerri Schroder is

willing to support this effort and solicit donations.

A suggestion was made to put a brochure regarding Arbor Day on the tables at the State of the City Address to help advertise this event. Staff will ask if this can be authorized.

**8. Clean up Trailer (Information Only)**

Mr. Niemand reported that the clean-up trailer is reserved for April 19, 2014.

**9. Banners and Flags (For Possible Action)**

**a. Vote on Theme for Banner Contest (For Possible Action)**

Kirk Niemand, Park Operations Manager, reported that staff has started replacing holiday banners with generic City banners. He noted that Arbor Day Banners will be put up soon.

The following themes for the Banner Contest were suggested: The Best Part of Living in Henderson; Kids Expressing Henderson; Art for Henderson; and What Henderson Means to You.

(Motion) Ms. Herwick introduced a motion to select the following theme for the Banner Contest: What Henderson Means to You, seconded by Ms. Lewis. The vote favoring approval was unanimous. Chairman Casanova declared the motion carried.

Mr. Niemand stated that at the next meeting, the Commission members can discuss more details regarding the contest. He said staff intends to contact several schools to get their input, determine when the contest should take place, and which schools want to participate. Staff will do the ground work this spring and plan to kick off the contest in the fall.

Suggestions were made that the banner contest be finished by January so the banners can be displayed between seasons, and also to keep in mind the best time of year when banners will not be ruined by weather. Staff noted that the Commission may need to vote on supplies for the contest this fiscal year, and then vote on other costs in the fall. The budget will be discussed at the next meeting.

**10. Volunteer Hours (Information Only)**

Chairman Casanova reported three volunteer hours; Ms. Herwick reported eight hours; Ms. Lewis reported one hour; Mr. Maruyama reported six hours; Mr. Long reported six hours; and Ms. Jacobson reported five hours.

**VII. STAFF REPORT**

Mr. Niemand said the City Manager recently announced that the Parks and Recreation Department will be merged with the Public Works Department. Bob Murnane will be the Senior Director of both departments.

Mr. Niemand reviewed several park openings anticipated for the Inspirada development.

**VIII. PUBLIC COMMENT**

There were no comments presented by the public.

**IX. CHAIRMAN/MEMBER COMMENTS**

Mr. Long mentioned that Denise Olsen went on the Holiday Decorating Contest bus tour, so she had four volunteer hours. He asked what the purpose is for reporting volunteer hours, and questioned whether this helps the City get federal funding.

Chairman Casanova replied that one of the reasons for reporting volunteer hours is to maintain accreditation requirements for Henderson to be recognized as a Tree City USA.

Mr. Long commented that he likes the name badges.

**X. SET NEXT MEETING**

The next regular meeting is scheduled for February 11, 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 7:03 p.m.

Respectfully submitted,

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Tedie Jackson, Minutes Clerk

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	\$ 5,924.63	\$ 26,643.37
2151	4101	601432	G0004	Arbor Day Donations*	\$ 7,252.00	\$ -	\$ 7,252.00
<b>Total</b>					<b>\$ 39,820.00</b>	<b>\$ 5,924.63</b>	<b>\$ 33,895.37</b>

\*\$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	\$ 19.24
1001	4301	601408	P0047	American Fence	Fencing - Christmas Tree Recycling	\$ 3,045.00
				Total		\$ 5,924.63

CBC Donations - Detail - FY2014						
Fund	Dept	Account	Project	Vendor Information	Description	Amount
					<b>FY13 Roll Forward</b>	<b>\$ 6,952.00</b>
2151	4101	601432	G0004	Lexus	Arbor Day Donation	\$ 300.00
				TOTAL		\$ 7,252.00