



KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA

Tuesday, April 02, 2024 at 6:00 PM

Richwood City Hall, 1800 Brazosport Blvd. N.

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Tuesday, April 2, 2024, beginning at 6:00 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. PUBLIC COMMENTS
- IV. REPORT ON RECENT EVENTS
 - A. Easter Egg Hunt, April 23, 2024
 - B. Servolution, March 3, 2024.
- V. UPCOMING EVENTS
 - A. Don't Mess with Texas Trash Off, April 6, 2024
 - B. Earth Day, April 22
- VI. YARD OF THE MONTH
April - Chairman, Audubon Woods I & II
- VII. DISCUSSION AND ACTION ITEMS
 - A. Discuss and consider setting workday at the monument sign at the entrance of Audubon Woods I.
 - B. Discuss and consider setting a date and time for the park bench dedication in honor of Garry and Janet Ellis.
 - C. Discuss and consider adopting the Keep Richwood Beautiful 5-year plan.
 - D. Review and discuss the Keep Richwood Beautiful member bylaws, and board member responsibilities, and yard of the month standard operating procedures.
- VIII. FINANCIAL REPORT
 - A. Keep Richwood Beautiful Budget Report
- IX. EXECUTIVE DIRECTOR'S REPORT
- X. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST
- XI. SET NEXT MEETING DATE
- XII. FUTURE AGENDA ITEMS
- XIII. ADJOURNMENT

The Commission may go into Executive Session on any item listed on the Agenda in accordance with Section 551.071 of the Government Code (attorney-client privilege).

This facility is wheelchair accessible and accessible parking spaces are available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (979) 265-2082 or FAX (979) 265-7345 for further information.

I, Kirsten Garcia, do hereby certify that I did, on _____ at _____ post this notice of meeting on the Bulletin Board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

Kirsten Garcia, City Secretary
City of Richwood

From: [Keep Richwood Beautiful Parks](#)
To: [Kirsten Garcia](#)
Subject: Quote for the agenda packet
Date: Monday, March 25, 2024 8:49:09 PM

From: Clean cut <messenger@messaging.squareup.com>
Sent: Monday, March 25, 2024 4:34 PM
To: Keep Richwood Beautiful_Parks <krb_parks@richwoodtx.gov>
Subject: You received a new estimate! (#000047)



Clean cut

New Estimate

\$445.00

Estimate

[View Estimate](#)

Estimate #000047 sent
March 25, 2024

Customer
City Of Richwood
krb_parks@richwoodtx.gov
979-265-2082

Message
We look forward to working with you.

Rock landscape ABW1	\$445.00
<i>Remove dead plants</i>	
<i>Spray weeds before placing rocks down</i>	
<i>Rock, delivery of rock & rock labor</i>	
<hr/>	
Subtotal	\$445.00
Total	\$445.00

Clean cut

clean_cut@myyahoo.com

979-480-4313

Please contact Clean cut about its privacy practices.



From: [Keep Richwood Beautiful Parks](#)
To: [Kirsten Garcia](#)
Subject: Quote for the agenda packet
Date: Monday, March 25, 2024 8:49:47 PM

From: Clean cut <messenger@messaging.squareup.com>
Sent: Monday, March 25, 2024 4:31 PM
To: Keep Richwood Beautiful_Parks <krb_parks@richwoodtx.gov>
Subject: Your estimate was updated (#000046)



Clean cut

Estimate Updated

\$275.00

Estimate

[View Estimate](#)

Estimate #000046 updated
March 25, 2024

Customer
City Of Richwood
krb_parks@richwoodtx.gov
979-265-2082

Message
We look forward to working with you.

Mulching ABW1	\$275.00
<i>Remove dead plants</i>	
<i>Spray weeds before placing mulch down</i>	
<i>Mulch and mulch labor</i>	
<hr/>	
Subtotal	\$275.00
Total	\$275.00

Clean cut

clean_cut@myyahoo.com

979-480-4313

Please contact Clean cut about its privacy practices.



Keep
RICHWOOD
Beautiful

KRB STRATEGIC PLAN

FY 2019-2023

Adopted by City Council on October 8, 2019

The goal of this plan is to use the funds of the Beautification to beautify and enhance the City of Richwood through hard work and dedication from the motivated and ambitious City staff, volunteers and commission members of Keep Richwood Beautiful.

We will carry out this task by outlining and thoroughly planning each individual task and event in order to make the most of our funds, time and availability. Our members will use our core values to see these tasks to completion and make Richwood, the prettiest “small town” in Texas.

MISSION STATEMENT

To engage and embolden our residents to pursue a vibrant and appealing community through environmental stewardship

VISION STATEMENT

To make Richwood the cleanest, most visually aesthetic little city in Texas.

MOTTO

Teach them to Care

CORE VALUES

- Empower our residents through education and participation
- Supporting partnerships with local businesses and groups
- Leading the City by serving our community through volunteer services
- Promote positive quality of life by beautifying and improving our parks

STRATEGIC GOALS

- *Parks Improvement Plan*
 - Upgrade existing and add Playground Equipment
 - Upgrade park furniture
 - Resurfacing walking trails
 - Add or update lighting
 - Community Garden
 - Dog Park

- *Maintain a high level of aesthetic standards*
 - Landscaping
 - Color and Metal Art
 - Clean-ups and committee workdays

- *Community Outreach*
 - Summer Camp - Denise
 - Reading at Schools - Kim
 - Bike Rodeo
 - 5k – Fun Run

- *Encourage Recycling*
 - Reusable shopping bags
 - Reusable tumbler
 - Filtering Equip (ex. Brita Pitcher)
 - Recycling Bins at City Facilities
 - Recycling What to and What not

- *Update Community Center*
 - New paint
 - New landscaping
 - New Kitchen
 - New bathrooms
 - Possible Awning/porch

PARKS IMPROVEMENTS PLAN

The Keep Richwood Beautification (KRB) Commission is pleased to present to you the City of Richwood Parks Improvement Plan, which the committee members have been working on for the last 6 months. It is an important document to guide future use and expenditures in the few parks and open space in Richwood.

This document is the result of the realization that the City of Richwood's population is growing at a very fast rate and the desire to provide quality open and recreational space for the current and future residents is much greater now.

The City of Richwood has several small undeveloped parcels that were provided to the City in new developments that serve the immediate area, along with vacant lots where the old City Hall and swimming pool sites were located. The uses that the existing developed parks can accommodate will also increase at a rate that correlates with any projected increase in population.

This is the reason why the Commission undertook the task of planning for future improvements to existing parks and additional park spaces. We believe that we must have plans in place for these parks in order to accommodate more use of them over time.

It is the Commission desire to help the City accomplish its overall strategic priority of Community Development by providing quality open space and park amenities to the City of Richwood community. We also believe that quality amenities will be an asset for any future economic development that may be considering Richwood as an opportune place to expand or open new business.

The Commission is looking at prioritizing projects based on available funding provided through utility account donations for beautification, along with working with the Public Works Department for projects that may be funded through the annual parks and recreation maintenance budget in the General Fund. The Commission will also look at other available resources such as grants.

The next few pages of the plan will provide project scope sheets for those improvements and/or additions the committee has set for goals to accomplish over the next five years.

This document is intended to be a fluid working plan with annual review and readdressing of projects to ensure that we are providing the amenities our community desires and doing our best to Keep Richwood Beautiful!

Beautification Fund – Upgrade existing and adding playground equipment

Community Development (Council Strategic Focus)

GOAL: Parks Improvement Plan

Project Scope	
This project will consist of cleaning, upgrading and/or expanding playground equipment.	
Project Name:	Playground Equipment
Construction Start:	
Project Completion:	
Current Phase:	Initial Concept
Project Contract Information	
Project Manager:	
Phone Number:	
Email Address:	
Grant Administrator:	N/A
Engineer:	N/A
General Contractor:	

Approved Project Funding	
Funding Source	Fiscal Year
Grant Funds	N/A
Transfer from General Fund	
Project Budget & Expenditures	
Project Budget:	
Expended to Date:	N/A
Operational Impact	
By cleaning, upgrading and/or expanding playground equipment at existing parks, the City of Richwood will be encouraging increased use of Richwood’s open space. Improvements also provide residents, property owners and business owners quality amenities for better quality of life.	
Current Activity	
This project is in concept phase. KRB is still determining which equipment can be cleaned, which equipment needs replacement and which open spaces could use the addition of equipment.	

*Photos are provided for concept idea only



Beautification Fund – Upgrade park furniture
Community Development (Council Strategic Focus)

GOAL: Parks Improvement Plan

Project Scope	
This project will consist of updating park furniture and facilities, to include benches, tables, new paint, etc.	
Project Name:	Park Furniture and Facilities
Construction Start:	
Project Completion:	
Current Phase:	Initial Concept
Project Contract Information	
Project Manager:	
Phone Number:	
Email Address:	
Grant Administrator:	N/A
Engineer:	N/A
General Contractor:	

Approved Project Funding	
Funding Source	Fiscal Year
Grant Funds	N/A
Transfer from General Fund	
Project Budget & Expenditures	
Project Budget:	
Expended to Date:	N/A
Operational Impact	
By improving existing parks, the City of Richwood will be able to provide its residents, property owners and business owners better amenities for better quality of life and promote community development.	
Current Activity	
This project is in concept and research phase. KRB is researching visual and amenity concepts for park furniture, that include colors, materials, etc.	

*Photos are provided for concept idea only



Beautification Fund – Resurface Walking Trails

Community Development (Council Strategic Focus)

GOAL: Parks Improvement Plan

Project Scope	
This project will consist of resurfacing any walking trails and consideration of additional walking trails.	
Project Name:	Walking Trails
Construction Start:	
Project Completion:	
Current Phase:	Initial Concept
Project Contract Information	
Project Manager:	
Phone Number:	
Email Address:	
Grant Administrator:	N/A
Engineer:	N/A
General Contractor:	

Approved Project Funding	
Funding Source	Fiscal Year
Grant Funds	N/A
Transfer from General Fund	
Project Budget & Expenditures	
Project Budget:	
Expended to Date:	N/A
Operational Impact	
By improving existing parks, the City of Richwood will be able to provide its residents, property owners and business owners better amenities for better quality of life and promote community development.	
Current Activity	
This project is in concept and research phase.	

*Photos are provided for concept idea only

Beautification Fund – Add and Update Lighting

Community Development (Council Strategic Focus)

GOAL: Parks Improvement Plan

Project Scope	
This project will consist of updating and adding lighting at city parks.	
Project Name:	Park Lighting
Construction Start:	
Project Completion:	
Current Phase:	Initial Concept
Project Contract Information	
Project Manager:	
Phone Number:	
Email Address:	
Grant Administrator:	N/A
Engineer:	N/A
General Contractor:	

Approved Project Funding	
Funding Source	Fiscal Year
Grant Funds	N/A
Transfer from General Fund	
Project Budget & Expenditures	
Project Budget:	
Expended to Date:	N/A
Operational Impact	
By improving existing parks, the City of Richwood will be able to provide its residents, property owners and business owners better amenities for better quality of life and promote community development.	
Current Activity	
This project is in concept and research phase.	

Beautification Fund – Community Garden
Community Development (Council Strategic Focus)

GOAL: Parks Improvement Plan

Project Scope	
This project will consist of the addition and creation of a community garden.	
Project Name:	Community Garden
Construction Start:	
Project Completion:	
Current Phase:	Planning Phase
Project Contract Information	
Project Manager:	
Phone Number:	
Email Address:	
Grant Administrator:	N/A
Engineer:	N/A
General Contractor:	

Approved Project Funding	
Funding Source	Fiscal Year
Grant Funds	N/A
Transfer from General Fund	
Project Budget & Expenditures	
Project Budget:	
Expended to Date:	N/A
Operational Impact	
By adding a community garden, the City of Richwood will be able to promote a spirit of volunteerism and community	
Current Activity	
This project is in research phase. KRB has created and shared a survey with City residents to get guidance and feedback on the possible addition of a community garden. Members have looked at possible locations being the old swimming pool site, Freedom Park or the Old city hall site.	

*Photos are provided for concept idea only



Beautification Fund – Dog Park

Community Development (Council Strategic Focus)

GOAL: Parks Improvement Plan

Project Scope	
This project will consist of the addition of a dog park	
Project Name:	Dog Park
Construction Start:	
Project Completion:	
Current Phase:	Initial Concept
Project Contract Information	
Project Manager:	
Phone Number:	
Email Address:	
Grant Administrator:	N/A
Engineer:	N/A
General Contractor:	

Approved Project Funding	
Funding Source	Fiscal Year
Grant Funds	N/A
Transfer from General Fund	
Project Budget & Expenditures	
Project Budget:	
Expended to Date:	N/A
Operational Impact	
By adding a dog parks, the City of Richwood will be able to provide its residents, property owners and business owners an additional amenity for better quality of life and promote community development and/or commercial development	
Current Activity	
This project is in concept and research phase. KRB is researching visual and amenity concepts for a small dog park. Options include an addition to an existing park or stand alone.	

*Photos are provided for concept idea only



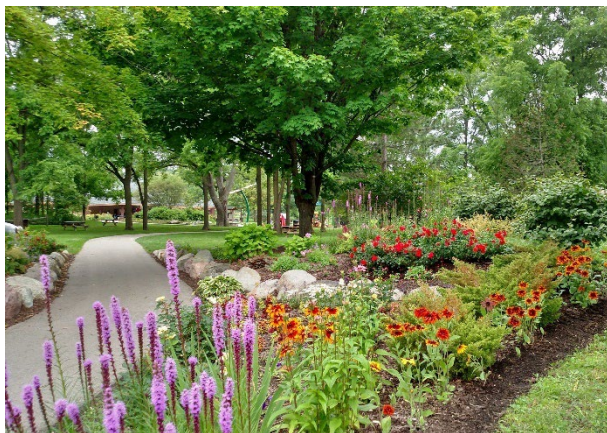
Beautification Fund – *Landscaping*

Community Development (Council Strategic Focus) *GOAL: Maintain a high level of aesthetic standards*

Project Scope	
This project will consist of addressing the aesthetics of the City of Richwood to include the addition of trees, flowers, and other plants or possible metal art.	
Project Name:	Park Aesthetics
Construction Start:	
Project Completion:	
Current Phase:	Initial Concept
Project Contract Information	
Project Manager:	
Phone Number:	
Email Address:	
Grant Administrator:	N/A
Engineer:	N/A
General Contractor:	

Approved Project Funding	
Funding Source	Fiscal Year
Grant Funds	N/A
Transfer from General Fund	
Project Budget & Expenditures	
Project Budget:	
Expended to Date:	N/A
Operational Impact	
By maintaining a high level of aesthetic standards City wide, we hope to encourage volunteerism and community spirit in Keeping Richwood Beautiful. The City of Richwood will be able to better quality of life and promote community development and/or commercial development for the residents, property owners and business owners.	
Current Activity	
This project is in concept and research phase. KRB is researching what options are feasible for the City of Richwood	

*Photos are provided for concept idea only



Beautification Fund – *Visual and Artistic Aesthetics*

Community Development (Council Strategic Focus) GOAL: Maintain a high level of aesthetic standards

Project Scope	
This project will consist of addressing the aesthetics of the City of Richwood parks and city facilities to include new paint colors, possible metal art.	
Project Name:	Park Aesthetics
Construction Start:	
Project Completion:	
Current Phase:	Initial Concept
Project Contract Information	
Project Manager:	
Phone Number:	
Email Address:	
Grant Administrator:	N/A
Engineer:	N/A
General Contractor:	

Approved Project Funding	
Funding Source	Fiscal Year
Grant Funds	N/A
Transfer from General Fund	
Project Budget & Expenditures	
Project Budget:	
Expended to Date:	N/A
Operational Impact	
By maintaining a high level of aesthetic standards City wide, we hope to encourage volunteerism and community spirit in Keeping Richwood Beautiful as well as promote tourism of Richwood. The City of Richwood will be able to better quality of life and promote community development and/or commercial development for the residents, property owners and business owners.	
Current Activity	
This project is in concept and research phase. KRB is researching what options are feasible for the City of Richwood	

*Photos are provided for concept idea only



Beautification Fund – *Cleanups and Committee Workdays*

Community Development (Council Strategic Focus) GOAL: Maintain a high level of aesthetic standards

Project Scope	
This project will consist of planning additional clean-ups and/or committee workdays to address high grass or litter concerns around town.	
Project Name:	Park Aesthetics
Construction Start:	
Project Completion:	
Current Phase:	Initial Concept
Project Contract Information	
Project Manager:	
Phone Number:	
Email Address:	
Grant Administrator:	N/A
Engineer:	N/A
General Contractor:	

Approved Project Funding	
Funding Source	Fiscal Year
Grant Funds	N/A
Transfer from General Fund	
Project Budget & Expenditures	
Project Budget:	
Expended to Date:	N/A
Operational Impact	
By maintaining a high level of aesthetic standards City wide, we hope to encourage volunteerism and community spirit in Keeping Richwood Beautiful. The City of Richwood will be able to better quality of life and promote community development and/or commercial development for the residents, property owners and business owners.	
Current Activity	
This project is in concept and research phase. KRB is researching what options are feasible for the City of Richwood	

Beautification Fund – Youth Summer Camp
Community Development (Council Strategic Focus)

GOAL: Community Outreach

Project Scope	
This project will consist of youth summer camps that provide an event for youth to learn about their environment and planet earth and have fun in a playful and engaging atmosphere.	
Project Name:	Youth Summer Camp
Construction Start:	
Project Completion:	
Current Phase:	Initial Concept
Project Contract Information	
Project Manager:	
Phone Number:	
Email Address:	
Grant Administrator:	N/A
Engineer:	N/A
General Contractor:	

Approved Project Funding	
Funding Source	Fiscal Year
Grant Funds	N/A
Transfer from General Fund	
Project Budget & Expenditures	
Project Budget:	
Expended to Date:	N/A
Operational Impact	
By increasing our community outreach, we hope to encourage volunteerism and community spirit in Keeping Richwood Beautiful.	
Current Activity	
This project is in concept and research phase. KRB is researching what options are feasible for the City of Richwood	

*Photos are provided for concept idea only



Beautification Fund – *Reading at Schools*
Community Development (Council Strategic Focus)

GOAL: Community Outreach

Project Scope	
This project consists of partnering with community elementary schools to read to children about earth, a healthy environment and recycling.	
Project Name:	Reading
Construction Start:	
Project Completion:	
Current Phase:	Initial Concept
Project Contract Information	
Project Manager:	
Phone Number:	
Email Address:	
Grant Administrator:	N/A
Engineer:	N/A
General Contractor:	

Approved Project Funding	
Funding Source - BF	Fiscal Year 2018-2019
Grant Funds	N/A
Transfer from General Fund	
Project Budget & Expenditures	
Project Budget:	100.00
Expended to Date:	104.00
Operational Impact	
By increasing our community outreach, we are laying the foundation for partnerships that will encourage volunteerism and community spirit in keeping Richwood beautiful. The City of Richwood will be able to better quality of life and promote community development and/or commercial development for the residents, property owners and business owners.	
Current Activity	
The committee has purchased a few books regarding recycling and Earth Day and has contacted Polk Elementary to schedule times that are appropriate for them to come in and read to students.	

Beautification Fund – *Bike Rodeo or Parade*
Community Development (Council Strategic Focus)

GOAL: Community Outreach

Project Scope	
This project will consist of partnering with the Richwood Municipal Court (Traffic Safety Initiatives program), Richwood PD and community schools to provide an opportunity for families of elementary and preschoolers to learn about bicycle safety, practice bike skills, and ride an instructional course.	
Project Name:	Bike Rodeo/Parade
Construction Start:	
Project Completion:	
Current Phase:	Initial Concept
Project Contract Information	
Project Manager:	
Phone Number:	
Email Address:	
Grant Administrator:	N/A
Engineer:	N/A
General Contractor:	

Approved Project Funding	
Funding Source	Fiscal Year
Grant Funds	N/A
Transfer from General Fund	
Project Budget & Expenditures	
Project Budget:	
Expended to Date:	N/A
Operational Impact	
By increasing our community outreach, we hope to encourage volunteerism and community spirit in Keeping Richwood Beautiful. The City of Richwood will be able to better quality of life and promote community development and/or commercial development for the residents, property owners and business owners.	
Current Activity	
This project is in concept and research phase. KRB is researching what options are feasible for the City of Richwood and reaching out to organizations that can assist in planning such events.	

*Photos are provided for concept idea only



Beautification Fund – 5k Fun Run and Walk
Community Development (Council Strategic Focus)

GOAL: Community Outreach

Project Scope	
This project will consist of partnering with the Richwood PD to plan an annual 5k Fun Run & Walk Event for the community.	
Project Name:	5K Fun Run and Walk
Construction Start:	
Project Completion:	
Current Phase:	Initial Concept
Project Contract Information	
Project Manager:	
Phone Number:	
Email Address:	
Grant Administrator:	N/A
Engineer:	N/A
General Contractor:	

Approved Project Funding	
Funding Source	Fiscal Year
Grant Funds	N/A
Transfer from General Fund	
Project Budget & Expenditures	
Project Budget:	
Expended to Date:	N/A
Operational Impact	
By increasing our community outreach, we hope to encourage volunteerism and community spirit in Keeping Richwood Beautiful. The City of Richwood will be able to better quality of life and promote community development and/or commercial development for the residents, property owners and business owners.	
Current Activity	
This project is in concept and research phase. KRB is researching what options are feasible for the City of Richwood	

Beautification Fund – *Promotional Products*
Community Development (Council Strategic Focus)

GOAL: Encourage Recycling

Project Scope	
This project will consist of designing and purchasing promotional products that encourage recycling in Richwood to include reusable shopping bags, reusable tumblers, etc.	
Project Name:	Promotional Products
Construction Start:	
Project Completion:	
Current Phase:	Concept Phase
Project Contract Information	
Project Manager:	
Phone Number:	
Email Address:	
Grant Administrator:	N/A
Engineer:	N/A
General Contractor:	AEP

Approved Project Funding	
Funding Source	Fiscal Year
Grant Funds	N/A
Transfer from General Fund	
Project Budget & Expenditures	
Project Budget:	
Expended to Date:	N/A
Operational Impact	
By encouraging and educating the community on recycling, we hope to encourage volunteerism and community spirit in Keeping Richwood Beautiful.	
Current Activity	
This project is in concept and research phase. KRB is researching what options are feasible for the City of Richwood	

Beautification Fund – *Recycling and Waste Disposal Bins and signage*

Community Development (Council Strategic Focus)

GOAL: Encourage Recycling

Project Scope	
This project will consist of the addition of signage and disposal sites at all city facilities and parks to encourage recycling and cleanliness in Richwood.	
Project Name:	Recycling Bins and Signs
Construction Start:	
Project Completion:	
Current Phase:	Concept Phase
Project Contract Information	
Project Manager:	
Phone Number:	
Email Address:	
Grant Administrator:	N/A
Engineer:	N/A
General Contractor:	AEP

Approved Project Funding	
Funding Source	Fiscal Year
Grant Funds	N/A
Transfer from General Fund	
Project Budget & Expenditures	
Project Budget:	
Expended to Date:	N/A
Operational Impact	
By encouraging and educating the community on recycling, we hope to encourage volunteerism and community spirit in Keeping Richwood Beautiful.	
Current Activity	
This project is in concept and research phase. KRB is researching what options are feasible for the City of Richwood	

*Photos are provided for concept idea only



Beautification Fund – *Recycling Events*
Community Development (Council Strategic Focus)

GOAL: Encourage Recycling

Project Scope	
This project will consist of planning and facilitating recycling and earth day events to provide opportunity to educate the community on what to and what not to recycle.	
Project Name:	Recycling Events
Construction Start:	
Project Completion:	
Current Phase:	Concept Phase
Project Contract Information	
Project Manager:	
Phone Number:	
Email Address:	
Grant Administrator:	N/A
Engineer:	N/A
General Contractor:	AEP

Approved Project Funding	
Funding Source	Fiscal Year
Grant Funds	N/A
Transfer from General Fund	
Project Budget & Expenditures	
Project Budget:	
Expended to Date:	N/A
Operational Impact	
By encouraging and educating the community on recycling, we hope to encourage volunteerism and community spirit in Keeping Richwood Beautiful.	
Current Activity	
This project is in concept and research phase. KRB is researching what options are feasible for the City of Richwood	

Beautification Fund – Improvements to PK Forrest Community Building

Community Development (Council Strategic Focus)

GOAL: Update Community Center

Project Scope	
This project will consist of updating the PK Forrest Community Building, to include possible painting, landscaping, fixtures, kitchen renovation, and new floors.	
Project Name:	PK Forrest Community Building
Construction Start:	
Project Completion:	
Current Phase:	Planning Phase
Project Contract Information	
Project Manager:	
Phone Number:	
Email Address:	
Grant Administrator:	N/A
Engineer:	N/A
General Contractor:	AEP

Approved Project Funding	
Funding Source	Fiscal Year 2018-2019
Grant Funds	N/A
Transfer from General Fund	
Project Budget & Expenditures	
Project Budget:	\$5,000
Expended to Date:	\$0
Operational Impact	
By updating the community building, the City will be providing better quality amenities and promoting increased interest in utilization of the building by the community.	
Current Activity	
The Public Works Director was able to utilize the FY 18-19 parks and recreation general fund budget to begin the process of updating the community buildings. Plans are in place to repaint the interior, redo the flooring, kitchen renovation and bathroom renovation at a cost less than \$5,000.	



KEEP RICHWOOD BEAUTIFUL BYLAWS

ARTICLE 1 - Name

This organization's name shall be Keep Richwood Beautiful, and its principal place of business is Richwood City Hall, 1800 Brazosport Blvd. N., Richwood, Texas 77531.

ARTICLE II - Purpose

The organization's purpose shall be charitable and educational, promoting the Keep Texas Beautiful program of litter prevention, beautification, community improvement, and minimization of the impact of solid waste in Richwood.

ARTICLE III – Board

- Section 1. The governing body of Keep Richwood Beautiful shall be responsible for managing its affairs and directing its work and control. The Board shall have full power and authority to promote the objectives for which Keep Richwood Beautiful is organized.
- Section 2. Rules: The Board shall enact such regulations as long as they are not inconsistent with these Bylaws.
- Section 3. Meetings: The Board shall meet monthly, on the first Tuesday of each month at 6:00 p.m. Special meetings may be called by the Chairman with a simple majority of the board members present.
- Section 4. Notice of Meetings: Notice of the monthly meetings of Keep Richwood Beautiful shall be sent to the members at least 3 days before the meeting and shall be posted at City Hall in accordance with the Texas Open Meetings Act.
- Section 5. Term of Office: Appointed Board Members shall serve two years with no term limits.
- Section 6. Attendance Policy: Appointed Board Members cannot miss more than three consecutive meetings without a valid excuse, and after a vote by the board, the position will be presented to the City Council to be reassigned.

Section 7. Appointment of Board Members: An interested resident must live or own property or a business within the city limits of Richwood. A person interested in becoming a board member will complete the Municipal Volunteer Program Packet and pass a background check. The person applying must then be approved by the board and appointed by the City Council.

ARTICLE IV - Officers

- Section 1. Term of Office: The officers, Chairman, Vice Chairman/Treasurer, and Secretary shall be elected from the existing board of 5 to 7 members for one year beginning on January 1 of each year and ending on December 31.
- Section 2. Chairman: The Chairman shall preside at all board meetings, perform all duties incidental to the office, and advise on actions deemed likely to increase the board's objectives.
- Section 3. Vice Chairman/Treasurer: The Vice Chairman/Treasurer shall act in the Chairman's absence. In the absence or disability of the three officers named, a member of the Board shall be chosen to act temporarily.
- Section 4. Secretary: The Secretary shall keep the records, the minutes of the meeting, and a roll of attendance; notify officers and committee chairpersons of meeting time and place; and send out proper notices of all call meetings and of other meetings when necessary. The City Secretary may serve as the board secretary.
- Section 5. Executive Director: The Executive Director will be appointed by the City Manager and paid a \$500.00 monthly stipend as contract labor. A monthly timesheet and check request will be submitted to the Finance Director, who will forward said information to Accounts Payable, and the Executive Director will be paid forthcoming.
- Section 6. Loss of Officer: If an officer leaves or resigns, an emergency vote will take place to choose and approve a new person for the position.

ARTICLE V – Committees

- Section 1. All actions taken by standing committees formed by the Board that commit the organization to an action must be approved by the Keep Richwood Beautiful Board. Specific funding in the budget or by presentation and approval by the Board may grant this approval.
- Section 2. Committee Chairs: Each committee shall select a Chair and Vice-Chair. The names shall be submitted to the Board for confirmation
- Section 3. Committee Members: Committee members are open to property owners, people with children in schools in Richwood, and business owners or current residents. A list of committee members shall be provided to the Board.
- Section 4. A subcommittee is formed to share specific tasks within the jurisdiction of the full committee. A subcommittee will consist of no more than three board members so that no quorum is formed.

ARTICLE VI - Amendments

The Board may amend these by-laws at any board meeting at which a quorum is present, provided that the proposed amendment is inserted in the notices of such meeting.

ARTICLE VII - Parliamentary Authority

Any rules of parliamentary procedures not covered by these Bylaws shall be governed by the latest edition of “Robert’s Rules of Order.”

ARTICLE VIII - Dissolution

In the event of dissolution, the residual assets of Keep Richwood Beautiful will be turned over to one or more organizations which themselves are exempt as organizations under Section 501 (c) and 170 (c) (2) of the Internal Revenue Code of 1954 or corresponding section of any prior or future law, or to the Federal, State, or local government for an exclusive purpose related to litter prevention, beautification, and the community improvement or the minimization of solid waste. These above-mentioned organizations will be voted on and approved by the board before disseminating the funds.

KEEP RICHWOOD BEAUTIFUL COMMISSION

Committee Member Job Descriptions

Objectives: The governing body sets policy recommendations for specific programs and actively participates in their implementation. The members work toward accomplishing the organization's mission. Keep Texas Beautiful programs and policies shall be used as a guidepost for all commission activities.

Mission: To engage and embolden our residents to pursue a vibrant and appealing community through environmental stewardship.

Qualifications: Residents of the City of Richwood who are genuinely interested in the organization's mission and stated focus on litter prevention, beautification, community improvement, and minimizing the impact of solid waste.

Meetings: Meetings are held the 1st Tuesday of each month at 6:00 p.m. at Richwood City Hall

Commitment: Term length is 2 years from the appointment date. No term limits.

Responsibilities: The following information is provided to help potential members of the KRB understand what responsibilities are expected.

GENERAL BOARD MEMBER

An individual is expected to:

- Attend monthly meetings plus extra meetings or work days, as required.
- Assume various assignments for research and investigation and provide concise reports.
- Participate actively in discussions.
- Spend time and effort to be certain of facts and recognize the difference between emotions and practical usage of taxpayers' monies.
- Defend the KRB position in front of the City Council.
- Undertake special assignments as requested by the Chairman.
- Support the consensus of the Committee, regardless of opinion.
- Serve as extra "eyes" to help City staff identify potential problems.
- Believe in the importance of the KRB's mission statement and proactively support it.

- Plan, coordinate, and participate in all beautification events.

CHAIRMAN

In addition to the requirements for General Members, the Chairman must:

- Attend various meetings, including budget hearings, council workshops, etc.
- Assist the Executive Director in presiding over all KRB-hosted events.
- Review and approve Minutes drafted by the Secretary before approval.
- Meet with the Executive Director before each monthly meeting to review, edit, correct, and add to the anticipated Agenda.
- Conduct an Orientation Meeting for new members.
- Conduct all meetings according to Robert's Rules of Order. The Chairman must make every effort to conduct issue discussions so that a positive remark is followed by a negative remark. Likewise, the Chairman must ensure that no individual member controls an issue or an entire meeting.
- Make every effort to refrain from issuing an opinion until all other members have been heard.

VICE-CHAIRMAN/TREASURER

In addition to the requirements for General Members, the Vice-Chairman must:

- Conduct all duties of the Chairman when the Chairman cannot do so.
- Withhold any opinions until all members have had an opportunity to be heard.
- Responsible for preparing or facilitating the preparation of an annual budget and regularly monitoring and comparing the actual revenues and expenses incurred against such a budget.
- Thoroughly know and understand the organization's financial reports and important financial ratios. The Treasurer should keep the board apprised of key economic events, trends, and concerns and assess the organization's fiscal health.

SECRETARY

In addition to the requirements for General Members, the Secretary must:

- Organize and service meetings (assisting the City Secretary in preparing agendas and taking minutes)
- Document accurate recollection of decisions
- Steward continuity of policies and practices

- The Secretary will fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws.

KRB EXECUTIVE DIRECTOR

In addition to the requirements for General Members, the KRB Director must:

- Perform the necessary coordination and facilitation of the Keep America Beautiful/Keep Texas Beautiful affiliate program.
- Understand the purpose and function of Keep "Richwood" Beautiful and are knowledgeable of the organization's existing policies and procedures.
- Manage the day-to-day operations of the organization.
- Coordinate clean-up and fundraising events.
- Maintain records and serve as a resource to the Board.
- Serve as a contact person and point of contact for all activities.
- Orient and train volunteers about the organization and assist Board officers with this responsibility.
- Represent the organization and its committees at meetings, forums, and workshops.
- Prepare and submit annual and semi-annual reports to state and national organizations.
- Conduct annual Litter Index.
- Attending regional workshops, basic training, and/or training seminars.
- Attend the KTB Annual Conference.
- Report directly to and coordinate with the chairman/president.
- With the chairman/president, prepare the agenda for board meetings.
- With the treasurer, help prepare a budget and exercise budget control.
- Prepare and distribute meeting minutes to committees with the secretary.
- Prepare monthly reports for the board.
- Develop and implement orientation and training for board members.
- Work with appropriate board members to set annual goals and objectives.
- Know the members' interests.

Tier 1—Volunteers who help at events and clean-ups. This category can include “walk-ups,” student volunteers like NHS or PALS, etc. A volunteer packet is not required, and volunteers do not usually attend meetings.

Tier 2- Committee Members who have completed the Municipal Volunteer Packet and passed the background check. These members will attend meetings as needed but will not be held in accordance with the attendance policies of board members. They can speak during public comments but are not allowed to vote. Committee members may be residents, property owners, or business owners inside the City limits of Richwood.

Tier 3- A Board Member who has filled out the Municipal Volunteer Packet and passed the background check. They have been voted in by Board Members and approved by the City Council. These members will adhere to the attendance policy which includes meetings and events. During the sessions, board members can vote, hold an office, and speak in turn.



Keep Richwood Beautiful Yard of the Month Standard Operating Procedure

YARD OF THE MONTH CONTEST GUIDELINES

Keep Richwood Beautiful has established a Yard of the Month Program to promote goodwill and reward exemplary lawn care in the community. The purpose of the program is to recognize neighbors who demonstrate above-average efforts in maintaining their property, thereby contributing to the overall appearance of the community at large. This is a great award and the program is administered entirely by board members.

For April through September, the Keep Richwood Beautiful Committee will choose a lawn that best typifies the qualities of uniqueness, beauty, appeal, and consistency with the guidelines. The Committee will select one residential yard during each month's board meeting (April through September as well as October and December. See details below). The winner of the Yard of the Month will be provided with a decorative yard sign for display indicating their winning yard, as well as a posting and photo on our Facebook page.

Contest Guidelines

All **residential** properties within the city limits are automatically eligible.

Award winners are selected based on the recommended judging criteria listed below.

Key criteria include a manicured yard, beautification, originality, and creativity.

The upkeep of the yard can reflect the residents' efforts or that of a professional landscaper or groundskeeper.

An award duration term lasts a single calendar month and runs from the first day to the last day of that same month.

Recipients receiving awards in the middle of the month shall surrender them at the end of that month.

While an individual's home is being recognized as a "Yard of the Month," they are expected to maintain their yard in the same manner that allowed them to win the title.

RECOMMENDED JUDGING CRITERIA

Keep Richwood Beautiful Committee, Yard of the Month candidates are judged solely on the total exterior appearance of their property and front yard as viewed from the street. General upkeep of the yard and property is paramount.

Factors include the overall appearance, tidiness, and neatness of the front of the property, as evidenced by pruned, trimmed, and shaped foliage, edged and defined lawns, borders and flower beds, and a visually appealing facade.

LAWN: Grass should be healthy with no bare spots or excessive weeds. Grass shall be mowed, edged and trimmed around foundations and fences. Debris (garbage, pet feces, etc.) shall be removed. A unified, simple, balanced landscape design with a neat and natural appearance is preferred.

LANDSCAPE & FLOWER BEDS: Beds shall be weeded and edged, flowers must be deadheaded, dead plants removed, trees and shrubs pruned, and natural areas cleaned. Beautification efforts should include new flowers, trees, shrubs, etc., with plantings in scale with the surroundings and limited to a few types of plants rather than enough to confuse the eye.

WALKWAYS & DRIVEWAYS: Walkways and driveways shall be clean (including trash containers or yard products removed from view). The area in front of the curb must be free from debris and dirt. The appearance after dusk includes accent lighting, safety lighting, visible interior lighting, etc.

AESTHETICS: The overall look of landscaping (formal versus informal, use of color and textures, garden art) is important. The front entryway should be inviting, with original and creative touches to show personality (hanging baskets, pots, yard art, bird feeders, etc.)

Decorative Awards

Yard of the Month candidates for decorative awards are judged solely on their property's exterior appearance as viewed from the street. General maintenance and upkeep of the yard and home is included in the judging. Overall appearance, tastefulness, creativity, decorating in the “spirit of the holiday,” and a visually appealing façade are considered.

July: The July Yard of the Month award will be judged on the house with the Most Patriotic decorations. Theme, creativity, and originality in ornamental lighting and decorations will be considered, as will daylight and evening displays. Judging will take place during the 1st week of July. A Facebook event will be created for the Most Patriotic Yard of the Month. In this case, first place will receive a \$100 gift card, second place will receive a \$50 gift card, and third place will receive a \$25 gift card. Residents will submit photos of their yard to the Facebook event, and whichever photo gets the most “likes” will win. The highest “likes” wins 1st, then second and third place follows in order of number of likes.

October: The Yard of the Month award for October will be judged on the house with the best Fall/Halloween decorations. Spooks, goblins, black cats, and pumpkins are all in order. Lights and animation are a plus. Judging will take place during the 3rd week of October. A Facebook event will be created for Spookiest Yard of the Month. In this case, first place will receive a \$100 gift card, second place will receive a \$50 gift card, and third place will receive a \$25 gift card. Residents will submit photos of their yards to the Facebook event, and whichever photo gets the most “likes” will win. The highest “likes” wins 1st, then second and third place follows in order of number of likes.

December: The December Yard of the Month award will be judged on the house with the best Christmas decorations. Theme, creativity, and originality in ornamental lighting and decorations will be considered, as will daylight and evening displays. Judging will take place during the 2nd week of December. A Facebook event will be created for Best Decorated Yard of the Month. In this case, first place will receive a \$100 gift card, second place will receive a \$50 gift card, and third place will receive a \$25 gift card. Residents will submit photos of their yards to the Facebook event, and whichever photo gets the most “likes” will win. The highest “likes” wins 1st, then second and third place follows in order of number of likes.

Summary note: While a lack of strict adherence to the criteria above does not necessarily disqualify, these principles offer general guidelines that should be recognized by the Keep Richwood Beautiful Committee Yard of the Month program.

The Keep Richwood Beautiful Committee is dedicated to improving the quality of life and appearance of our community. We encourage residents to take pride in their homes and neighborhoods. In turn, we look to celebrate those who do a superior job maintaining their yards, enhancing the overall curb appeal of the entire community.

Record Keeping

A spreadsheet will be kept by the Executive Director with Yard of the Month winners. Their name, address, phone number, and email address will be added to the document for easy access.

Judging by Board Members

Each board member will be assigned one section of the city and a month (or more) to pick Yard of the Month or Decorative Yard of the Month. The Keep Richwood Beautiful committee wants to find yards in each subdivision of the city.

See attached table:

Board Member	Section/Subdivision	Month	Pick no later than...
Chairman	Audubon Woods I Audubon Woods II	April/October	First week in April/Third week in October
Vice Chair/Treasurer	Glenwood Bayou	May/December	First week in May/Second week in December
Secretary	Oakwood Shores	June	First week in June
Associate Member	Davidson Slater	July	First week in July
Associate Member	Original Richwood	August	First week in August
Associate Member	Brazos Crossing	September	First week in September



Section VIII, Item A.

City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2023 to 03/28/2024
50.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	2024 Budget	Remaining Budget
Revenue					
Charges for services	7,769	1,255	7,550	15,500	7,950
Miscellaneous revenue	191	0.00	973	0.00	(973)
Total Revenue	7,960	1,255	8,523	15,500	6,977
Expenditures					
Parks & Recreation					
Beautification					
Personnel & Benefits	4,655	0.00	2,500	9,000	6,500
Supplies	338	76	392	1,575	1,183
Maintenance & Repair	0.00	0.00	0.00	1,000	1,000
Other Services	145	0.00	1,034	820	(214)
Capital Equipment	848	75	334	2,000	1,666
Total Beautification	5,986	151	4,259	14,395	10,136
Total Parks & Recreation	5,986	151	4,259	14,395	10,136
Total Expenditures	5,986	151	4,259	14,395	10,136
Other Financing Sources and Uses					
Sources					
Transfers In	5,000	0.00	5,000	5,000	0.00
Total Sources	5,000	0.00	5,000	5,000	0.00
Total Other Financing Sources and Uses	5,000	0.00	5,000	5,000	0.00
Total -	6,974	1,104	9,264	6,105	(3,159)

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