



KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA

Tuesday, August 01, 2023 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, August 1, 2023, 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. CONSENT AGENDA
 - A. Approval of minutes from regular meeting held July 11, 2023.
- V. REPORT ON RECENT EVENTS
 - A. Larry Johnson Park, July 22, 2023
- VI. YARD OF THE MONTH
 - A. August, Original Richwood
- VII. DISCUSSION AND ACTION ITEMS
 - A. Discussion with City Staff regarding the future goals and structure of Keep Richwood Beautiful.
 - B. Discussion regarding Executive Director and board member responsibilities.
 - C. Discussion and action appointing officers of the board to serve the remainder of 2023.
Chairman
Vice Chair/Treasurer
Secretary
 - D. Discuss and consider upcoming and ongoing Keep Richwood Beautiful projects and events.
 - E. Discuss and possible action regarding landscaping services.
 - F. Presentation and discussion regarding the 2023 Keep Texas Beautiful Conference.
 - G. Discussion and update regarding park bench dedication for Garry Ellis.
 - H. Discussion and possible action regarding fundraising ideas.
- VIII. FINANCIAL REPORT
 - A. Keep Richwood Beautiful Budget Report
- IX. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST
- X. SET NEXT MEETING DATE
- XI. FUTURE AGENDA ITEMS

XII. 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

KEEP RICHWOOD BEAUTIFUL COMMISSION

Committee Member Job Descriptions

Objectives: The governing body sets policy, recommends specific programs and actively participates in the implementation of the programs. The members work toward accomplishing the mission of the organization. Keep Texas Beautiful programs and polices 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: Genuine interest in the mission of the organization and its stated focus of letter prevention, beautification and community improvement and the minimization of 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 appointment date. No term limits.

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

GENERAL MEMBER

An individual is expected to:

- Attend monthly meetings plus extra meetings, as required.
- Assume various assignments for research, investigation, and provide concise reports.
- Participate actively in discussions.
- Show concern about material items in public areas such as benches, light poles, etc.
- Spend the time and effort to be certain of facts and be able to recognize the difference between emotions and practical usage of taxpayers' monies.
- Defend the KRB position in front of City Council.
- Undertake special assignments as requested by the Chairman.
- Support the consensus of the Committee, regardless of personal opinion.
- Serve as extra "eyes" to help City staff identify potential problems.

- Believe in the importance of the Mission Statement of the KRB proactively to support it.
- Plan, coordinate, and participate in all Arbor Day, Earth Day, Clean Up and/or any beautification celebrations

CHAIRMAN

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

- Attend various meetings, including budget hearings, council workshops, and the like.
- Assist the Executive Director in presiding over all KRB hosted events.
- Review and approve Minutes drafted by the Secretary prior to approval.
- Meet with the Executive Director prior to each monthly meeting to review, edit, correct, and add to the anticipated Agenda.
- Conduct an Orientation Meeting for new members.
- Conduct all meetings under the format of Robert's Rules of Order. In following that format, 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 make certain 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 is unable to do so.
- Withhold any opinions until all members have had an opportunity to be heard.
- Should be knowledgeable about who has access to the organization's funds and any outstanding bills or debts owed.
- Responsible for preparing, or facilitating the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget.
- Have thorough knowledge and understanding of the organization's financial reports and important financial ratios. The Treasurer should keep the board apprised of key financial events, trends, and concerns, and her assessments of the organization's fiscal health.

SECRETARY

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

- Organize and service meetings (assisting the City Secretary in preparing agendas and taking minutes)
- Document accurate recollection of decisions
- Determine vote eligibility
- Steward continuity of policies and practices
- Ensure accountability of directors and officers
- The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. To 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 is knowledgeable of existing policies and procedures of the organization.
- 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 contact person and point of contact for all activities.
- Conduct workshops when the speaker's bureau or volunteers are not available.
- Orient and train volunteers about organization and assist Board officers with this responsibility for committees.
- Represent the organization and its committees at meetings, forums, and workshops.
- Maintain office and clerical operations.
- Prepare and submit annual and semi-annual reports to state and national organizations.
- Conduct annual cost/benefit analysis (KAB).
- Conduct annual Litter Index.
- Attend regional workshops, basic training, and/or training seminars.
- Attend KTB Annual Conference.
- Report directly to and coordinate with the chairman/president.
- With chairman/president, prepare agenda for board meetings.
- With treasurer, help prepare budget and exercise budget control.

- With secretary, prepare and distribute meeting minutes to committees.
- Prepare monthly report for 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.

TIERED SYSTEM OF MEMBERS AND VOLUNTEERS

Tier 1- Volunteers who help at events and clean-ups. Can include "walk-ups", student volunteers like NHS or PALS, etc. A volunteer packet is not required, and they will not usually attend meetings.

Tier 2- Committee Members who have completed the Municipal Volunteer Packet and passed the background check. These members will come to meetings as needed but will not be held to 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 City Council. These members will adhere to the attendance policy which includes meeting and events. Board members can vote, hold an office, and speak in turn during the meetings.

Section VIII, Item A.

City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2022 to 07/27/2023
83.33% of the fiscal year has expired

| | Prior YTD | Current Period | Current YTD | 2023 Budget | Remaining Budget |
|---|---------------|----------------|---------------|---------------|------------------|
| Revenue | | | | | |
| Intergovernmental revenue | | | | | |
| 614113 Intragovernmental Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Intergovernmental revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Charges for services | | | | | |
| 614124 Beautification Revenues | 12,837 | 1,296 | 12,972 | 15,300 | 2,328 |
| Total Charges for services | 12,837 | 1,296 | 12,972 | 15,300 | 2,328 |
| Interest | | | | | |
| 614110 Interest Earnings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Interest | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Miscellaneous revenue | | | | | |
| 614112 Miscellaneous Income | 0.00 | 0.00 | 215 | 0.00 | (215) |
| 614114 Community Garden Membership Fees | 485 | 0.00 | 0.00 | 1,500 | 1,500 |
| 614115 Farmers Market Revenue | 659 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Miscellaneous revenue | 1,144 | 0.00 | 215 | 1,500 | 1,285 |
| Total Revenue | 13,980 | 1,296 | 13,187 | 16,800 | 3,613 |
| Expenditures | | | | | |
| Parks & Recreation | | | | | |
| Beautification | | | | | |
| Personnel & Benefits | | | | | |
| 615102 Contract Labor | 6,610 | 0.00 | 6,155 | 10,700 | 4,545 |
| 615103 Salaries & Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 615105 Retirement | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 615110 Workmen's Compensation Ins | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 615120 Unemployment Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 615130 Training & Travel | 2,963 | 0.00 | 0.00 | 5,500 | 5,500 |
| Total Personnel & Benefits | 9,573 | 0.00 | 6,155 | 16,200 | 10,045 |
| Supplies | | | | | |
| 615210 Office Supplies | 85 | 0.00 | 37 | 225 | 188 |
| 615215 Custodial Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 615220 Tools | 0.00 | 0.00 | 0.00 | 250 | 250 |
| 615225 Books and Periodicals | 0.00 | 0.00 | 0.00 | 100 | 100 |
| 615240 Expendable Operating Supplies | 789 | 0.00 | 776 | 2,000 | 1,224 |
| Total Supplies | 874 | 0.00 | 813 | 2,575 | 1,762 |
| Maintenance & Repair | | | | | |
| 615310 Building & Grounds M&R | 1,798 | 0.00 | 0.00 | 2,100 | 2,100 |
| 615365 Other Equipment M&R | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Maintenance & Repair | 1,798 | 0.00 | 0.00 | 2,100 | 2,100 |
| Other Services | | | | | |
| 615660 Dues & Subscriptions | 200 | 0.00 | 345 | 400 | 55 |
| 615685 Publishing & Advertising | 840 | 0.00 | 0.00 | 1,000 | 1,000 |
| 615695 Special Services - Miscellaneous | 1,000 | 0.00 | 0.00 | 1,000 | 1,000 |
| Total Other Services | 2,040 | 0.00 | 345 | 2,400 | 2,055 |
| Capital Equipment | | | | | |
| 615930 Equipment | 0.00 | 0.00 | 0.00 | 1,000 | 1,000 |
| 615950 Community Garden | 2,849 | 0.00 | 967 | 2,400 | 1,433 |
| Total Capital Equipment | 2,849 | 0.00 | 967 | 3,400 | 2,433 |
| Total Beautification | 17,133 | 0.00 | 8,280 | 26,675 | 18,395 |
| Total Parks & Recreation | 17,133 | 0.00 | 8,280 | 26,675 | 18,395 |
| Total Expenditures | 17,133 | 0.00 | 8,280 | 26,675 | 18,395 |
| Other Financing Sources and Uses | | | | | |
| Sources | | | | | |
| Transfers In | | | | | |
| 974959 Transfer from Fund Balance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 974963 Transfer from General Fund | 5,000 | 0.00 | 5,000 | 5,000 | 0.00 |
| Total Transfers In | 5,000 | 0.00 | 5,000 | 5,000 | 0.00 |
| Total Sources | 5,000 | 0.00 | 5,000 | 5,000 | 0.00 |
| Uses | | | | | |
| Transfers Out | | | | | |

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Section VIII, Item A.

City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2022 to 07/27/2023
83.33% of the fiscal year has expired

| | <u>Prior YTD</u> | <u>Current Period</u> | <u>Current YTD</u> | <u>2023 Budget</u> | <u>Remaining Budget</u> |
|---|------------------|-----------------------|--------------------|--------------------|-------------------------|
| 615961 Transfer to Water/Sewer | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Transfers Out | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Uses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Other Financing Sources and Uses | 5,000 | 0.00 | 5,000 | 5,000 | 0.00 |
| Total - | 1,847 | 1,296 | 9,906 | (4,875) | (14,781) |

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