



KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA

Tuesday, February 06, 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, February 6, 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. CONSENT AGENDA
 - [A.](#) Approval of minutes from regular meeting held January 2, 2024.
- V. UPCOMING EVENTS
 - A. Easter Egg Hunt
 - B. Great American Clean Up, March 1 - April 30
 - C. Don't Mess with Texas Trash Off, April 1-30
 - D. Earth Day, April 22
- VI. DISCUSSION AND ACTION ITEMS
 - [A.](#) Review and discuss the Keep Richwood Beautiful member bylaws.
 - [B.](#) Discussion and possible action regarding Keep Richwood Beautiful's 5-year plan.
 - C. Discuss and consider project recommendations for Servolution volunteers.
 - D. Discuss and consider the Keep America Beautiful Litter Index.
 - E. Discuss and consider the status of the Governor's Community Achievement Award application.
 - F. Discuss and consider creating a subcommittee to focus on the Community Garden.
 - G. Discuss and consider questions for the Annual Affiliate Report.
 - H. Discuss and consider services from the Green City Recyclers.
- VII. FINANCIAL REPORT
 - [A.](#) Keep Richwood Beautiful Budget Report
 - [B.](#) Parks and Recreation Budget Report
- VIII. EXECUTIVE DIRECTOR'S 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

MINUTES

KEEP RICHWOOD BEAUTIFUL COMMISSION MEETING

Tuesday, January 02, 2024 at 6:00 PM

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Tuesday, January 02, 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

The meeting was called to order at 6:00 p.m.

II. ROLL CALL OF MEMBERS

PRESENT

Karl Klug

Tracy Bocanegra

Kai York

Denise York, arrive at 6:45 p.m.

Also present: Leslie Klug, Executive Director; Kirsten Garcia, City Secretary; Amanda Reynolds, City Council Liaison.

III. PUBLIC COMMENTS

There was no public comment.

IV. CONSENT AGENDA

A. Approval of minutes from meeting held September 5, 2023.

B. Approval of minutes from meeting held October 2, 2023.

C. Approval of minutes from meeting held December 7, 2023.

Motion to approve the consent agenda.

Motion made by Kai York, Seconded by Tracy Bocanegra.

Voting Yea: Karl Klug, Tracy Bocanegra, Kai York

V. DISCUSSION AND ACTION ITEMS

A. Review and discuss the Keep Richwood Beautiful member bylaws.

Discussion held on status of current bylaws.

Motion to table.

Motion made by Karl Klug, Seconded by Tracy Bocanegra.

Voting Yea: Karl Klug, Tracy Bocanegra, Kai York

B. Discuss and appoint 2024 Keep Richwood Beautiful Officers.

Tracy Bocanegra volunteered to serve as Vice Chairman of KRB.

Kai York volunteered to serve as Chairman of KRB.

Karl volunteered to serve as Secretary / Treasurer.

Board approved.

- C. Discussion and possible action regarding Keep Richwood Beautiful's 5-year plan.
Discussion held on future plans and status of KTB with affiliate status. Discussion held on community outreach.
Discussion held on GCAA.
No action taken.
- D. Discussion and possible action regarding the formation of a Garden Club.
Discussion held on recruitment.
Motion to table.
Motion made by Karl Klug, Seconded by Kai York.
Voting Yea: Karl Klug, Tracy Bocanegra, Kai York, Denise York.
- E. Discuss, review, and submit volunteer hours for 2023.
Leslie requested everyone's volunteers be sent to her.

VI. FINANCIAL REPORT

- A. Keep Richwood Beautiful Budget Report
- B. Parks and Recreation Budget Report
Leslie presented the financial reports.

VII. EXECUTIVE DIRECTOR'S REPORT

Leslie reported on the yard of the month for December. She stated the 3rd place winner donated their winnings back to the committee.
Reported on KTB and KAB reports status.
Passed out information on the litter survey.
Gave information on possible community events.

VIII. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

No report.

IX. SET NEXT MEETING DATE

February 6, 2024.

X. FUTURE AGENDA ITEMS

- Bylaws
- 5-year plan
- Garden club
- GCAA review
- Spring clean up
- Easter egg hunt

XI. ADJOURNMENT

Being there was no further business, the meeting was adjourned at 7:27.

These minutes were read and approved on the 6th day of February 2024.

Chairman

ATTEST:

City Secretary

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.

KEEP RICHWOOD BEAUTIFUL BYLAWS

ARTICLE 1 - Name

The name of this organization shall be Keep Richwood Beautiful, with its principal place of business at Richwood City Hall, 1800 Brazosport Blvd. N., Richwood, Texas 77531.

ARTICLE II - Purpose

The purpose of the organization shall be charitable and educational to promote the Keep Texas Beautiful program of litter prevention, beautification and 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 the management of its affairs and the direction of its work and control. The Board shall have full power and authority to promote the objectives for which the Keep Richwood Beautiful is organized.
- Section 2. Rules: The Board shall enact such rules and regulations as long as they are not inconsistent with these Bylaws.
- Section 3. Meetings: The Board shall meet monthly. Special meetings of the Board may be called by the Chairman or a simple majority of the seating board members.
- Section 4. Notice of Meetings: Notice of the monthly meetings of Keep Richwood Beautiful shall be sent to the members at least 3 days prior to the meeting and shall be posted at City Hall in accordance to the Texas Open Meetings Act.
- Section 5. Term of Office: Appointed Board Members shall serve for a term of one year 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 presented to City Council to be reassigned. Appointed Board Members

cannot miss more than three consecutive events without a valid excuse and after a vote by the board the position will be presented to City Council to be reassigned.

Section 7. Appointment of Board Members: An interested resident must live or own property, or a business in the city limits of Richwood. Said person who is interested in becoming a board member will fill out the Municipal Volunteer Program Packet in full and must pass a background check. The person applying must then be approved by the board and appointed by 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 between 5 to 7 members for a term of one year beginning in January 1 of each year and ending on December 31.
- Section 2. Chairman: The Chairman shall preside at all meetings of the Board. The Chairman shall perform all duties incidental to the office and advise such action as may be deemed likely to increase the objectives of the Board.
- Section 3. Vice Chairman/Treasurer: The Vice Chairman/Treasurer shall act in the absence of the Chairman; and 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, a roll of the attendance; shall notify officers, and committee chairpersons of meeting time and place, shall send out proper notices of all call meetings, and of other meetings when necessary.
- Section 5. Executive Director: The Executive Director will be appointed by the City Manager and paid as contract labor a \$500.00 a month stipend. A monthly timesheet and check request will be submitted to the City Secretary who will forward said information to Accounts Payable and the Executive Director will be paid forthcoming.

Section 6. Loss of Officer: In the case of an officer leaving or resigning, 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. This approval may be granted by specific funding in the budget or by presentation and approval by the Board.

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: Membership on committees is 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 either by mail ballot or at any meeting of the board 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 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

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



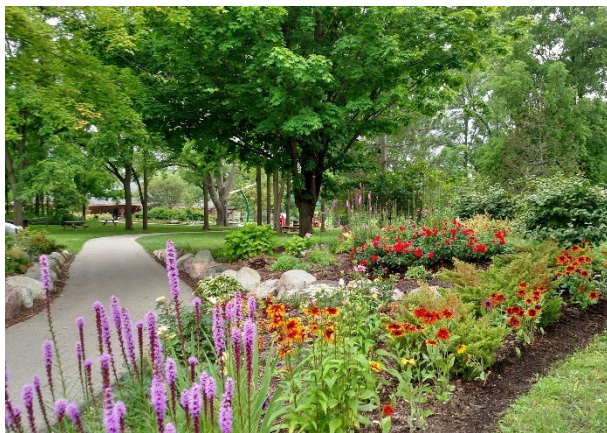
Beautification Fund – *Landscaping*

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.	



City of Richwood
Keep Richwood Beautiful
20 Beautification - 10/01/2023 to 01/31/2024
33.33% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	2024 Budget	Remaining Budget
Revenue					
Charges for services	5,161	1,256	5,043	15,500	10,457
Miscellaneous revenue	191	0.00	973	0.00	(973)
Total Revenue	5,352	1,256	6,016	15,500	9,484
Expenditures					
Parks & Recreation					
Beautification					
Personnel & Benefits	2,570	500	1,500	9,000	7,500
Supplies	316	0.00	72	1,575	1,503
Maintenance & Repair	0.00	0.00	0.00	1,000	1,000
Other Services	120	536	875	820	(55)
Capital Equipment	342	25	194	2,000	1,806
Total Beautification	3,348	1,061	2,641	14,395	11,754
Total Parks & Recreation	3,348	1,061	2,641	14,395	11,754
Total Expenditures	3,348	1,061	2,641	14,395	11,754
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 -	7,003	195	8,376	6,105	(2,271)

City of Richwood
General Ledger for General Fund - 10/1/2023 to 9/30/2024

Section VII, Item B.

Account			Description	Debit	Credit	Balance
Date	Code	Activity				
085851 - Parks & Recreation						\$0.00
9/30/2024			Fiscal Year Total	277.63	0.00	277.63
				\$277.63		\$277.63
				Budgeted Amount:		\$7,000.00
				Budget Balance:		\$6,722.37

Report Total: **\$277.63**