



City of Abilene

Keep Abilene Beautiful Board Agenda

Notice is hereby given of a meeting of Keep Abilene Beautiful of City of Abilene to be held on Wednesday, January 11, 2023 at 4:00 pm at City Hall, Basement Conference Room, 555 Walnut, Abilene, Texas, for the purpose of considering the following agenda items.

CALL TO ORDER

PUBLIC COMMENTS

Public Comments on Any Item on the Agenda

TREASURER'S REPORT

1. Review Financials
 - Financial Statement Dec 22
 - Operational Budget Dec 22
 - Bank Statement Dec 22
 - CFA Statement Nov 22

COMMITTEE REPORTS

2. Education & Community Outreach Committee Report
 - Meeting Notes & Action Items
 - Equitable Access to Nature Presentation Video
3. Events & Fundraising Committee Report
 - Meeting Notes & Action Items
 - Presentation on The Green Gala

COORDINATOR'S UPDATE

4. Report on December Numbers
 - Bench & Tree Program
 - Adopt-A-Spot Program

- Volunteer Program

5. Christmas Tree Recycling Drive

AGENDA ITEMS

6. Governor's Community Achievement Award - Review and Discuss the Application Requirements and Process

ADJOURNMENT

Notice

In compliance with the Americans with Disabilities Act, the City of Abilene will provide for reasonable accommodations for persons attending meetings. To better serve you, requests should be received forty-eight (48) hours prior to scheduled meetings. Please contact the City Secretary's Office at 325-676-6208. Telecommunication device for the deaf is 325-676-6360.

CERTIFICATION

I hereby certify the above meeting notice was posted on the bulletin board at the City Hall of the City of Abilene, Texas, on the 6th day of January, 2023, at 9:00 a.m.

Shawna Atkinson, TRMC, CMC
City Secretary

**Keep Abilene Beautiful
Abilene, Texas**

STATEMENT OF FINANCIAL POSITION

December 31, 2022

ASSETS

Current Assets:

Cash and cash equivalents	\$ 54,012
Accounts receivable	<u>1,356</u>

Total Current Assets	<u>55,368</u>
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Other Assets:

Tree and Bench program	3,550
Long term investments	<u>9,472</u>

Total Other Assets	<u>13,022</u>
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TOTAL ASSETS	<u><u>\$ 68,390</u></u>
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LIABILITIES AND NET ASSETS

Liabilities:

Funds held for Tree and Bench program	3,550
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Total Liabilities	<u>\$ 3,550</u>
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Net Assets Without Donor Restrictions	<u>64,840</u>
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Total Net Assets	<u>64,840</u>
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TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 68,390</u></u>
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**Keep Abilene Beautiful
Abilene, Texas**

STATEMENT OF ACTIVITIES

Quarter Ended December 31, 2022

	<u>Without Donor Restrictions</u>
REVENUES, SUPPORT AND GAINS:	
Donations - Republic Services	\$ 2,034
Donations - Public	-
Grants	100
Gross special events revenue	-
Less: Special events expense	-
Net special events	<u>-</u>
Total Revenues	<u>2,134</u>
EXPENSES:	
Annual dues	-
Website, software and technology	-
Events and fundraising	-
Advertising	-
Office	871
Program expense	936
Sponsorships	-
Taxes, fees, and legal	9
Tree and Bench Program	<u>-</u>
Total Expenses	<u>1,816</u>
OTHER INCOME (EXPENSE)	
Interest Income	33
Gain on investment	612
Total Other Income	<u>645</u>
DECREASE IN NET ASSETS	<u>963</u>
Net Assets at Beginning of Year	63,877
NET ASSETS AT END OF QUARTER	<u><u>\$ 64,840</u></u>

Keep Abilene Beautiful Operating Budget FY 2022 - Oct 1, 2022 to Sept 30, 2023						
Revenue	Budget	YTD	Current Month	Total	Variance	Notes:
Individual Donations	\$ 9,000.00	\$ 1,356.00	\$ 678.00	\$ 2,034.00	\$ 6,066.00	
Republic Services	\$ 8,100.00	\$ 1,356.00	\$ 678.00	\$ 2,034.00	\$ 6,066.00	
Public	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Memorial Tree & Bench Program</i>	\$ 900.00	\$ 3,550.00	\$ -	\$ 3,550.00	\$ (2,650.00)	Held as Liability currently until we can recognize income excluded from revenue on income statement
Grants	\$ 5,000.00	\$ 100.00	\$ -	\$ 100.00	\$ 4,900.00	
Events	\$ 5,000.00			\$ -	\$ 5,000.00	
Sponsorships	\$ 10,000.00			\$ -	\$ 10,000.00	
Memberships	\$ 100.00			\$ -	\$ 100.00	
Sales	\$ 1,000.00		\$ -	\$ -	\$ 1,000.00	
Interest Income	\$ 100.00	\$ 18.23	\$ 15.01	\$ 33.24	\$ 66.76	
Refund	\$ -	\$ -	\$ -	\$ -	\$ -	\$808 in PY refunds recorded to net assets
Gain/loss on investment	\$ -	\$ 611.98	\$ -	\$ 611.98	\$ (611.98)	
TOTAL REVENUE	\$ 30,200.00	\$ 2,086.21	\$ 693.01	\$ 2,779.22	\$ 23,870.78	
Expenses						
Annual Dues	\$ 800.00	\$ -	\$ -	\$ -	\$ 800.00	
Board Development	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	
Event - Fundraising	\$ 4,300.00	\$ -	\$ -	\$ -	\$ 4,300.00	
Grants and Awards	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	
D&O Liability Insurance	\$ 530.00	\$ -	\$ -	\$ -	\$ 530.00	
Advertising & Promotion	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	
Office/General Administration	\$ 1,000.00	\$ 738.81	\$ 132.19	\$ 871.00	\$ 129.00	
Program Expenses	\$ 3,700.00	\$ 936.00	\$ -	\$ 936.00	\$ 2,764.00	
	\$ 3,700.00	\$ 936.00	\$ -	\$ 936.00	\$ 2,764.00	
Taxes, Fees & Legal	\$ 160.00	\$ 9.16	\$ -	\$ 9.16	\$ 150.84	
Website, Software & Technology Fees	\$ 410.00	\$ -	\$ -	\$ -	\$ 410.00	
TOTAL EXPENSES	\$ 21,900.00	\$ 1,683.97	\$ 132.19	\$ 1,816.16	\$ 20,083.84	
NET OPERATING REVENUE	\$ 8,300.00	\$ 402.24	\$ 560.82	\$ 963.06	\$ 3,786.94	

10/1 Beginning Bank Bal.	50,809.80	
Receivable at Collected	2,034.00	Nov - Dec outstanding
Quarterly Net Income/(Loss)	\$ 963.06	
Tree & Bench	\$ 3,550.00	
Refund	\$ 808.00	
Excluded Investment activity	\$ (602.82)	
12/31 Ending Balance	57,562.04	(57,562.04)
		0.00

Amount transferred to CFA	10,000.00	
	8,868.86	Carring balance 10/1
	\$ 611.98	Prior gain loss
	\$ -	Current gain loss
	-	interest
	(9.16)	Prior fees
	-	Current fees
	<u>9,471.68</u>	Current Balance through Nov

Revenue	\$ 30,200.00
Individual Donations	\$ 9,000.00
<i>Republic Services</i>	\$ 8,100.00
<i>Memorial Tree & Bench Program</i>	\$ 900.00
Grants	\$ 5,000.00
Events	\$ 5,000.00
<i>Crepe Myrtle Event Sales</i>	\$ 3,000.00
<i>Other Event Sales</i>	\$ 2,000.00
Sponsorships	\$ 10,000.00
Memberships	\$ 100.00
Sales	\$ 1,000.00
Interest Income	\$ 100.00

Expense	\$ 21,900.00
Annual Dues	\$ 800.00
<i>Abilene Chamber of Commerce</i>	\$ 250.00
<i>Keep America Beautiful</i>	\$ 350.00
<i>Keep Texas Beautiful</i>	\$ 200.00
Board Development	\$ 3,000.00
<i>Keep Abilene Beautiful Retreat</i>	\$ 100.00
<i>Conference Fees</i>	\$ 1,200.00
<i>Travel</i>	\$ 1,700.00
Event - Fundraising	\$ 4,300.00
<i>Crepe Myrtle Event</i>	\$ 2,150.00
<i>Other Event</i>	\$ 2,150.00
Grants	\$ 5,000.00
D&O Liability Insurance	\$ 530.00
Advertising & Promotion	\$ 3,000.00
Office/General Administration	\$ 1,000.00
Program Expenses	\$ 3,700.00
<i>Business Expo</i>	\$ 375.00
<i>Boo at the Zoo</i>	\$ 700.00
<i>Abilene Outdoor Adventure</i>	\$ 200.00
<i>Home & Garden Expo</i>	\$ 500.00
<i>Abilene Beer Summit</i>	\$ 500.00
<i>Christmas Lane</i>	\$ 25.00
<i>Cleanup Events</i>	\$ 800.00
<i>Rainbarrel/Education Workshops</i>	\$ 400.00
<i>BCMG Plant Sale</i>	\$ 200.00
Taxes, Fees & Legal	\$ 160.00
Website, Software & Technology Fees	\$ 410.00

Net Income	\$ 8,300.00
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Check your statement and enclosures, and report any discrepancies within thirty (30) days. Please direct any phone inquiries regarding your accounts to (855) 660-5862. Written inquiries should be sent to the address listed, attention: Research.

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KEEP ABILENE BEAUTIFUL INC
GENERAL OPERATING ACCOUNT
ATTN: NICOLE EAVES
PO BOX 60
ABILENE TX 79604-0060



ACCOUNT NUMBER	1013633319
STATEMENT DATES	12/01/22-12/30/22
ENCLOSURES	3
PAGE	1 of 4

**We have updated the
Terms and Conditions of Your Account**

Effective January 1, 2023

To obtain a copy, please visit:
www.ffin.com/businesstermsandconditions

SUMMARY OF ACCOUNTS

Account Number	Account Description	Current Balance
1013633319	Business Interest Checking	57,562.04

ACCOUNT SUMMARY

Business Interest Checking

Account Number	1013633319	Statement Dates	12/01/22 thru 12/31/22
Previous Balance	51,187.22	Days in Statement Period	31
3 Deposits/Credits	6,492.00	Average Ledger	53,404.74
2 Checks/Debits	132.19	Average Collected	53,209.83
Monthly Maintain Fee	0.00		
Interest Pd This Stmt	15.01		
Ending Balance	57,562.04	2022 Interest Paid	65.26

Account Title:
Keep Abilene Beautiful Inc
General Operating Account
Attn: Nicole Eaves

MISCELLANEOUS CREDITS

Date	Description	Amount
12/21	Deposit #69	678.00
12/21	Deposit #68	1,456.00
12/21	Deposit #67	4,358.00
12/31	Interest Deposit	15.01

Checkbook Reconciliation

CHECKS OUTSTANDING

[illegible]

ENTER

Balance This Statement

\$ _____

ADD

Recent Deposits

(Not Credited On This Statement)

\$ _____

§

TOTAL

§

SUBTRACT

Checks Outstanding

§

BALANCE

§

Should agree with your checkbook balance after deducting charges and adding credits included on this statement, but not shown in your checkbook.

PLEASE REPORT ANY DISCREPANCIES WITHIN 30 DAYS

In Case of Errors or Questions About Your Electronic Transfers

Telephone us at (855) 660-5862

or

Write us at PO Box 701, Abilene, Texas 79604

We are capable of handling WEB code, TEL code and paper check conversion transactions, which may or may not apply to your account. These transactions may be initiated by a third party (normally a merchant) that has provided you with goods, services, or is in the process of collecting an insufficient check. These transactions will appear on your statement like an ATM or debit card transaction. Your authorization to make these types of electronic fund transfers may be expressed in writing or implied through the posting of a sign. Merchants may also receive authorization by telephone or through the internet. You should use caution and only provide your bank and account information to trusted third parties that you have authorized to initiate electronic fund transfers. Third parties may charge fees disclosed to you. We have no control over third party fees.

ERROR RESOLUTION NOTICE

In case of errors or questions about your electronic transfers, call or write us at the telephone number or address listed in this disclosure, as soon as you can, if you think your statement or receipt is wrong, or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared.

- (1) Tell us your name and account number.
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

If you tell us verbally, we may require that you send us your complaint or question in writing within 10 business days.

We will determine whether an error occurred within 10 business days (20 business days if the transfer involved a new account) after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days (90 days if the transfer involved a new account, a point-of-sale transaction, or a foreign-initiated transfer) to investigate your complaint or question. If we decide to do this, we will credit your account within 10 business days (20 business days if the transfer involved a new account) for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within 10 business days, we may not credit your account. An account is considered a new account for 30 days after the first deposit is made, if you are a new customer.

We will tell you the results within three business days after completing our investigation. If we decide that there was no error, we will send you a written explanation.

You may ask for copies of the documents that we used in our investigation.

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KEEP ABILENE BEAUTIFUL INC
GENERAL OPERATING ACCOUNT
ATTN: NICOLE EAVES
PO BOX 60
ABILENE TX 79604-0060

ACCOUNT NUMBER	1013633319
STATEMENT DATES	12/01/22-12/30/22
ENCLOSURES	3
PAGE	3 of 4

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MISCELLANEOUS DEBITS		
Date	Description	Amount
12/07	Walmart.com REF# 120607852090 Bentonville,AR Card ending in 3837 221206 162525	5.00-
12/12	Walmart.com REF# 120501860353 Bentonville,AR Card ending in 3837 221205 202719	127.19-

INTEREST RATE SUMMARY	
Date	Interest Rate
11/30	0.250000%
12/20	0.450000%

26FDP

DAILY ENDING BALANCE					
Date	Balance	Date	Balance	Date	Balance
12/01	51,187.22	12/12	51,055.03	12/31	57,562.04
12/07	51,182.22	12/21	57,547.03		

CHECKING DEPOSIT		FIRST FINANCIAL BANK		CREDIT	
FFIN-0454 Rev. 12/19 1W17507 Checks and other items received for deposit are subject to terms and conditions of this financial institution's account agreement. Deposits may not be available for immediate withdrawal.					
DATE	12/21/2022	CASH	350.00		
SIGN FOR		JF Jones - Bay City Tr	285.00		
LESS CASH		Guy Smith Tree	350.00		
		Peter's Sp. refund	908.00		
SUB-TOTAL					
TO:					
NAME			AMOUNT	\$ 4358.00	
ADDRESS					
CITY/STATE/ZIP			ACCOUNT NUMBER	1013633319 TC	
⑈ 67 ⑈ ⑈ 500 ⑈ ⑈ 056 ⑈					

Deposit: 67 Date: 12/21/2022 Amount: \$4358.00

CHECKING DEPOSIT		FIRST FINANCIAL BANK		CREDIT	
FFIN-0454 Rev. 12/19 1W17507 Checks and other items received for deposit are subject to terms and conditions of this financial institution's account agreement. Deposits may not be available for immediate withdrawal.					
DATE	12/21/2022	CASH	100.00		
SIGN FOR		CFR	678.00		
LESS CASH		Republic - Mon	678.00		
		Republic - June	678.00		
SUB-TOTAL					
TO:					
NAME			AMOUNT	\$ 1456.00	
ADDRESS					
CITY/STATE/ZIP			ACCOUNT NUMBER	1013633319 TC	
⑈ 68 ⑈ ⑈ 500 ⑈ ⑈ 056 ⑈					

Deposit: 68 Date: 12/21/2022 Amount: \$1456.00

CHECKING DEPOSIT		FIRST FINANCIAL BANK		CREDIT	
FFIN-0454 Rev. 12/19 1W17507 Checks and other items received for deposit are subject to terms and conditions of this financial institution's account agreement. Deposits may not be available for immediate withdrawal.					
DATE	12/21/2022	CASH	678.00		
SIGN FOR		Republic - July	678.00		
LESS CASH					
SUB-TOTAL					
TO:					
NAME			AMOUNT	\$ 678.00	
ADDRESS					
CITY/STATE/ZIP			ACCOUNT NUMBER	1013633319 TC	
⑈ 69 ⑈ ⑈ 500 ⑈ ⑈ 056 ⑈					

Deposit: 69 Date: 12/21/2022 Amount: \$678.00

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26FDP



Fund Activity Statement
Keep Abilene Beautiful Endowment Fund
November 01, 2022 through November 30, 2022

Beginning Balance	9,043.29
ADDITIONS:	
Income Earned, Pool Allocation	14.37
Realized Gains	0.90
Unrealized Gains	417.85
Total Additions:	433.12
DISTRIBUTIONS AND EXPENSES:	
Administrative Fees	3.77
Investment Fees	0.82
Misc. / Other Fees	0.14
Total Distributions and Expenses:	4.73
ENDING BALANCE	9,471.68

Fund Activity Detail
November 01, 2022 through November 30, 2022

Donations

Date	Donor	Amount	Description
n/a	n/a	n/a	
	Total Donations	\$0.00	

Grants

Date	Grantee	Amount	Description
n/a	n/a	n/a	n/a
	Total Grants	\$0.00	



Education & Community Outreach Committee
January 3, 2023 @ 4:00 pm

Attendance: Chase Robertson, Melissa Morris, Jennifer Pacheco

Agenda Items:

WATCH Equitable Access to Nature– A Systems Change Approach

<https://www.youtube.com/watch?v=igegoO5UH-E>

DISCUSS Current State and Prospects for Advancing & Sustaining Systems Change for Children's Equitable Access to Nature

1. *Does my city offer enough places for children to connect with nature?*
2. *What programs and policies can draw children and families to nature more equitably?*
3. *How can my city integrate access to nature with other city functions?*

Action Items:

CREATE a GIS-based map outlining nature-accessible areas throughout City with demographics as outlined in the Infrastructure Components to Connect Children and Nature chart.

PRESENT the video linked above along with GIS map to Board at January meeting

RESEARCH for the next Committee Meeting on **Tuesday, January 17th at 4:00 pm**

<https://www.childrenandnature.org/resources/creating-systems-level-change-in-cities-a-toolkit/>

Discussion Paper: Current State and Prospects for Advancing & Sustaining Systems Change for Children's Equitable Access to Nature March 4, 2020

The Cities Connecting Children to Nature initiative (CCCN) tests the hypothesis that equitable nature connections for children will advance further and faster through the engagement of city government leaders, producing a range of benefits for children, families, communities -- and perhaps, the planet. Since its launch in 2014 by the National League of Cities Institute for Youth, Education, and Families and the Children & Nature Network, CCCN has directly engaged with leaders from more than 40 cities through leadership academies, technical assistance, and development and implementation of city-specific plans. The process to date has produced new and realigned capacity in cities, as well as many lessons learned and examples embodied in a [Municipal Action Guide](#) (2017) and in briefs, videos, recorded webinars, and [newsletters](#). The *Guide* named three critical questions to spur reflective action by cities and their leaders:

1. *Does my city offer enough places for children to connect with nature?*
2. *What programs and policies can draw children and families to nature more equitably?*
3. *How can my city integrate access to nature with other city functions?*

Now, proceeding into its sixth year, the initiative has increased its focus on systems-level change and adopted a [systems change framework](#) recently elaborated by FSG. This framework for “shifting the conditions that hold a problem in place” -- in this case, the problem of inequitable access to nature -- addresses six domains of system change:

*Structural change - explicit: **Policies, Practices, Resources***

*Structural change - semi-explicit: **Relationships & Connections, Power Dynamics***

*Transformative change - implicit: **Attitudes and beliefs** – constraining ways of thinking.*

This brief paper describes representative examples of structural change observed from 2015 to the present. Questions still remain about additional aspects of systems change including:

- The relationship of local CCCN initiatives to emerging state policy, and also to broad local policy initiatives focused on improving health, resilience, and sustainability;
- The feasibility of shifting power dynamics to ensure ongoing youth and resident engagement, particularly on the part of youth and residents who have the least nature access; and
- The extent to which city policies embrace multiple ways of understanding connections to nature, and fading away of previous ingrained and constrained ways of thinking.

EXAMPLES of STRUCTURAL CHANGE for MORE EQUITABLE ACCESS TO NATURE

Policies

- **Joint/Shared Use:** Austin and Grand Rapids updated and expanded local city-school Joint Use Agreements to enable equity-driven implementation of green schoolyards.
- **Children's Outdoor Bill of Rights:** Mayors publicly proclaimed a rights-based framework in Austin, Baltimore, and San Francisco.

Cities Connecting Children to Nature

- **Master Plans & Park Access:** Madison incorporated nature access in the city's Comprehensive Plan; Grand Rapids adopted a Parks Master Plan with a focus on equitable nature access. Cities aligned the goals of children and nature and *Ten-Minute Walk to a Park* efforts.
- **Quality Assurance:** San Francisco, Austin, and Madison increased the focus on nature access within state and local early childhood quality improvement rating systems.

Practices

- **Infusing nature into programming:** Louisville trained summer youth employees to lead nature access activities for children participating in community center summer camps.
- **Nature-Smart Libraries:** Saint Paul spread the availability of materials and programming focusing on nature connections for children from one to four libraries.
- **Park Activation:** Albuquerque launched a citywide Family Nature Club strategy; Gary arranged transportation to Indiana Dunes National Park for afterschool programs.

Resource Flows

- **Budgeting for Staffing:** Louisville, Austin, and San Francisco hired full-time staff members to coordinate local CCCN activities; Baltimore, Saint Paul, and Austin hired part-time staff; Providence and Houston each enlisted a VISTA volunteer to support local efforts.
- **Capital & Operating Budgets:** Providence earmarked \$2.5 million in capital improvement funds for Green Schoolyard construction; Grand Rapids allocated \$703,000 for Green Schoolyards; Providence and Madison installed nature play features in city parks.
- **Leveraged Philanthropic Support:** Grand Rapids received a \$300,000 environmental education grant from the Wege Foundation and \$410,000 through the Outdoor Foundation Thrive Outside initiative. Louisville applied Aetna Foundation support to CCCN activities.

Relationships and Connections

- **Cross-Department Partnerships:** Saint Paul, San Antonio, and San Francisco established library-park partnerships; Washington, DC convened a Green Career Pathways roundtable.
- **Cross-Jurisdictional Partnerships:** Alongside city-school examples cited above, the Saint Louis Mayor's Office of Children, Youth, and Families created a joint stakeholder group with the Saint Louis Public Schools focused on green schoolyard development.

Power Dynamics

- **Mayoral Leadership:** Mayors in eight of 18 cities receiving technical assistance took on significant leadership roles, including advocating budget changes, designating staff to coordinate local efforts and convening key stakeholders.
- **Youth / Resident Engagement:** Madison, Austin, Saint Paul, and Grand Rapids engaged youth and young adults in the development of local CCCN plans and priorities; Louisville established an ongoing stakeholder engagement council in West Louisville.

Events & Fundraising Committee

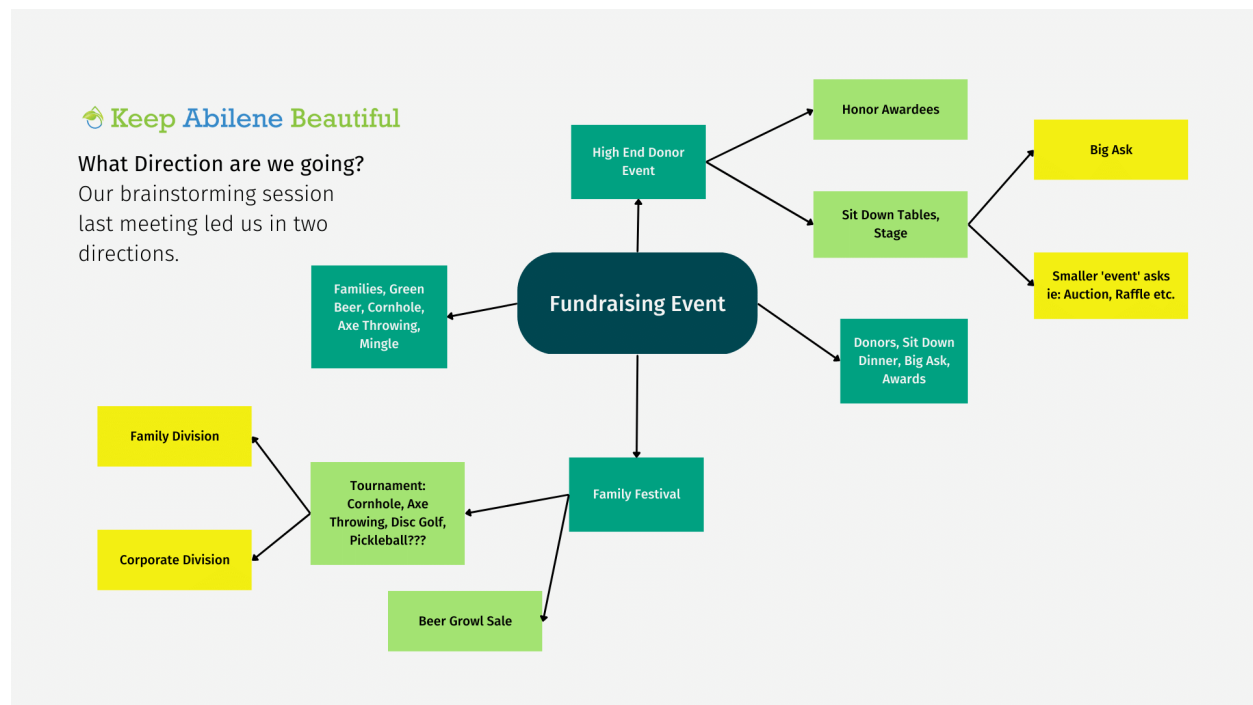
January 4, 2023 @ 12:00 pm

Attendance: Deborah Williams, Pebbles Lee, Aida Pantoja, Akane Thaxton, Jennifer Pacheco

Agenda Items:

Goals

- Raise Money - How Much
- Honor Awardees
- Communicate KAB Vision
- Inspire Others to Join Our Mission
- Sustainable
- Have Fun - Be Entertaining
- Raise Money
- March 17
- Green Beer



Moving forward with **three** event ideas presented at the committee meeting:

1. The Green Gala
2. Family Festival
3. Arbor Day Event with 5k

Action Items:

RESEARCH - March 17th is not working out as it is Spring Break and even business owners are out of town. What events are happening when?

RESEARCH - Triple check we are paying kind to all other non-profits and fitting our ideas in without trampling anyone else.

LIST - Please start making a list of everyone you would like to invite! Emails or physical addresses? Be thinking about it and collecting those.

PRESENT - Slideshow explaining The Green Gala initiative and idea

COLLECT - All event planning quotes and prices for evaluation and decision making

Monthly Report January 2023

Coordinator: Jennifer Pacheco

Bench & Tree Program

- Benches - 1
- Trees - 0
- Inquiries - 7

Adopt-A-Spot Program

- Clean Ups Scheduled - 1
- Number of groups Signed Up - 35
- Inquiries - 2

Membership Program

Under Review

Volunteer Program

- Clean Ups -0
- New Volunteers - 4
- Inquiries - 2

Christmas Tree Recycling Drive



CITY OF ABILENE
CHRISTMAS TREE
Recycling Drive

DECEMBER 26 - JANUARY 13

Drop-off Locations

- Abilene Brush Center
2149 Sandy Street
- Buffalo Gap Recycling Center
4579 Buffalo Gap Road
- Southwest Drive Recycling Center
4399 Southwest Drive

BROUGHT TO YOU BY




ABILENETX.GOV • KEEPPABILENEBEAUTIFUL.ORG



CITY OF ABILENE
CHRISTMAS TREE
★ Recycling Drive ★

DECEMBER 26 - JANUARY 13

Drop-off Locations
Abilene Brush Center, Buffalo Gap
& Southwest Drive Recycling Centers

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Governor's Community Achievement Awards (GCAA)

Program Guidelines

Landscape Architecture Section, Design Division

GOVERNOR'S COMMUNITY ACHIEVEMENT AWARDS (GCAA) PROGRAM

The Governor's Community Achievement Awards (GCAA) Program, also known as the Landscape Incentive Awards Program, was initiated in 1986 by the Texas Transportation Commission as a state-wide annual awards program, in cooperation with **Keep Texas Beautiful (KTB)**. Keep Texas Beautiful, a part of the Keep America Beautiful system, sponsors a competition each year among its member cities. The competition recognizes communities for local environmental improvement through litter prevention, solid waste management and recycling, beautification, public education, and litter law enforcement. Nine winning cities are chosen; one for each of the population categories.

Objective

- To construct a landscape project on State owned right-of-way that fulfills the winning City's expectations and meets TxDOT's design, safety, maintenance, and funding requirements

Eligibility

The department participates in the program by designing and installing a landscape development project along State or Federal highway right-of-way in each winning city. Travel & Information Division handles coordination with KTB, including the annual awards presentation by the Governor's office. Design Division works with the winning cities and TxDOT districts in the design and implementation of the landscape projects. Project awards range from \$90,000 for populations of 3,000 or less to \$310,000 for populations greater than 180,000; with an annual funding amount of \$2,000,000 provided by a Commission Minute Order.

Table: Population Categories & Award Amounts

Population Category	Award Amount
Up to 3,000	\$90,000
3,001 – 5,500	\$110,000
5,501 – 9,000	\$130,000
9,000 – 15,000	\$160,000
15,001 – 25,000	\$180,000
25,001 – 40,000	\$210,000
40,001 – 65,000	\$250,000
65,001 – 90,000	\$270,000
90,001 – 180,000	\$290,000
180,001+	\$310,000

Implementation

The winning community should first form a working committee to serve as a decision-making body during the development phase of the project. The committee should also appoint a spokesperson to act as point of contact for communications with TxDOT. The committee should then request an initial meeting with representatives of TxDOT, generally at the local area or district office. The committee and TxDOT then finalize the project location and scope, and TxDOT develops the construction plans at no cost to the winning community. The winning community has the option to develop the project plans themselves or to hire a consultant if they choose, but GCAA funds cannot be used for design services.

The design process typically takes between six months and a year, with construction activity beginning between forty-five to sixty days after the Transportation Commission awards the contract. Local contractors can bid on the project, but they must be prequalified through the TxDOT Construction Division before bidding on a project.

If the project overruns the award amount, TxDOT will usually fund the project if it overruns 10% or less. Additional overrun will be evaluated on a case by case basis, and may require a redesign of the project. If this occurs, the project will then be rescheduled for the next available construction letting. Every effort will be made to accurately estimate the cost of the project. No additional project will be constructed to expend unforeseen underruns.

Design Standards

Many design elements are allowed as part of a GCAA project, but certain design elements are discouraged, such as fountains and flagpoles.

Gateway Monuments cannot be funded through this program.

Since the project must be constructed on State Highway right-of-way, “sight distance” (drivers must have an unimpaired view of traffic) and safety setbacks must be considered in all cases. All fixed objects (large trees, retaining walls, etc.) must be located outside the clear recovery zone.

Every project which has plant material included as a bid item will have provisions for 90 days of maintenance. Depending on the level of landscape development, the Department will in most cases require the City to maintain the project following the end of the contract period. The City should sign a maintenance agreement before the project can be scheduled.

Program Administration

A TxDOT project manager will be responsible for coordinating the project and keeping it on schedule. Generally, the Area Engineer or a Landscape Architect from TxDOT will serve as the project manager and point of contact for the department.

While these GCAA projects are generally developed as “stand alone” projects, they can be developed as part of a larger project and can be combined with other funding sources, if approved by the department.



GCAA Application Tips

Before Writing an Application

Read the application questions and gather what you need to answer them.

Explore the resources KTB has on its website for GCAA, including winner blogs, recorded webinars, etc.

Dates

The application tracks what a community has done in a twelve-month period (*January 1 – December 31, 2022*). However, the application may reference past projects when they are connected to something that was accomplished this year. Example: In 2020, KTB received a grant to build an outdoor learning center, and in September 2021 the PTA added new plants.

Program vs. Community Definition

Community – A community is defined as a region or regions with shared or adjoining boundaries whose beautification and litter abatement programs are administered by common groups within that community's geographic boundaries (i.e. local affiliates, city departments, garden clubs, schools, organizations, etc.).

Programs – Programs are defined as any projects, activities, and/or initiatives within a community's geographic boundaries that address goals stated in the seven topic areas of the GCAA.

Start in Microsoft Word

Although our software allows you to save and return whenever you wish, it might be easier to write your information using Microsoft Word. Word allows you to check your **word count** and you can easily see your entire submission and alter it. Once you are happy with your submission in the Word document, you simply open the online application and use cut and paste to move your text.

Word Count Restrictions

The online application has a word count limit for each question. This ranges from 75-225 words and was decided by taking the average words used on former applications. We tried to be generous and know that some will need far less and others will need more.

This limit is a maximum number of words and not the required or expected amount. If you have far less than the limit, but a good answer, you will be fine. When reviewing we look for the question being answered and the legitimacy of the information. You will not be graded on style or creativity so focus on getting your point across. Words such as I, a, it, the, is - will be counted as a word.

The software will not stop you from going over the word count. A count of your words will show up beneath the text box, so be sure you stay under the maximum amount of words. However, at the end of your application, the software will not allow you to submit if any of your word counts are over the limit. It will prompt you to go back and shorten those sections.



Using Word Count in Microsoft Word

Microsoft Word automatically counts the number of words in a document while you are typing. You can view this information at the bottom left of your screen. To count the number of words in only a section of your document, i.e. each question, highlight the text you wish to count, go to the “Review” tab at the top and click on “Word Count” at the top left. If your version of Word is different or you are using another word processing software, consult the “Help” section to learn how to count your words.

Program Portfolio

When including photos and other materials, make sure the captions are 20 words or less. The software will not automatically count the words in your caption for you, nor will it stop you from going over 20 words.

Photos should be actual photographs and not pictures of newspapers or internet screenshots. Save those for the supporting materials.

Miscellaneous Tips

Answer every question and leave no questions blank or unanswered. Do not put n/a or other dismissive text showing you cannot answer. Answer all questions and if you do not have an answer, explain why.

Word count limits your writing space so make sure to be direct and get your point across. We are interested in the creativity of your program, not your writing. That being said, your answers should be clear.

For those of you working with both a city and county, they may both apply but using separate data. There can be no crossover or duplication. County applications should focus on the area as a whole, not one specific community. If the work is focused on just one community, apply as a city, not as a county.

Do not wait until the last minute to submit your application, as things have gone wrong in the past (internet goes down, etc.) that have caused an application to be late. We will not accept late applications under any circumstances. We highly suggest submitting it at least a day before the deadline.

All applications are due online by Thursday, February 17, 2021, by 5 p.m. CST. No exceptions.

More questions?

Visit www.ktb.org

Email us at programs@ktb.org

Phone: 512-478-8813



KEEP TEXAS BEAUTIFUL & TXDOT
**GOVERNOR'S COMMUNITY
ACHIEVEMENT AWARDS**

GCAA Application Questions

The Governor's Community Achievement Award is open to ALL communities in Texas.
Applications open Tuesday, January 3, 2023 and close Thursday, February 16, 2023 at 5PM CST.
There is a \$25 fee to submit the GCAA application. For more information: ktb.org/gcaa

Community Leadership and Coordination – 12 Points

1. Describe your community and its specific characteristics. Please include demographics and a brief history. (125 Words)
2. Texas is one of the fastest growing states in the country. How has your community adapted and worked to address the population shifts your community might be experiencing? (125 Words)
3. How have partnerships with state or national organization(s) related to litter prevention, beautification, community improvement and/or waste reduction/recycling helped increase the impact of your community's work? (125 Words)
4. How are your community improvement programs (programs focused on litter prevention, beautification, and waste reduction/recycling) organized, structured and funded? Describe support (staff and volunteers) for your community improvement programs. (125 Words)
5. How are your community leaders, including those in charge of community improvement programs, staying up to date with best practices and changing information related to litter prevention, beautification, and/or waste reduction/recycling? (75 Words)

Public Awareness and Outreach – 12 Points

1. Describe the outreach efforts of your community improvement programs through the use of media, speeches, social media, websites, events, workshops, bulletin boards, technology, printed materials and/or other channels. (200 Words)
2. What efforts does your community use to reach diverse or underserved audiences? (seniors, people with disabilities, low income, non-native speakers, etc.)(150 Words)
3. How has your community worked to promote the Don't mess with Texas® campaign and/or Keep Texas Beautiful? (125 Words)
4. Describe how community awards and recognition programs have helped increase local support of your community improvement programs. Note awards and other forms of recognition offered by your program and those it has received. (100 Words)
5. What educational efforts, projects or programs are available in your community to teach the general public about recycling, waste reduction, litter prevention or beautification issues? List the impact, and any data or available measurable results. (200 Words)

Environmental Education and Youth Engagement – 12 Points

1. How is your community engaging youth in efforts toward litter prevention, beautification, community improvement and/or waste reduction/recycling? Does your community have a youth advisory board or council, and how are they working in conjunction with other community efforts to engage youth? (200 Words)
2. What topics (solid waste/recycling, water reduction, energy savings, etc.) does environmental education in your community's schools cover? Describe what kind and how many environmental education programs, groups or special events are offered for youth in schools and your community's involvement. Include any youth, preschool, elementary, secondary, and college/university programs in your community. (150 Words)
3. How do your community's schools use environmental curricula such as Project Wild, Waste in Place, Project Learning Tree, and/or other educational activities or outdoor learning opportunities? Do you have any programs to train educators on these learning opportunities and have those programs changed over the past year? (200 Words)

GOVERNOR'S COMMUNITY ACHIEVEMENT AWARDS



Beautification and Community Improvement – 12 Points

1. Describe beautification efforts in public spaces (parks, community gardens, etc.) in your community, such as tree and flower planting, native or adaptive landscaping, public art, increasing trail networks, and landscape maintenance. Include any applicable metrics. (200 Words)
2. How has your community worked to instill pride and communicate the positive impact on economic development and the prosperity of your community as a result of beautification and community improvement programs? (175 Words)

Litter Prevention and Cleanup – 12 Points

1. Does your community conduct any type of study or survey to determine the extent of littering? If so, how do you use the results of these tools to inform your programming? (125 Words)
2. Uncovered trucks, construction sites, motor vehicles and pedestrians are the primary sources of the litter found on roadways. Describe how your community specifically addresses roadside litter (125 Words)
3. Our waterways currently have more trash than our roadways. Many organizations have shifted focus to these important areas that can carry trash from one community to the next and even all the way to the sea. If your community has waterways (ocean, rivers, lakes, streams, tributaries, bayous, and creeks.), describe your waterway litter prevention efforts. (125 Words)
4. What was the overall impact on the environment and/or the public's attitude toward litter prevention and cleanup based on your litter prevention programs? How does your community assess the effectiveness of its litter prevention programs? (150 Words)
5. List the community cleanups (Adopt-a-Spot, Fall Sweep, Great American Cleanup, etc.) you held and measurable results of those events. Virtual events or other nontraditional cleanups can also be included with this question. (150 Words)

Solid Waste Management – 12 Points

1. Describe your community's typical involvement in solid waste management, including work with local waste haulers, businesses, civic groups and citizens. If your community has a recycling program, describe community efforts to reduce and address recycling contamination, which typically is around 25%. (125 Words)
2. Describe how your community has supported source reduction, recycling, reuse and composting to divert materials from landfill space. Please address all four topic areas. List measurable results if applicable. (200 Words)

Litter Law and Illegal Dumping Enforcement – 12 Points

1. Describe community efforts to educate and work with law enforcement personnel (city, county or state) to review and enforce local and state litter laws, including litter abatement and/or illegal dumping. (125 Words)
2. Describe community efforts to reduce nuisance issues such as graffiti, grass and weed violations, dilapidated structures, junked cars and similar issues. (125 Words)

Conclusion – 6 Points

1. Describe any positive changes that have impacted your community programming this year. Do you have any community effort successes you would like to share that are specific to this year's accomplishments? (150 Words)
2. Explain how your community's overall environmental efforts have made your community a better place to live, work and play. Use this space to address anything related to community improvement programs that has not been covered in this application. (125 Words)

KEEP TEXAS BEAUTIFUL & TXDOT
**GOVERNOR'S COMMUNITY
ACHIEVEMENT AWARDS**



PROGRAM PORTFOLIO- 10 Points

PROGRAM PORTFOLIO GUIDELINES

1. All support material must take place in the reporting period of 1/01/2022 - 12/31/2022, unless otherwise noted.
2. Support material is meant to support what is written in the application itself. These should not act as a standalone application.

PROGRAM PORTFOLIO REQUIREMENTS

1. SUPPORTING PHOTOGRAPHS:

- 10 photographs are required, but up to 15 photographs are allowed
- Only photographs may be submitted in the photograph section (i.e. no newspaper articles, social media posts, etc.).
- Photograph collages (and anything that has more than one photograph on it) are not permissible.
- The word count limit for each photo caption is 20 words. The caption should describe the photo. Points will be deducted for captions over 20 words.

2. SUPPORT MATERIALS:

Applicants must submit support materials from **3 of the 5** following options:

- 2-3 examples of public awareness or promotional materials.
- 2-3 examples of local media support (i.e. news articles, publications, social media).
- 2-3 examples of educational materials developed for use in adult or youth educational activities.
- 2-3 city or county ordinances related to litter prevention, litter law, waste management or illegal dumping. Include the complete ordinance, including section, title, details and website line (if applicable). Reporting period does not apply (i.e. ordinances that were passed in previous years can still be submitted).
- 2-3 examples of awards, recognition, and/or proclamations given to the community or community programs recognizing environmental stewardship.