



KEEP KENNEDALE BEAUTIFUL COMMISSION AGENDA

**REGULAR MEETING | February 12, 2019 at 6:00 PM
CITY HALL CONFERENCE ROOM, 405 MUNICIPAL DRIVE**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES APPROVAL

- A. Consider approval of January 8, 2019 meeting minutes

IV. VISITOR/CITIZENS FORUM

At this time, any person may address the commission, provided that an official 'Speaker's Request Form' has been submitted to the secretary prior to the start of the meeting. All comments must be directed towards the Chair, rather than individual Board members or staff. All speakers must limit their comments to the subject matter as listed on the 'Speaker's Request Form.' No formal action can be taken nor discussion held regarding these items.

V. REGULAR ITEMS

- A. Discuss and consider events
- B. Discuss and consider Adopt A Spot Program and new applications
- C. Discuss and consider activities for Tree City Growth Award and Governor's Community Achievement Award for 2019

VI. REPORTS/ANNOUNCEMENTS

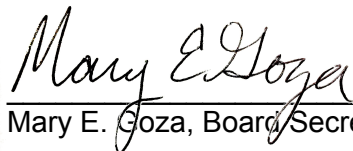
- A. KKB shirts and hoodies

VII. ADJOURNMENT

In compliance with the Americans with Disabilities Act, the City of Kennedale will provide for reasonable accommodations for persons attending meetings. This facility is wheelchair accessible and accessible parking spaces are available. Requests for sign interpreter services must be made forty-eight (48) hours prior to the meeting. Please contact the City Secretary at 817-985-2104 or (TTY) 1-800-735-2989.

CERTIFICATION

I certify that a copy of the February 12, 2019, Keep Kennedale Beautiful Commission agenda was posted on the City Hall bulletin board next to the main entrance of the City Hall building, 405 Municipal Drive, of the City of Kennedale, Texas, in a place convenient and readily accessible to the general public at all times and said agenda was posted at least 72 hours preceding the schedule time of said meeting, in accordance with Chapter 551 of the Texas Government Code.


Mary E. Goza, Board Secretary

Date: February 12, 2019

Agenda Item No: MINUTES APPROVAL - A.

I. Subject:

Consider approval of January 8, 2019 meeting minutes

II. Originated by:

III. Summary:

Consider approval of January 8, 2019 meeting minutes

IV. Recommendation:

V. Attachments:

1.	01.08.2019 KKB Mtg Mins	01.08.2019 KKB Mtg Mins.docx
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Keep Kennedale Beautiful Commission

Minutes REGULAR MEETING January 8, 2019

CITY HALL COUNCIL CHAMBERS, 405 MUNICIPAL DRIVE

I. CALL TO ORDER

Chairman Michael Chandler called the meeting to order at 5:56 pm.

II. ROLL CALL

Present: Darlene Winters, Cesar Guerra, Michael Chandler, Kenneth Michels, Lauren Warn, Linda Miller, Wilda Turner, Laurie Sanders **Absent:** Vinita Thomas

III. MINUTES APPROVAL

Consider approval of minutes from November 13, 2018 regular meeting. **Motion to:** Approve with correction November 13, 2018 minutes **Action:** Approve. **Moved By:** L. Sanders **Seconded:** K. Michels **Motion Passed** Unanimously

IV. VISITOR/CITIZENS FORUM

V. REGULAR ITEMS

- A. Discuss and consider upcoming events
 - 1. Windshield survey. D. Winters reported that the subcommittee consisting of her, L. Hoover, L. Sanders, and K. Michels had met and decided that the board would continue to use the current form without modifying it. L. Hoover stated that he could tally the forms to get an average opinion for each site. The survey will be completed this Saturday Jan 12th. Board members will meet at City Hall at 9 am. L. Hoover will bring coffee, donuts, clip boards and survey forms for each of the board members. K. Michels mapped out a route.
 - 2. M. Chandler mentioned that board needs to begin planning for the April Don't Mess with Texas Clean-up. M. Chandler stated that the Tower Rd. area was not looking very good recently. L. Hoover suggested that the board discuss the April clean up details at the next meeting after the board had completed the Windshield survey. Board agreed that this was a good idea.
 - 3. L. Hoover mentioned that board might consider having a presence at the upcoming City event on May 18th, Bark in the Park/ Kid Fish. He suggested that the board could have a table set up displaying the KKB banner. Board members could take the opportunity to inform the public about KKB, what the board is doing and how citizens can volunteer to help. M. Chandler stated that the board could make plans to do that.
 - 4. D. Winters mentioned that the Master Gardner event was tentatively scheduled for March but Wilda was not at the meeting to discuss the scheduling. D. Winters mentioned that they have been scheduling the event on a meeting night. There was a discussion about possible topics for the event and also discussion about moving the event either to May or possibly to the fall. Wilda is going to do some checking about who is available to do an event and what topics might be available that the board may be interested in. She will report her findings at the February meeting. D. Winters suggested that the event be moved to May 14th which is the meeting day for May. M. Chandler stated that both the date for the event and the topic could be decided at the next meeting.
- B. Discuss and consider Adopt-A-Spot participation for 2018

1. M. Goza stated that she had found three signs are placed but did not have a green sign stating who had adopted the spot. L. Sanders stated that the board had taken those spots away from the people because they were not following the guidelines. M. Goza stated that those spots could be offered to new participants since the signs are already placed. L. Sanders stated that there would soon be a fourth sign available because the Davis's are moving.
 2. M. Goza stated that there was limited contact information for the current participants and that there were 5 participants that she had not heard back from. L. Sanders stated that she would contact the Taylor's and also gave M. Goza a phone number for the Gilley's. M. Goza will try to contact them via telephone to get their data. L. Warn has a contact person that she knows at Arlington Classic Academy. She will follow up with them to see if they are still participating and if so where their area is located.
 3. M. Chandler suggested that the board include some kind of Adopt A Spot advertisement at the table during the Kid Fish event. D. Winters also thought this was a good idea.
 4. L. Hoover suggested that signs be purchased for the spots that are not adopted currently that would state "This spot available" to let people know that they can adopt those spots. Available spot locations could also be included in the advertisement information that the board hands out at events and posted periodically on the KKB Facebook site.
 5. The unadopted spot on Kennedale Parkway up near I20 was discussed. This area is actually the State of Texas's responsibility. It is a difficult area and really the City of Kennedale does not have jurisdiction. The sign may need to be removed and deleted from the list of spots.
 6. D. Winters stated that she didn't think Emerald Hills was doing a very good job of keeping up with their area. M. Goza stated that it appeared to her that they were keeping the area in front of their property picked up but not the rest of Sublett even though there were signs on either end of Sublett indicating that they had adopted the whole section. L. Hoover stated that the board may need to get clarification from them as to what the area is that they are responsible for. L. Sanders stated that she could speak with Justin at Emerald Hills. L. Sanders stated that she would also speak with the owner of Burger Box and see if he would be interested in adopting the area there near the Burger Box.
- C. Discuss and review budget
1. Board reviewed the budget nobody had any comments or questions at this time.
- D. Discuss and consider Tree City USA Growth Award.
1. L. Sanders presented the idea that the board could easily get the 10 points of activities needed to get the growth award for 2019. The board members were all provided with a copy of the activities and how many points each activity is worth. She suggested that all the board members review the list and pick some activities that could be completed through the year so we could be eligible for the award for 2019.
 2. The board also discussed the Governor's Community Achievement Awards that the board could apply for next year. Many of the activities are the same as for the Tree City USA Growth Award. The GCAA actually rewards 10 communities with money for landscaping. M. Goza stated that she would send the email with the GCAA information link to the board.
 3. M. Chandler stated that the Tree City USA Growth Award should be included on the February agenda and the board could discuss it some more after everyone had the opportunity to review the list.
- E. Elect Chair and Vice Chair for 2019
1. L. Sanders nominated M. Chandler for Chairman. There were no other nominations. **Motion to:** Elect M. Chandler as Chairman **Moved By:** L. Sanders **Seconded:** W. Turner **Motion Passed** Unanimously
 2. D. Winters nominated L. Sanders for Vice Chair **Motion to:** Elect L. Sanders as Vice Chair **Moved By:** D. Winters **Seconded:** W. Turner **Motion Passed** Unanimously

VI. REPORTS/ANNOUNCEMENTS

- A. L. Sanders asked about board members giving M. Goza a report each month about the activities completed. D. Winters stated that K. Michels had agreed to maintain a record of the board members activities and hours spent and would provide that data to M. Goza once a month at the board meeting. L. Sanders stated that when a board member completes a webinar they can pass that information on to M. Goza.
- B. M. Goza stated that she finally had access to the report that KTB requires each affiliate to complete annually. She will figure out a way to transfer it from its online format and include a copy of the questions in the meeting packet for next month so the board members could see what information needs to be tracked to maintain the KKB's affiliate status each year.
- C. W. Turner stated that the board needed to discuss when they were going to start working in the butterfly garden. D. Winters asked W. Turner when she recommended that start working. W. Turner stated February if the weather permitted, the board could begin cleaning the garden up and getting it ready for spring.

VII. ADJOURNMENT

Motion to: Adjourn meeting at 6:52 pm **Action:** Adjourn. **Moved By:** K. Michels

Approved:

Michael Chandler, Chairman

Attest:



Mary Goza, KKB Secretary

Date: February 12, 2019

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Discuss and consider events

II. Originated by:

Larry Hoover, Public Works Superintendent

III. Summary:

- Windshield survey results
- April Clean Up planning - Need to add our April Clean Up event to the KTB calendar- are we sure of date? Can order free bags, gloves and promotional banners from KTB.
- Master Gardner educational event planning
- May Kidfish - Information needed for table? Adopt-A-Spot, Simple Recycling, Monarch Butterfly milkweed vouchers?, Tree City USA information?
- Schedule a day to work in the Butterfly Garden?
- Schedule April Tree Board Meeting at 5:30pm? 7pm?

IV. Recommendation:

None

V. Attachments:

1.	HOW TO DON'T MESS WITH TEXAS EVENT	HOW TO DON'T MESS WITH TEXAS EVENT.docx
2.	Windshield Survey Results 2019	Windshield Survey Results 2019.xlsx

DON'T MESS WITH TEXAS CLEAN UP

This event is in April of each year

Meet in TownCenter Park, generally around 9:00 a.m.

During the February meeting the Board lays out the plan.

Advertising is done via webpage, KKB Facebook, Adopt-a-spot participants, schools, girl scouts, boy scouts, chamber, etc. Work with Leslie to come up with a flyer. Be clear this is to help clean up trash not drop stuff off.

Usually the Board operates as the volunteer captains for each area selected for trash pick up

Dora Ann Markle and Vinita Thomas assist with sign-in, waivers, handing out trash bags, pickers, and traffic vests and gloves. Bags, vests and gloves are in the city hall main hall storage. Pickers are in the HR office. You'll need to make copies of the waiver and sign in sheet. We generally have 60-65 volunteers for this event. You'll want to track adult verses students for the annual report due to KTB each March.

Laurie Sanders takes pictures for us, which can be put in a collage for our annual report. **DON'T FORGET TO TAKE A PICTURE AT THE BEGINNING OF THE EVENT WITH EVERYONE PRESENT...**

Food: Generally we provide donuts and coffee in the morning. If you have a later start you may want to discuss with the board doing something different. For Lunch – staff will need to pick up hamburger patties, buns, condiments (ketchup, mustard, and pickles), cheese, small bags of chips and a tray of 100 cookies, and provide water and various soft drinks. You'll need napkins, sanitary wipes, paper towels, and serving utensils for food.

I generally ask the Mayor to attend and say a few words. Michael Chandler will run through the agenda and any safety items needed for the day. I've included a sample of both of these in the notebook. I update these each year.

Volunteer letters are available for anyone who needs one; generally students will request a copy. I usually make 10 copies and if more are needed will email.

Windshield Litter Survey 2019

	Business	Park	Residential	School	Shopping	Waterway	Other	ROW	Streets	Railroad
Area:	Tower Drive	Town Center	Crestdale	Junior High	Around Chamber of Commerce	Village Creek	Red's Roadhouse	Fort Worth Tower & Pkwy	Sublett, Little to Mansfield Card	North Rd & Dick Price
Streets/access roads	3		3.0	2.6	3.2	1.0				
Sidewalks/Paths	3		3.0		3.2	1.0				
around site		3.1								
within site		3.1								
Entrances				2.9						
Vacant Lots								1		
Driveways	3		3.0	3.0	3.0			1		
Parking lots	3	3.3	3.0	2.6	3.0	2.0		1		
Yards			3.0	3.0				1		
Alleys/Disposal areas	3		3.0		3.0			1		
Loading Docks	3				3.0					
Picnic Areas		3.1								
Playgrounds		3.1								
Planted Areas		3.1			2.9			1		
Open Areas		2.9						1		
Waterline						1.0		1		
Trash Receptacles										
Adequate	3	5		4	4		5		1	2
Inadequate	1	1		1		2		1		
Covered				2		1	1			
Overflowing		1		1		1				
Dumpsters										
Screened	1			2	1		3			
Visible	2			4	2		3	1		
Clean					1		1			
Overflowing					2					
Source of Litter as a %										
Improper waste putouts/set-outs									0	0
Nearby Food Establishments									25	0
Illegal Dumping										3
Motorists									70	79
Pedestrians									30	10
Uncovered vehicles										8
Other							3			
Comments	Looked good overall	Replace flags. Overall looked good. Trash on ground	Whole area looked very good. Looked great.	Trash on ground at recycle dumpster	One dumpster out and visible. Gate opened dumpster area.	Trash dumping at old Village Creek MHP. Access road along creek trash was fair.	Overall area was amazingly clean along roadway. Looked	Very Trashy along Parkway. QT parking lot not too bad	Looked good in front of Cemetary. Trashy along Sublett to Burger box. No issues. Trashy in places. Area looked good not much trash at all/ only part where trash is an issue is by cemetary.	Lots of litter at intersection of North Rd & Dick Price. Great Adopt-A Spot location. Lots of bottles. Trash at trailer park seems adequate.
Disposal Areas										
Clean										
Littered										

4 - Excellent - no litter or minimal litter

3 - Good - small amount of litter that could be collected by one person

2 - Fair - litter that would require an organized clean up

1 - Poor - heavy litter that would require heavy equipment or a large scale clean up for the area

Date: February 12, 2019

Agenda Item No: REGULAR ITEMS - B.

I. Subject:

Discuss and consider Adopt A Spot Program and new applications

II. Originated by:

Larry Hoover, Public Works Superintendent

III. Summary:

- > Follow up on 2018 participation and reporting
- > Consider approval of new applications from Burger Box (taking over part of what was Emerald Hills area), Watkins Family, and Smith Family.

IV. Recommendation:

Approve

V. Attachments:

1.	Adopt A Spot 2018 Board Report	Adopt A Spot 2018 Board Report.xlsx
2.	2019 Adopt A Spot Request - Burger Box	2019 Adopt A Spot Request - Burger Box.docx
3.	2019 Adopt A Spot Request - Watkins Family	2019 Adopt A Spot Request - Watkins Family.docx
4.	2019 Adopt A Spot Request - Smith Family	2019 Adopt A Spot Request - Smith Family.docx

Location	Name on Sign	Number of Volunteers	Total Hours	Total Pounds Collected	Location Descriptions
1	Middleton Family	2	104	13	Sublett Median closest to Albertsons
2	Wilda's Corner	1	15	78	Kennedale Sublett by Blue Bonnet to Traffic Circle
3	Hexpole Compounding	123	246	156	Tower Drive
4	The Clark Family		0	0	Eden/Eden Tap 3way stop
5	Emerald Hills Funeral Home	1	6	78	Kennedale Sublett by Burger Box to Little School both sides
6	Rocking H Ranch	2	1	36	Little School Rd median by Rockin H Ranch
7	Gilley Family	1	15	104	1115 Kennedale Sublett first island west of roundabout at Wildcat way
8	Kennedale Youth Advisory Council	10	20	12	Wildcat Way Traffic Circle
9	Daniel Crossing	3	9	30	1152 Kennedale Sublett at Peggy
10	The Greenfield Family	4	1	78	1101 Kennedale Sublett at Joy
11	Girl Scouts Troop 3538		0	0	Rodgers Farm Park
12	The Shaikh Family	2	6	3	Little School Rd Traffic Circle at East Sublett
13	Taylor Family	2	52	26	Median Kennedale Sublett - 904-916 -
14	JM Yeary Auto	1	1	3	Sublett Median Joy to Blue Bonnet across from Kevin Miller
15	Wilda's Circle	Reported in number 2 al		0	Traffic Circle at West Kennedale Sublett and Little
16	Fellowship Academy	6	6	390	Fellowship Academy Bowman Springs Road both sides
17	In Memory of Brandi Rayne Shelton	1	1	6	Wildcat Way by the High School
18	Arlington Classic Academy PTO		0	0	
19	Edmund's Row - Brian Johnson	1	1	6	Sublett at Vera
20	Charlie and Millie Davis	2	2	6	Oak Hill Park entrance at Bowman Springs Road and Pennsylvania.Pennsylvania both sides
21	No Sign				North Little School Road by Public Works Shop
22	No Sign				Kennedale Pkwy across from Oakcrest neighborhood
23	No Sign				Near traffic circle at Little School and East Sublett
		160	484	1,019	

Notes

- #13 seems to be installed in the median that waspreviously designated as part of #2 area?
- #18 no response from email. Checked website and contact person doesn't seem to work there anymore. Can't find a sign with their name on it either.
- #5 has two signs one at Kennedale Pkwy on Sublett and one at Little School on Sublett. Appears they mainly pick up trash in front of their property.
- #21-23 - Found three Adopt A Spot signs that do not have green sign underneath designating who adopted the spot.
- Spots with Red font did not respond to the email I sent out for annual report information. I do not have physical addresses for any of the participants except for the most recent one #20

Adopt-a-Spot Request Form

Thank you for your interest in Kennedale's Adopt-a-Spot program. You do not have to be a Kennedale resident to participate. Businesses and other groups are welcome!

Terms, Conditions, & Guidelines

- Select a spot appropriate to the capabilities and size of who will be maintaining it (individual, family, group)
- Hold a safety meeting with volunteers prior to clean-up activities
- Pick up litter regularly, including during the "Don't Mess With Texas" campaign each Spring, and report annually to KKB in October
- Accept full responsibility for your actions while volunteering to maintain this spot
- Be aware of your surroundings: watch for motor traffic, do not disturb animals or insects, be aware of poisonous plants or any other irritants, and wear bug repellent and appropriate clothing (tennis shoes, pants, boots, long sleeves)
- At the completion of the clean-up, take trash bags and/or collected materials to Public Works for disposal
- Any planned improvements (plants, flowers, etc.) must be approved by KKB and the City of Kennedale Parks & Recreation Board and are at your expense. Contact our office at 817-985-2106 for more information.
- The adoptee and/or group shall indemnify and hold harmless the City Council, the Keep Kennedale Beautiful Commission, the Parks and Recreation Board and the City of Kennedale, and all of these organizations officers, employees, and members from all suits, actions or claims of any character brought because of any injuries or damage received or sustained by any person, persons or property on account of the operations of the adoptee and/or group pursuant to this program.

By submitting this form, I/we agree to abide by the policies and regulations for the Adopt-a-Spot program. I/we acknowledge that I/we have (at my/our own free will), requested to be a volunteer for the KKB Adopt-a-Spot Program. I/we fully understand the dangers of working as a volunteer and accept that I/we may be subject to such dangers and that I/we assume all such risks by entering into this release and indemnification through volunteering. I assume full responsibility of my/our actions while volunteering in this program, holding KKB, its officers, Board members, the City and City officials harmless in the event of an injury.

I Agree **Woon Chung**

Phone **817-478-8057**

Email **namma00@gmail.com**

Mailing Address **208 W 5th St., Kennedale, Tx 76060**

Please enter the name that you want to appear on your site sign. It will appear EXACTLY as entered below.

Kennedale Burger Box

How many people will be responsible for your spot? **5**

What are the ages of the individuals in your group? **22-35 yrs**

I/We wish to adopt the following location:

Sublett Rd. from Kennedale Parkway to Hammack Creek on both sides of the road.

Care Plan

Please tell us about your Adopt-a-Spot Care Plan

Please indicate which of the following activities you will be performing, and how often you intend to perform them.

Trash Pickup? **Yes**

How often do you plan on picking up trash? **Weekly**

Weeding? **No**

Other? **No**

By entering my/our name(s) below and submitting this form, I/we agree to abide by the policies and regulations for the Adopt-a-Spot program. I/we acknowledge that I/we have (at my/our own free will), requested to be a volunteer for the KKB Adopt-a-Spot Program. I/we fully understand the dangers of working as a volunteer and accept that I/we may be subject to such dangers and that I/we assume all such risks by entering into this release and indemnification through volunteering. I assume full responsibility of my/our actions while volunteering in this program, holding KKB, its officers, Board members, the City and City officials harmless in the event of an injury.

I agree. Woon Chung

What to expect after you submit this application...

- The Keep Kennedale Beautiful Commission and Parks and Recreation Board will review your application
- If approved, you will be notified, and a sign will be placed at your designated location
- You will keep a yearly total of hours and pounds of trash collected, which you will report to the Keep Kennedale Beautiful Commission

Thanks for your interest! We'll get back to you shortly. Please call 817-985-2106 if you have any questions or wish to check on the status of your application.

Adopt-a-Spot Request Form

Thank you for your interest in Kennedale's Adopt-a-Spot program. You do not have to be a Kennedale resident to participate. Businesses and other groups are welcome!

Terms, Conditions, & Guidelines

- Select a spot appropriate to the capabilities and size of who will be maintaining it (individual, family, group)
- Hold a safety meeting with volunteers prior to clean-up activities
- Pick up litter regularly, including during the "Don't Mess With Texas" campaign each Spring, and report annually to KKB in October
- Accept full responsibility for your actions while volunteering to maintain this spot
- Be aware of your surroundings: watch for motor traffic, do not disturb animals or insects, be aware of poisonous plants or any other irritants, and wear bug repellent and appropriate clothing (tennis shoes, pants, boots, long sleeves)
- At the completion of the clean-up, take trash bags and/or collected materials to Public Works for disposal
- Any planned improvements (plants, flowers, etc.) must be approved by KKB and the City of Kennedale Parks & Recreation Board and are at your expense. Contact our office at 817-985-2106 for more information.
- The adoptee and/or group shall indemnify and hold harmless the City Council, the Keep Kennedale Beautiful Commission, the Parks and Recreation Board and the City of Kennedale, and all of these organizations officers, employees, and members from all suits, actions or claims of any character brought because of any injuries or damage received or sustained by any person, persons or property on account of the operations of the adoptee and/or group pursuant to this program.

By submitting this form, I/we agree to abide by the policies and regulations for the Adopt-a-Spot program. I/we acknowledge that I/we have (at my/our own free will), requested to be a volunteer for the KKB Adopt-a-Spot Program. I/we fully understand the dangers of working as a volunteer and accept that I/we may be subject to such dangers and that I/we assume all such risks by entering into this release and indemnification through volunteering. I assume full responsibility of my/our actions while volunteering in this program, holding KKB, its officers, Board members, the City and City officials harmless in the event of an injury.

I Agree Donna Watkins

Phone 682-552-9462

Email donnacwatkins@hotmail.com

Mailing Address 1257 Leanne CT, Kennedale, Tx 76060

Please enter the name that you want to appear on your site sign. It will appear EXACTLY as entered below.

The Watkins Family

How many people will be responsible for your spot? 4

What are the ages of the individuals in your group? 22-35 yrs, 56-65 yrs

I/We wish to adopt the following location: I do not have a location in mind.

Care Plan

Please tell us about your Adopt-a-Spot Care Plan

Please indicate which of the following activities you will be performing, and how often you intend to perform them.

Trash Pickup? Yes

How often do you plan on picking up trash? As Needed

Weeding? No

Other? No

By entering my/our name(s) below and submitting this form, I/we agree to abide by the policies and regulations for the Adopt-a-Spot program. I/we acknowledge that I/we have (at my/our own free will), requested to be a volunteer for the KKB Adopt-a-Spot Program. I/we fully understand the dangers of working as a volunteer and accept that I/we may be subject to such dangers and that I/we assume all such risks by entering into this release and indemnification through volunteering. I assume full responsibility of my/our actions while volunteering in this program, holding KKB, its officers, Board members, the City and City officials harmless in the event of an injury.

I agree. Donna Watkins

What to expect after you submit this application...

- The Keep Kennedale Beautiful Commission and Parks and Recreation Board will review your application
- If approved, you will be notified, and a sign will be placed at your designated location
- You will keep a yearly total of hours and pounds of trash collected, which you will report to the Keep Kennedale Beautiful Commission

Thanks for your interest! We'll get back to you shortly.

Please call 817-985-2106 if you have any questions

or wish to check on the status of your application.

Adopt-a-Spot Request Form

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Terms, Conditions, & Guidelines

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- Hold a safety meeting with volunteers prior to clean-up activities
- Pick up litter regularly, including during the "Don't Mess With Texas" campaign each Spring, and report annually to KKB in October
- Accept full responsibility for your actions while volunteering to maintain this spot
- Be aware of your surroundings: watch for motor traffic, do not disturb animals or insects, be aware of poisonous plants or any other irritants, and wear bug repellent and appropriate clothing (tennis shoes, pants, boots, long sleeves)
- At the completion of the clean-up, take trash bags and/or collected materials to Public Works for disposal
- Any planned improvements (plants, flowers, etc.) must be approved by KKB and the City of Kennedale Parks & Recreation Board and are at your expense. Contact our office at 817-985-2106 for more information.
- The adoptee and/or group shall indemnify and hold harmless the City Council, the Keep Kennedale Beautiful Commission, the Parks and Recreation Board and the City of Kennedale, and all of these organizations officers, employees, and members from all suits, actions or claims of any character brought because of any injuries or damage received or sustained by any person, persons or property on account of the operations of the adoptee and/or group pursuant to this program.

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I Agree Brett Jacob Smith

Phone 214-893-4170

Email brettjsmith@yahoo.com

Mailing Address 1432 Sonoma Dr, Kennedale, Tx 76060

Please enter the name that you want to appear on your site sign. It will appear EXACTLY as entered below.

The Smith Family

How many people will be responsible for your spot? 4

What are the ages of the individuals in your group? 12-21 yrs,

I/We wish to adopt the following location: Little Road between Sonoma Dr. and Mansfield Cardinal.

Care Plan

Please tell us about your Adopt-a-Spot Care Plan

Please indicate which of the following activities you will be performing, and how often you intend to perform them.

Trash Pickup? Yes

How often do you plan on picking up trash? Weekly

Weeding? No

Other? No

By entering my/our name(s) below and submitting this form, I/we agree to abide by the policies and regulations for the Adopt-a-Spot program. I/we acknowledge that I/we have (at my/our own free will), requested to be a volunteer for the KKB Adopt-a-Spot Program. I/we fully understand the dangers of working as a volunteer and accept that I/we may be subject to such dangers and that I/we assume all such risks by entering into this release and indemnification through volunteering. I assume full responsibility of my/our actions while volunteering in this program, holding KKB, its officers, Board members, the City and City officials harmless in the event of an injury.

I agree. Brett Jacob Smith

What to expect after you submit this application...

- The Keep Kennedale Beautiful Commission and Parks and Recreation Board will review your application
- If approved, you will be notified, and a sign will be placed at your designated location
- You will keep a yearly total of hours and pounds of trash collected, which you will report to the Keep Kennedale Beautiful Commission

Thanks for your interest! We'll get back to you shortly.

Please call 817-985-2106 if you have any questions

or wish to check on the status of your application.



STAFF REPORT TO THE COMMISSIONERS

Date: February 12, 2019

Agenda Item No: REGULAR ITEMS - C.

I. Subject:

Discuss and consider activities for Tree City Growth Award and Governor's Community Achievement Award for 2019

II. Originated by:

Larry Hoover, Public Works Superintendent

III. Summary:

> Pick activities for 2019 that equal 10 points to be eligible for the Tree City USA Growth Award

> Discuss activities needed to be eligible for GCAA next year and decide if the board wants to do this.

IV. Recommendation:

Approve
None

V. Attachments:

1.	Tree City Growth Awards Categories	Tree City Growth Awards Categories.docx
2.	2019_GCAA_Application_Questions	2019_GCAA_Application_Questions.pdf
3.	2019_GCAA_Application_Tips	2019_GCAA_Application_Tips.pdf
4.	Tips_for_Winning_Entries_2019	Tips_for_Winning_Entries_2019.pdf

Category A: Education and Public Relations

A1. Publications (2 points)

Materials for the public about tree planting and care, such as a listing of recommended street trees, were first published or significantly improved. (Please enclose a copy of the publication as documentation.)

A2. Literature Distribution (2 points)

A new method of public literature distribution (with utility bills, at garden centers, at public events, etc.) was developed and implemented successfully.

A3. Interpretive Program (3 points)

An interpretive program such as a walking tour of outstanding trees for community planting, an arboretum, a heritage tree program (largest, historic, etc.) or similar project was first made available to the public or was significantly improved.

A4. Local Awards Program (3 points)

A recognition program with awards to citizens, commercial enterprises, neighborhood associations, other citizen groups, etc. for such things as best landscaping, tree planting/care projects, etc. was initiated or significantly improved.

A5. Community-Wide Tree Event (4 points)

A special, community-wide tree event such as an Arborfest, Dogwood Festival, Oak Festival, etc. was initiated or significantly improved. (An Arbor Day celebration is a standard requirement to qualify for Tree City USA. Therefore, please report here only a community-wide, highly publicized Arbor Day celebration or festival in addition to Arbor Day.) Tree-related activities and/or exhibits must be part of the event. (Please include event name(s) and date(s) with documentation.)

A6. Publicity (5 points)

An ongoing publicity campaign for tree care and community forestry was initiated or significantly improved, for example a weekly newspaper column by the city forester or tree board, or a community-wide newsletter about trees.

A7. Youth Education (4 points)

The city initiated or significantly improved a formal, community-wide tree-education program for youth (such as the creation of a Nature Explore™ Classroom, "Project Learning Tree," "Arbor Day National Poster Contest," etc.)

A8. Continuing Education for Tree Workers (6 points)

A training/continuing education program for the city's tree workers, both employees and contractors, was initiated or significantly improved. The training must be provided at least annually - either by the city or by other qualified organizations. (Please indicate who provided training, the type of training and approximate percentage of tree workers who received 8 hours or more of formal training and percentage who received 40 hours or more of formal training.)

A9. Tree-Worker Safety Program (5 points)

A comprehensive safety program for city tree workers was initiated or significantly improved that goes beyond formal training to include such methods as daily warm-up exercises, wellness programs, safety newsletter, etc.

A10. Continuing Education for Forestry Managers and Tree Board Members (6 points)

A continuing education program for forestry managers and tree board members was initiated or significantly improved. Examples include participation in tree-related workshops, conferences, correspondence courses, or other structured educational programs for those involved with managing community forests. (Please include approximate percentage

who attended conferences, workshops, or other such events, and approximate percentage who earned credit or continuing education units (CEUs), with documentation.)

A11. Tree-Care Workshops (4 points)

A workshop on some aspect of tree care was provided for the first time for homeowners, businesses and other members of the public. Or ongoing workshops were significantly improved or the public participation was significantly increased. (Please include date(s) and number attending with documentation.)

A12. Arborist Workshops (5 points)

Tree-care workshops were provided for the first time for private commercial arborists. Or ongoing workshops were significantly improved or participation was significantly increased. (Please include date(s) and number attending with documentation.)

A13. Publicity Event (3 points)

An activity specifically designed to gain publicity for the community forestry program was initiated or significantly improved.

Category B: Partnerships

B1. New Project or Organization (4 points)

A new, significant tree project was accomplished by the city in partnership with a civic organization, youth group, or other corporate or volunteer entity. Or assistance was given in creating a new volunteer organization that contributes to the community forestry program.

B2. Utility Partnership (5 points)

A cooperative program between the city and a utility was initiated or significantly improved, resulting in additional tree planting, planting appropriate species, improved pruning and other tree care, or utility designation as a Tree Line USA. (Please enclose documentation of significant community involvement.)

B3. Green Industry Partnership (5 points)

A cooperative project between the city and businesses such as private nurseries or tree services resulting in improved planting stock, better tree care, improved landscaping methods, the recycling of wood materials, etc. was initiated or significantly improved.

B4. Cooperative Purchasing/Contracting (6 points)

A program was initiated or significantly improved for the community to cooperatively work with another community. (For example, to share a forester, to jointly contract for tree-care, computer or other professional services, to purchase expensive equipment such as a tree spade, or to pool tree orders.)

B5. External Funding (6 points)

The city applied for and received significant, nongovernmental funding (corporations, foundations, civic organizations, individual contributions, etc.) for community forestry. (Please indicate amount, source and use of funds with documentation.)

B6. Tree Planting on Private Property (4 points)

The city initiated or significantly improved a cost-sharing or other incentive program, an unusual publicity campaign, etc. to bring about more tree planting on private property. There should be attention given to planting the right tree in the right place, and encouraging long-term care.

B7. Engineering/Forestry Coordination (6 points)

Formalized coordination with city engineering was initiated or significantly improved to insure proper urban forestry review of street and utility plans, sidewalk construction, and similar practices that impact the health of the city's trees.

B8. Land-Use Planning Coordination (5 points)

Procedures for including tree professionals in land use planning decisions were put into place or significantly improved. Examples might include the appointment of a planning and zoning official to the tree board or vice versa, or routing all development site plans and applications through the city forester for input and approval.

B9. Wildland Fire Prevention Coordination (5 points)

The community has initiated or significantly improved a wildland fire prevention program such as involvement with Firewise Communities/USA. Go to www.firewise.org/usa for details.

B10. Citizen Training Program (6 points)

A program to train and schedule citizen volunteers to provide basic maintenance suited to volunteers was initiated or significantly improved.

Category C: Planning and Management

C1. Tree-Maintenance Budget (9 points)

A budget line in the city budget specifically for tree maintenance (as opposed to planting or removals) was initiated or significantly increased. (Please indicate budget allocation for the current and previous year with documentation.)

C2. Municipal Funding (8 points)

Expanded or innovative municipal funding was developed to be used specifically to increase the planting and care of community trees. Examples include special tax districts, curb tax, bond issues, license fees, gas tax, utility surcharge, etc.

C3. Sidewalk/Curb Policy (5 points)

Policies were adopted or significantly improved which call for placement, construction, replacement and repair of sidewalks and curbs in a manner that will minimize tree damage. (Please enclose a copy of the policies as documentation.)

C4. Tree Inventory and Analysis (7 points)

A basic inventory of street and/or park trees was conducted for the first time or updated, and an analysis was performed indicating what conclusions are to be drawn from the inventory: species mix, planting and care needs, etc. (Please enclose copy of the inventory, or a sample from one neighborhood, and the analysis as documentation.)

C5. Computerized Tree-Management System (9 points)

The tree management system was first computerized and is site specific, i.e. individual trees identified with specific locations, and includes a work-reporting method with the work data on individual trees updated on a regular basis, preferably at least weekly.

C6. Management Plan (7 points)

A long-range, community-wide tree planting and management master plan using inventory data and covering at least the next 3–5 year period was first adopted or significantly improved. (Please enclose copy of plan as documentation.)

C7. Licensing (5 points)

A licensing program was initiated or significantly improved for all tree-care companies or individuals operating in the community. (Please enclose explanatory literature as documentation.)

C8. Improved Ordinance (6 points)

A new or revised and significantly improved ordinance related to trees was adopted. The ordinance(s) must lead to the improved management and/or protection of trees and tree habitat and might include such measures as protecting historic or specimen trees, protecting trees and tree habitat during construction, conserving woodlands, ending tree topping, requiring new developments to preserve green spaces or plant trees, requiring parking lot landscaping, etc. (Please enclose copy of ordinance as documentation.)

C9. Standards and Specifications (6 points)

A standards and specifications document was adopted, or updated and significantly improved, as a separate document which complements the community's tree ordinance. Provisions might include such things as acceptable street trees to plant, standards for planting in downtown areas and along residential streets, and tree-maintenance guidelines. The standards would be updated and kept current by the city forester, tree board, or equivalent authority. (Please enclose copy with documentation.)

C10. Wildlife Habitat (3 points)

Wildlife habitat was developed or protected, including such practices as setting aside "no mowing" zones, planting trees and shrubs for wildlife purposes, protecting riparian zones, adding water impoundments for wildlife, providing nest boxes, etc.

Forested open space was acquired or a park developed with major tree planting. To use this criterion, it is necessary to demonstrate that the forestry staff or tree board was instrumental in the project. The land in question must be available for public use. Land covered by a scenic or other easement may also be included here.

C12. Emergency Plan (4 points)

A tree-care emergency plan was developed or significantly improved. The plan could outline who will provide what services after a severe storm, mutual aid available between communities or jurisdictions, and how to work effectively with the news media.

C13. Professional Tree Manager (10 points)

A full-time city forester or equivalent was hired for the first time. (Please indicate name, title, education/degree and starting date.)

C14. Accreditation for Forestry Department (10 points)

Seek and receive accreditation for the municipal forestry department such as that provided by the Society of Municipal Arborists.

Category D: Tree Planting and Maintenance**D1. Special Tree Planting Project (4 points)**

A tree-planting project for a special purpose such as energy conservation, or requiring special circumstances such as pit construction or vandalism protection was successfully implemented. Such a project would require a special appropriation, or special cooperation with the neighborhood or business district.

D2. Public Utility Tree Care (5 points)

The maintenance of publicly owned utility lines was significantly improved to reduce adverse impacts on trees. An example would be training in the use of state-of-the-art techniques that avoid topping trees, or qualifying as a Tree Line USA Utility.

D3. Recycling (6 points)

A biomass recycling program was successfully implemented or significantly improved. This may include street tree leaves, lawn wastes, tree removals, Christmas trees, etc.

D4. Street Tree Planting (7 points)

The city formally established or significantly improved its street-tree-planting program.

D5. Street Tree Pruning (8 points)

A formal pruning system was established or improved for the city's street trees. This criterion requires significant improvement through the initiation of regularly scheduled visits to all street trees depending on the requirements of the species, or the reduction of time between visits if needed.

D6. Hazard Tree Program (5 points)

A hazard tree assessment and action program was established or significantly improved, including employee training and a systematic method that includes periodic tree inspections and prompt follow-up when needed.

D7. Special Program to Eliminate Destructive Practices (6 points)

A program such as an educational or ordinance enforcement campaign to eliminate tree topping community-wide, or a training program that eliminates tree damage caused by employees misusing herbicides, weed cutters, and lawnmowers was successfully implemented.

D8. Integrated Pest Management (5 points)

Systems and methods for insect and disease control that are environmentally sensitive were put into place or significantly improved.

D9. Plans for Donations (3 points)

Plans were developed or significantly improved for projects such as vest-pocket parks, arboretum improvements, memorial tree groves, woodland acquisitions, etc. to be available in case of unexpected cash donations or similar opportunities.

D10. Contract Growing (5 points)

A contract with a nursery was initiated or significantly improved to provide specific varieties or species of street and park trees for future years (to enable planning and to assure having the right trees for the right sites).

D11. Tree Preservation (6 points)

A special project or program was initiated to preserve or relocate trees on development or construction sites.

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**GOVERNOR'S COMMUNITY
ACHIEVEMENT AWARDS**



GCAA Application Questions

Community Leadership and Coordination – 12 Points

1. Describe your community and its specific characteristics (i.e., brief history, demographics). (125 Words)
2. Is your community associated with any state or national organization(s) related to litter prevention, beautification, community improvement and/or waste reduction? (75 Words)
3. How are your community improvement programs funded? Include annual operating budget, matching grants, foundation grants, government funding and how funding is obtained. (75 Words)
4. Describe staff support for your community improvement programs. Are they run by volunteers and/or full time or part-time paid staff? (75 Words)
5. Describe any training that is provided to the instructors/managers of your community improvement programs. (75 Words)

Public Awareness – 12 Points

1. Describe how your community made the general public aware of your community improvement programs through the use of media, speeches, social media, Web sites, events, workshops, bulletin boards, technology and/or printed materials. List measurable results. (200 Words)
2. How has your community worked to promote the Don't Mess with Texas® campaign? (75 Words)
3. Describe community awards and recognition programs. Note awards given and awards received. (100 Words)

Education – 12 Points

1. What educational events, projects or programs are available in your community to teach the general public about recycling, waste reduction, litter prevention or beautification issues? List impact and measurable results. (200 Words)
2. What types of environmental education do your community's schools offer? Describe what kind and how many programs or special events are offered for youth and your community's involvement. Include any youth, preschool, elementary, secondary, college and university programs in your community. (150 Words)
3. How do your schools use environmental curricula such as Project Wild, Waste in Place, Project Learning Tree, and/or other educational activities? (100 Words)

Beautification and Community Improvement – 12 Points

1. Describe beautification efforts such as tree and flower planting, native or adaptive landscaping, and landscape maintenance. Include data on plantings and impact. (150 Words)
2. How has your city worked to improve the appearance of your community, instill pride, and provide a positive impact on the economic development and prosperity of your community? (150 Words)
3. How many Adopt-a-Highway miles does your city maintain? Exempting those locations already identified in your city's Municipal Maintenance Agreement with TxDOT, does your city perform mowing or maintenance activities on any additional state rights of way? (75 Words)

Litter Prevention and Cleanup – 12 Points

1. Does your community conduct any type of study/survey to determine a litter problem? (75 Words)
2. Uncovered trucks, construction sites, motor vehicles and pedestrians are the primary sources of the litter found on roadways in and out of cities. Describe how your community specifically addresses these issues. (100 Words)
3. Was your community involved with any litter prevention programs, such as Earth Day, Don't Mess with Texas Trash-Off, World Oceans Day, Adopt-a-Highway, or America Recycles Day? (75 Words)
4. What was the impact on the environment and/or the public's attitude toward litter prevention and cleanup based on your litter prevention programs? (75 Words)
5. List the community cleanups you held and measurable results of those events. (75 Words)

Solid Waste Management – 12 Points

1. Describe your community's involvement in solid waste management, including work with local waste haulers, businesses, civic groups and citizens. (125 Words)
2. Describe how your community has supported source reduction, recycling, reuse and composting to divert from landfill space. List measurable results if applicable. (125 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. Explain how your community's overall environmental efforts have made your community a better place to live, work and play. (125 Words)





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GCAA Application Tips

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 75-200 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 sad to not have more.

This limit is a maximum amount 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 for words.

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.

Supplemental Material

When including pictures, include the category which your picture applies to (e.g. "Litter – City employees judge the local winners of the DMWT Art Contest"; "9 CLEANUP students painting main street parking lot rails").

You do not have to include a date in the caption, but the photo must be from 2018. Your photo should be named Promo Ex. 1, Media Ex. 2, etc.

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. It is better to have something you hope to do in the future or that you are working on than to say you did nothing last year or leave a blank. 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.

The questions are the same as they have been for the past several years. Do not get tripped up by it being online or by word counts. We are asking for the same information as always.

Only the first-place winners will receive monetary assistance from TxDOT, but anyone can be recognized for strong programs. Anyone receiving a score of 90 or above for the first time will get the *Award of Excellence* and anyone that has scored 90 or above for multiple years will get the *Sustained Excellence Award*.

For those of you with both a City and County Affiliate, you may both apply but using separate data. There can be no crossover or duplication.

All applications due online by Friday, February 15, 2019 by 5 p.m. CT.

More questions?

Visit www.ktb.org

Email us at programs@ktb.org

Phone: 512-961-7793





KEEP TEXAS BEAUTIFUL & TXDOT GOVERNOR'S COMMUNITY ACHIEVEMENT AWARDS



TIPS FOR AWARD WINNING ENTRIES

Before Writing an Application

- Read the application questions and answer questions completely.
- Talk to previous winners (call 1-800-CLEAN-TX for contacts).
- Set up an appointment with KTB staff to review past winning applications.
- Set up a record keeping system for volunteers, donations, and in-kind services (use the worksheets provided in the toolkit).
- Identify a photographer to take pictures (including before and after).
- Identify a historian to collect newspaper articles, newsletters, etc.

Motivate Your Community

- Give speeches to inform people about the award and get them to support entering.
- Make signs to put in business windows stating "Help us win the \$\$\$\$\$\$."
- Ask a newspaper to write a story about your efforts and interest in applying.
- Involve children – they are great volunteers and motivators.

Reviewing the Questions

In general, your community and its volunteer efforts by different community organizations and groups are the key. Some questions ask specifically about a program and others ask about your community. A consistent theme throughout the application is to show a connection between your programs and other community events, organizations, plans, and activities. Just be sure to review the questions thoroughly before finalizing your answers.

Dates

The application tracks what a community has done in a twelve month period (*January 1 – December 31*). However, the application may reference past projects when they are connected to something that was accomplished this year. Example: In 2014, KTB received a grant to build an outdoor learning center, and in September 2015 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.

Record Keeping

Good record keeping is the first step in entering any award competition. Records should be kept from the beginning of a project to the end. Everything within the calendar year reporting period counts, so solicit help from volunteers to track what is happening in the community.

1. At the beginning of the year, set up files to organize your records. You may want to set up based on:
 - a. Award Category: Community Leadership, Litter Prevention, Education;
 - b. Events: Don't Mess with Texas Trash-off, Recycles Day, Arbor Day, Great American Cleanup; or
 - c. Time Period: Spring 2018, August-September, etc.
2. Place pertinent items in each file. Don't let it stack up.
3. Take a lot of photographs and video—you'll need them for award entries, displays and the video TxDOT creates of the winning communities. Take close-up pictures and before and after pictures. Organize digital camera photos so you may easily access them. Identify dates on printed photos.
4. Collect information about cleanup, recycling, and beautification efforts. Give surveys and data collection sheets to groups and ask them to keep track for the community application.
 - schools
 - teachers
 - school administrators
 - civic organizations
 - individuals
 - government officials
 - neighborhood associations
 - public housing authority
 - businesses
5. Clip newspaper articles written about your group and its projects or topics related to application questions.
6. Track the number of minutes broadcasted on television and radio. Include public service announcements, remote broadcasts, news stories, and production time donated. Ask the companies to assist you in collecting the numbers.
7. Track social media, such as "likes" on Facebook, "followers" on Twitter, check ins at your events or Google analytics to monitor website traffic.
8. Throughout the year, keep track of non-financial gifts including in-kind donations of goods and services, volunteer hours, equipment donated by businesses, and time supplied by interns and classes.

When Writing the Application

- Set aside time to fill out the applications. Don't wait until February or even mid-January.
- Don't go over the word limit. **The software will let you go over word count, so keep an eye on the count.** Start writing your application in a Word document to better track word count.
- Review your files— the information you'll need should be right in front of you.
- Read the rules thoroughly before starting, and refer to the application "Rules and Guidelines" while writing.
- Answer the question asked. If you cannot answer the question, state why.
- Look for key words in the questions and answer accordingly.
- Be concise.
- Don't do it alone. Ask others to help gather information and proofread.
- Proofread again carefully for mistakes.

Suggestions from the Judges

- Tie your supplemental notebook and executive summary together. The pictures should relate to the text and vice versa and should be in the same topic area order. Your supplemental material is meant to support everything that is written in the application.
- Answer questions in the order in which they were asked.
- Address each of the seven sources of litter in the executive summary: pedestrians, uncovered trucks, construction sites, improperly handled residential waste, commercial waste containers, motor vehicles, and loading docks.
- Include statistics, when appropriate, and provide participant ratios in relation to the community size. Example: 200 of 400 students at the elementary school participated; or five of eight civic organizations were involved.
- Conduct a litter survey (KAB certified affiliates should provide the Litter Index number and KTB affiliates should consider the windshield litter survey in the Training Manual).



STAFF REPORT TO THE COMMISSIONERS

Date: February 12, 2019

Agenda Item No: REPORTS/ANNOUNCEMENTS - A.

I. Subject:

KKB shirts and hoodies

II. Originated by:

Mary Goza, Water Utilities Analyst/Operator

III. Summary:

Distribute new shirts and hoodies

IV. Recommendation:

None

V. Attachments: