

**NOTICE OF LA MARQUE
KEEP LA MARQUE BEAUTIFUL COMMISSION MEETING
BY TELEPHONE AND VIDEO CONFERENCE**

In accordance with order of the Office of the Governor issued March 16, 2020, the Planning and Zoning Commission of the City of La Marque will conduct its meeting scheduled for **Wednesday, March 17, 2021 at 6:00 PM by telephone and video conference** in order to advance the public health goal of limiting face-to-face meetings to slow the spread of the Coronavirus/COVID-19. This Notice, the meeting agenda, and the agenda packet can be found online at:

<https://ci.la-marque.tx.us/AgendaCenter>

THERE WILL BE NO PUBLIC ACCESS TO CITY HALL DURING THE MEETING.

The public will be permitted to offer public comments telephonically as provided below during the meeting. A recording of the telephonic meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request. You may submit comments in advance for this meeting by contacting the City Clerk's office.

THE PUBLIC TOLL-FREE DIAL-IN NUMBER TO PARTICIPATE IN THE MEETING IS:

1 (346) 248-7799

ONCE YOU ARE CONNECTED, YOU MUST ENTER THE FOLLOWING:

Meeting ID: 928 8738 5489

Press *6 to mute or unmute your phone line. You may also connect to the meeting on your smartphone, tablet or computer by going to the following internet address:

<https://zoom.us/j/92887385489>

Once you are on the website, you may need to enter the following:

Meeting ID: 928 8738 5489

If you require accommodation to participate in this meeting, contact the City Clerk at 409-938-9259 or cityclerk@cityoflamarque.org at least 48 hours prior to the meeting start time.



1111 Bayou Rd.
La Marque, Texas 77568
409-938-9202

Alanah Brown - Chairperson
Katherine Herrin - Vice Chairperson
Rebecca Mould - Treasurer

Re'Chard Loftis - Commissioner
Kimberley Yancy - Commissioner
Terry Pettijohn - Commissioner

**CITY OF LA MARQUE
KEEP LA MARQUE BEAUTIFUL COMMISSION
REGULAR MEETING
AGENDA
March 17, 2021**

Notice is hereby given that the City of La Marque Keep La Marque Beautiful Commission will conduct a Regular Meeting via teleconference (ZOOM), as provided in the attached notice on **Wednesday, March 17, 2021 at 6:00 p.m.** at 1109-B Bayou Road, for purpose of considering the following agenda:

(1) CALL MEETING TO ORDER

(2) ROLL CALL

(3) CITIZEN'S PARTICIPATION

Comments from the Public (At this time, any person with Commission-related business who has signed up may speak to the Keep La Marque Beautiful Commission on any agenda item (limited to three (3) minutes). In compliance with Texas Open Meeting Act the Commission may not deliberate on comments. Personal attacks will not be allowed, and personnel matters should be addressed to the City Manager during normal business hours. **Press *6 to unmute if joining the meeting by telephone.**

(4) APPROVAL OF MINUTES

- a. Regular Meeting Minutes of February 10, 2021

(5) REPORTS

- a. Financial Report
- b. Waste Management Report

(6) AWARDS

- a. Recognition of Good Neighbor Awards for:
 - 1. Esther Bolton for her "service to the community as city receptionist and for always looking out for the residents of Briar Meadow;"
 - 2. Sheryl Thornton Tillson for her "love of La Marque, being a voice of standards & ethics, and her commitment to special needs children of the city;"

3. Joseph Lowry for “going above and beyond during the winter storm by providing free hot meals to the community for three straight days;”
4. Lori Stokes Walsh for “reaching out to LMPD to donate blankets to the homeless before the freeze came in;” and
5. Cecilia Fields, Lakiesha Stinson, & Michael Phillips for “performing over 90 welfare checks on the elderly citizens of the city. While a few were given to them in a list from the Fire Dept, most were well known by Code Compliance from periodic checks. Additionally, Officer Fields provided sweatshirts to one citizen who only had a blanket, and a blanket to another elderly citizen that lives alone.”

(7) OLD BUSINESS

- a. Discussion/possible action to determine Commission attendees and approve expenditures for Keep Texas Beautiful Conference

(7) NEW BUSINESS

- a. Discussion/possible action regarding approval of expenditure to pay KTB affiliate dues
- b. Discussion/possible action amending the KLMBC annual calendar by changing the date to May 1st for the internal start of Paint the Town Program
- c. Discussion/possible action to approve expenditures of up to \$1,000 for Spring Clean-up/Trash-off supplies and marketing
- d. Discussion/possible action amending the KLMBC annual calendar by adding the date for Shred Day as April 10, 2021 and to approve expenditures of up to \$1,000 for supplies and marketing
- e. Discussion/possible action to approve expenditures of up to \$3,000 for Beautify the Bayou supplies and marketing
- f. Discussion/possible action to authorize expenditures of up to \$500 for Earth Day Participation
- g. Discussion/possible action regarding development and adoption of parameters for Good Neighbor Awards
- h. Discussion/possible action regarding development and adoption of parameters for Yards of the month

(8) REQUESTS AND ANNOUNCEMENTS

Requests by Commissioners Members for items to be placed on future Keep La Marque Beautiful Agendas and Announcements on city events.

(9) ADJOURNMENT

CERTIFICATION:

I hereby certify that the above notice of meeting was posted at 1109-B Bayou Road, La Marque, Texas on or before **Friday, March 12, 2021 before 5:30 p.m.**

Robin Eldridge, TRMC, City Clerk



1111 Bayou Rd.
La Marque, Texas 77568
409-938-9202

Alanah Brown - Chairperson

Katherine Herrin - Vice Chairperson

Rebecca Mould - Treasurer

Re'Chard Loftis - Commissioner

Kimberley Yancy - Commissioner

Terry Pettijohn - Commissioner

**CITY OF LA MARQUE
KEEP LA MARQUE BEAUTIFUL COMMISSION
REGULAR MEETING MINUTES
February 10, 2021**

Notice is hereby given that the City of La Marque Keep La Marque Beautiful Commission will conduct a Regular Meeting via teleconference (ZOOM), as provided in the attached notice on Wednesday, February 10, 2021 at 6:00 p.m. at 1109-B Bayou Road, for purpose of considering the following agenda:

(1) CALL MEETING TO ORDER

Chairperson Alanah Brown called the meeting to order at 6:01 pm

(2) ROLL CALL

PRESENT:

Chairperson Alanah Brown

Vice Chairperson Katherine Herrin

Commissioner Re'Chard Loftis

Commissioner Kimberley Yancy

ABSENT:

Commissioner Rebecca Mould

Commissioner Terry Pettijohn

OTHER OFFICIALS/ STAFF PRESENT:

Derra Purnell, Director of Legal and Developmental Sevices

Council Member Casey McAuliffe

Colleen Merritt, Public Relations Specialist

Kathleen Van Stavern, Code Compliance Supervisor

Elizabeth Childs, Code Compliance Admin/ Revitalization Specialist

Lakiesha Stinson, Code Compliance Officer

(3) CITIZEN'S PARTICIPATION

- a. Ashley Gooden-Stewart showed up to express her interest in joining KLMBC.
- b. Javian Jackson and Kevin Venable with Amoco spoke about their desire to create a regularly occurring cleanup event with volunteers from the high school and banks, with Keep La Marque Beautiful being a sponsor.

- c. Tamara Smith spoke to the possible creation of a neighborhood watch program, noting that the city already has a similar program with the Community Empowerment Commission. She stated that a neighborhood watch would essentially be duplicating programs, possibly causing resources from one to be diverted to the other and being detrimental to both.

(4) APPROVAL OF MINUTES

- a. Regular Meeting Minutes of January 13, 2021
Vice Chairperson Herrin made a motion to approve the Regular Meeting Minutes of January 13, 2021. Commissioner Yancy seconded the motion.
MOTION PASSED UNANIMOUSLY

(5) REPORTS

- a. Financial Report
Chairperson Brown presented the Financial Report for January 2021.
- b. Waste Management Report
Chairperson Brown presented the Waste Management Report for January 2021. Vice Chairperson Herrin Made a motion to accept the reports and Commissioner Loftis seconded the motion.
MOTION PASSED UNANIMOUSLY

(6) OLD BUSINESS / AWARDS

- a. Recognition of Good Neighbor Awards for Steve Guerra and Omar Partida
- b. Recognition of Yard of the Month Awards for Michael Crookshank at 312 Elaine for Residential and Joe's Country Store on FM 1764 for Business
Vice Chairperson Herrin made a motion to approve the nominations for Yard of the Month, Business of the Month, and Good Neighbor awards. Commissioner Yancy seconded the motion.
MOTION PASSED UNANIMOUSLY

(7) NEW BUSINESS

- a. Discussion/possible action to determine Commission attendees and approve expenditures for Keep Texas Beautiful Conference
Chairperson Brown explained that the conference would be all virtual again this year, so all KLMBC members should be able to attend. She noted that the cost had not been posted yet.
Vice Chairperson Herrin made a motion to table any action until the registration is posted. Commissioner Loftis seconded the motion.
MOTION PASSED UNANIMOUSLY
- b. Discussion/possible action regarding creation of an Earth Day Program, adding the event to the annual KLMBC event calendar in April, and assignment of a committee chairperson
It was noted that last year's Earth Day program was put on by the library. Vice Chairperson Herrin made a motion to add an Earth Day event to the calendar. Commissioner Yancey seconded the motion.
MOTION PASSED UNANIMOUSLY
Vice Chairperson Herrin was nominated as Chairperson for the Earth Day event. Commissioner Yancy motioned to approve the nomination and Commissioner Loftis seconded the motion.

MOTION PASSED UNANIMOUSLY

- c. Discussion/possible action regarding assigning a committee chairperson for the Arbor Day event
Vice Chairperson Herrin said she would like to head the Arbor Day event. Commissioner Yancey made a motion to approve the nomination and Commissioner Loftis seconded the motion.
- MOTION PASSED UNANIMOUSLY**
- d. Discussion/possible action regarding assigning a committee chairperson and approving the costs for Veteran's Day flags for gravesites
Chairperson Brown said that she would like to chair this committee. She asked that approval of the cost of flags be tabled until the next meeting. Vice Chairperson Herrin motioned to approve Chairperson Brown to lead the committee and the tabling of the cost. Commissioner Yancey seconded the motion.
- MOTION PASSED UNANIMOUSLY**
- e. Discussion/possible action regarding creation of a rain barrels Program, adding the event to the annual KLMBC calendar, and assignment of a committee chairperson
Commissioner Herrin explained the benefits of using barrels to collect rain water for use in gardens and on property. Discussion was had regarding getting a local business to help sponsor procuring the barrels and possibly partnering with Lowes. Vice Chairperson Herrin expressed a desire to head the program and proposed that a workshop for citizens be held in June. A budget of \$1000 was proposed. No date was chosen for the program. Vice Chairperson Herrin made a motion to accept the proposed budget, placement on the calendar, and that she head the program. Commissioner Loftis seconded the motion.
- MOTION PASSED UNANIMOUSLY**
- f. Discussion/possible action regarding creation of "I Love My Hood" program, addition to the KLMBC annual event calendar, and assignment of a committee chairperson
Commissioner Yancey explained that she needed a little more time to get a presentation together and made a motion to table discussion until the next meeting. Vice Chairperson Herrin seconded the motion.
- MOTION PASSED UNANIMOUSLY**
- g. Discussion/possible action regarding creation of Adopt a Spot program
Council Member McAuliffe discussed the possibility of creating an Adopt a Spot program for the medians in the city and having businesses sponsor areas. Director Purcell noted that they would need to approve each licensing agreement to approve expenditures. Director Purcell was given the go ahead to work on a licensing agreement. Vice Chairperson Herrin made a motion to table the discussion in order to gather more information regarding the program. Commissioner Yancey seconded the motion
- MOTION PASSED UNANIMOUSLY**
- h. Discussion/possible action regarding procurement of t-shirts for commissioners to be able to wear for EVERY event instead of different shirts for each event, and approval of a maximum budget
Vice Chairperson Herrin made a motion to accept a \$100 max budget for a Keep La Marque Beautiful Commission t-shirt to be worn at all events and Commissioner Loftis seconded the motion.

MOTION PASSED UNANIMOUSLY

- i. Discussion/possible action regarding expenditures for educational material about recycling
It was agreed by consensus to set a maximum amount of \$1500 for water bill inserts
- j. Discussion/possible action regarding assigning a committee chairperson for Light Up La Marque
Commissioner Yancey made a motion for Vice Chairperson Herrin to head the Light Up La Marque event, with Commissioner Loftis seconding the motion.

MOTION PASSED UNANIMOUSLY

- k. Discussion/possible action regarding creation of “Neighborhood Watch” or similar program, addition to the KLMBC annual event calendar, and assignment of a committee chairperson
Vice Chairperson Herrin made a motion to allow Ms Smith’s program to take precedence over a KLMBC program, and to remove it from the calendar. Commissioner Loftis seconded the motion

(8) EXECUTIVE SESSION

- a. Derra stated the item was already addressed. Item was pulled for no action.

(9) REQUESTS AND ANNOUNCEMENTS

It was requested that discussion be held regarding a chair for the recycling program. Vice Chairperson Herrin would like an agenda item regarding criteria for a wildlife habitat for small wildlife and monarch butterflies. She also asked that everyone keep Commissioner Mould in their prayers during her time of grief. Chairperson Brown reiterated that the conference is virtual again this year.

(10) ADJOURNMENT

Vice Chairperson Herrin made a motion to adjourn the meeting and Commissioner Yancey seconded the motion.

MEETING ADJOURNED AT 7:30 PM

Alanah Brown
Chairperson, Keep La Marque Beautiful



**CITY OF LA MARQUE
KEEP LA MARQUE BEAUTIFUL FUND
FEBRUARY 2021**

DONATIONS

	Total Donations Received	Parks			Keep La Marque Beautiful		
		Correct Allocation	Actual Payment	Over / (Under) Payment	Correct Allocation	Actual Payments	Over / (Under) Payment
October 2020	1,154.00	577.00	577.00	0.00	577.00	577.00	0.00
November 2020	1,182.00	591.00	591.00	0.00	591.00	591.00	0.00
December 2020	1,182.00	591.00	591.00	0.00	591.00	591.00	0.00
January 2021	446.00	223.00	223.00	0.00	223.00	223.00	0.00
February 2021	1,146.00	573.00	573.00	0.00	573.00	573.00	0.00
March 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00
April 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00
June 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00
July 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00
August 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00
September 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	\$ 5,110.00	\$ 2,555.00	\$ 2,555.00	0.00	\$2,555.00	\$ 2,555.00	0.00

BEGINNING CASH & INVESTMENT BALANCE 01/31/2021

\$42,658.32

REVENUES

Donations	573.00
Additional Donations	18.00
Interest on Investments-February 2021	
Transfer from General Fund	
Total Revenues	\$591.00

EXPENSES

<u>Date/ Vendor</u>	<u>Description</u>	
Membership Dues - KLMBBC		175.00
Total Expenses		\$175.00

Unclaimed cks

ENDING CASH & INVESTMENT BALANCE 02/28/2021

\$43,074.32

* Reconciling items: Dec and Jan interest; Dec and Jan donations



Waste Management Report to the City of La Marque

January 2021

Shanna Lopez
Public Sector Solutions Manager

Patrick Crehan
District Manager



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Waste Management is proud to be the chosen service provider for the City of La Marque's waste and recycling needs. Currently, WM provides residential, commercial, and roll off trash and recycling services for the City of La Marque.

The following report includes information on the number of residential and commercial customers in the City of La Marque, as well as the tons of material collected for residential, commercial, and roll off services.

[illegible]

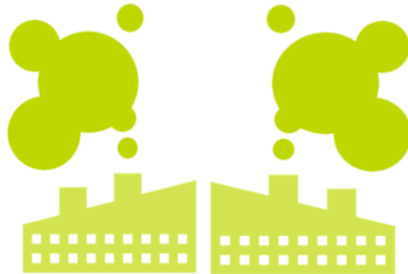
What It Means To Think Green

Tons of Resources Diverted From the Landfill by Material **														
Material	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL	AVG
Newspaper	23	10	17	22	0	0	0	0	0	0	0	0	73	18
Aluminum	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Glass - Mixed	12	5	9	11	0	0	0	0	0	0	0	0	36	9
Plastic - Mixed	4	2	3	4	0	0	0	0	0	0	0	0	13	3
Tin	1	0	1	1	0	0	0	0	0	0	0	0	3	1
Recyclables Total	40	17	30	38	0	0	0	0	0	0	0	0	125	31
**Breakdown of material based on aggregate data from Materials Recovery Facility														

La Marque residents have diverted **125 tons** from the landfill since October 2020, equivalent to...



conserving
33,911 gallons of gasoline



greenhouse gas emissions reduction of
301 metric tons of CO2 equivalent



growing
4,983 tree seedlings for 10 years

HHW, E-Waste & Special Collections



5

Waste Management's **At Your Door** program makes the responsible disposal of household hazardous waste, electronic, and other special materials safe, simple, and convenient for all La Marque residents. The addition of the **At Your Door** program not only provides La Marque residents with a vital service, but also improves **sustainability and diversion**. This program helps reduce illegal dumping, as well as eases

groundwater and soil contamination, and increases neighborhood aesthetics. In addition, a majority of the material collected can be recycled.

The below chart summarizes **At Your Door** services in the City of La Marque.

Pounds of Home Generated Special Materials Collected

Material	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL	AVG
Total Pounds Collected	253	77	354	30	0	0	0	0	0	0	0	0	714	178



Over 0.36 Tons of HHW
collected since October 2020

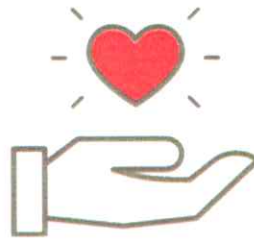
Customer Service Summary

Here at Waste Management, we make it one of our top priorities to know our customer and how to **service them better** than anyone else in the industry. Our highly qualified team helps make it easy for our customers to get the **most value** out of their waste and recycling services. Our personnel and resources are dedicated to being **dependable and professional**. Overall, WM aims to make environmental services one less thing that our municipal partners need to worry about.

Waste Management has provided weekly service to approximately **6,570 homes** in the City of La Marque. That is **396,288 service opportunities** since October 2020.

Customer Service Summary														
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL	AVG
Missed Pick Up	18	16	10	16	0	0	0	0	0	0	0	0	60	15
Container Issue	0	0	0	1	0	0	0	0	0	0	0	0	1	1
Property Damage	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	3	1	0	3	0	0	0	0	0	0	0	0	7	2
Total	21	17	10	20	0	0	0	0	0	0	0	0	68	17
Service Success Rate	99.9%	99.9%	99.9%	99.9%	-	-	-	-	-	-	-	-	99.9%	99.9%

99.98% Average Service Success Rate



GOOD NEIGHBOR AWARD

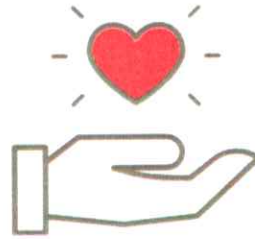
THIS AWARD IS GIVEN TO

Esther Bolton

for being an outstanding neighbor and going above
and beyond to help others and the community of
La Marque

Alanah Brown
KLMBC Chairperson

Katherine Herrin
KLMBC Vice-Chairperson



GOOD NEIGHBOR AWARD

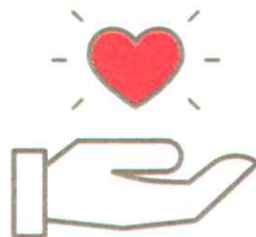
THIS AWARD IS GIVEN TO

Sheryl Thornton Tillson

for being an outstanding neighbor and going above
and beyond to help others and the community of
La Marque

Alanah Brown
KLMBC Chairperson

Katherine Herrin
KLMBC Vice-Chairperson



GOOD NEIGHBOR AWARD

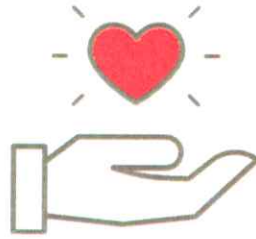
THIS AWARD IS GIVEN TO

Jeff Lowry

for being an outstanding neighbor and going above
and beyond to help others and the community of
La Marque

Alanah Brown
KLMBC Chairperson

Katherine Herrin
KLMBC Vice-Chairperson



GOOD NEIGHBOR AWARD

THIS AWARD IS GIVEN TO

Lori Stokes Walsh

for being an outstanding neighbor and going above
and beyond to help others and the community of
La Marque

Alanah Brown
KLMBC Chairperson

Katherine Herrin
KLMBC Vice-Chairperson

BOARDS & COMMISSIONS AGENDA ITEM REQUEST FORM

DATE SUBMITTED: 2/23/21 DATE OF MEETING FOR THE AGENDA ITEM: March 10th

REQUESTER: Alanah Brown
REQUESTER PHONE: 281-508-4553
EMAIL: alanah.e.brown@gmail.com
☒ KLMBC ☐ BUILDING STANDARDS

☐ PARKS BOARD
☐ CEMETARY BOARD

AGENDA ITEM

TITLE OF EVENT OR PROGRAM : KTIB Conference

IS THIS EVENT ASSOCIATED WITH A NATIONAL OR STATE ORGANIZATION: ☒ YES ☐ NO

IF YES, NAME OF ORGANIZATION AND WEBSITE: Keep Texas Beautiful
Ktb.org

IS THIS EVENT OR PROGRAM INCLUDED ON THE BOARD OR COMMISSION ADOPTED CALENDAR: ☒ YES ☐ NO

FINANCIAL REQUIREMENT: \$ 99/commissioner ADVERTISING NEEDED: ☐ YES ☒ NO

DATE OF EVENT OR PROGRAM: June 28-30 START TIME: _____ END TIME: _____

(NOTE: EVENTS REQUIRING EXPENDITURES MUST BE SUBMITTED AT LEAST 60 DAYS IN ADVANCE; EVENTS REQUIRING ADVERTISING MUST BE SUBMITTED 90 DAYS IN ADVANCE)

PROPOSED CHAIRPERSON OF EVENT OR PROGRAM n/a

SPECIAL EVENT PERMIT APPLICATION COMPLETED AND ATTACHED: ☐ YES ☒ NO

DETAILED DESCRIPTION OF EVENT:

Annual training conference for KTIB Affiliates

LIST ALL TASKS REQUESTED TO BE PERFORMED BY CITY STAFF PRIOR TO OR DURING THE EVENT OR PROGRAM (this section is subject to approval of the City Manager and applicable department directors and supervisors):

n/a

EXPLAIN IN DETAIL HOW THIS PROGRAM FITS WITHIN THE SCOPE OF THE BOARD OR COMMISSION AND FURTHERS THE BOARD OR COMMISSION'S PURPOSE, AS PROVIDED IN THE CITY CODE OF ORDINANCES (available at https://library.municode.com/tx/la_marque/codes/code_of_ordinances):

we use these conferences to learn so we can improve and grow our own programs and establish new ones as well.

ALL FIELDS MUST BE COMPLETED AND LEGIBLE. ASSOCIATED SUPPLEMENTARY MATERIALS MUST BE ATTACHED TO THIS FORM. INCOMPLETE FORMS WILL NOT BE ACCEPTED. EVENT MUST NOT CONFLICT WITH APPROVED CITY EVENTS OR HOLIDAYS.

ALL FORMS MUST BE SUBMITTED 7 DAYS PRIOR TO COMMISSION/BOARD MEETING IN ORDER FOR THE REQUEST TO BE PLACED ON THE AGENDA. ALL REQUESTS WILL BE REVIEWED AND APPROVED BY THE APPROPRIATE CITY STAFF BEFORE BEING PLACED ON THE AGENDA.

FOR QUESTIONS REGARDING THE SCOPE OF YOUR BOARD OR COMMISSION, EMAIL THE CITY ATTORNEY AT d.purnell@cityoflamarque.org



2212 PALMER HWY
TEXAS CITY, TX 77590
Phone: 409-945-7446
FAX: 409-945-7445

#37841

PREPARED FOR:
City of La Marque

ACCOUNT t#
01263
TAXABLE
NO
TERMS
COD

CREATION DATE
2/23/2021
MODIFICATION DATE
2/24/2021

PREPARED BY **AMY**

QUANTITY	DESCRIPTION	UNIT PRICE	SUB TOTAL/UNIT
	Keep LaMarque Beautiful Commission t-shirts		
12	PC150 Port & Company® Ring Spun Cotton Tee w/ small left chest print transfer logo and white fibron lettering on back. Pricing for sizes SM-XL shirts	\$18.00 EACH	\$216.00
6	same item listed above, just different quantity	\$18.00 EACH	\$108.00

NOTES

SUB TOTAL	\$324.00
SALES TAX	\$0.00
SHIPPING	
TOTAL	\$324.00

FRONT



BACK





**Keep Texas
Beautiful**
KEEP AMERICA BEAUTIFUL AFFILIATE

INVOICE

2021 ANNUAL AFFILIATE FEE
Covers 1/1/2021 -12/31/2021

Benefits of KTB Affiliation

Networking

- * Access to a network of nearly 300 affiliates
- * Access to KTB's partner organizations
- * Access to national programs

Affiliate Development and Training

- * A dedicated Program Director to guide affiliates to meet regional needs
- * Templates, best practices and organizational documents
- * Free regional trainings and online webinars
- * Mentorship from established affiliates in your region
- * Annual conference with educational sessions available
- * Board Committee working on affiliates' behalf
- * Monthly email newsletters

Programs Support

- * Free supplies, signs and volunteer incentives for cleanup events
- * Grants for affiliates in Good Standing
- * Official KTB affiliate road sign
- * Use of the KTB logo
- * Access to KTB job board
- * Access to affiliate web page with a forum, resources, templates, and share-a-project
- * Access to Don't mess with Texas campaign materials and support

Awards

- * Guidance and training with annual GCAA
- * Statewide recognition opportunities through the Beautify Texas Awards
- * Statewide recognition for affiliates who exceed annual requirements

Who keeps Texas beautiful? Affiliates Do!

\$175.00

Due by: April 2, 2021

To Pay:

Dues can be paid by check and made out to:
Keep Texas Beautiful

or Online with a credit card:

- Visit www.ktb.org and login to the Affiliate Area at the top right.
- Click on the green drop down at the top right.
- Choose "Pay Affiliate Dues"
- Choose "Pay" then follow directions for secure payment.

To Log in:

- Visit www.ktb.org and click on the green "Affiliate Login" button at the top right.
- Your username will be your affiliate name. (Ex: Keep Austin Beautiful)
- If you have never logged in before or you forgot your password please click on "Forgot your password" for reset instructions.

Please visit <http://www.ktb.org/> and log into your Affiliate Portal to review the requirements for Good Standing, Silver Star and Gold Star.

If you are unable to sign in, please reset your password. Each affiliate is allotted one login per community.

If paying by check, please mail a copy of this invoice, with payment, to:
8850 Business Park Dr., Ste. 200 | Austin, Texas 78759
512-478-8813 | Fax (512) 478-2640 | www.ktb.org

KLMBC TENTATIVE 2021 PROGRAM CALENDAR

Monthly

Good Neighbor Awards
Yards of the Month

January

CITY HOLIDAY - New Year's Day (Friday, January 1, 2021)
CITY HOLIDAY - Martin Luther King, Jr. Birthday (Monday, January 18, 2021)
KLMBC Keep Texas Beautiful Art Contest

February

Determine attendees and approve costs for KTB Conference

March

KLMBC Spring Cleanup/Trash Off (originally proposed March 27, 2021)
KLMBC Paint the Town Program

April

CITY HOLIDAY - Good Friday (Friday, April 2, 2021)
KLMBC Shred Day
KLMBC Beautify the Bayou (proposed April 17, 2021)
*Participation only - Library & KLMBC - Earth Day (proposed April 22, 2020)

May

ELECTION DAY - May 1, 2021
CITY HOLIDAY - Memorial Day (Monday, May 31, 2021)
KLMBC Paint the Town Program (Cont'd)

June

CITY HOLIDAY - Juneteenth (Friday, June 18, 2021)
KTB Conference (28th through 30th - 2021) in Austin, Texas

July

CITY HOLIDAY - Independence Day (Monday, July 5, 2021)

August

September

CITY HOLIDAY - Labor Day (Monday, September 6, 2021)
KLMBC Beautify the Bayou (pre-Kid Fish)

October

*Participation only - City of La Marque - Bayou Fest
KLMBC Shred Day

November

KLMBC Fall Sweep (proposed November 11-20th, 2021)

KLMBC Arbor Day (proposed November 21)

KLMBC Light Up La Marque Christmas Lights Contest

CITY HOLIDAY - Veteran's Day (Thursday, November 11, 2021)

CITY HOLIDAY - Thanksgiving (November 25 & 26, 2021)

December

KLMBC Light Up La Marque Christmas Lights Contest (Cont'd)

CITY HOLIDAY - Christmas Eve (Friday, December 24, 2021)

CITY HOLIDAY - Christmas Day (Monday, December 27, 2021)

BOARDS & COMMISSIONS AGENDA ITEM REQUEST FORM

DATE SUBMITTED: 2/23/21

DATE OF MEETING FOR THE AGENDA ITEM: March 10th

REQUESTER: Alanah Brown

REQUESTER PHONE: 281-508-4553

EMAIL: alanah.e.brown@gmail.com

☒ KLMBC ☐ BUILDING STANDARDS

☐ PARKS BOARD

☐ CEMETARY BOARD

AGENDA ITEM

TITLE OF EVENT OR PROGRAM : Paint the Town

IS THIS EVENT ASSOCIATED WITH A NATIONAL OR STATE ORGANIZATION: ☐ YES ☒ NO

IF YES, NAME OF ORGANIZATION AND WEBSITE: _____

IS THIS EVENT OR PROGRAM INCLUDED ON THE BOARD OR COMMISSION ADOPTED CALENDAR: ☒ YES ☐ NO

FINANCIAL REQUIREMENT: \$ TBD (\$15,000⁰⁰ per board approval) ADVERTISING NEEDED: ☒ YES ☐ NO

DATE OF EVENT OR PROGRAM: April → cont. START TIME: _____ END TIME: _____

(NOTE: EVENTS REQUIRING EXPENDITURES MUST BE SUBMITTED AT LEAST 60 DAYS IN ADVANCE; EVENTS REQUIRING ADVERTISING MUST BE SUBMITTED 90 DAYS IN ADVANCE)

PROPOSED CHAIRPERSON OF EVENT OR PROGRAM Rebecca Mould

SPECIAL EVENT PERMIT APPLICATION COMPLETED AND ATTACHED: ☐ YES ☒ NO

DETAILED DESCRIPTION OF EVENT:

A program dedicated to helping homeowners improve the exterior appearance of their homes with simple paint.

LIST ALL TASKS REQUESTED TO BE PERFORMED BY CITY STAFF PRIOR TO OR DURING THE EVENT OR PROGRAM (this section is subject to approval of the City Manager and applicable department directors and supervisors):

- vouchers for approved applicants

EXPLAIN IN DETAIL HOW THIS PROGRAM FITS WITHIN THE SCOPE OF THE BOARD OR COMMISSION AND FURTHERS THE BOARD OR COMMISSION'S PURPOSE, AS PROVIDED IN THE CITY CODE OF ORDINANCES (available at https://library.municode.com/tx/la_marque/codes/code_of_ordinances):

if we help homeowners beautify the exterior of their homes it in turn gives them more pride and makes the city look more cohesive and updated than before.

ALL FIELDS MUST BE COMPLETED AND LEGIBLE. ASSOCIATED SUPPLEMENTARY MATERIALS MUST BE ATTACHED TO THIS FORM. INCOMPLETE FORMS WILL NOT BE ACCEPTED. EVENT MUST NOT CONFLICT WITH APPROVED CITY EVENTS OR HOLIDAYS.

ALL FORMS MUST BE SUBMITTED 7 DAYS PRIOR TO COMMISSION/BOARD MEETING IN ORDER FOR THE REQUEST TO BE PLACED ON THE AGENDA. ALL REQUESTS WILL BE REVIEWED AND APPROVED BY THE APPROPRIATE CITY STAFF BEFORE BEING PLACED ON THE AGENDA.

FOR QUESTIONS REGARDING THE SCOPE OF YOUR BOARD OR COMMISSION, EMAIL THE CITY ATTORNEY AT d.purnell@cityoflamarque.org

BOARDS & COMMISSIONS AGENDA ITEM REQUEST FORM

DATE SUBMITTED: 2/23/21

DATE OF MEETING FOR THE AGENDA ITEM: March 10th

REQUESTER: Alanah Brown

REQUESTER PHONE: 281-508-4553

EMAIL: alanah.e.brown

☒ KLMBC

☐ BUILDING STANDARDS

☐ PARKS BOARD

☐ CEMETARY BOARD

AGENDA ITEM

TITLE OF EVENT OR PROGRAM: Trash off

IS THIS EVENT ASSOCIATED WITH A NATIONAL OR STATE ORGANIZATION: ☒ YES ☐ NO

IF YES, NAME OF ORGANIZATION AND WEBSITE: Keep Texas Beautiful
ktb.org

IS THIS EVENT OR PROGRAM INCLUDED ON THE BOARD OR COMMISSION ADOPTED CALENDAR: ☒ YES ☐ NO

FINANCIAL REQUIREMENT: \$ 2000 ADVERTISING NEEDED: ☒ YES ☐ NO

DATE OF EVENT OR PROGRAM: March 27th START TIME: 10a END TIME: 2p

(NOTE: EVENTS REQUIRING EXPENDITURES MUST BE SUBMITTED AT LEAST 60 DAYS IN ADVANCE; EVENTS REQUIRING ADVERTISING MUST BE SUBMITTED 90 DAYS IN ADVANCE)

PROPOSED CHAIRPERSON OF EVENT OR PROGRAM Alanah Brown

SPECIAL EVENT PERMIT APPLICATION COMPLETED AND ATTACHED: ☒ YES ☐ NO

DETAILED DESCRIPTION OF EVENT:

The trash off is one drop off waste program at city hall and direct and have their bulk properly.

Water Bill
+
Social media
Costs
~~20~~ 150⁰⁰ Food

bulk
ampsters
unload
of

LIST ALL TASKS REQUESTED TO BE PERFORMED BY CITY STAFF PRIOR TO OR DURING THE EVENT OR PROGRAM (this section is subject to approval of the City Manager and applicable department directors and supervisors):

- public works usually helps us out w/ loading dumpsters, and code enforcement is there to watch/observe and as our liason.
- public works also usually runs the sweeper through the parking lot after.

EXPLAIN IN DETAIL HOW THIS PROGRAM FITS WITHIN THE SCOPE OF THE BOARD OR COMMISSION AND FURTHERS THE BOARD OR COMMISSION'S PURPOSE, AS PROVIDED IN THE CITY CODE OF ORDINANCES (available at https://library.municode.com/tx/la_marque/codes/code_of_ordinances):

We are keeping la marque beautiful by hosting these events to keep an immense amount of trash off our streets and ditches.

ALL FIELDS MUST BE COMPLETED AND LEGIBLE. ASSOCIATED SUPPLEMENTARY MATERIALS MUST BE ATTACHED TO THIS FORM. INCOMPLETE FORMS WILL NOT BE ACCEPTED. EVENT MUST NOT CONFLICT WITH APPROVED CITY EVENTS OR HOLIDAYS.

ALL FORMS MUST BE SUBMITTED 7 DAYS PRIOR TO COMMISSION/BOARD MEETING IN ORDER FOR THE REQUEST TO BE PLACED ON THE AGENDA. ALL REQUESTS WILL BE REVIEWED AND APPROVED BY THE APPROPRIATE CITY STAFF BEFORE BEING PLACED ON THE AGENDA.

FOR QUESTIONS REGARDING THE SCOPE OF YOUR BOARD OR COMMISSION, EMAIL THE CITY ATTORNEY AT d.purnell@cityoflamarque.org



CITY OF LA MARQUE
SPECIAL EVENT PERMIT APPLICATION

1111 BAYOU ROAD, LA MARQUE TX 77568

(409) 938-9202

All applications must be submitted no less than 90 days prior to the event.

Event Name: <u>Keep La Marque Beautiful Trash-off</u>		Date of Event: <u>March 27th</u>	
Event Location (Address): <u>City Hall</u>			
Type of Event: ☐ Walk/Run ☐ Mass Gathering ☐ Parade ☐ Concert ☒ Other (explain) <u>Clean up event. Drive through drop off</u>			
Is the event on public property: ☐ Yes ☒ No		Estimated number of participants: <u>Volunteers -15</u>	
Event requires street closure: ☐ Yes ☒ No			
Time street will be closed for setup:	Event start time: <u>10am</u>	Event end time: (right-of-way open for public access) <u>2pm</u>	
Permit Applicant Information:			
Applicant Name: <u>Alanah Brown</u>		Email: <u>alanah.e.brown@gmail</u>	
Organization Name: <u>Keep La Marque Beautiful</u>			
Address:		City, State, Zip:	
Phone: <u>281-508-4553</u>		Fax:	
Alternate Permit Applicant Information (required):			
Applicant Name: <u>Katherine Herrin</u>		Email: <u>Kvampbella@aol.com</u>	
Organization Name: <u>Keep La Marque Beautiful</u>			
Address:		City, State, Zip:	

Phone:	Fax:
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Location or route of event – list all requested street closures. *For example, Cedar Drive from Westward Avenue to Bayou Road. All parades, trail rides, mass gatherings, etc. must be approved by the Chief of Police and some routes may require approval by the Texas Department of Transportation. Proposed routes may be altered at the discretion of the Police Department or Public Services.*

City Hall parking lot. No road closures necessary.

Will any tents be used at this event? ☐ Yes ☒ No

If tents are used, they must first be approved by the Fire Marshal. Attached to this application must be a copy of a certificate provided by the promoter or sponsor that the tents and tarpaulins meet the requirements for fire resistance as prescribed in the National Fire Protection Association "Standard Methods of Fire Tests for Flame-Resistant Textiles and Films NFPA No. 701" and that such fire resistance is effective for the period specified by the certificate.

Certificate attached: ☐ Yes ☐ No

Tents approved by Fire Marshal (only if tents are used): _____

Security: Prior to any permit being issued by the City of La Marque, the promoter shall provide for security for the event. The number of security officers required will be determined by the Chief of Police (or designee), with a minimum of two (2) officers.

Will alcohol be sold, served, or consumed? ☐ Yes ☒ No Number of Officers required: 0

Security Officers provided by: _____

Security Officers will be: (attach additional sheet, if necessary) _____

Hours scheduled: _____

Approved by Chief of Police: _____

Sound Amplification: The City of La Marque Code of Ordinances Section 44-14 "Noises as Public Nuisances" requires a permit application to be submitted to the Chief of Police for any event utilizing sound amplification. Copy of approved permit must be attached to this application.

Permit attached: ☐ Yes ☐ No

Fire Watch/Emergency Medical Services: Prior to any permit being issued by the City of La Marque, the promotor shall make contact with the Fire Chief (or designee) to determine if the event necessitates having fire and/or emergency medical staff on property during the event. Staff determined by Fire Chief.

Fire Watch required: ☐ Yes ☒ No If yes, number of personnel required: _____

Emergency Medical Services required: ☐ Yes ☒ No If yes, number of personnel required: _____

Approved by Fire Chief: _____

Public Services: Prior to any permit being issued by the City of La Marque, the promoter shall make contact with the Director of Public Services (or designee) for approval of a traffic control plan. ***Traffic control is the responsibility of the promotor and a copy of the traffic plan must accompany this application.***

Traffic Plan attached: ☒ Yes ☐ No

Approved by Director of Public Services: _____

Emergency Management: If the event is to be held outdoors, an emergency plan must be submitted to the Emergency Management Coordinator for approval. The EMC will determine whether a plan is necessary.

Plan Needed: ☒ Yes ☐ No Acknowledged by EMC: _____

This permit includes the following provisions to which applicant agrees by signature:

1. The permit holder must provide proof of insurance as per "Exhibit A," attached. Additionally, the City of La Marque ***must*** be listed as an additional insured or an insured. Insurance required shall be issued by a company or companies of sound and adequate financial responsibility and authorized to do business in the State of Texas. All policies shall be subject to examination by the City Manager's office for their adequacy as to form, content, form of protection, and providing company.
2. The permit holder is responsible for any damages. Permit holder is responsible for cleanup of garbage and litter generated by the event.
3. Other permits may be necessary for your event, i.e. alcohol/food sales, vendor permits, etc.

This permit is subject to the City of La Marque Code of Ordinances, the City Charter, and all rules and regulations governing street rights-of-way. The applicant agrees to indemnify and hold harmless the City of La Marque from and against all liabilities, claims, demands, judgements, losses and all lawsuits or in equity, cost and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization, or corporation, including both parties hereto and their employees, arising from the holding of such special event. If applicable, the applicant agrees that during the use of the public area, the sponsoring organization will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin or disability.

Applicant's Signature: 	Date: 2/23/21
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<i>For Staff Use Only:</i> Requires Council Approval: ☐ Yes ☐ No If Approved, Date Approval Received: _____ Approved by City Manager or Designee: _____ Date: _____	Permit Issued: By: _____ Date: _____
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Safety Plan for KLMB Clean-ups

General - These will ensure that we maximize not only the safety of the commission and city worker volunteers but maximize the safety of our citizens as well.

- We will NOT be doing street teams this time. There is too much interaction between the volunteers on both sides and we cannot encourage large groups of people to participate. So the "contest" we usually put on will be put on hold until it is safe for us to do that sort of cleanup event again.
- We will instead encourage people to clean up in their own neighborhoods, safely, with their own families and small groups of known persons.
- We will also encourage families to post their images to our group page with the hashtags #keepamarquebeautiful and #fallsweep

Sanitation - these steps will ensure that we have the the safest and cleanest trash collecting event as possible

- Masks must be worn at all times by KLMB members and clean up volunteers
- The volunteer at the entrance should also have a bottle of hand sanitizer for any patron that will be exiting their vehicle to unload their debris/trash. This is to keep the hands of the volunteers at the dumpsters clear to help instead of worrying about dispensing sanitizer to patrons exiting their vehicles.
- Stations will be set up inside and outside for Hand Sanitizer as well as clear communication (Via posters) that hand washing is the best option at the restroom inside the building.
- All persons dropping off trash/debris for the dumpsters must wear a mask upon exiting their vehicle to unload their trash/debris.
- At the entrance the patrons/vehicles, when counted, will be informed they MUST have their mask on to participate in the drop off event.
- We should have a box of disposable masks to give patrons should they not have one of their own in the vehicle with them.

Social Distancing - putting these practices in place for the cleanup event will ensure that our volunteers and KLMB staff, as well as the citizens are as safe as possible while the event is taking place

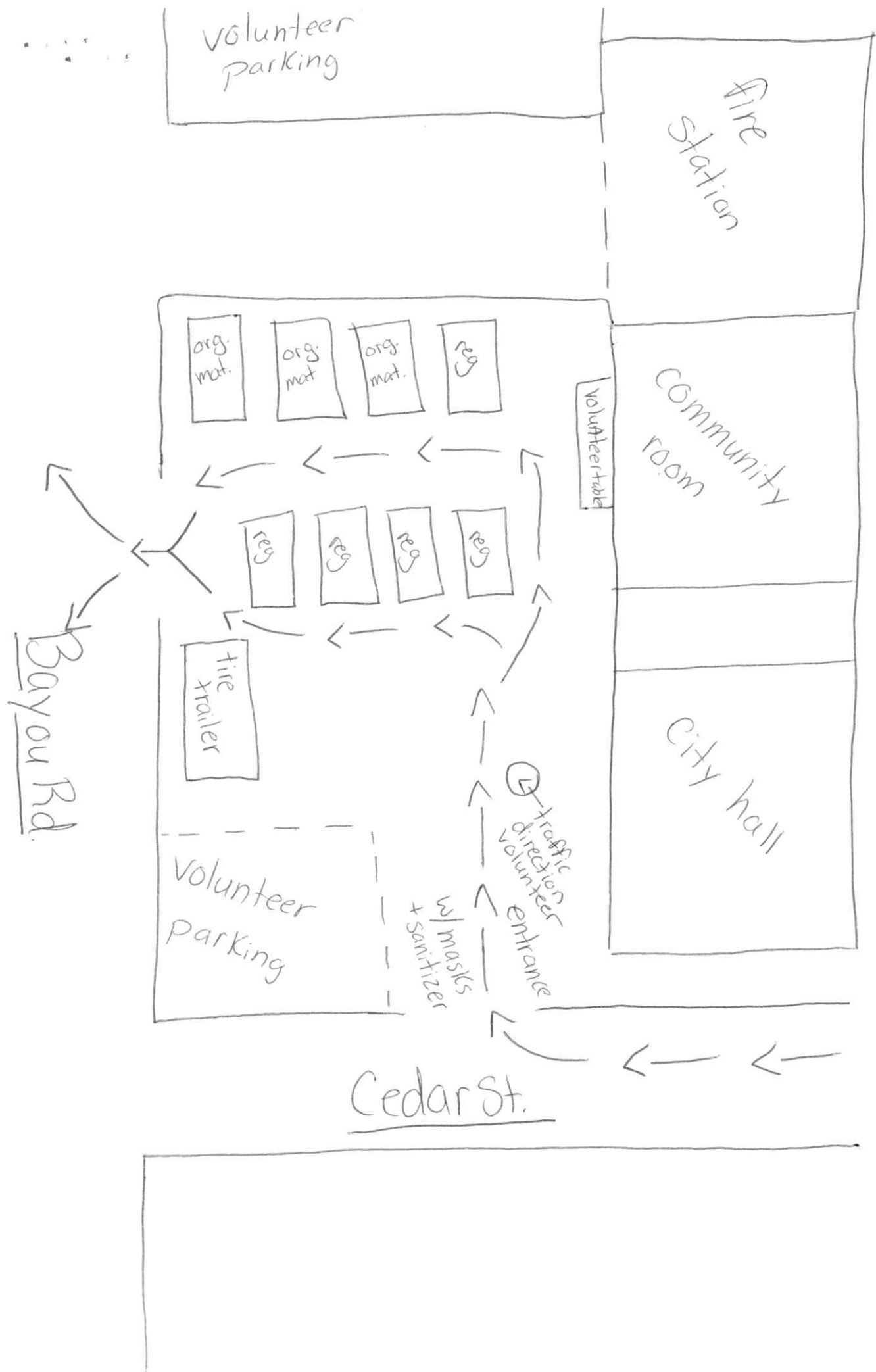
- Maximum of TWO people at a dumpster at one time volunteering to unload cars, trucks and trailers. This does not include the patrons themselves. Some of the loads we get are quite large so a maximum of 3 to 4 people (including the patrons) unloading will ensure efficiency in keeping the flow moving to allow as many citizens in as possible.
- People must remain on opposite sides of the dumpster and work hard to maintain a proper distance between each other.

- If possible persons coming to drop off trash/debris should move things from their vehicle to the dumpster themselves. If it is a large load our volunteers will keep distance and assist in unloading the vehicle.
- Volunteers will be spread out. One volunteer at the entrance to count the amount of vehicles coming IN and also one volunteer directing traffic OUT of the parking lot

Food Management - individually packaged meals and spaced apart lawn chairs will ensure that there is no contamination via food and that we stay a safe distance from each other while eating.

- Since we usually provide breakfast and lunch for KLMB and our volunteers I would like to order from somewhere where we can have safe, individually packaged meals for each volunteer. This event, however, is scheduled to start at a later time so breakfast will not be needed.
- It would be best to dispense these meals to our volunteers OUTSIDE and sit in lawn chairs at safe distances to eat.

Traffic Flow - Trash-Off



KLMBBC WILL DAY
FOR THE EXTRA SHRED DAY.



CITY OF LA MARQUE
SPECIAL EVENT PERMIT APPLICATION

1111 BAYOU ROAD, LA MARQUE TX 77568

(409) 938-9202

All applications must be submitted no less than 90 days prior to the event.

Event Name: KLMB Shred Day		Date of Event: April 10 th	
Event Location (Address): LM City Hall			
Type of Event: ☐ Walk/Run ☐ Mass Gathering ☐ Parade ☐ Concert ☒ Other (explain) drop off event for the shredding of paper			
Is the event on public property: ☐ Yes ☒ No		Estimated number of participants: 7-volunteers (commissioners)	
Event requires street closure: ☐ Yes ☒ No		unknown participants	
Time street will be closed for setup:	Event start time: 10am	Event end time: (right-of-way open for public access) 2pm	
Permit Applicant Information:			
Applicant Name: Alanah Brown		Email: alanah.e.brown@gmail	
Organization Name: Keep LM Beautiful			
Address:		City, State, Zip:	
Phone: 281-508-4553		Fax:	
Alternate Permit Applicant Information (required):			
Applicant Name: Re'chard Loftis		Email: rechardloftis1968@gmail	
Organization Name: Keep LM Beautiful			
Address:		City, State, Zip:	

Phone: 409-256-1353	Fax:
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Location or route of event – list all requested street closures. *For example, Cedar Drive from Westward Avenue to Bayou Road. All parades, trail rides, mass gatherings, etc. must be approved by the Chief of Police and some routes may require approval by the Texas Department of Transportation. Proposed routes may be altered at the discretion of the Police Department or Public Services.*

City hall parking lot

no road closures needed

Will any tents be used at this event? ☐ Yes ☒ No

If tents are used, they must first be approved by the Fire Marshal. Attached to this application must be a copy of a certificate provided by the promoter or sponsor that the tents and tarpaulins meet the requirements for fire resistance as prescribed in the National Fire Protection Association "Standard Methods of Fire Tests for Flame-Resistant Textiles and Films NFPA No. 701" and that such fire resistance is effective for the period specified by the certificate.

Certificate attached: ☐ Yes ☐ No

Tents approved by Fire Marshal (only if tents are used): _____

Security: Prior to any permit being issued by the City of La Marque, the promoter shall provide for security for the event. The number of security officers required will be determined by the Chief of Police (or designee), with a minimum of two (2) officers.

Will alcohol be sold, served, or consumed? ☐ Yes ☒ No Number of Officers required: 0

Security Officers provided by: _____

Security Officers will be: (attach additional sheet, if necessary) _____

Hours scheduled: _____

Approved by Chief of Police: _____

Sound Amplification: The City of La Marque Code of Ordinances Section 44-14 "Noises as Public Nuisances" requires a permit application to be submitted to the Chief of Police for any event utilizing sound amplification. Copy of approved permit must be attached to this application.

Permit attached: ☐ Yes ☒ No

Fire Watch/Emergency Medical Services: Prior to any permit being issued by the City of La Marque, the promotor shall make contact with the Fire Chief (or designee) to determine if the event necessitates having fire and/or emergency medical staff on property during the event. Staff determined by Fire Chief.

Fire Watch required: ☐ Yes ☒ No If yes, number of personnel required: _____

Emergency Medical Services required: ☐ Yes ☒ No If yes, number of personnel required: _____

Approved by Fire Chief: _____

Public Services: Prior to any permit being issued by the City of La Marque, the promoter shall make contact with the Director of Public Services (or designee) for approval of a traffic control plan. ***Traffic control is the responsibility of the promoter and a copy of the traffic plan must accompany this application.***

Traffic Plan attached: ☒ Yes ☐ No

Approved by Director of Public Services: _____

Emergency Management: If the event is to be held outdoors, an emergency plan must be submitted to the Emergency Management Coordinator for approval. The EMC will determine whether a plan is necessary.

Plan Needed: ☒ Yes ☐ No Acknowledged by EMC: _____

This permit includes the following provisions to which applicant agrees by signature:

1. The permit holder must provide proof of insurance as per "Exhibit A," attached. Additionally, the City of La Marque ***must*** be listed as an additional insured or an insured. Insurance required shall be issued by a company or companies of sound and adequate financial responsibility and authorized to do business in the State of Texas. All policies shall be subject to examination by the City Manager's office for their adequacy as to form, content, form of protection, and providing company.
2. The permit holder is responsible for any damages. Permit holder is responsible for cleanup of garbage and litter generated by the event.
3. Other permits may be necessary for your event, i.e. alcohol/food sales, vendor permits, etc.

This permit is subject to the City of La Marque Code of Ordinances, the City Charter, and all rules and regulations governing street rights-of-way. The applicant agrees to indemnify and hold harmless the City of La Marque from and against all liabilities, claims, demands, judgements, losses and all lawsuits or in equity, cost and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization, or corporation, including both parties hereto and their employees, arising from the holding of such special event. If applicable, the applicant agrees that during the use of the public area, the sponsoring organization will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin or disability.

Applicant's Signature: _____

Date: _____

2/23/21

<i>For Staff Use Only:</i> Requires Council Approval: ☐ Yes ☐ No If Approved, Date Approval Received: _____ Approved by City Manager or Designee: _____ Date: _____	Permit Issued: By: _____ Date: _____
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Safety Plan for KLMB Shred Day

Sanitation - these steps will ensure that we have the the safest and cleanest trash collecting event as possible

- Masks must be worn at all times by KLMB members and volunteers
- The volunteer at the entrance should also have a bottle of hand sanitizer for any patron that will be exiting their vehicle to unload their papers for shredding.
- Stations will be set up inside and outside for Hand Sanitizer as well as clear communication (Via posters) that hand washing is the best option at the restroom inside the building for our KLMB members and other volunteers.
- All persons dropping off paper for shredding must wear a mask upon exiting their vehicle to unload.
- At the entrance the patrons/vehicles, when counted, will be informed they MUST have their mask on to participate in the event.
- We should have a box of disposable masks to give patrons should they not have one of their own in the vehicle with them.

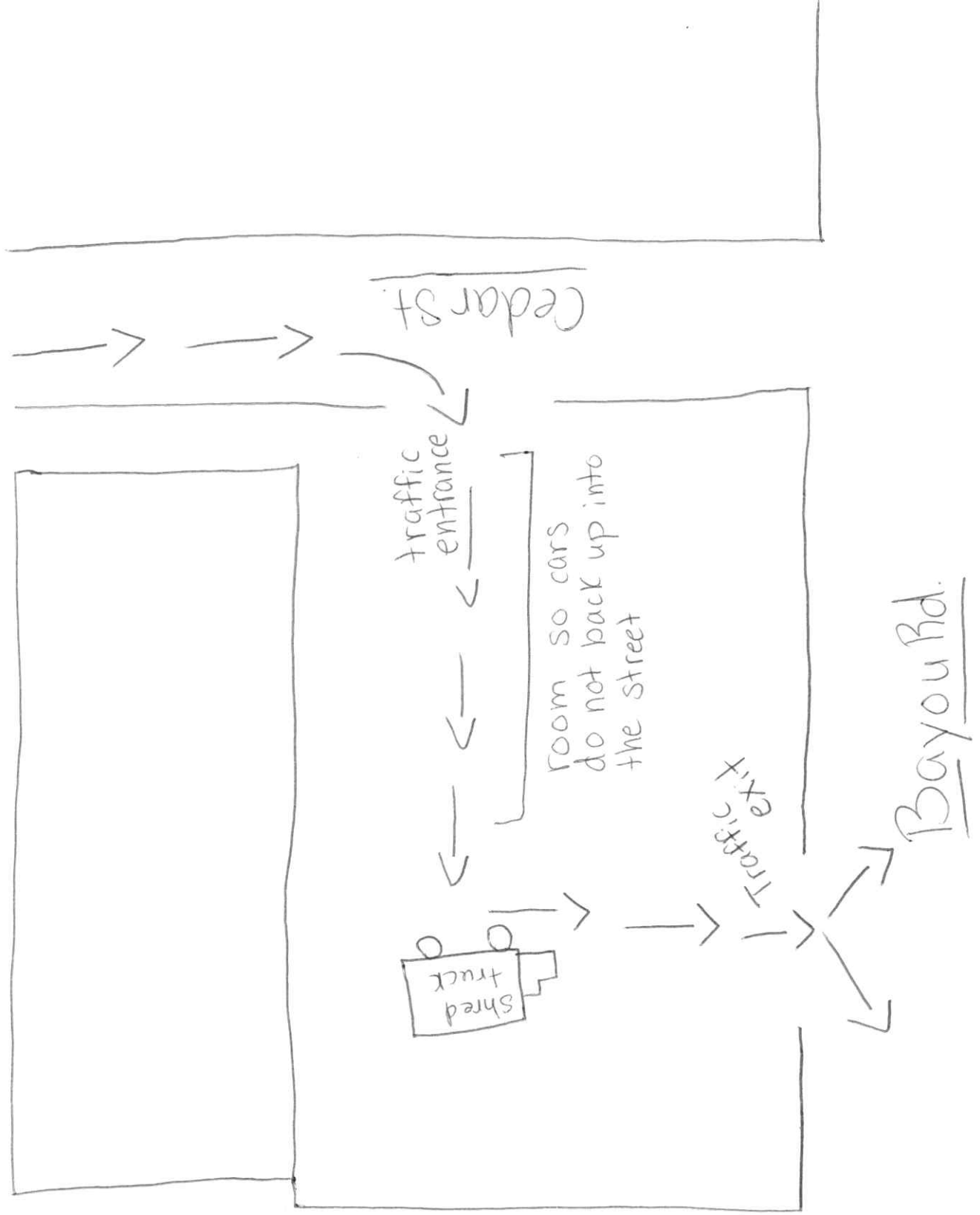
Social Distancing - putting these practices in place for the cleanup event will ensure that our volunteers and KLMB staff, as well as the citizens are as safe as possible while the event is taking place

- This will be a small event staffed with mainly KLMB Commissioners. We will be spread out to stay within social distancing limits.
- Volunteers will be spread out. One volunteer at the entrance to count the amount of vehicles coming IN and also one volunteer directing traffic OUT of the parking lot. We will also have a volunteer helping unload papers as well as stack papers to prepare for shredding.

Food Management - individually packaged meals and spaced apart lawn chairs will ensure that there is no contamination via food and that we stay a safe distance from each other while eating.

- Since we usually provide lunch for KLMB and our volunteers I would like to order from somewhere where we can have safe, individually packaged meals for each volunteer.
- It would be best to dispense these meals to our volunteers OUTSIDE and sit in lawn chairs at safe distances to eat.

Traffic Flow-Shred Day



BOARDS & COMMISSIONS AGENDA ITEM REQUEST FORM

DATE SUBMITTED: 2/23/21

DATE OF MEETING FOR THE AGENDA ITEM: March 10th

REQUESTER: Alanah Brown

REQUESTER PHONE: 281-508-4553

EMAIL: alanah.e.brown@gmail.com

☒ KLMBC

☐ BUILDING STANDARDS

☐ PARKS BOARD

☐ CEMETARY BOARD

AGENDA ITEM

TITLE OF EVENT OR PROGRAM: Beautify the Bayou

IS THIS EVENT ASSOCIATED WITH A NATIONAL OR STATE ORGANIZATION: ☒ YES ☐ NO

IF YES, NAME OF ORGANIZATION AND WEBSITE: Keep Texas Beautiful
Ktb.org

IS THIS EVENT OR PROGRAM INCLUDED ON THE BOARD OR COMMISSION ADOPTED CALENDAR: ☒ YES ☐ NO

FINANCIAL REQUIREMENT: \$ 3000 ADVERTISING NEEDED: ☒ YES ☐ NO

DATE OF EVENT OR PROGRAM: April 17th START TIME: 10am END TIME: 2pm

(NOTE: EVENTS REQUIRING EXPENDITURES MUST BE SUBMITTED AT LEAST 60 DAYS IN ADVANCE; EVENTS REQUIRING ADVERTISING MUST BE SUBMITTED 90 DAYS IN ADVANCE)

PROPOSED CHAIRPERSON OF EVENT OR PROGRAM Alanah Brown

SPECIAL EVENT PERMIT APPLICATION COMPLETED AND ATTACHED: ☒ YES ☐ NO

DETAILED DESCRIPTION OF EVENT:

Cleaning up of Highland Bayou park and the lake in preparation for Kids Fish.

ADVERTISING &
Supplies & Lunch
\$ 3000⁰⁰

LIST ALL TASKS REQUESTED TO BE PERFORMED BY CITY STAFF PRIOR TO OR DURING THE EVENT OR PROGRAM (this section is subject to approval of the City Manager and applicable department directors and supervisors):

- collecting trash bags and putting them all in a dumpster after they are weighed.

EXPLAIN IN DETAIL HOW THIS PROGRAM FITS WITHIN THE SCOPE OF THE BOARD OR COMMISSION AND FURTHERS THE BOARD OR COMMISSION'S PURPOSE, AS PROVIDED IN THE CITY CODE OF ORDINANCES (available at https://library.municode.com/tx/la_marque/codes/code_of_ordinances):

we are keeping the park and its lake beautiful and free of trash for Kids Fish participants.

ALL FIELDS MUST BE COMPLETED AND LEGIBLE. ASSOCIATED SUPPLEMENTARY MATERIALS MUST BE ATTACHED TO THIS FORM. INCOMPLETE FORMS WILL NOT BE ACCEPTED. EVENT MUST NOT CONFLICT WITH APPROVED CITY EVENTS OR HOLIDAYS.

ALL FORMS MUST BE SUBMITTED 7 DAYS PRIOR TO COMMISSION/BOARD MEETING IN ORDER FOR THE REQUEST TO BE PLACED ON THE AGENDA. ALL REQUESTS WILL BE REVIEWED AND APPROVED BY THE APPROPRIATE CITY STAFF BEFORE BEING PLACED ON THE AGENDA.

FOR QUESTIONS REGARDING THE SCOPE OF YOUR BOARD OR COMMISSION, EMAIL THE CITY ATTORNEY AT d.purnell@cityoflamarque.org



CITY OF LA MARQUE
SPECIAL EVENT PERMIT APPLICATION

1111 BAYOU ROAD, LA MARQUE TX 77568

(409) 938-9202

All applications must be submitted no less than 90 days prior to the event.

Event Name: Beautify the Bayou		Date of Event: April 17 th	
Event Location (Address): Highland Bayou Park			
Type of Event: ☐ Walk/Run ☐ Mass Gathering ☐ Parade ☐ Concert ☒ Other (explain) Park/ lake clean up			
Is the event on public property: ☒ Yes ☐ No		Estimated number of participants:	
Event requires street closure: ☐ Yes ☒ No		50	
Time street will be closed for setup:	Event start time: 10am	Event end time: (right-of-way open for public access) 2pm	
Permit Applicant Information:			
Applicant Name: Alanah Brown		Email: alanah.e.brown@gmail	
Organization Name: Keep la marque beautiful			
Address:		City, State, Zip:	
Phone: 281-508-4553		Fax:	
Alternate Permit Applicant Information (required):			
Applicant Name: Katherine Herrin		Email: kvampbella@aol.com	
Organization Name: KLMB			
Address:		City, State, Zip:	

Phone:	Fax:
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Location or route of event – list all requested street closures. *For example, Cedar Drive from Westward Avenue to Bayou Road. All parades, trail rides, mass gatherings, etc. must be approved by the Chief of Police and some routes may require approval by the Texas Department of Transportation. Proposed routes may be altered at the discretion of the Police Department or Public Services.*

Highland Bayou Park + Pavilion

Will any tents be used at this event? ☐ Yes ☒ No

If tents are used, they must first be approved by the Fire Marshal. Attached to this application must be a copy of a certificate provided by the promoter or sponsor that the tents and tarpaulins meet the requirements for fire resistance as prescribed in the National Fire Protection Association "Standard Methods of Fire Tests for Flame-Resistant Textiles and Films NFPA No. 701" and that such fire resistance is effective for the period specified by the certificate.

Certificate attached: ☐ Yes ☐ No

Tents approved by Fire Marshal (only if tents are used): _____

Security: Prior to any permit being issued by the City of La Marque, the promoter shall provide for security for the event. The number of security officers required will be determined by the Chief of Police (or designee), with a minimum of two (2) officers.

Will alcohol be sold, served, or consumed? ☐ Yes ☒ No Number of Officers required: 0

Security Officers provided by: _____

Security Officers will be: (attach additional sheet, if necessary) _____

Hours scheduled: _____

Approved by Chief of Police: _____

Sound Amplification: The City of La Marque Code of Ordinances Section 44-14 "Noises as Public Nuisances" requires a permit application to be submitted to the Chief of Police for any event utilizing sound amplification. Copy of approved permit must be attached to this application.

Permit attached: ☐ Yes ☒ No

Fire Watch/Emergency Medical Services: Prior to any permit being issued by the City of La Marque, the promotor shall make contact with the Fire Chief (or designee) to determine if the event necessitates having fire and/or emergency medical staff on property during the event. Staff determined by Fire Chief.

Fire Watch required: ☐ Yes ☒ No If yes, number of personnel required: _____

Emergency Medical Services required: ☐ Yes ☒ No If yes, number of personnel required: _____

Approved by Fire Chief: _____

Public Services: Prior to any permit being issued by the City of La Marque, the promoter shall make contact with the Director of Public Services (or designee) for approval of a traffic control plan. ***Traffic control is the responsibility of the promoter and a copy of the traffic plan must accompany this application.***

Traffic Plan attached: ☐ Yes ☐ No

Approved by Director of Public Services: _____

Emergency Management: If the event is to be held outdoors, an emergency plan must be submitted to the Emergency Management Coordinator for approval. The EMC will determine whether a plan is necessary.

Plan Needed: ☒ Yes ☐ No Acknowledged by EMC: _____

This permit includes the following provisions to which applicant agrees by signature:

1. The permit holder must provide proof of insurance as per "Exhibit A," attached. Additionally, the City of La Marque ***must*** be listed as an additional insured or an insured. Insurance required shall be issued by a company or companies of sound and adequate financial responsibility and authorized to do business in the State of Texas. All policies shall be subject to examination by the City Manager's office for their adequacy as to form, content, form of protection, and providing company.
2. The permit holder is responsible for any damages. Permit holder is responsible for cleanup of garbage and litter generated by the event.
3. Other permits may be necessary for your event, i.e. alcohol/food sales, vendor permits, etc.

This permit is subject to the City of La Marque Code of Ordinances, the City Charter, and all rules and regulations governing street rights-of-way. The applicant agrees to indemnify and hold harmless the City of La Marque from and against all liabilities, claims, demands, judgements, losses and all lawsuits or in equity, cost and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization, or corporation, including both parties hereto and their employees, arising from the holding of such special event. If applicable, the applicant agrees that during the use of the public area, the sponsoring organization will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin or disability.

Applicant's Signature: _____

Date: _____

2/23/21

For Staff Use Only:

Requires Council Approval: ☐ Yes ☐ No

If Approved, Date Approval Received: _____

Approved by City Manager or Designee: _____

Date: _____

Permit Issued:

By: _____

Date: _____

Safety Plan for KLMB Beautify the Bayou

General - These will ensure that we maximize not only the safety of the commission and city worker volunteers but maximize the safety of our citizens as well.

- We will be asking volunteers to register digitally for this event so we can have an accurate count for both safety purposes as well as food ordering purposes.
- We will also encourage families and other volunteers to post their images to our group page with the hashtags #keeplamarquebeautiful and #beautifythebayou

Sanitation - these steps will ensure that we have the the safest and cleanest trash collecting event as possible

- Masks must be worn at all times by KLMB members and clean up volunteers.
- There will be a main sign in table with one volunteer. That volunteer will distribute both masks as well as hand sanitizer to event participants.
- There will be a separate table set up with two volunteers to hand out gloves, trash grabbers, trash bags, onion bags and clear recycling bags.
- A poster will be made to mark the HAND SANITIZER on the table for volunteers and they will also be directed to the bathrooms on site that have sinks available for proper hand washing.

Social Distancing - putting these practices in place for the cleanup event will ensure that our volunteers and KLMB staff, as well as the citizens are as safe as possible while the event is taking place

- This will be an outdoor event as well with plenty of space for us all to spread out. Social distancing should be maintained and kept to small groups like families, etc. All other volunteers should maintain a 6ft distance between any other participants if possible and not group up into groups larger than 5 or 6. (Sometimes we do pull LARGE items out of the water and it takes a little extra man power)
- We will be dropping collected trash along the main drive in the park on the side the lake is on so that the volunteers from public works can swing through, socially distanced, grab the bags and add them to our collection pile.

Food Management - individually packaged meals and spaced apart lawn chairs will ensure that there is no contamination via food and that we stay a safe distance from each other while eating.

- Since we usually provide lunch for KLMB and our volunteers I would like to order from somewhere where we can have safe, individually packaged meals for each volunteer.
- It would be best to dispense these meals to our volunteers OUTSIDE and sit in lawn chairs at safe distances to eat.

BOARDS & COMMISSIONS AGENDA ITEM REQUEST FORM

DATE SUBMITTED: 2/23/21

DATE OF MEETING FOR THE AGENDA ITEM: March 10th

REQUESTER: Alanah Brown

REQUESTER PHONE: 281-508-4553

EMAIL: alanah.e.brown@gmail.com

☒ KLMBC

☐ BUILDING STANDARDS

☐ PARKS BOARD

☐ CEMETARY BOARD

AGENDA ITEM

TITLE OF EVENT OR PROGRAM: Earth Day

IS THIS EVENT ASSOCIATED WITH A NATIONAL OR STATE ORGANIZATION: ☐ YES ☒ NO

IF YES, NAME OF ORGANIZATION AND WEBSITE: _____

IS THIS EVENT OR PROGRAM INCLUDED ON THE BOARD OR COMMISSION ADOPTED CALENDAR: ☒ YES ☐ NO

FINANCIAL REQUIREMENT: \$ 200 ADVERTISING NEEDED: ☐ YES ☒ NO

DATE OF EVENT OR PROGRAM: April 24th START TIME: _____ END TIME: _____

(NOTE: EVENTS REQUIRING EXPENDITURES MUST BE SUBMITTED AT LEAST 60 DAYS IN ADVANCE; EVENTS REQUIRING ADVERTISING MUST BE SUBMITTED 90 DAYS IN ADVANCE)

PROPOSED CHAIRPERSON OF EVENT OR PROGRAM Kathy Herrin

SPECIAL EVENT PERMIT APPLICATION COMPLETED AND ATTACHED: ☐ YES ☒ NO

DETAILED DESCRIPTION OF EVENT:

Participation of the KLMB in the Library's
Earth Day Festival.

No ADVERTISING
Just Food & etc

LIST ALL TASKS REQUESTED TO BE PERFORMED BY CITY STAFF PRIOR TO OR DURING THE EVENT OR PROGRAM (this section is subject to approval of the City Manager and applicable department directors and supervisors):

none/

EXPLAIN IN DETAIL HOW THIS PROGRAM FITS WITHIN THE SCOPE OF THE BOARD OR COMMISSION AND FURTHERS THE BOARD OR COMMISSION'S PURPOSE, AS PROVIDED IN THE CITY CODE OF ORDINANCES (available at https://library.municode.com/tx/la_marque/codes/code_of_ordinances):

using booths for education on sustainability and recycling

ALL FIELDS MUST BE COMPLETED AND LEGIBLE. ASSOCIATED SUPPLEMENTARY MATERIALS MUST BE ATTACHED TO THIS FORM. INCOMPLETE FORMS WILL NOT BE ACCEPTED. EVENT MUST NOT CONFLICT WITH APPROVED CITY EVENTS OR HOLIDAYS.

ALL FORMS MUST BE SUBMITTED 7 DAYS PRIOR TO COMMISSION/BOARD MEETING IN ORDER FOR THE REQUEST TO BE PLACED ON THE AGENDA. ALL REQUESTS WILL BE REVIEWED AND APPROVED BY THE APPROPRIATE CITY STAFF BEFORE BEING PLACED ON THE AGENDA.

FOR QUESTIONS REGARDING THE SCOPE OF YOUR BOARD OR COMMISSION, EMAIL THE CITY ATTORNEY AT d.purnell@cityoflamarque.org