



## KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA

Tuesday, July 02, 2024 at 6:00 PM

*Richwood City Hall, 1800 Brazosport Blvd. N.*

BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Tuesday, July 2, 2024, beginning at 6:00 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. PUBLIC COMMENTS
- IV. CONSENT AGENDA
  - [A.](#) Approval of minutes from regular meeting held May 7, 2024.
- V. REPORT ON RECENT EVENTS
  - A. Keep Texas Beautiful Conference, 2024
- VI. UPCOMING EVENTS
  - A. All America Night - July 5, 2024
- VII. DISCUSSION AND ACTION ITEMS
  - A. Discussion regarding appointment of Keep Richwood Beautiful Executive Director.
  - [B.](#) Discuss and consider the FY 2025 Budget.
  - C. Discuss and consider the purchase of volunteer t-shirts.
  - D. Discuss and consider the purchase of new raised garden beds.
  - E. Discuss and consider recycling initiatives.
- VIII. FINANCIAL REPORT
  - [A.](#) Keep Richwood Beautiful Budget Report
- IX. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST
- X. SET NEXT MEETING DATE
- XI. FUTURE AGENDA ITEMS
- XII. ADJOURNMENT

**The Commission may go into Executive Session on any item listed on the Agenda in accordance with Section 551.071 of the Government Code (attorney-client privilege).**

This facility is wheelchair accessible and accessible parking spaces are available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (979) 265-2082 or FAX (979) 265-7345 for further information.

I, Kirsten Garcia, do hereby certify that I did, on \_\_\_\_\_ at \_\_\_\_\_ post this notice of meeting on the Bulletin Board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

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Kirsten Garcia, City Secretary  
City of Richwood

# MINUTES

## KEEP RICHWOOD BEAUTIFUL COMMISSION MEETING

Tuesday, May 07, 2024 at 6:00 PM

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BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Tuesday, May 7, 2024, beginning at 6:00 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

I. CALL TO ORDER

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

II. ROLL CALL OF MEMBERS

PRESENT

Tracy Tracy Bocanegra

Kai Kai York

Also present: Kirsten Garcia; City Secretary.

III. PUBLIC COMMENTS

There was no public comment.

IV. REPORT ON RECENT EVENTS

A. Don't Mess with Texas Trash-Off, April 6, 2024

Kai reported on the event.

B. Earth Day, April 22

Kai reported on the event.

V. UPCOMING EVENTS

A. Memorial Day Flag Placement, May 27

Will Yearsin advised Kirsten Garcia that he would place the flags.

B. Keep Texas Beautiful Conference, June 24 - 26, 2024 (Virtual)

Kai stated he would like to register.

Kirsten Garcia advised she would get him signed up.

VI. YARD OF THE MONTH

Glenwood Bayou

VII. DISCUSSION AND ACTION ITEMS

A. Discuss and consider setting workday at the monument sign at the entrance of Audubon Woods I.

Discussion held on a date

The board decided on June 1st, it gives time to find sod.

B. Discuss and consider details for the park bench dedication in honor of Garry and Janet Ellis.

Table to get ahold of Mrs. Ellis.

- C. Discussion and workshop for the FY 2025 Budget  
Discussion held on budget.

VIII. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

Accomplishment maintained gold star status!

IX. SET NEXT MEETING DATE

July 2nd next date

X. FUTURE AGENDA ITEMS

Workday

XI. ADJOURNMENT

Being there no further business, the meeting was adjourned at 6:25

These minutes were read and approved on the 2nd day of July 2024.

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
City Secretary

**20 Beautification - Proposed Budget Fiscal Year 2025**

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Proposed Budget
614124 Beautification Revenues	15,290	15,423	15,531	15,500	15,000
614112 Miscellaneous Income	1,300	0	215	0	0
614114 Community Garden Membership Fees	1,250	485	0	0	0
<b>Total Revenue</b>	<b>17,840</b>	<b>15,908</b>	<b>15,746</b>	<b>15,500</b>	<b>15,000</b>
<b>Expenditures</b>					
615102 Contract Labor	4,425	7,610	8,925	6,000	7000
615130 Training & Travel	1,211	5,043	1,529	3,000	500
615210 Office Supplies	158	85	37	225	200
615220 Tools	202	0	0	250	200
615225 Books and Periodicals	50	0	0	100	0
615240 Expendable Operating Supplies	2,151	836	1,319	1,000	2500
615310 Building & Grounds M&R	1,105	1,798	0	1,000	1000
615660 Dues & Subscriptions	295	403	941	120	1000
615685 Publishing & Advertising	843	840	0	200	200
615695 Special Services - Miscellaneous	757	1,000	0	500	500
615930 Equipment	1,037	0	1,028	500	500
615950 Community Garden	3,444	3,585	1,680	1,500	0
<b>Total Expenditures</b>	<b>15,678</b>	<b>21,200</b>	<b>15,459</b>	<b>14,395</b>	<b>13,600</b>
<b>Other Financing Sources and Uses</b>					
<b>Sources</b>					
974963 Transfer from General Fund	3,000	5,000	5,000	5,000	5000
<b>Total Sources</b>	<b>3,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Total Change in Fund Balance</b>	<b>5,162</b>	<b>-292</b>	<b>5,287</b>	<b>6,105</b>	<b>6,400</b>
<b>Fund Balance Beginning of Year</b>				<b>39,793</b>	

Section VIII, Item A.

**City of Richwood**  
**Keep Richwood Beautiful**  
**20 Beautification - 10/01/2023 to 06/27/2024**  
**75.00% of the fiscal year has expired**

	Prior YTD	Current Period	Current YTD	2024 Budget	Remaining Budget
<b>Revenue</b>					
<b>Charges for services</b>					
614124 Beautification Revenues	11,676	1,234	11,267	15,500	4,233
<b>Total Charges for services</b>	<b>11,676</b>	<b>1,234</b>	<b>11,267</b>	<b>15,500</b>	<b>4,233</b>
<b>Miscellaneous revenue</b>					
614112 Miscellaneous Income	215	0.00	973	0.00	(973)
<b>Total Miscellaneous revenue</b>	<b>215</b>	<b>0.00</b>	<b>973</b>	<b>0.00</b>	<b>(973)</b>
<b>Total Revenue</b>	<b>11,891</b>	<b>1,234</b>	<b>12,240</b>	<b>15,500</b>	<b>3,260</b>
<b>Expenditures</b>					
<b>Parks &amp; Recreation</b>					
<b>Beautification</b>					
<b>Personnel &amp; Benefits</b>					
615102 Contract Labor	6,155	0.00	3,000	6,000	3,000
615130 Training & Travel	982	0.00	0.00	3,000	3,000
<b>Total Personnel &amp; Benefits</b>	<b>7,137</b>	<b>0.00</b>	<b>3,000</b>	<b>9,000</b>	<b>6,000</b>
<b>Supplies</b>					
615210 Office Supplies	37	0.00	0.00	225	225
615220 Tools	0.00	0.00	0.00	250	250
615225 Books and Periodicals	0.00	0.00	0.00	100	100
615240 Expendable Operating Supplies	908	0.00	809	1,000	191
<b>Total Supplies</b>	<b>945</b>	<b>0.00</b>	<b>809</b>	<b>1,575</b>	<b>766</b>
<b>Maintenance &amp; Repair</b>					
615310 Building & Grounds M&R	0.00	0.00	0.00	1,000	1,000
<b>Total Maintenance &amp; Repair</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000</b>	<b>1,000</b>
<b>Other Services</b>					
615660 Dues & Subscriptions	345	0.00	881	120	(761)
615685 Publishing & Advertising	0.00	0.00	0.00	200	200
615695 Special Services - Miscellaneous	0.00	0.00	378	500	122
<b>Total Other Services</b>	<b>345</b>	<b>0.00</b>	<b>1,259</b>	<b>820</b>	<b>(439)</b>
<b>Capital Equipment</b>					
615930 Equipment	0.00	0.00	0.00	500	500
615950 Community Garden	1,210	100	1,191	1,500	309
<b>Total Capital Equipment</b>	<b>1,210</b>	<b>100</b>	<b>1,191</b>	<b>2,000</b>	<b>809</b>
<b>Total Beautification</b>	<b>9,637</b>	<b>100</b>	<b>6,258</b>	<b>14,395</b>	<b>8,137</b>
<b>Total Parks &amp; Recreation</b>	<b>9,637</b>	<b>100</b>	<b>6,258</b>	<b>14,395</b>	<b>8,137</b>
<b>Total Expenditures</b>	<b>9,637</b>	<b>100</b>	<b>6,258</b>	<b>14,395</b>	<b>8,137</b>
<b>Other Financing Sources and Uses</b>					
<b>Sources</b>					
<b>Transfers In</b>					
974963 Transfer from General Fund	5,000	0.00	5,000	5,000	0.00
<b>Total Transfers In</b>	<b>5,000</b>	<b>0.00</b>	<b>5,000</b>	<b>5,000</b>	<b>0.00</b>
<b>Total Sources</b>	<b>5,000</b>	<b>0.00</b>	<b>5,000</b>	<b>5,000</b>	<b>0.00</b>
<b>Total Other Financing Sources and Uses</b>	<b>5,000</b>	<b>0.00</b>	<b>5,000</b>	<b>5,000</b>	<b>0.00</b>
<b>Total -</b>	<b>7,254</b>	<b>1,134</b>	<b>10,982</b>	<b>6,105</b>	<b>(4,877)</b>

INTENDED FOR MANAGEMENT USE ONLY

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