



## **KEEP RICHWOOD BEAUTIFUL COMMISSION AGENDA**

**Tuesday, June 03, 2025 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, June 03, 2025, 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 13, 2025.
- V. REPORT ON RECENT EVENTS
- VI. UPCOMING EVENTS
  - A. City Hall Work Day, June 14, 2025
- VII. YARD OF THE MONTH
  - Oakwood Shores
- VIII. DISCUSSION AND ACTION ITEMS
  - A. Discuss, workshop, and take action on the FY 2025-2026 beautification budget.
  - B. Discussion and possible action regarding the board and placing flags for various holidays.
  - C. Discuss and consider setting protocol for awarding Yard of the Month and posting events for holiday yard contests.
  - D. Revisit and discuss Project 2025.
- IX. FINANCIAL REPORT
  - [A.](#) Keep Richwood Beautiful Budget Report
- X. EXECUTIVE DIRECTOR'S REPORT
- XI. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST
- XII. SET NEXT MEETING DATE
- XIII. FUTURE AGENDA ITEMS
- XIV. 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 13, 2025 at 6:00 PM

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BE IT KNOWN THAT a City of Richwood Keep Richwood Beautiful Commission will meet Tuesday, May 13, 2025, 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 Bocanegra

Kai York

Kimberly Garcia

ABSENT

Denise York

III. PUBLIC COMMENTS

There was no public comment.

IV. CONSENT AGENDA

A. Approval of minutes from regular meeting held March 12, 2025.

B. Approval of minutes from regular meeting held April 1, 2025.

***Motion to approve consent***

***Motion made by Tracy Bocanegra, seconded by Kimberly Garcia.***

***Voting Yea: Tracy Bocanegra, Kai York, Kimberly Garcia***

***Motion carried.***

V. REPORT ON RECENT EVENTS

A. Earth Day, April 22

Margaret reported on events held for Earth Day.

B. Easter Egg Hunt, April 16, 2025

Discussion held on ways to prepare for next year.

The board discussed hosting an easter egg recycling program with city staff.

VI. UPCOMING EVENTS

A. City Hall Work Day, TBD

The board discussed possible dates.

June 14, 2025 at 8:30 am

VII. YARD OF THE MONTH

Glenwood Bayou

Tracy will decide.

VIII. DISCUSSION AND ACTION ITEMS

- A. Discuss, workshop, and possible action on the FY 2026 Budget.  
Discussion held on budget numbers and possible line-item requests.  
Item will be brought back for action next month.
- B. Discuss and consider setting Master Gardener lecture series dates for 2025.  
Dates were discussed and Margaret will make arrangements to host.

IX. FINANCIAL REPORT

- A. Keep Richwood Beautiful Budget Report  
Kirsten Garcia, City Secretary, reviewed the boards budget report.

X. EXECUTIVE DIRECTOR'S REPORT

Margaret reported on recent events.

XI. ACCOMPLISHMENTS AND ITEMS OF COMMUNITY INTEREST

No report.

XII. SET NEXT MEETING DATE

June 3, 2025

XIII. FUTURE AGENDA ITEMS

Budget Talks  
All America

XIV. ADJOURNMENT

***Motion to adjourn at 6:54***

***Motion made by Tracy Bocanegra, Seconded by Kimberly Garcia.***

***Voting Yea: Tracy Bocanegra, Kai York, Kimberly Garcia***

***Motion carried.***

**These minutes were read and approved on the 3rd day of June 2025**

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**Chairman**

**ATTEST:**

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**City Secretary**

**City of Richwood**  
**Keep Richwood Beautiful**  
**20 Beautification - 10/01/2024 to 05/30/2025**  
**66.67% of the fiscal year has expired**

Section IX, Item A.

	Prior YTD	Current Period	Current YTD	2025 Budget	Remaining Budget
<b>Revenue</b>					
<b>Intergovernmental revenue</b>					
614113 Intragovernmental Income	0.00	0.00	0.00	0.00	0.00
<b>Total Intergovernmental revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Charges for services</b>					
614124 Beautification Revenues	10,033	1,190	9,635	15,000	5,365
<b>Total Charges for services</b>	<b>10,033</b>	<b>1,190</b>	<b>9,635</b>	<b>15,000</b>	<b>5,365</b>
<b>Interest</b>					
614110 Interest Earnings	0.00	0.00	0.00	0.00	0.00
<b>Total Interest</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Miscellaneous revenue</b>					
614112 Miscellaneous Income	973	0.00	131	0.00	(131)
614114 Community Garden Membership Fees	0.00	0.00	0.00	0.00	0.00
614115 Farmers Market Revenue	0.00	0.00	0.00	0.00	0.00
<b>Total Miscellaneous revenue</b>	<b>973</b>	<b>0.00</b>	<b>131</b>	<b>0.00</b>	<b>(131)</b>
<b>Total Revenue</b>	<b>11,006</b>	<b>1,190</b>	<b>9,766</b>	<b>15,000</b>	<b>5,234</b>
<b>Expenditures</b>					
<b>Parks &amp; Recreation</b>					
<b>Beautification</b>					
<b>Personnel &amp; Benefits</b>					
615102 Contract Labor	3,000	500	4,000	7,000	3,000
615103 Salaries & Wages	0.00	0.00	0.00	0.00	0.00
615105 Retirement	0.00	0.00	0.00	0.00	0.00
615110 Workmen's Compensation Ins	0.00	0.00	0.00	0.00	0.00
615120 Unemployment Insurance	0.00	0.00	0.00	0.00	0.00
615130 Training & Travel	0.00	0.00	0.00	500	500
<b>Total Personnel &amp; Benefits</b>	<b>3,000</b>	<b>500</b>	<b>4,000</b>	<b>7,500</b>	<b>3,500</b>
<b>Supplies</b>					
615210 Office Supplies	0.00	0.00	24	200	177
615215 Custodial Supplies	0.00	0.00	0.00	0.00	0.00
615220 Tools	0.00	0.00	0.00	200	200
615225 Books and Periodicals	0.00	0.00	0.00	0.00	0.00
615240 Expendable Operating Supplies	809	0.00	2,511	2,500	(11)
<b>Total Supplies</b>	<b>809</b>	<b>0.00</b>	<b>2,535</b>	<b>2,900</b>	<b>365</b>
<b>Maintenance &amp; Repair</b>					
615310 Building & Grounds M&R	0.00	0.00	1,576	1,000	(576)
615365 Other Equipment M&R	0.00	0.00	0.00	0.00	0.00
<b>Total Maintenance &amp; Repair</b>	<b>0.00</b>	<b>0.00</b>	<b>1,576</b>	<b>1,000</b>	<b>(576)</b>
<b>Other Services</b>					
615660 Dues & Subscriptions	881	0.00	200	1,000	800
615685 Publishing & Advertising	0.00	0.00	67	200	133
615695 Special Services - Miscellaneous	378	0.00	0.00	500	500
<b>Total Other Services</b>	<b>1,259</b>	<b>0.00</b>	<b>267</b>	<b>1,700</b>	<b>1,433</b>
<b>Capital Equipment</b>					
615930 Equipment	0.00	0.00	0.00	500	500
615950 Community Garden	1,091	0.00	0.00	0.00	0.00
<b>Total Capital Equipment</b>	<b>1,091</b>	<b>0.00</b>	<b>0.00</b>	<b>500</b>	<b>500</b>
<b>Total Beautification</b>	<b>6,158</b>	<b>500</b>	<b>8,377</b>	<b>13,600</b>	<b>5,223</b>
<b>Total Parks &amp; Recreation</b>	<b>6,158</b>	<b>500</b>	<b>8,377</b>	<b>13,600</b>	<b>5,223</b>
<b>Total Expenditures</b>	<b>6,158</b>	<b>500</b>	<b>8,377</b>	<b>13,600</b>	<b>5,223</b>
<b>Other Financing Sources and Uses</b>					
<b>Sources</b>					
<b>Transfers In</b>					
974959 Transfer from Fund Balance	0.00	0.00	0.00	0.00	0.00
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>Uses</b>					
<b>Transfers Out</b>					

# City of Richwood

Keep Richwood Beautiful

20 Beautification - 10/01/2024 to 05/30/2025

66.67% of the fiscal year has expired

Section IX, Item A.

	Prior YTD	Current Period	Current YTD	2025 Budget	Remaining Budget
615961 Transfer to Water/Sewer	0.00	0.00	0.00	0.00	0.00
<b>Total Transfers Out</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</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>9,848</b>	<b>690</b>	<b>6,389</b>	<b>6,400</b>	<b>11</b>