



## **CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA**

**Tuesday, January 13, 2026**

Notice is hereby given that the Park Commission of the City of Rollingwood, Texas will hold a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on January 13, 2026 at 12:30 PM. Members of the public and the Park Commission may participate in the meeting virtually, as long as a quorum of the Park Commission and the presiding officer are physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. The public may watch this meeting live and have the opportunity to comment via audio devices at the link below. The public may also participate in this meeting by dialing one of the toll-free numbers below and entering the meeting ID and Passcode.

**Link:** <https://us02web.zoom.us/j/5307372193?pwd=QmNUbmZBQ1lwUINjNmk5RnJreIRFUT09>

**Toll-Free Numbers:** (833) 548-0276 or (833) 548-0282

**Meeting ID:** 530 737 2193

**Password:** 9fryms

The public will be permitted to offer public comments via their audio devices when logged in to the meeting or telephonically by calling in as provided by the agenda and as permitted by the presiding officer during the meeting. If a member of the public is having difficulties accessing the public meeting, they can contact the city at [mrodriguez@rollingwoodtx.gov](mailto:mrodriguez@rollingwoodtx.gov). Written questions or comments may be submitted up to two hours before the meeting. A video recording of the meeting will be made and will be posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request.

### **CALL PARK COMMISSION MEETING TO ORDER**

1. Roll Call

### **PUBLIC COMMENTS**

Citizens wishing to address the Park Commission for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the Park Commission is restricted from discussing or taking action on items not listed on the agenda.

Citizens who wish to address the Park Commission with regard to matters on the agenda will be received at the time the item is considered.

### **CONSENT AGENDA**

All Consent Agenda items listed are considered to be routine by the Park Commission and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a Board Member has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

2. Discussion and possible action on the minutes from the December 9, 2025 Park Commission meeting

## **REGULAR AGENDA**

3. Discussion and possible action to elect a Chair of the Park Commission
4. Update from Western Hills Little League and Western Hills Girls Softball
5. Update from Western Hills Athletic Club
6. Discussion and possible action on a recommendation to City Council to approve the Rollingwood Women's Club 5K run and event on March 29, 2026
7. Discussion and possible action to create a separate dedicated dog off leash area in the Rollingwood Park
8. Discussion, update, and possible action on east driveway entrance improvements and parking area improvements in Rollingwood Park

## **DEPARTMENT REPORTS**

All reports are posted to inform the public. No discussion or action will take place on items not on the regular or consent agenda.

9. Park Commission Financials through December 2025
10. Quarterly Rollingwood Police Department Park Report

## **ADJOURNMENT OF MEETING**

### **CERTIFICATION OF POSTING**

I hereby certify that the above Notice of Meeting was posted on the bulletin board at the Rollingwood Municipal Building, in Rollingwood, Texas and to the City website at [www.rollingwoodtx.gov](http://www.rollingwoodtx.gov) prior to 5:00 p.m. on January 7, 2026.

*Makayla Rodriguez*

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Makayla Rodriguez, City Secretary

#### **NOTICE -**

The City of Rollingwood is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please contact the City Secretary, at (512) 327-1838 for information. Hearing-impaired or speech-disabled persons equipped with telecommunication devices for the deaf may call (512) 272-9116 or may utilize the stateside Relay Texas Program at 1-800-735-2988.

The Park Commission will announce that it will go into executive session, if necessary, to deliberate any matter listed on this agenda for which an exception to open meetings requirements permits such closed deliberation, including but not limited to consultation with the city's attorney(s) pursuant to Texas Government Code section 551.071, as announced at the time of the closed session.

Consultation with legal counsel pursuant to section 551.071 of the Texas Government Code;  
discussion of personnel matters pursuant to section 551.074 of the Texas Government Code;  
real estate acquisition pursuant to section 551.072 of the Texas Government Code;  
prospective gifts pursuant to section 551.073 of the Texas Government Code;  
security personnel and device pursuant to section 551.076 of the Texas Government Code;  
and/or economic development pursuant to section 551.087 of the Texas Government Code.

Action, if any, will be taken in open session.



## CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

**Tuesday, December 09, 2025**

The Park Commission of the City of Rollingwood, Texas held a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on December 9, 2025. Members of the public and the Park Commission were able to participate in the meeting virtually, as long as a quorum of the Park Commission and the presiding officer were physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. A video recording of the meeting was made and will be posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request.

### **CALL PARK COMMISSION MEETING TO ORDER**

1. Roll Call

**Chair Melissa Morrow called the meeting to order at 12:02 p.m.**

**Present Members:** Chair Melissa Morrow, Mary Elizabeth Cofer, Sean Downing, Don Hudson, Victoria Johnson, Laurie Mills, and Diana Wallace

**Also Present:** City Administrator Alun Thomas, City Secretary Makayla Rodriguez, Assistant to the City Administrator Lindsay Saenz, Council Member Kevin Glasheen, and Council Member Phil McDuffee

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT AGENDA**

2. Discussion and possible action on the minutes from the November 18, 2025 Park Commission meeting

**Laurie Mills moved to approve the meeting minutes. Diana Wallace seconded the motion. The motion carried with 7 in favor and 0 against.**

*Chair Melissa Morrow moved to item 6.*

### **REGULAR AGENDA**

3. Update from Western Hills Little League and Western Hills Girls Softball

There were no updates from Western Hills Little League.

4. Update from Western Hills Athletic Club

There were no updates from Western Hills Athletic Club.

5. Discussion and possible action on Western Hills Athletic Club's proposal to replace the chain-link fence located along the Club's shared boundary with the park

Zach Elkins, 16 North Peak Road and President of Western Hills Athletic Club Board of Directors, discussed that two construction projects have begun for the Club and that they would like to replace the existing fence between the Club and the park due to deterioration and are open to design suggestions from the Park Commission.

Chair Melissa Morrow and Mr. Elkins discussed the details of the construction projects, timeline of completion, and forming a subcommittee to work with Western Hills Athletic Club on a fence design.

*Chair Melissa Morrow moved to item 8.*

6. Discussion and possible action to approve Boy Scout Troop 31's service project to clean up the wilderness area in the northeast corner of the upper park

Steve Marcie, resident at 3220 Park Hills Drive, discussed the condition of the native area between Rollingwood Park and Western Hills Athletic Club and expressed interest in having the Boy Scouts clean up the area as a service project. He stated that he will coordinate with the Public Works Department, confirmed that no power tools will be used, and that no tree trimming will be performed.

Members of the Park Commission asked questions regarding the method of clearing and removing dead vegetation in the native area.

**Mary Elizabeth Cofer moved to approve the project by the Scouts. Diana Wallace seconded the motion. The motion carried with 7 in favor and 0 against.**

*Chair Melissa Morrow moved to item 5.*

7. Discussion and possible action on park parking lot and park entrance improvements

Chair Melissa Morrow reiterated that in the last meeting, the Commission agreed on a "L" shape design for the parking lot that is parallel to Rollingwood Drive and parallel to Western Hills Athletic Club south and east, excluding the driveway in the back lot for further consideration from City Council. She continued to say that she will be meeting with landscape architect Curt Arnette to discuss tree critical root zones.

*Chair Melissa Morrow moved to item 9.*

8. Discussion regarding Quarterly Park Walk Through report from Public Works

Chair Melissa Morrow discussed the Park Walk Through report and noted that any changes will be communicated to Public Works Director Izzy Parra.

*Chair Melissa Morrow moved to item 7.*

9. Discussion and possible action to create a separate dedicated dog off leash area in the Rollingwood Park

Chair Melissa Morrow expressed appreciation in the feedback given regarding a dog off leash area and noted that the process in finalizing the layout, location, and size of the dog off leash area will not be rushed.

Thom Farrell, resident at 3223 Park Hills Drive, gave a brief history of the acquisition of Rollingwood Park and requested that the Commission continue to work with the little league to ensure spatial needs are met, advised against establishing the dog off leash area as a dog park, and to work with users and the Police Department to create rules for the dog off leash area.

Council Member Kevin Glasheen presented an idea for the dog off leash area to be approximately 26,000 square feet with grass. He discussed that his design would allow for four little league fields and multipurpose use. Mr. Glasheen also discussed establishing a dog park association in connection with the off leash area.

Arun Natesan, resident at 4917 Timberline Drive, asked the Park Commission to consider the sizing of the dog off leash area due to frequent usage and advised finding a solution by using community input, not large language models.

Laila Kiecke, resident at 102 Riley Road, discussed the importance of the current dog off leash area and requested that the space be no smaller than 0.6 acres of land.

Cynthia Venning, resident at 5005 Timberline Drive, stated that making the new dog off leash area any smaller than 0.6 acres of land would be insufficient.

Jeff Marx, resident at 2516 Timberline Drive, emphasized the importance of data and community input while serving on the CRCRC and urged the Park Commission to consider the data from a survey that he created and distributed to members of the community.

Mary Elizabeth Cofer stated that she did not get the survey distributed by Jeff Marx. Chair Melissa Morrow stated that Mr. Marx's data was not included as a supporting document for the discussion as the survey was not sponsored by the City.

Russell Hinds, resident at 4703 Timberline Drive, expressed support for the Park Master Plan and would like to come to a solution by gathering community input.

Ronald Hasso, resident at 2810 Pickwick Lane, stated that 0.6 acres for the dog off leash area is too large and that 0.4 acres is reasonable, as well as emphasized the importance of community feedback during this process.

GiGi Shaukat, resident at 3229 Park Hills Drive, discussed how the community could benefit from utilizing park space, including enhancing Rollingwood events and allowing for multipurpose use once the off leash dog area has been created.

Niccole Maurici, resident at 4906 Timberline Drive, shared her experience while serving on the Park Commission and her involvement with the Park Master Plan. She stated that she supports a dog off leash area and would like the Park Commission to not rush the process.

Wendi Hundley, resident at 401 Vale street, discussed her service on the Park Commission, creation of the Park Master Plan, and her involvement in the process. She stated that she supports the adopted Park Master Plan and a dog off leash area.

David Smith, resident at 106 Laura Lane, discussed spatial needs for girls' softball in Rollingwood Park and supports Council Member Kevin Glasheen's idea to establish a dog park association.

Alex Robinette, resident at 2500 Hatley Drive, presented an idea for the dog off leash area to be approximately 0.4 acres of land. The Park Commission discussed Ms. Robinette's idea as well as spatial needs for the parking lot.

Chair Melissa Morrow stated that a subcommittee including Sean Downing, Don Hudson, Laurie Milles, and Diana Wallace as an alternate will bring ideas for a dog off leash area to be discussed at the next meeting.

Diana Wallace discussed inconsistencies in the survey distributed by Jeff Marx. Members of the Park Commission agreed to work with the City to solicit feedback from the community regarding a dog off leash area.

#### **ADJOURNMENT OF MEETING**

**The meeting was adjourned at 1:24 p.m.**

**Minutes adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.**

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**Melissa Morrow, Chair**

#### **ATTEST:**

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**Makayla Rodriguez, City Secretary**

# AGENDA ITEM SUMMARY SHEET

## City of Rollingwood

**Meeting Date: January 13, 2026**

**Submitted By:**

Staff

**Agenda Item:**

Discussion and possible action to elect a Chair of the Park Commission

**Description:**

Each year, in accordance with Code Section 2-195 of the Code of Ordinances, the Park Commission shall elect a Chairperson to serve for one calendar year.

**Action Requested:**

To elect a member as Chair of the Park Commission.

**Fiscal Impacts:**

No fiscal impacts

**Attachments:**

None

# AGENDA ITEM SUMMARY SHEET

## City of Rollingwood

**Meeting Date: January 13, 2026**

**Submitted By:**

Staff

**Agenda Item:**

Update from Western Hills Little League and Western Hills Girls Softball

**Description:**

This agenda item is included on the Park Commission's agenda for informational purposes only. It affords both Western Hills Little League and Western Hills Girls Softball the opportunity to provide updates to the Commission regarding their activities.

**Action Requested:**

No action is requested or permitted for this item

**Fiscal Impacts:**

No fiscal impact is expected from this item

**Attachments:**

None

## AGENDA ITEM SUMMARY SHEET

### City of Rollingwood

**Meeting Date: January 13, 2026**

**Submitted By:**

Staff

**Agenda Item:**

Update from Western Hills Athletic Club

**Description:**

This agenda item is included on the Park Commission's agenda to allow Western Hills Athletic Club to provide the Commission with updates on its activities.

**Action Requested:**

No action is requested or permitted for this item

**Fiscal Impacts:**

No fiscal impact is expected from this item

**Attachments:**

None

# AGENDA ITEM SUMMARY SHEET

## City of Rollingwood

**Meeting Date: January 13, 2026**

**Submitted By:**

Staff, on behalf of Chairperson Melissa Morrow

**Agenda Item:**

Discussion and possible action on a recommendation to City Council to approve the Rollingwood Women's Club 5K run and event on March 29, 2026

**Description:**

The Rollingwood Women's Club is proposing to hold the annual 5k run on March 29, 2026. The Rollingwood Women's Club is coordinating with the City of West Lake Hills on proper permitting and plans to use the same race route as last year. Event details are as follows:

Race Start: 8:30AM 5K // 9:15AM Kids Fun Run (8 and under; approx. 1k)  
Bib Decorating: 7:30-9:00AM

Post-Race: 8:00-11:00AM Party -- Balloon Twister, Face Paint, Bounce House, Lupe Tortilla, Tom's Traveling Coffee Truck

**Action Requested:**

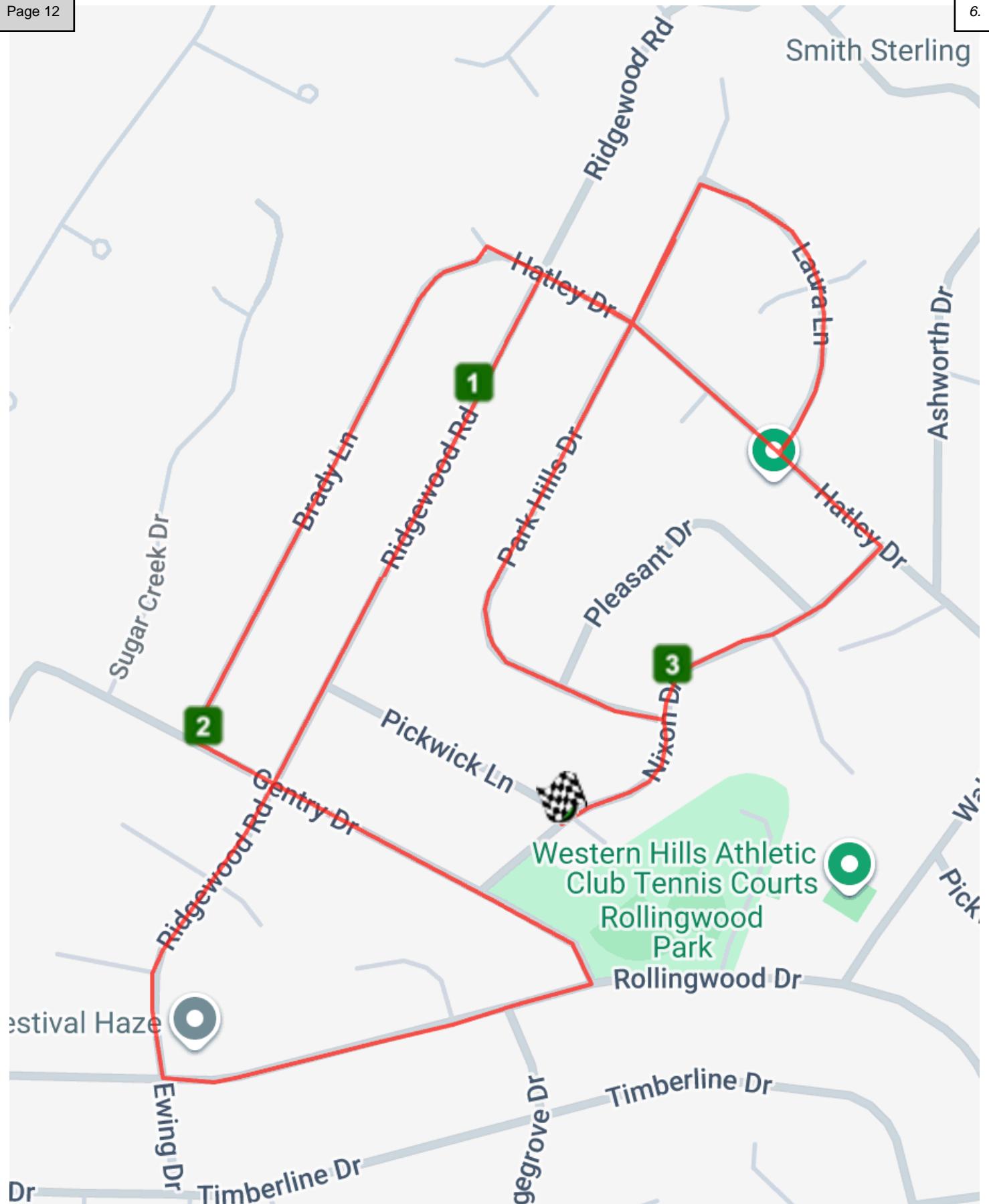
To consider making a recommendation to City Council to approve the 5k event on March 29, 2026.

**Fiscal Impacts:**

No fiscal impacts.

**Attachments:**

- 2026 5K Race Route
- RWC 5K Event Layout



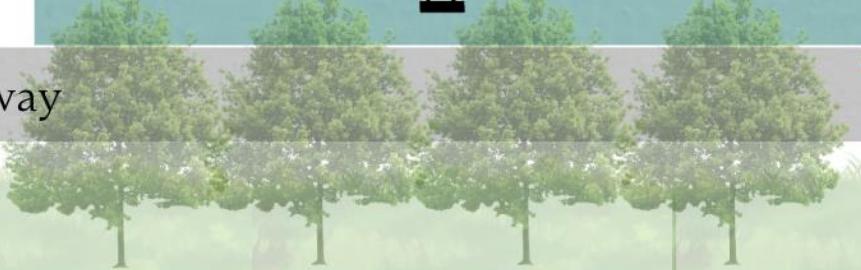
pavilion



City Hall Parking Lot



Walkway



Nixon Dr.

**STAFF**

# AGENDA ITEM SUMMARY SHEET

## City of Rollingwood

**Meeting Date: January 13, 2026**

**Submitted By:**

Staff

**Agenda Item:**

Discussion and possible action to create a separate dedicated dog off leash area in the Rollingwood Park

**Description:**

At the December 9, 2025, Park Commission meeting, the Commission formed a subcommittee to propose dog off leash area ideas including Sean Downing, Don Hudson, Laurie Mills, and Diana Wallace as an alternate. This item allows the Commission to discuss the issue, gather public input, and if desired, make a formal policy recommendation to the City Council on the matter.

**Action Requested:**

Discuss dogs' use of the park, and make a recommendation to City Council on how best to incorporate such usage into the park

**Fiscal Impacts:**

The fiscal impact from this item depends upon the Commission's (and ultimately Council's) decision on the dog park issue

**Attachments:**

N/A

# AGENDA ITEM SUMMARY SHEET

## City of Rollingwood

**Meeting Date: January 13, 2026**

**Submitted By:**

Staff, on behalf of Chairperson Melissa Morrow

**Agenda Item:**

Discussion, update, and possible action on east driveway entrance improvements and parking area improvements in Rollingwood Park

**Description:**

The item is intended as a way to provide an update on the project, and to gather input from members of the public and of the Park Commission about the project's future steps.

**Action Requested:**

To discuss the project, and to take any action that the Commission deem to be prudent.

**Fiscal Impacts:**

The fiscal impact of this item depends upon the Commission's and Council's decisions.

**Attachments:**

- City of Rollingwood Tree Care 01.05.26
- Rollingwood Park @ East driveway - City of Rollingwood
- Curt Arnette – Rollingwood Park – L1
- Curt Arnette – Rollingwood Park – L2

# Austin Tree Experts

## Professional Arborist Services

### (512) 996-9100

Tara's mobile phone:

tara@austintreeexperts.com  
Fax: (512) 996-9116

January 5, 2026  
City of Rollingwood  
City of Rollingwood  
4822 Rollingwood Dr  
Hatley Park  
Rollingwood, TX 78746



#### We hereby submit specifications and cost estimate for:

Tree Species	Tree Location	Details	Price
Live Oaks	At entrance of ball fields, parking	\$2400 is for three years (4 treatments per year) of treatments; it will be \$200 per treatment  Full Tree Care program includes annual inspection visit and four treatments: pre-spring, spring foliar, summer stress and fall root feeding. Visit <a href="http://www.AustinTreeExperts.com/services/fertilization-programs.cfm">www.AustinTreeExperts.com/services/fertilization-programs.cfm</a> for more details and schedule.	\$2,400.00
Live Oaks	At entrance of ball fields, parking	Annual compost application to be done in February. Price is for materials (\$400/year) and labor to spread (\$1600/year). Price is for 3 years; price per service is \$2050	\$6,150.00
Live Oaks	At entrance of ball fields, parking	Install tree protection fence: cattle panels with t posts. \$5/ft materials cost. Estimate 300'; \$1500 materials cost. Estimate 2 man crew for labor and delivery \$750  Customer will be responsible for marking irrigation lines and calling 811 to mark any underground utilities to prevent any damage. If utility lines are not clearly marked Austin Tree Experts will not be responsible for damage.	\$2,250.00
Live Oaks	At entrance of ball fields, parking	Install 2x4s to protect trunks of trees from construction damage. Price is for materials (\$570) and labor to install (\$600)	\$1,170.00
Live Oaks	At entrance of ball fields, parking	reposition fence after demo and before construction	\$600.00
Live Oaks	At entrance of ball fields, parking	1st priority service to complete prior to developing final plans (results from this will direct decisions about grading and retaining).  Using air spade excavate soil from around root collars. Proposal is for excavation only and does not include any landscape work needed to keep collar open.	\$2,400.00

Oaks	At entrance of ball fields, parking	Airspade top few inches of impacted areas of CRZ. Incorporate compost and top dress with mulch. To be completed near end of project. \$900 for materials and \$3600 for labor to install	\$4,500.00	8.
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Notes:	Terms	Sales Tax
	5 days	8.25% *not included in price

**Our Expert Service Always Includes:**

- Sterilized equipment and treat wounds on trees susceptible to Oak Wilt
- Removal of all debris

**Arborist:**  
Tara Hamilton  
15 years serving Austin  
Insured for your protection  
References available



**We Propose** to furnish materials and labor, complete in accordance with the above specifications, for the estimated sum of: **\$19,470.00 Plus Tax**. Payment due within 5 days of completion.

**Acceptance of Proposal:** The above prices, specifications and conditions are satisfactory and are accepted by the Homeowner. Austin Tree Experts is authorized to do the specified work. Payment will be made in the amount written above. Scheduling of the job constitutes acceptance of the proposal and the terms and conditions as stated above.

Homeowner or authorized representative..... Date...../...../.....

Austin Tree Experts representative: Tara Hamilton

# Property Inspection

**Client Name**

City of Rollingwood

**Address, Zip**

Rollingwood Park @ East driveway

**Site Image**



1

## Tree Care

### Section 1

**Species**

Live oaks

**Location**

At entrance of ball fields, parking

**Description**

Tree care plan: 4 treatments per year (fall root feeding, winter, soil conditioner, spring foliar feeding and summer soil conditioner). Total of 12 treatments over 3 years. 3 years is a minimum, I recommend continuing treatments for 5 years and possibly tapering to twice a year in perpetuity. Cost in this proposal reflects 3 years of service. It can either be pre paid or paid per treatment. No discount offered for prepayment.

**Fertilization Treatment**

Yes

**Multiple Fertilizations**

Basic Tree Care program includes annual inspection visit and two treatments: spring foliar fertilization and fall root feeding.

**Compost**

No

<b>Insect Treatment</b>	No
<b>Disease Treatment</b>	No
<b>Iron Injection</b>	No

2

## Tree Care

### Section 1

<b>Species</b>	Live oaks
<b>Location</b>	Same trees
<b>Description</b>	Annual compost application to be done in February (cost reflected as three treatments to coordinate with treatment plan.)
<b>Fertilization Treatment</b>	No
<b>Compost</b>	Yes
<b>incorporated with an airspade</b>	No
<b># or yards of compost</b>	5
<b># of men</b>	2
<b>hours</b>	5
<b>Equipment Needed</b>	Giant or dingo
<b>Insect Treatment</b>	No
<b>Disease Treatment</b>	No
<b>Iron Injection</b>	No

1

## Tree Protection

### Section 1

<b>Species</b>	Live oaks
<b>Location</b>	At entrance / parking
<b>New Fence</b>	Yes
<b>Length of Fence</b>	300
<b>Existing Fence</b>	No
<b>Mulch</b>	No

<b>Trunk Protection</b>	Yes
<b>Number of Boards</b>	60
<b>Notes</b>	Install tree protection fence to protect as much 1/2 CRZ as possible. Install lumber armoring to tree trunks.
<b>Plywood Stage</b>	No

2

## Tree Protection

### Section 1

<b>Species</b>	Live oaks
<b>Location</b>	Same trees - reposition fence after demo and before construction
<b>New Fence</b>	No
<b>Existing Fence</b>	Yes
<b>Materials on Site</b>	Yes
<b>Extra Materials Needed</b>	None
<b>Mulch</b>	No
<b>Trunk Protection</b>	No
<b>Plywood Stage</b>	No

1

## Air Spade

### Section 1

<b>Species</b>	Live oaks
<b>Location</b>	5 trees near entrance/parking
<b>Trench</b>	No
<b>Pier Holes</b>	No
<b>Root Collar Excavation</b>	Yes
<b>Root Pruning</b>	Yes
<b>Notes</b>	1st priority service to complete prior to developing final plans (results from this will direct decisions about grading and retaining).

**Picture**

**Soil Decompaction**

No

**Vertical Mulching**

No

2

## Air Spade

### Section 1

<b>Species</b>	Live oaks
<b>Location</b>	Same trees
<b>Trench</b>	No
<b>Pier Holes</b>	No
<b>Root Collar Excavation</b>	No
<b>Soil Decompaction</b>	Yes
<b>Amount of CRZ</b>	Impacted areas

**Incorporate Compost**

Yes

**Yards of Compost**

6

**Top Dress with Mulch**

Yes

**Yards of Mulch**


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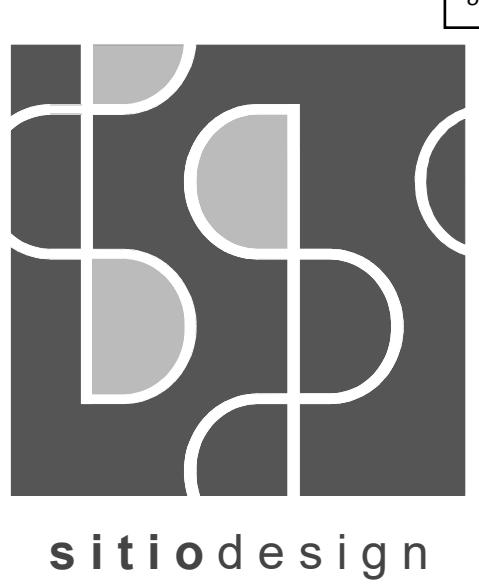
**Notes**

Airspade top few inches of impacted areas of CRZ.  
Incorporate compost and top dress with mulch. To be completed near end of project.

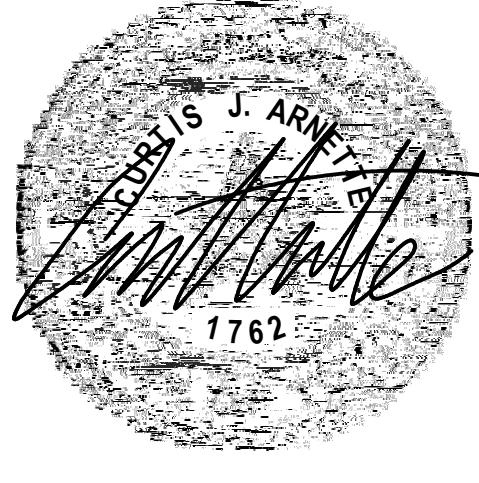
**Vertical Mulching**

No





curt arnette, asia  
landscape architect  
6 1/4 ginta lane  
austin, texas 78739  
512.415.2097  
mailto:sitiodesign.com  
sitiodesign.com



# Rollingwood Park

Rollingwood Drive, TX 78746

ProgressSet  
Not For Construction

Date: 1/07/2026

Revised:

## Plant List

Key	Common Name	Botanical Name	Size	Height	Spread	Remarks	O.C.	Qty
ABB	American Beautyberry	Callicarpa americana	5 gal	24"-28"	20'-24"		48"	6
AGA	Agave	Magueya americana	10 gal	30"-36"	30"-36"		42"	24
BMF	Blue Mulfower	Eupatorium coelestinum	1 gal	10"-12"	8"		24"	16
BUR	Bur Oak	Quercus macrocarpa	300 gal	14"-15"	7"-8"	8" cal. std. full sym canopy	/	3
CHQ	Chinquapin Oak	Quercus mulleri	300 gal	14"-15"	7"-8"	8" cal. std. full sym canopy	/	3
CRV	Tangerine Beauty Crossvine	Bignonia capreolata "Tangerine Beauty"	5 gal	30"-staked	/	attach to fence	/	7
DWL	Bubba Desert Willow	Chilopsis linearis "Bubba"	24" box	6"-7"	3"-4"	multi-trunk	/	1
FLA	Flame Acanthus	Anisacanthus quadrifidus wrightii	1 gal	12"-15"	10"-12"		36"	24
FRO	Frogfruit	Phyla nodiflora	1 gal	1"-2"	8"		30"	14
GAU	Gulf Coast Gaura	Oenothera lindheimeri	1 gal	10"-12"	8"	white flowering	24"	11
GCA	Gulf Coast Muhy	Muhlenbergia capillaris	1 gal	10"-12"	8"		36"	22
GGA	Green Globe Agave	Agave sp. "Green Gobet"	10 gal	15"-18"	15"-18"	full & symmetrical	/	7
GYU	Changi Whiteleaf Hesperaloe	Hesperaloe lindheimeri ssp. "changi"	10 gal	30"-36"	8"-10"	full & symmetrical	48" min	13
HCS	Heavenly Cloud Sage	Leucophyllum sp. "Heavenly Cloud"	5 gal	18"-24"	18"-24"		48"	4
INL	Inland Sea oats	Chamaelirium latifolium	1 gal	12"-15"	8"		24"	1
KID	Kidneywood	Erythrina texana	5 gal	30"-36"	10"-15"		18"	8
LBS	Lilacleaf Bittersweet	Euonymus fortunei	5 gal	15"-18"	8"		30"	19
LMG	Lilacleaf Mulberry	Muhlenbergia lindheimeri	1 gal	10"-12"	8"		42"	26
MHO	Mexican Honeysuckle	Justicia procera	1 gal	10"-12"	8"		30"	24
MPL	Mexican Plum	Prunus mexicana	20 gal	36"-42"	30"-36"	4" caliper	/	1
MTL	Texas Mountain Laurel	Sophora secundiflora	20 gal	3"-4"	24"-30"	multi-trunk	/	18
MTR	Monterey Oak	Quercus polymorpha	300 gal	14"-15"	7"-8"	8" cal. std. full sym canopy	/	3
PAV	Rock Rose	Pavonia lasiocarpa	1 gal	12"-15"	10"-12"	full	36"	15
PIN	Pine Muhy	Muhlenbergia dubia	1 gal	10"-12"	8"		42"	39
PTL	Purple Trailing Lantana	Lantana montevidensis	1 gal	3"-4"	5"-6"		30"	18
REB	Texas Redbud	Cercis canadensis var. texensis	30 gal	36"-42"	30"-36"	4" caliper	/	2
RBV	Rusty Blackwood Viburnum	Viburnum rufidulum	30 gal	5"-6"	30"-36"	4" total cal. multi-trunk	/	3
RLD	Roughleaf Dogwood	Cornus drummondii	30 gal	5"-6"	30"-36"	4" total cal. multi-trunk	/	7
RYU	Red Yucca	Hesperaloe parviflora	10 gal	18"-24"	18"-24"		42"	26
SAR	San Antonio Rose Sage	Leucophyllum sp. "San Antonio Rose"	5 gal	18"-24"	15"-18"		48"	4
SLG	Skunkbush Goldeneye	Viguiera stenolia	5 gal	18"-24"	15"-24"		30"	16
SPP	Spineless Prickly Pear	Opuntia sp.	5 gal	12"-15"	12"-15"		/	15
TPE	Texas Persimmon	Diospyros texana	30 gal	9"-6"	30"-36"	4" total cal. multi-trunk	/	3
TUC	Turk's Cap	Malvastrum drummondii "Big Momma"	1 gal	12"-14"	5"-6"		36"	17
WMF	White Mistflower	Eupatorium texanum	5 gal	18"-24"	18"-24"		36"	9
WSL	Woolly Sterculia	Sterculia tomentella	1 gal	10"-12"	8"-10"		30"	14
YAU	Pride of Houston Yaupon	Ilex vomitoria "Pride of Houston"	30 gal	5"-6"	30"-36"	4" total cal. multi-trunk	48"	26
ZEX	Orange Zinnia	Zinnia elegans	1 gal	8"-10"	8"-10"		24"	24

## Landscape Notes

Familiarization with Jobsite: Landscape contractors should thoroughly familiarize themselves with the working area as it relates to the Construction Documents. Any contractor shall be responsible for the Landscape Architect to be familiarized with the working area as it is encountered. Contractor to verify the location of underground utilities prior to any excavation. Landscape contractor to be responsible for repairing any damage to existing hardscapes, underground trunks, or branches by placing tree protection fencing areas on plan. Damaged trees or vegetation to be reported immediately in a manner acceptable to the Landscape Architect. In the event damaged trees or vegetation are located with one or more trees are to be replaced at the expense of the Contractor. A value to be determined in accordance with the tree evaluation formula as described in "A Guide to the Professional Evaluation of Landscape Trees, Specimen Shrubs and Evergreens", published by the International Society of Arboriculture.

Protection of Existing Vegetation: Existing trees scheduled to remain should be protected from injury or damage to roots, trunks, or branches by placing tree protection fencing areas on plan. Damaged trees or vegetation to be reported immediately in a manner acceptable to the Landscape Architect. In the event damaged trees or vegetation are located with one or more trees are to be replaced at the expense of the Contractor. A value to be determined in accordance with the tree evaluation formula as described in "A Guide to the Professional Evaluation of Landscape Trees, Specimen Shrubs and Evergreens", published by the International Society of Arboriculture.

Grading and Earthwork: Contractor to ensure proper drainage. Planting mix to be added to any depression that may have been created. Planting mix to be added to any area that has less than 6" of existing soil in order to achieve a 6" minimum depth of soil before planting. Minimize the addition of planting mix under depth of existing trees.

Final grading to be approved by Landscape Architect.

Decomposed Granite Area: Granite path to receive a 3 1/2" layer of decomposed granite after compaction. Granite to be wetted and compacted with a plate compactor to achieve a smooth and even surface free from undulations.

Planting Mix: Planting mix to be "Thunder" mix as supplied by Geo Growers, 12002-B Hwy 290 West, Austin TX, 78737 (512) 592-2722. Planting mix to be approved by Landscape Architect prior to delivery to site.

Plant Material: Plants shall be healthy, vigorous, bushy, well-branched, unbroken, of normal habit of growth for the species, and shall be free from disease, insects, larvae and injury. All plant material shall be of good quality from the best available sources. Plants shall be of a size and type to be suitable for the project. Contract Landscape Architect for possible plant sources. Landscape Architect may reject any plant material not meeting the minimum requirements. Any plant substitutions must be approved by Landscape Architect. Landscape Contractor to warrant plant material to remain in place for a period of one (1) year after completion of the project. Replace, in accordance with the plans, any plant material that are dead or, as determined by Landscape Architect, are in an unhealthy or unsightly condition, and have lost their natural shape due to dead branches, or other causes due to the Contractor's negligence. The cost of such replacement(s) is at the Contractor's expense. Warrant all replacement plant material to remain in place for a period of one (1) year after completion of the project.

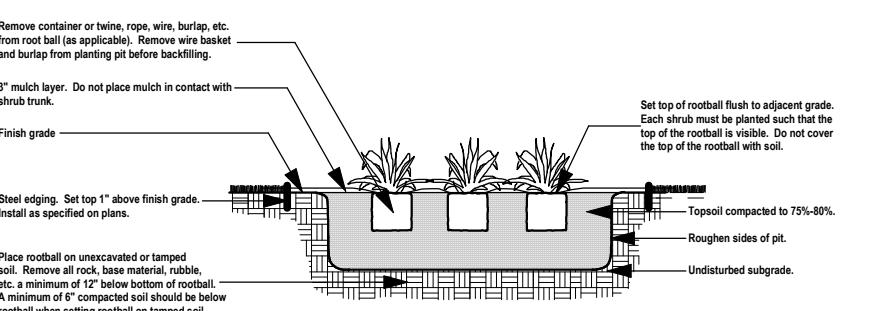
Stonewall Layout: Carefully and accurately layout planting beds as they relate to known points such as existing trees or building features. Notify Landscape Architect if problems are encountered in laying out beds or dimensions are needed. Final bed layout and plant layout to be approved by Landscape Architect before planting occurs.

Planting: Planting shall be performed only by experienced workers familiar with planting procedures under the supervision of a qualified supervisor. Location plants as indicated or as approved on the plan. Do not plant with planting operations causing damage to existing trees or structures. Existing circular trees shall have a minimum diameter of the root ball. Plots to be no deeper than the root system. Place 1/2 to 1 cup of Gardenele 6-3-2 Soil Food or approved equal in the side of white backfill. Top of rootball to be 1" minimum above surrounding grade with backfill sloping up to grade. Set plants upright, plumb, and faced to give the best appearance of relationship to each other or subject structure.

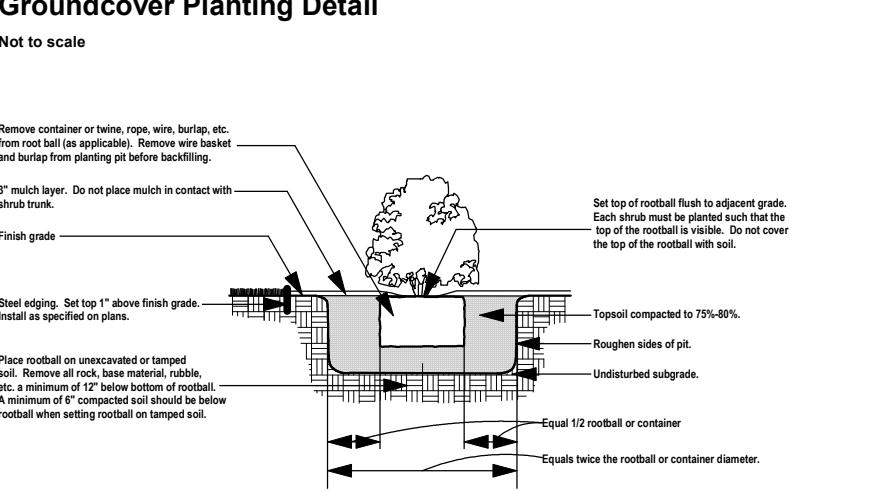
Mulch: Mulch types are indicated on the plan. Hold back mulch from base of plants.

M1 area to receive a 3" minimum layer of shredded native hardwood mulch. Hold back mulch from trunk of plant. Source to be approved by Landscape Architect.

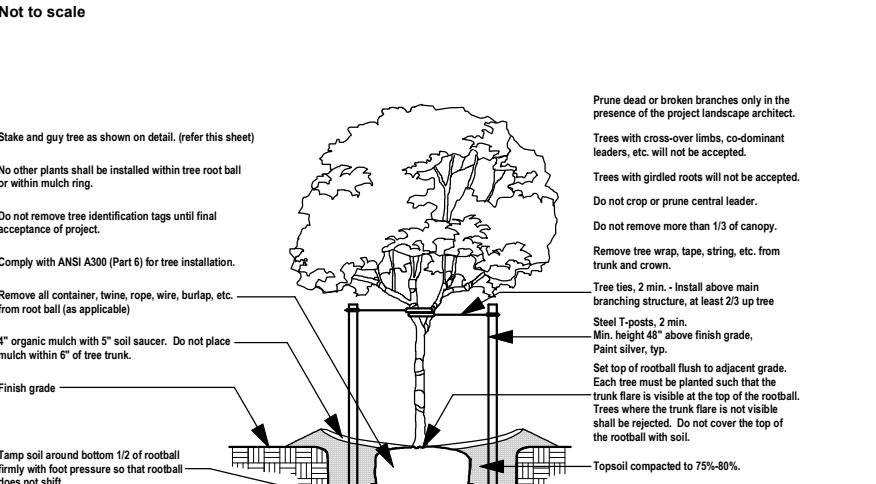
Irrigation: Landscape Contractor to be responsible for coordinating with Irrigation Contractor. Irrigation contractor to be licensed in the state of Texas. Irrigation system to be automatically controlled with a multi-program controller equipped with a rain sensor and all irrigation valves to be controlled by the controller. Irrigation system to be designed to have a minimum of one emitter, size of emitter to be determined based on each plant's watering needs. Irrigation Contractor to make final adjustments after planting is finished. No trenching to be allowed in root zone of existing trees to remain. Irrigation Contractor to provide as an alternate showing an irrigation meter, double block backflow preventer valves, mainline location, sprinkler head layout and flow bubbles. Irrigation contractor to also provide a reduced scale drawing showing irrigation zones. A copy of this plan to be laminated and posted by the contractor.



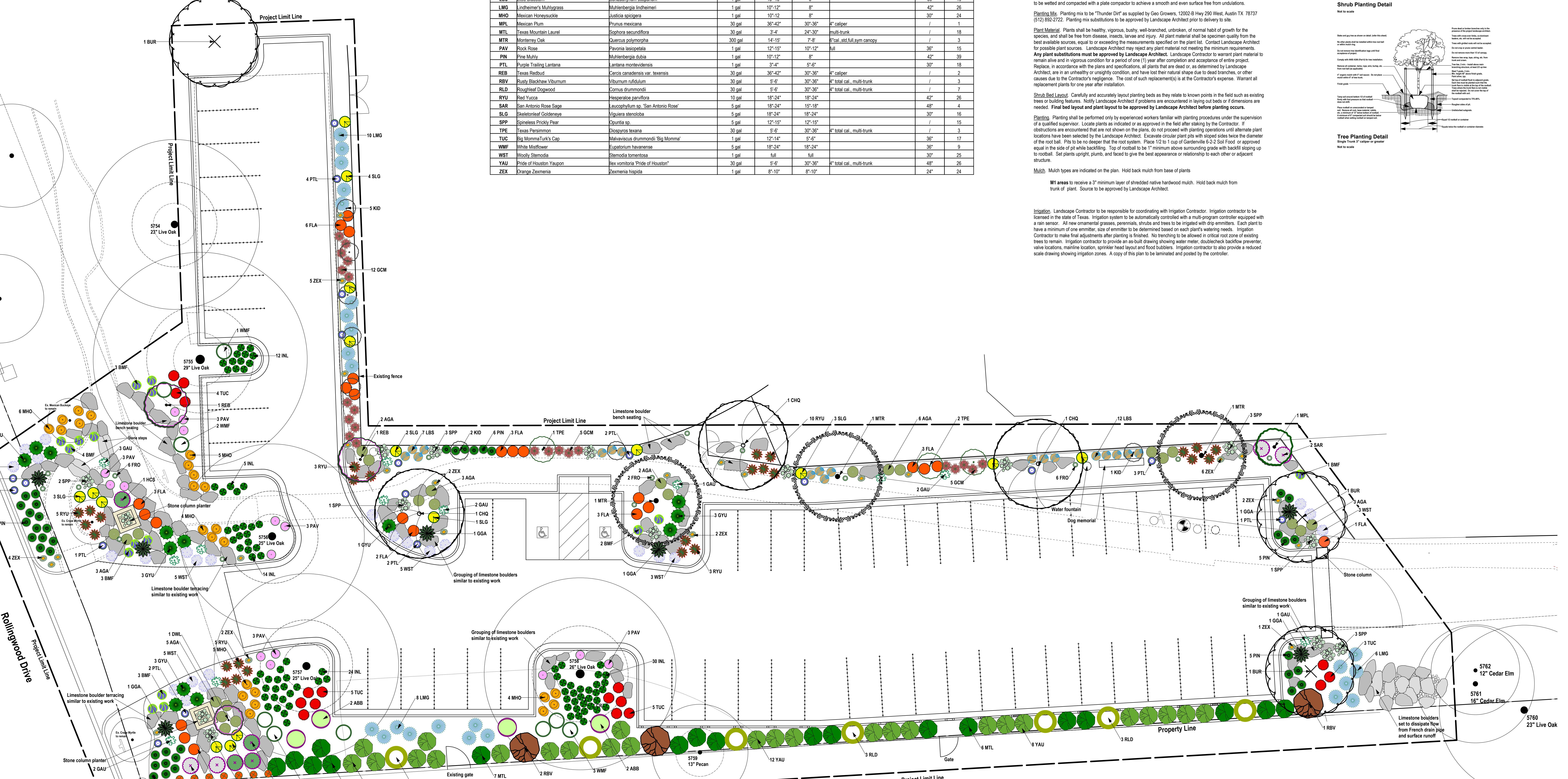
## Groundcover Planting Detail



## Shrub Planting Detail

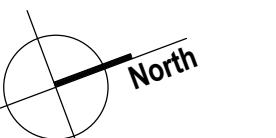


## Tree Planting Detail



## Planting Plan

Scale 1" = 10'-0"



DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>PERSONNEL</b>					
100-5-55-5000 SALARY	42,891.00	4,381.22	10,216.52	23.82	32,674.48
100-5-55-5002 HOLIDAY COMPENSATION	0.00	0.00	0.00	0.00	0.00
100-5-55-5006 OVERTIME/PLANNED OVERTIME	0.00	0.00	0.00	0.00	0.00
100-5-55-5007 STIPENDS/CERTIFICATIONS	1,300.00	113.64	227.64	17.51	1,072.36
100-5-55-5009 RETIREMENT PAYOUT RESERVE	0.00	0.00	0.00	0.00	0.00
100-5-55-5010 TRAINING	1,800.00	0.00	0.00	0.00	1,800.00
100-5-55-5020 HEALTH INSURANCE	3,840.00	1,400.90	3,476.46	90.53	363.54
100-5-55-5030 WORKERS COMP INSURANCE	751.00	0.00	751.36	100.05	( 0.36 )
100-5-55-5035 SOCIAL SECURITY/MEDICARE	3,381.00	343.86	798.98	23.63	2,582.02
100-5-55-5040 UNEMPLOYMENT COMP INSUR	47.00	0.00	0.82	1.74	46.18
100-5-55-5050 TX MUNICIPAL RETIREMENT SYS	6,275.00	637.42	1,475.93	23.52	4,799.07
100-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	60,285.00	6,877.04	16,947.71	28.11	43,337.25
<b>SUPPLIES &amp; OPERATION EXP</b>					
100-5-55-5101 FAX / COPIER	0.00	0.00	0.00	0.00	0.00
100-5-55-5103 PRINTING & REPRODUCTION	250.00	0.00	0.00	0.00	250.00
100-5-55-5110 POSTAGE	0.00	0.00	0.00	0.00	0.00
100-5-55-5114 COVID-19	0.00	0.00	0.00	0.00	0.00
100-5-55-5115 STORM RELATED EXPENSES	0.00	0.00	0.00	0.00	0.00
100-5-55-5120 SUBSCRIPTIONS & MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00
100-5-55-5125 TRAVEL	0.00	0.00	0.00	0.00	0.00
100-5-55-5130 UTILITIES	14,000.00	242.48	5,407.85	38.63	8,592.15
100-5-55-5140 TELEPHONE	0.00	0.00	0.00	0.00	0.00
100-5-55-5145 UNIFORMS & ACCESSORIES	1,000.00	0.00	0.00	0.00	1,000.00
100-5-55-5157 RECORDS MANAGEMENT	0.00	0.00	0.00	0.00	0.00
100-5-55-5158 OFFICE SUPPLIES	200.00	0.00	0.00	0.00	200.00
100-5-55-5159 CITY EVENT SUPPLIES	500.00	0.00	0.00	0.00	500.00
100-5-55-5164 EQUIPMENT MAINT & REPAIRS	1,500.00	0.00	0.00	0.00	1,500.00
100-5-55-5171 EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00
100-5-55-5172 SAFETY EQUIPMENT	300.00	0.00	0.00	0.00	300.00
100-5-55-5190 MATERIALS	20,500.00	185.34	201.02	0.98	20,298.98
100-5-55-5191 MAINTENANCE	6,000.00	1,186.42	1,298.67	21.64	4,701.32
100-5-55-5195 VEHICLE OPERATIONS	3,000.00	129.56	333.43	11.11	2,666.51
100-5-55-5196 VEHICLE MAINT & REPAIRS	1,250.00	230.00	232.00	18.56	1,018.00
100-5-55-5198 FIELDHOUSE SUP & MAINT-JANITOR	9,000.00	420.00	1,260.00	14.00	7,740.00
TOTAL SUPPLIES & OPERATION EXP	60,500.00	2,393.80	8,732.97	14.43	51,767.01
<b>CONTRACTUAL SERVICES</b>					
100-5-55-5255 VEHICLE INSURANCE	527.00	0.00	584.94	110.99	( 57.94 )
100-5-55-5270 ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	527.00	0.00	584.94	110.99	( 57.94 )
<b>MISCELLANEOUS OTHER EXP</b>					
100-5-55-5300 COMPUTER SOFTWARE & SUPPORT	1,000.00	74.93	198.49	19.85	801.50
100-5-55-5350 TOOLS/EQUIPMENT & REPAIR	1,000.00	188.22	356.22	35.62	643.78
TOTAL MISCELLANEOUS OTHER EXP	2,000.00	263.15	554.71	27.74	1,445.29

CITY OF ROLLINGWOOD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2025

25.00% OF FISCAL YE

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>CAPITAL OUTLAY</b>					
100-5-55-5414 COMPUTERS	500.00	0.00	0.00	0.00	500.00
100-5-55-5455 IMPROV TO EXISTING PARK ASSETS	5,000.00	4,545.75	20,925.75	418.52 (	15,925.75
100-5-55-5456 PLANTS FOR PARK AND ENTRANCES	2,000.00	0.00	2,608.47	130.42 (	608.47
100-5-55-5490 PUBLIC WORKS LOAN PAYABLE	0.00	0.00	0.00	0.00	0.00
100-5-55-5494 VEH FIN NOTE - DEBT SERVICE	2,445.00	0.00	0.00	0.00	2,445.00
100-5-55-5495 NEW VEHICLE & OUTFITTING	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>9,945.00</b>	<b>4,545.75</b>	<b>23,534.22</b>	<b>236.64 (</b>	<b>13,589.22</b>
<b>OTHER NON-DEPARTMENTAL</b>					
100-5-55-5512 PLAYGROUND MULCH & MAINT	8,000.00	0.00	0.00	0.00	8,000.00
100-5-55-5515 MAINTENANCE BUILDING	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OTHER NON-DEPARTMENTAL</b>	<b>8,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,000.00</b>
<b>TOTAL PARK DEPARTMENT</b>	<b>141,257.00</b>	<b>14,079.74</b>	<b>50,354.55</b>	<b>35.65</b>	<b>90,902.45</b>



## Quarterly Park Report

### October 1-December 31, 2025

10/31/2025 5:00pm The Rollingwood Police Department held their annual Trunk or Treat at the upper parking lot. It was a great success.

11/12/2025 6:03pm Nancy Littlejohn came to the PD to turn in a Dodge RAM key she found at the park near the upper parking area. Stored in evidence locker 3. R2511-00005 Found Property Report.

11/19/2025 5:05am Rollingwood Municipal Park. Suspicious vehicle. Silver SUV. Contacted W/F camping. Officer Bishop informed her of the Rollingwood City Ordinance. The subject left the area, followed her out of the City of Rollingwood.

**12/7/2025 Rollingwood Women's Club 1<sup>st</sup> Annual Tree Lighting Event.**

**12/10/2025 5:05pm City Staff saw a subject coaching a little girls league without a permit. Corporal Arispe contacted Maddie Nolf who just finished up practice- she was advised she needed a permit and given a warning for not having one.**

12/12/2025 3:46am Rollingwood Municipal Park. Check welfare. Officer Bishop gave a courtesy ride to stranded individual.



THE CITY OF ROLLINGWOOD POLICE DEPARTMENT  
Phone (512) 328-1900  
403 Nixon Drive, Rollingwood, TX 78746-5512  
[www.rollingwoodtx.gov](http://www.rollingwoodtx.gov)