



CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA

Tuesday, September 10, 2024

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 September 10, 2024 at 12:00 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=QmNUbmZBQ1lwUjNjNmM5RnJreIRFUT09>

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. 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 August 1, 2024 Park Commission meeting

REGULAR AGENDA

- 3. Update from Western Hills Little League and Western Hills Girls Softball
- 4. Discussion and possible action regarding a recommendation for trail improvements

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.

- 5. Park Commission Financials through August 31, 2024.

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 on Friday, September 6, 2024 at 5:00 p.m.

Ashley Wayman
Ashley Wayman, City Administrator

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

Thursday, August 01, 2024

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 August 1, 2024. 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 12:00 p.m.

Present Members: Chair Melissa Morrow, Mary Elizabeth Cofer, Don Hudson, Laurie Mills, Diana Wallace, and Chad Smith

Also Present: City Administrator Ashley Wayman and Assistant to the City Administrator Makayla Rodriguez

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the July 9, 2024 Park Commission meeting

Laurie Mills moved to approve the meeting minutes. Diana Wallace seconded the motion. The motion carried with 6 in favor and 0 against.

REGULAR AGENDA

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

Assistant to the City Administrator Makayla Rodriguez and the Park Commission discussed the Quarterly Park Walk Through document. Mary Elizabeth Cofer and Diana Wallace agreed to do the next quarterly walk through in October.

- 4. Discussion and possible action on a recommendation to City Council regarding the use of the lower park for a movie night event for Eanes Elementary on December 7, 2024

Jamie Bonyun, representative of Eanes Elementary, discussed the Eanes Movie Night event. The Park Commission asked questions of Ms. Bonyun regarding the event.

Chair Melissa Morrow asked if there were any issues with the event last year. City Administrator Ashley Wayman stated that there were no issues. Chair Melissa Morrow continued to asked questions regarding staff presence.

Laurie Mills moved to approve the event. Chad Smith seconded the motion.

Chair Melissa Morrow recommended having a police officer present for traffic control and safety.

City Administrator Ashley Wayman stated she will provide the details from the event last year.

Chad Smith amended the motion to approve the event with the same terms as last year. Chair Melissa Morrow seconded the amended motion.

The motion carried with 6 in favor and 0 against.

- 5. Discussion and possible action regarding trail rehabilitation project

Chair Melissa Morrow asked each member to share their vision for the trail. The Park Commission members discussed their thoughts and on the trail condition, the trail border, maintenance, and proposals received.

Laurie Mills asked if trail improvements could be funded by RCDC and City Administrator Ashley Wayman explained that it could be possible as a capital improvement project.

The Park Commission discussed trail improvements, the current condition, and next steps.

Chair Melissa Morrow stated that she would like the trail subcommittee to meet and walk the trail with Public Works Director Izzy Parra to get an understanding of what can be maintained by city staff and bring back a recommendation next month. She continued to say that she will go to the next RCDC meeting and request funding for trail improvements.

The Park Commission discussed the trail condition and next steps.

- 6. Update, discussion and possible action regarding tree proposal

Chair Melissa Morrow explained that the tree proposal went to City Council as an exceptional item. The Park Commission discussed next steps and funding ideas.

- 7. Update from Western Hills Little League and Western Hills Girls Softball

Assistant to the City Administrator Makayla Rodriguez stated there was not an update from Western Hills Little League.

- 8. Discussion regarding potential Park Commission budget requests

Chair Melissa Morrow stated that there were no items to discuss.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:39 p.m.

Minutes adopted on the _____ day of _____, 2024.

Melissa Morrow, Chair

ATTEST:

Ashley Wayman, City Administrator

100-GENERAL FUND

PARK DEPARTMENT

91.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
100-5-55-5000 SALARY	38,252.00	3,417.20	31,096.72	81.29	7,155.28
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	1,180.00	0.00	630.01	53.39	549.99
100-5-55-5009 RETIREMENT PAYOUT RESERVE	0.00	0.00	0.00	0.00	0.00
100-5-55-5010 TRAINING	3,000.00	0.00	1,170.13	39.00	1,829.87
100-5-55-5020 HEALTH INSURANCE	3,100.00	181.66	2,538.11	81.87	561.89
100-5-55-5030 WORKERS COMP INSURANCE	1,000.00	0.00	970.95	97.10	29.05
100-5-55-5035 SOCIAL SECURITY/MEDICARE	3,017.00	261.42	2,427.07	80.45	589.93
100-5-55-5040 UNEMPLOYMENT COMP INSUR	45.00	0.77	45.63	101.40 (0.63)
100-5-55-5050 TX MUNICIPAL RETIREMENT SYS	5,126.00	443.21	3,936.71	76.80	1,189.29
100-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	54,720.00	4,304.26	42,815.33	78.24	11,904.67
<u>SUPPLIES & OPERATION EXP</u>					
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	12,000.00	2,596.25	13,390.08	111.58 (1,390.08)
100-5-55-5140 TELEPHONE	0.00	0.00	0.00	0.00	0.00
100-5-55-5145 UNIFORMS & ACCESSORIES	1,000.00	154.95	154.95	15.50	845.05
100-5-55-5157 RECORDS MANAGEMENT	0.00	0.00	0.00	0.00	0.00
100-5-55-5158 OFFICE SUPPLIES	250.00	64.25	96.47	38.59	153.53
100-5-55-5159 CITY EVENT SUPPLIES	500.00	0.00	16.22	3.24	483.78
100-5-55-5164 EQUIPMENT MAINT & REPAIRS	1,500.00	0.00	1,722.37	114.82 (222.37)
100-5-55-5171 EQUIPMENT	3,500.00	357.88	357.88	10.23	3,142.12
100-5-55-5172 SAFETY EQUIPMENT	375.00	49.98	572.20	152.59 (197.20)
100-5-55-5190 MATERIALS	10,500.00	1,349.36	9,232.61	87.93	1,267.39
100-5-55-5191 MAINTENANCE	6,000.00	0.00	5,370.27	89.50	629.73
100-5-55-5195 VEHICLE OPERATIONS	3,000.00	149.33	1,836.74	61.22	1,163.26
100-5-55-5196 VEHICLE MAINT & REPAIRS	1,000.00	59.92	1,072.63	107.26 (72.63)
100-5-55-5198 FIELDHOUSE SUP & MAINT-JANITOR	9,000.00	420.00	4,874.66	54.16	4,125.34
TOTAL SUPPLIES & OPERATION EXP	48,875.00	5,201.92	38,697.08	79.18	10,177.92
<u>CONTRACTUAL SERVICES</u>					
100-5-55-5255 VEHICLE INSURANCE	600.00	0.00	427.22	71.20	172.78
TOTAL CONTRACTUAL SERVICES	600.00	0.00	427.22	71.20	172.78
<u>MISCELLANEOUS OTHER EXP</u>					
100-5-55-5300 COMPUTER SOFTWARE & SUPPORT	500.00	5.50	30.25	6.05	469.75
100-5-55-5350 TOOLS/EQUIPMENT & REPAIR	1,000.00	0.00	40.80	4.08-	1,040.80
TOTAL MISCELLANEOUS OTHER EXP	1,500.00	5.50	10.55	0.70-	1,510.55

CITY OF ROLLINGWOOD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2024

Page 7

5.

100-GENERAL FUND
 PARK DEPARTMENT

91.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL OUTLAY</u>					
100-5-55-5414 COMPUTERS	500.00	0.00	0.00	0.00	500.00
100-5-55-5455 IMPROV TO EXISTING PARK ASSETS	1,000.00	0.00	2,350.39	235.04 (1,350.39)
100-5-55-5456 PLANTS FOR PARK AND ENTRANCES	2,000.00	0.00	1,426.61	71.33	573.39
100-5-55-5494 VEH FIN NOTE - DEBT SERVICE	785.00	0.00	785.00	100.00	0.00
100-5-55-5495 NEW VEHICLE & OUTFITTING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	4,285.00	0.00	4,562.00	106.46 (277.00)
<u>OTHER NON-DEPARTMENTAL</u>					
100-5-55-5512 PLAYGROUND MULCH & MAINT	8,500.00	0.00	504.00	5.93	7,996.00
100-5-55-5515 MAINTENANCE BUILDING	<u>0.00</u>	<u>0.00</u>	<u>195.67</u>	<u>0.00</u>	<u>(195.67)</u>
TOTAL OTHER NON-DEPARTMENTAL	8,500.00	0.00	699.67	8.23	7,800.33
TOTAL PARK DEPARTMENT	118,480.00	9,511.68	87,190.75	73.59	31,289.25