



CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA

Tuesday, October 08, 2024

Notice is hereby given that the Board of Adjustment 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 October 08, 2024 at 12:00 PM. Members of the public and the Board of Adjustment may participate in the meeting virtually, as long as a quorum of the Board of Adjustment 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 September 10, 2024 Park Commission meeting

REGULAR AGENDA

- 3. Update from City staff regarding park improvements or maintenance
- 4. Update from Western Hills Little League and Western Hills Girls Softball
- 5. Discussion and possible action regarding funding for tree and plant project approved by Park Commission
- 6. Discussion and possible action regarding trail improvements
- 7. Discussion and possible action regarding park fundraising and sponsor recognition

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.

- 8. Park Commission Financials through September 2024
- 9. Quarterly Rollingwood Police Department Park Report - October 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 at 5:00 p.m. on Friday, October 4, 2024.

Makayla Rodriguez

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 Board of Adjustment 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, September 10, 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 September 10, 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 12:01 p.m.

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

Also Present: Assistant to the City Administrator Makayla Rodriguez and Public Works Director Izzy Parra

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

- 2. Discussion and possible action on the minutes from the August 1, 2024 Park Commission meeting

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

REGULAR AGENDA

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

Steve Franke of Western Hills Little League stated that practice has begun for softball and that the games will start on September 21st and go through early November.

The Park Commission discussed registration and the Rollingwood Night Out event with Steve Franke.

4. Discussion and possible action regarding a recommendation for trail improvements

Chair Melissa Morrow gave an overview of a bid received for a demonstration on the trail's edges at the park. Public Works Director Izzy Parra discussed details of the bid as well as another bid received with the Park Commission.

Chair Melissa Morrow stated that other ongoing projects in the park should be in place before moving forward with trail improvements to avoid conflict.

The Park Commission discussed the trail, drainage in the park, trail improvements, and other projects in the park.

Chair Melissa Morrow asked Assistant to the City Administrator Makayla Rodriguez for the status of the retaining wall project. Assistant to the City Administrator Makayla Rodriguez stated that the retaining wall is still under review.

The Park Commission agreed to wait for the drainage in the park to be addressed before moving forward with trail improvements.

Council Member Kevin Glasheen shared information about the status of the retaining wall. He continued to discuss the trail and improvements with the Park Commission.

The Park Commission, Public Works Director Izzy Parra, and Steve Franke of Western Hills Little League discussed trail borders and maintenance.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:34 p.m.

Minutes adopted on the _____ day of _____, 2024.

Melissa Morrow, Chair

ATTEST:

Ashley Wayman, City Administrator

CITY OF ROLLINGWOOD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2024

100-GENERAL FUND
 PARK DEPARTMENT

100.00% 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	2,234.74	33,331.46	87.14	4,920.54
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	2,719.77	87.73	380.23
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	170.76	2,597.83	86.11	419.17
100-5-55-5040 UNEMPLOYMENT COMP INSUR	45.00	0.00	45.63	101.40	0.63
100-5-55-5050 TX MUNICIPAL RETIREMENT SYS	5,126.00	289.85	4,226.56	82.45	899.44
100-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	54,720.00	2,877.01	45,692.34	83.50	9,027.66
<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	18,000.00	116.93	16,620.82	92.34	1,379.18
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	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	0.00	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	0.00	357.88	10.23	3,142.12
100-5-55-5172 SAFETY EQUIPMENT	375.00	200.78	772.98	206.13	397.98
100-5-55-5190 MATERIALS	10,500.00	239.31	9,471.92	90.21	1,028.08
100-5-55-5191 MAINTENANCE	6,000.00	255.58	5,625.85	93.76	374.15
100-5-55-5195 VEHICLE OPERATIONS	3,000.00	240.78	2,077.52	69.25	922.48
100-5-55-5196 VEHICLE MAINT & REPAIRS	1,000.00	90.45	1,163.08	116.31	163.08
100-5-55-5198 FIELDHOUSE SUP & MAINT-JANITOR	9,000.00	420.00	5,294.66	58.83	3,705.34
TOTAL SUPPLIES & OPERATION EXP	54,875.00	1,563.83	43,374.72	79.04	11,500.28
<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	2.75	33.00	6.60	467.00
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	2.75	73.80	0.52	1,507.80

CITY OF ROLLINGWOOD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2024

100-GENERAL FUND

PARK DEPARTMENT

100.00% 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	2,500.00	640.00	2,990.39	119.62	490.39
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	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	5,785.00	640.00	5,202.00	89.92	583.00
<u>OTHER NON-DEPARTMENTAL</u>					
100-5-55-5512 PLAYGROUND MULCH & MAINT	2,500.00	0.00	504.00	20.16	1,996.00
100-5-55-5515 MAINTENANCE BUILDING	0.00	0.00	195.67	0.00	195.67
TOTAL OTHER NON-DEPARTMENTAL	2,500.00	0.00	699.67	27.99	1,800.33
TOTAL PARK DEPARTMENT	119,980.00	5,083.59	95,388.15	79.50	24,591.85



Quarterly Park Report **July 1-September 30, 2024**

7/4 Interacted with public at lower park. At approximately 10:30am Officer was approached by upset resident at the intersection of Nixon and Pickwick. She advised the road closure was unnecessary for the 4th of July parade. She did not condone closure of a public road. Advised she would be filling a complaint with city.

7/13 Community Event- VIN etching event with WLHPD and TCSO at the upper park parking lot.

9/17 Community Event-Rollingwood Night Out. 300 guest attendees.

9/22 Unlocked Park Bathrooms and observed the water sprinklers pressure was low on the baseball field. Home plate area and 1st and 3rd baseline areas were flooded. The sprinklers were watering in a streamline way, not spread out throughout the fields. I took a video and sent it to Izzy and Carlos.

9/25 Assist EMS Upper Park Field 3 (Dog Park) 30 YOA Male Having a seizure. Transported to St. Davids.

9/25 Officer was dispatched to a Burglary of Vehicle at Rollingwood Park. Complainant advised they left their doors unlocked and two purses with credit cards, cash and a MacBook were taken. Complainant informed the officer they did not see anyone suspicious around the vehicle. Report R2409-00011.

9/27 Parking Violation-403 Nixon Drive, Lower Park. I placed an orange Rollingwood Police Department Warning sticker on the driver side of the vehicle. This is not residential parking. Silver 2024 Toyota Corolla, registered to Thomas Carrington Sloss 3203 Pickwick. Photos taken.



THE CITY OF ROLLINGWOOD POLICE DEPARTMENT

Phone (512) 328-1900

403 Nixon Drive, Rollingwood, TX 78746-5512

www.rollingwoodtx.gov