



CITY OF ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION AGENDA

Thursday, January 13, 2022

Notice is hereby given that the Community Development Corporation of the City of Rollingwood, Texas will hold a regular meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on Thursday, January 13, 2022 at 12:00 p.m. Members of the public and the RCDC may participate in the meeting virtually, as long as a quorum of the RCDC 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 awayman@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 ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION MEETING TO ORDER

1. Roll Call

PUBLIC COMMENTS

Citizens wishing to address the RCDC 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, RCDC is restricted from discussing or taking action on items not listed on the agenda.

CONSENT AGENDA

All Consent Agenda items listed are considered to be routine by the RCDC 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, 2021 RCDC meeting

REGULAR AGENDA

3. Welcome new members: Colin Harvey and Brian Rider
4. Discussion and possible action to elect a President, Vice President, Treasurer and Secretary of the RCDC
5. Review of statutory definitions of "projects" permitted to be done by a Type B Development Corporation and the process for approval of projects
6. Discussion of needs of community as expressed by master plans for park and by "Strike Force" final report, and policy goals to be considered when choosing possible projects for the Rollingwood Community Development Corporation
7. Presentation and discussion of potential RCDC projects for future consideration and possible future action
8. Discussion regarding a future project to consider regarding providing residents of Rollingwood more convenient and safe access to businesses on Bee Cave Road and for requests to TXDOT for crossing improvements and pedestrian safety improvements for pedestrian crossings with possible funding in part by RCDC
9. Update regarding the MoPac South Project, Comprehensive Plan Strike Force, and the Zilker Park Planning Process

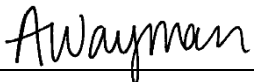
[10.](#) Discussion on the RCDC financials through November 2021

[11.](#) Update and discussion regarding the City's Hybrid Meetings Policy

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 Monday, January 10, 2022 at 12:00 p.m.



Ashley Wayman, 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 Community Development Corporation 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 Local 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 Local Government Code;
discussion of personnel matters pursuant to section 551.074 of the Texas Local Government Code;
real estate acquisition pursuant to section 551.072 of the Texas Local Government Code;
prospective gifts pursuant to section 551.073 of the Texas Local Government Code;
security personnel and device pursuant to section 551.076 of the Texas Local Government Code;
and/or economic development pursuant to section 551.087 of the Texas Local Government Code.
Action, if any, will be taken in open session.



CITY OF ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION MINUTES

Thursday, December 09, 2021

The Community Develop of the City of Rollingwood, Texas held a regular meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on Thursday, December 9, 2021 at 12:00 p.m. Members of the public and the Board were permitted to participate in the meeting virtually, as long as a quorum of the Board and the presiding officer were physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. The public was permitted watch this meeting live and had the opportunity to comment via audio devices at the link below. The public was also permitted to 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

A video recording of the meeting was made and was posted to the City's website and is available to the public in accordance with the Texas Public Information Act upon written request.

CALL ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION MEETING TO ORDER

1. Roll Call

Vice president Emily Doran called the meeting to order at 12:13 p.m.

Present Members: Pat Sheehan, Barry Delcambre, Bobby Hempfling, and Emily Doran.

Also Present: Assistant City Administrator Ashley Wayman and RCDC Attorney Megan Santee.

PUBLIC COMMENTS

No individuals spoke during public comment.

CONSENT AGENDA

All Consent Agenda items listed are considered to be routine by the RCDC 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 October 28, 2021 Special RCDC meeting

Barry Delcambre motioned to approve the consent agenda. Bobby Hempfling seconded the motion. The motion passed 4-0.

REGULAR AGENDA

3. Discussion and possible action on a proposal from the Retail Coach for Retail Recruitment and Development Strategy

The RCDC discussed the proposal from the Retail Coach for Retail Recruitment and Development Strategy.

Aaron Farmer with the Retail Coach discussed what outreach would look like between the Retail Coach and City Staff, and what the city can expect regarding business recruitment.

The RCDC and Aaron Farmer discussed the existing businesses in the city, how the Retail Coach will be allocating time to the City of Rollingwood, the conferences that they will attend on behalf of the city.

Emily Doran motioned to approve a proposal from the Retail Coach for Retail Recruitment and Development Strategy. Pat Sheehan seconded the motion.

The motion passed 4-0.

The RCDC further discussed how this will benefit the city of Rollingwood

4. Update, discussion and possible action regarding allocation of the budget for services rendered by the City of Rollingwood

This item was pushed to the next regular meeting.

5. Discussion and possible action on the evaluation of the ideas presented in the Zilker Park Vision Plan community meeting number three for any impacts to the Commercial Corridor in the City of Rollingwood

This item was pushed to the next regular meeting.

6. Discussion and possible action regarding participation in funding options for the Zilker Park Planning Process

This item was pushed to the next regular meeting.

7. Discussion regarding intent to continue serving on the Rollingwood Community Development Corporation Board

Emily Doran, Pat Sheehan, Barry Delcambre and Bobby Hempfling all expressed their intent to continue serving on the RCDC.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:31 p.m.

Minutes adopted on the _____ day of _____, 2021.

Barry Delcambre, President

ATTEST:

Ashley Wayman, City Secretary

CITY OF ROLLINGWOOD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2021

500-RCDC
FINANCIAL SUMMARY

16.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
NON-PROJECT RELATED	150,000.00	14,048.19	27,308.70	18.21	122,691.30
TOTAL REVENUES	150,000.00	14,048.19	27,308.70	18.21	122,691.30
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ECONOMIC DEVELOPMENT	15,000.00	0.00	0.00	0.00	15,000.00
NON-PROJECT RELATED	44,000.00	0.00	0.00	0.00	44,000.00
ADDITIONAL NEW PROJECTS	40,000.00	0.00	0.00	0.00	40,000.00
TOTAL EXPENDITURES	99,000.00	0.00	0.00	0.00	99,000.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	51,000.00	14,048.19	27,308.70		23,691.30

CITY OF ROLLINGWOOD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2021

500-RCDC

16.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-PROJECT RELATED =====					
TAXES					
500-4-90-4000 SALES TAX REVENUE	150,000.00	14,042.50	27,297.44	18.20	122,702.56
TOTAL TAXES	150,000.00	14,042.50	27,297.44	18.20	122,702.56
INVESTMENT INCOME					
500-4-90-4400 INTEREST INCOME	0.00	3.91	7.72	0.00 (7.72)
500-4-90-4401 INTEREST INCOME - CHECKING	0.00	1.78	3.54	0.00 (3.54)
TOTAL INVESTMENT INCOME	0.00	5.69	11.26	0.00 (11.26)
TOTAL NON-PROJECT RELATED	150,000.00	14,048.19	27,308.70	18.21	122,691.30
TOTAL REVENUES	150,000.00	14,048.19	27,308.70	18.21	122,691.30
	=====	=====	=====	=====	=====

500-RCDC

16.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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ECONOMIC DEVELOPMENT					
=====					
OTHER NON-DEPARTMENTAL					
500-5-80-5524 ROLLINGWOOD BUS PROMOTION	15,000.00	0.00	0.00	0.00	15,000.00
500-5-80-5527 COVID-19 RELIEF PROGRAM	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER NON-DEPARTMENTAL	15,000.00	0.00	0.00	0.00	15,000.00
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TOTAL ECONOMIC DEVELOPMENT	15,000.00	0.00	0.00	0.00	15,000.00
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NON-PROJECT RELATED					
=====					
CONTRACTUAL SERVICES					
500-5-90-5275 ADMIN SERVICES AGREEMENT	44,000.00	0.00	0.00	0.00	44,000.00
TOTAL CONTRACTUAL SERVICES	44,000.00	0.00	0.00	0.00	44,000.00
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TOTAL NON-PROJECT RELATED	44,000.00	0.00	0.00	0.00	44,000.00
<hr/>					
ADDITIONAL NEW PROJECTS					
=====					
MISCELLANEOUS OTHER EXP					
500-5-95-5387 MOPAC LEGAL EXPENSES	40,000.00	0.00	0.00	0.00	40,000.00
500-5-95-5388 PARK IMPROVEMENT PROJECT	0.00	0.00	0.00	0.00	0.00
500-5-95-5389 COMPREHENSIVE PLAN	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS OTHER EXP	40,000.00	0.00	0.00	0.00	40,000.00
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TOTAL ADDITIONAL NEW PROJECTS	40,000.00	0.00	0.00	0.00	40,000.00
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TOTAL EXPENDITURES	99,000.00	0.00	0.00	0.00	99,000.00
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REVENUES OVER/ (UNDER) EXPENDITURES	51,000.00	14,048.19	27,308.70		23,691.30

ACCOUNT # ACCOUNT DESCRIPTION

BALANCE

ASSETS

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500-1000 RCDC OPERATING CASH	219,716.67
500-1005 TEXPOOL	126,491.05
500-1100 DUE FROM CITY	33,239.69
500-1350 SALES TAX RECEIVABLE	0.00
	<u>379,447.41</u>

TOTAL ASSETS

379,447.41

LIABILITIES

=====

500-2000 ACCOUNTS PAYABLE	0.00
500-2020 ACCOUNTS PAYABLE RCDC	0.00
500-2030 PAYABLE TO CITY	16,113.19
500-2140 Vehicle Financing Notes	0.00
	<u>16,113.19</u>

TOTAL LIABILITIES

16,113.19

EQUITY

=====

500-3000 FUND BALANCE-UNAPPROPRIATED	336,025.52
500-3001 XXFUND BALANCE	0.00
500-3010 OTHER FUND BALANCE	0.00
	<u>336,025.52</u>

TOTAL BEGINNING EQUITY

336,025.52

TOTAL REVENUE	27,308.70
TOTAL EXPENSES	<u>0.00</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES	27,308.70

TOTAL EQUITY & REV. OVER/(UNDER) EXP.

363,334.22

TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.

379,447.41

RCDC
MONTHLY FINANCIAL ANALYSIS

NOTE: YTD ACTUAL AS OF 11/30/2021; 16.67% OF FISCAL YEAR

REVENUE STATUS & COMPARISON TO PRIOR YEAR

	CURRENT YEAR:			PRIOR YEAR:		CURRENT YR COMPARED TO PY YR
	EST. REVENUE	YTD	PERCENT	YTD		
SALES TAX REVENUE	\$ 100,000	\$ 27,297	27%	\$ 25,689		106%

BUDGET STATUS & COMPARISON TO PRIOR YEAR

	CURRENT YEAR:			PRIOR YEAR:		CURRENT YR COMPARED TO PY YR
	BUDGET	YTD	PERCENT	YTD		
ECONOMIC DEVELOPMENT:						
REVENUE	\$ -	\$ -	#DIV/0!	\$ -		#DIV/0!
EXPENDITURES	\$ 10,000	\$ -	0%	\$ -		#DIV/0!
NON-PROJECTED RELATED:						
REVENUE	\$ 150,000	\$ 27,309	18%	\$ 26,337		104%
EXPENDITURES	\$ 88,000	\$ -	0%	\$ -		#DIV/0!
RECAP:						
REVENUE	\$ 150,000	\$ 27,309	18%	\$ 26,337		104%
EXPENDITURES	\$ 98,000	\$ -	0%	\$ -		#DIV/0!



Hybrid Meetings Policy

Scope

To set a policy for when and how Hybrid Public Meetings are held in the City of Rollingwood.

Background

From March 2020 through August 2021, public meetings were held via Zoom to advance the public health goal of limiting face-to-face meetings to slow the spread of COVID-19. In September 2021, the Governor's orders waiving certain sections of the Open Meetings Act that allowed Zoom meetings during this time were lifted. At the August 9, 2021 Special City Council meeting, the City Council directed city staff to implement a hybrid meetings system to allow some flexibility for Councilmembers, Board and Commission Members and the public to participate in meetings virtually.

Definition

Hybrid Meeting – a public meeting in which a quorum of the governing body as well as the presiding officer is physically present at the meeting location and one or more members of the governing body are in attendance virtually via videoconference. The meeting must meet all the requirements of the Texas Open Meetings Act, specifically Sec. 551.127 regarding Videoconference Calls.

Policy

- A. As technology permits, all City Council, Board and Commission meetings that are open to the public will have a virtual participation option for the public. If a technical issue causes a meeting to be unable to be accessed by the public for virtual participation, the meeting does not need to be canceled. If a member of the public is having difficulties accessing the hybrid meeting, they can contact Assistant City Administrator Ashley Wayman at awayman@rollingwoodtx.gov.
- B. Requests for virtual participation in a meeting for Councilmembers or Board and Commission Members will be granted if one of the following situations applies:
 - a. (Preferred) The member has requested to participate virtually at least 96 hours (4 days) before the scheduled meeting and it has been confirmed that a quorum will be physically present without the requesting member physically present.
 - b. (Extenuating Circumstances) The member has requested to participate virtually up to 2 hours before the meeting, no other hybrid requests have been denied, and it has been confirmed that a quorum will be physically present without the requesting member physically present.
 - c. If the regular presiding officer of the governing body requests to participate virtually, and it has been confirmed that a quorum will be physically present without the requesting member physically present, another presiding officer

must be secured before the request is approved.

- C. The face of each participant in the videoconference call, while that participant is speaking, shall be clearly visible, and the voice audible, to each other participant and, during the open portion of the meeting, to the members of the public in attendance at the physical meeting location.
- D. The audio and video signals perceptible by members of the public at the location of the meeting must be of sufficient quality so that members of the public at each location can observe the demeanor and hear the voice of each participant in the open portion of the meeting
- E. If at least one Councilmember or Board and Commission member is participating in a meeting remotely, and both audio and video feed is lost so that the public can no longer hear or see the proceedings, the meeting must be recessed until the issue is resolved and, if it is not resolved within 6 hours, the meeting must be terminated.
- F. All additional requirements of the Texas Open Meetings Act must be adhered to in the implementation of the hybrid meeting.

Hybrid Meetings Policy Updates

City staff will review this document periodically to ensure that it contains up-to-date information. Any potential changes or updates that materially alter this document will be brought to City Council for approval.