

CITY OF ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION AGENDA

Monday, August 14, 2023

Notice is hereby given that the Community Development Corporation 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 August 14, 2023 at 12:00 PM. Members of the public and the Community Development Corporation may participate in the meeting virtually, as long as a quorum of the Community Development Corporation 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=QmNUbmZBQ1IwUINjNmk5RnJrelRFUT09

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 dadair@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 June 12, 2023 RCDC meeting

REGULAR AGENDA

- 3. Update on the Retail Coach Phase 2 with Deliverables
- 4. Update, discussion and possible action on next steps regarding the Commercial Corridor and Park enhancements
- Discussion and possible action on a resolution approving the RCDC Budget for Fiscal Year 2023-2024
- 6. Discussion and possible action on a plan regarding transfer of funds to TexPool
- 7. RCDC Financials through July 2023

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 **12:00** p.m. on **August 11, 2023.**

Desiree Adair

Desiree Adair, 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 corporation'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 COMMUNITY DEVELOPMENT CORPORATION MINUTES

Monday, June 12, 2023

The Community Development Corporation 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 June 12, 2023. Members of the public and the Community Development Corporation were able to participate in the meeting virtually, as long as a quorum of the Community Development Corporation 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 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

President Emily Doran called the meeting to order at 12:30 p.m.

Present Members: President Emily Doran, Bobby Hempfling, Pat Sheehan, and Colin Harvey.

Also Present: City Administrator Ashley Wayman, RCDC Attorney Megan Santee, Council Member Phil McDuffee, Council Member Kevin Glasheen, Finance Director Abel Campos, City Secretary Desiree Adair, and Assistant to the City Administrator Makayla Rodriguez.

PUBLIC COMMENTS

There were no public comments.

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 April 10, 2023 RCDC meeting

Pat Sheehan moved to approve the minutes. Colin Harvey seconded the motion. The motion carried with 4 in favor and 0 against.

REGULAR AGENDA

3. Discussion and possible action on the deliverables of Phase 2 of the Retail Coach

Colin Harvey discussed the draft professional services agreement for Phase 2 with the Retail Coach. He covered consistent messaging from RCDC to the commercial community, comprehensive listing of properties and leases, strategies and opportunities for development, establishing a commercial exchange, and developing and defining an incentive policy framework. President Emily Doran discussed the timeline.

Colin Harvey moved to approve the scope as outlined for the Phase 2 work and for the contract to be finalized by Emily and Megan. Bobby Hempfling seconded the motion. The motion carried with 4 in favor and 0 against.

4. Discussion on City Council's request for the use of RCDC funds to make capital expenditures for trail, drainage, parking lot or other park improvements

Council Member Kevin Glasheen reported on the City Council discussion regarding this item. He discussed a sidewalk, a walkway, and the next step of a proposal for design services from a landscape architect for a plan. He encouraged RCDC to continue brainstorming ideas that could be addressed.

The RCDC discussed the backing of the Comprehensive Plan and the Master Park Plan.

5. Discussion and possible action regarding the Administrative Services Agreement with the City of Rollingwood

City Administrator Ashley Wayman discussed the current amount for the Administrative Services Agreement of \$72,000. The RCDC unanimously agreed with this amount.

6. Discussion regarding the RCDC Budget for Fiscal Year 2023-2024

City Administrator Ashley Wayman and the RCDC discussed the draft FY 23-24 RCDC Budget documents.

Council Member Kevin Glasheen spoke regarding obtaining a proposal for landscape design services for a trail project and asked if RCDC would be willing to fund this type of project. The RCDC would like to work on this in conjunction with City Council. They discussed a list of landscape architect firms to contact for proposals.

Discussion and possible action regarding availability for the July 10th and August 14th RCDC meeting dates

President Emily Doran moved to cancel the July meeting and have the August 14th meeting. Colin Harvey seconded the motion. The motion carried with 4 in favor and 0 against.

8. RCDC Financials through May, 2023

Finance Director Abel Campos discussed sales tax revenues and possible investment in TexPool.

The RCDC discussed moving money to TexPool.

ADJOURNMENT OF MEETING

The meeting was adjourned a	at 1:04 p.m.	
Minutes Adopted on the	day of	, 2023.
		Emily Doran, RCDC President
ATTEST:		
Pat Sheehan, RCDC Secretar		

RCDC RESOLUTION 2023-08-14-05

A RESOLUTION BY THE ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION, ROLLINGWOOD, TEXAS PROVIDING A RECOMMENDATION TO THE CITY COUNCIL FOR APPROVAL OF THE FISCAL YEAR 2023-2024 BUDGET, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Rollingwood Community Development Corporation ("RCDC") is a non-profit development corporation duly established under the Development Corporation Act of 1979, as amended (Section 501.001 et seq. Texas Local Government Code, formerly the Development Corporation Act of 1979) (the "Act");

WHEREAS, according to the Act, the authorizing unit for the RCDC shall mean the City of Rollingwood City Council ("City Council"); and

WHEREAS, all of the powers of the RCDC are vested in the RCDC Board of Directors (the "Board") appointed by the City Council; and

WHEREAS, Section 501.073 of the Act requires the City Council to approve all programs and expenditures; and

WHEREAS, the RCDC's budget proposal, hereto attached as Exhibit A, sets forth the established revenues and expenditures and makes the detailed classifications as required by the Act; and

WHEREAS, after consideration, the Board is of the opinion that the proposed budget should be submitted to the City Council for approval and adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION THAT:

- **Section 1.** The Board hereby recommends the City Council consider approving the RCDC Fiscal Year 2023-2024 Budget in substantially the form as is set forth on Exhibit A.
- **Section 2.** The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.
- **Section 3.** All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.
- **Section 4.** This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

- **Section 5.** If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Resolution would have been enacted without such invalid provision.
- **Section 6.** It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this 14th day of August, 2023.

	ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION
ATTEST:	Emily G. Doran, President
Desiree Adair, City Secretary	

Exhibit A

EXHIBIT A

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CITY OF ROLLINGWOOD PROPOSED BUDGET REPORT AS OF: AUGUST 31ST, 2023 PAGE: 1

5.

REVENUES	2020-2021 ACTUAL	2021-2022 ACTUAL	CURRENT BUDGET	- 2022-2023 YEAR-TO-DATE ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET SELECTED	2024) APPROVED BUDGET WORKSPACE
NON-PROJECT RELATED							
TAXES 500-4-90-4000 SALES TAX REVENUE TOTAL TAXES	152,853 152,853	190,227 190,227	200,000	148,158 148,158	0 _	150,000 150,000	ately-figures
INVESTMENT INCOME 500-4-90-4400 INTEREST INCOME 500-4-90-4401 INTEREST INCOME - CHECKING TOTAL INVESTMENT INCOME	63 27 90	823 64 887	0 0 0	4,727 143 4,870	0 0 0	0 0 0	
TOTAL NON-PROJECT RELATED	152,942	191,114	200,000	153,028	0	150,000	
TOTAL REVENUES	152,942	191,114	200,000	153,028	0	150,000	

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CITY OF ROLLINGWOOD PROPOSED BUDGET REPORT AS OF: AUGUST 31ST, 2023 PAGE: 2

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ECONOMIC DEVELOPMENT		(-		- 2022-2023) (-	2023-2	2024)
DEPARTMENTAL EXPENDITURES	2020-2021 ACTUAL	2021-2022 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET SELECTED	APPROVED BUDGET WORKSPACE
OTHER NON-DEPARTMENTAL 500-5-80-5524 ROLLINGWOOD BUS PROMOTION 500-5-80-5527 COVID-19 RELIEF PROGRAM TOTAL OTHER NON-DEPARTMENTAL	0 1,500 1,500	15,000 0 15,000	20,000	0 0 0	0 0	15,000 0 15,000	
TOTAL ECONOMIC DEVELOPMENT	1,500	15,000	20,000	0	0	15,000	

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NON-PROJECT RELATED

CITY OF ROLLINGWOOD PROPOSED BUDGET REPORT AS OF: AUGUST 31ST, 2023 PAGE: 3

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DEPARTMENTAL EXPENDITURES	2020-2021 ACTUAL	2021-2022 ACTUAL	CURRENT BUDGET	2022-2023 YEAR-TO-DATE ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET SELECTED	APPROVED BUDGET WORKSPACE
CONTRACTUAL SERVICES 500-5-90-5275 ADMIN SERVICES AGREEMENT TOTAL CONTRACTUAL SERVICES	<u>88,000</u> 88,000	88,000 88,000	72,000 72,000	72,000 72,000	0	72,000 72,000	
MISCELLANEOUS OTHER EXP 500-5-90-5380 LEGAL EXPENSES TOTAL MISCELLANEOUS OTHER EXP	0	13,668 13,668	5,000 5,000	3,380 3,380	0	5,000 5,000	
TOTAL NON-PROJECT RELATED	88,000	101,668	77,000	75,380	0	77,000	

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5.

ADDITIONAL NEW PROJECTS

DEPARTMENTAL EXPENDITURES	2020-2021 ACTUAL	2021-2022 ACTUAL	CURRENT BUDGET	- 2022-2023 YEAR-TO-DATE ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET SELECTED	024) APPROVED BUDGET WORKSPACE
MISCELLANEOUS OTHER EXP 500-5-95-5387 MOPAC LEGAL EXPENSES 500-5-95-5388 PARK IMPROVEMENT PROJECT 500-5-95-5389 COMPREHENSIVE PLAN	13,758 0 38,073	6,731 0 0	40,000 0 0	0 0 0	0 0 0	0 0	
500-5-95-5390 COMMERCIAL CODES UPDATES C 500-5-95-5391 MOBILITY, CONNECTIVITY & S 500-5-95-5392 PARK AMENITIES AND PROMOTI TOTAL MISCELLANEOUS OTHER EXP	0	0 0 0 6,731	30,000 55,000 3,000 128,000	30,000 0 0 30,000	0 0 0 0	0 55,000 3,000 58,000	
TOTAL ADDITIONAL NEW PROJECTS	51,831	6,731	128,000	30,000	0	58,000	
TOTAL EXPENDITURES	141,331	123,399	225,000	105,380	0	150,000	
REVENUE OVER/(UNDER) EXPENDITURES	11,612	67,715	(25,000)	47,648	0	. 0	

RCDC MONTHLY FINANCIAL ANALYSIS

NOTE: YTD ACTUAL AS OF JULY 31, 2023; 83% OF FISCAL YEAR

REVENUE STATUS & COMPARISON TO PRIOR YEAR

	CURREN	IT YEAR:			PRIOR YEAR:	CURRENT VO	
SALES TAX REVENUE		ST. REVENUE	YTD			YTD	CURRENT YR COMPARED TO PY YR
SALES TAX REVENUE	Ş	200,000 \$	148,158	74%	\$ 1	147,548	100%

BUDGET STATUS & COMPARISON TO PRIOR YEAR

		CURREN [*]	ΓYEAR:						A
FCONON	ALC DELICE CONTRACTOR		BUDGET	Γ	YTD	PERCENT		YTD	CURRENT YR COMPARED TO PY YR
ECONON	IIC DEVELOPMENT:							110	COMPARED TO PY YR
	REVENUE	\$	_	\$	-	#DIV/0!	\$		UD W / lo /
	EXPENDITURES	\$	20,000	\$	_	0%	•	-	#DIV/0!
NON-PRO	DJECTED RELATED:			•		070	Ą	· -	#DIV/0!
	REVENUE	\$	200,000	\$	135,455	68%	ċ	147.000	
	EXPENDITURES	\$	77,000		75,380			147,920	92%
ADDITION	NAL NEW PROJECTS:		,000	٧	75,560	98%	\$	-	#DIV/0!
	REVENUE	\$	_	\$	_	#DIV/0!	۲.		
	EXPENDITURES	\$	128,000	\$			\$	-	#DIV/0!
		*	120,000	Ą	30,000	23%	\$	6,731	446%
		CURRENT	YEAR:						
RECAP:			BUDGET		YTD	PERCENT			CURRENT YR
	REVENUE	\$	200,000	Ś				YTD	COMPARED TO PY YR
	EXPENDITURES		•		135,455	68%	\$	147,920	92%
	EVI FIADITOVE2	\$	225,000	\$	105,380	47%	\$	6,731	1566%
									1,500/0

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CITY OF ROLLINGWOOD BALANCE SHEET AS OF: JULY 31ST, 2023

PAGE: 1

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ACCOUNT # ACCOUNT DESCRIPTION	BALANCE		
ASSETS			
500-1000 RCDC OPERATING CASH	319,307.44		
500-1005 TEXPOOL	132,100.66		
500-1100 DUE FROM CITY	16,985.49		
500-1350 SALES TAX RECEIVABLE	0.00		
		468,393.59	
TOTAL ASSETS		_	468,393.59
LIABILITIES		-	
500-2000 ACCOUNTS PAYABLE	0.00		
500-2020 ACCOUNTS PAYABLE RCDC	0.00		
500-2030 PAYABLE TO CITY	0.00		
500-2060 Retirement Payout Reserve	0.00		
500-2140 Vehicle Financing Notes	0.00		
TOTAL LIABILITIES		0.00	
EQUITY			
500-3000 FUND BALANCE-UNAPPROPRATED	389,369.29		
500-3001 XXFUND BALANCE	0.00		
500-3010 OTHER FUND BALANCE	0.00		
500-3030 AMOUNTS TO BE PROVIDED FOR	<u>31,376.17</u>		
TOTAL BEGINNING EQUITY	420,745.46		
TOTAL REVENUE	153,027.65		
TOTAL EXPENSES	105,379.52		
TOTAL REVENUE OVER/(UNDER) EXPENSE	s 47,648.13		
TOTAL EQUITY & REV. OVER/(UNDER) E	XP	468,393.59	
TOTAL LIABILITIES, EQUITY & REV.OV	ER/(UNDER) EXP.		468,393.59
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FINANCIAL SUMMARY

CITY OF ROLLINGWOOD REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: JULY 31ST, 2023

83.33% OF FISCAL YEAR

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CURRENT CURRENT YEAR TO DATE ቆ OF BUDGET BUDGET PERIOD ACTUAL BUDGET BALANCE REVENUE SUMMARY NON-PROJECT RELATED 200,000.00 17,572.21 153,027.65 76.51 46,972.35 TOTAL REVENUES 200,000.00 17,572.21 153,027.65 76.51 46,972.35 EXPENDITURE SUMMARY ECONOMIC DEVELOPMENT 20,000.00 0.00 0.00 20,000.00 0.00 77,000.00 0.00 75,379.52 97.90 NON-PROJECT RELATED 1,620.48 ADDITIONAL NEW PROJECTS 128,000.00 0.00 30,000.00 23.44 98,000.00 TOTAL EXPENDITURES 225,000.00 0.00 105,379.52 46.84 119,620.48 REVENUES OVER/(UNDER) EXPENDITURES 25,000.00) 17,572.21 47,648.13 72,648.13)

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CITY OF ROLLINGWOOD REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: JULY 31ST, 2023

83.33% OF FISCAL YEAR

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REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-PROJECT RELATED					
TAXES 500-4-90-4000 SALES TAX REVENUE TOTAL TAXES	200,000.00	16,985.49 16,985.49	148,157.56 148,157.56	<u>74.08</u> <u></u>	51,842.44 51,842.44
INVESTMENT INCOME 500-4-90-4400 INTEREST INCOME 500-4-90-4401 INTEREST INCOME - CHECKING TOTAL INVESTMENT INCOME	0.00 0.00 0.00	572.35 14.37 586.72	4,727.35 142.74 4,870.09	0.00 (4,727.35) 142.74) 4,870.09)
TOTAL NON-PROJECT RELATED	200,000.00	17,572.21	153,027.65	76.51	46,972.35
TOTAL REVENUES	200,000.00	17,572.21	153,027.65	76.51	46,972.35

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CITY OF ROLLINGWOOD REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: JULY 31ST, 2023

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83.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	ŗ	BUDGET BALANCE
ECONOMIC DEVELOPMENT							
OTHER NON-DEPARTMENTAL 500-5-80-5524 ROLLINGWOOD BUS PROMOTION 500-5-80-5527 COVID-19 RELIEF PROGRAM TOTAL OTHER NON-DEPARTMENTAL		20,000.00 0.00 20,000.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00		20,000.00 0.00 20,000.00
TOTAL ECONOMIC DEVELOPMENT		20,000.00	0.00	0.00	0.00		20,000.00
NON-PROJECT RELATED							
CONTRACTUAL SERVICES 500-5-90-5275 ADMIN SERVICES AGREEMENT TOTAL CONTRACTUAL SERVICES		72,000.00 72,000.00	0.00	72,000.00	100.00		0.00
MISCELLANEOUS OTHER EXP 500-5-90-5380 LEGAL EXPENSES TOTAL MISCELLANEOUS OTHER EXP		5,000.00	0.00	3,379.52 3,379.52	67.59 67.59		1,620.48 1,620.48
TOTAL NON-PROJECT RELATED		77,000.00	0.00	75,379.52	97.90		1,620.48
ADDITIONAL NEW PROJECTS							
MISCELLANEOUS OTHER EXP 500-5-95-5387 MOPAC LEGAL EXPENSES 500-5-95-5388 PARK IMPROVEMENT PROJECT 500-5-95-5389 COMPREHENSIVE PLAN		40,000.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00		40,000.00 0.00 0.00
500-5-95-5390 COMMERCIAL CODES UPDATES COMP 500-5-95-5391 MOBILITY, CONNECTIVITY & SAFET 500-5-95-5392 PARK AMENITIES AND PROMOTION TOTAL MISCELLANEOUS OTHER EXP		30,000.00 55,000.00 3,000.00	0.00 0.00 0.00	30,000.00 0.00 0.00	100.00 0.00 0.00	,,,,,,,,,,	0.00 55,000.00 3,000.00
TOTAL MISCELLIANEOUS OTHER EAP		128,000.00	0.00	30,000.00	23.44		98,000.00
TOTAL ADDITIONAL NEW PROJECTS		128,000.00	0.00	30,000.00	23.44		98,000.00
TOTAL EXPENDITURES		225,000.00	0.00	105,379.52	46.84		119,620.48
REVENUES OVER/(UNDER) EXPENDITURES	(25,000.00)	17,572.21	47,648.13		(72,648.13)