



## **CITY OF ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION AGENDA**

**Monday, December 08, 2025**

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 December 08, 2025 at 5:30 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=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 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 October 20, 2025 RCDC meeting

**REGULAR AGENDA**

3. Discussion and update on next steps with Rollingwood Plaza representatives
4. Discussion on status and next steps regarding process for collaboration with City Council and Park Commission on proposed projects

5. RCDC Financials through November 2025

**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 December 2, 2025.

*Makayla Rodríguez*

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 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 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, October 20, 2025**

The RCDC 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 October 20, 2025. Members of the public and the RCDC were able to participate in the meeting virtually, as long as a quorum of the RCDC 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 ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION MEETING TO ORDER**

#### **1. Roll Call**

**President Colin Harvey called the meeting to order at 5:30 p.m.**

**Present Members:** President Colin Harvey, Barry Delcambre, Brian Rider, Pat Sheehan, and Emily Doran (Virtually)

**Also Present:** City Administrator Alun Thomas, City Secretary Makayla Rodriguez, City Attorney Esther Peña, Council Member Phil McDuffee, and Council Member Kevin Glasheen

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT AGENDA**

#### **2. Discussion and possible action on the minutes from the September 8, 2025 RCDC meeting**

**Bridger Rider moved to approve the meeting minutes. Pat Sheehan seconded the motion. The motion carried with 5 in favor and 0 against.**

### **REGULAR AGENDA**

#### **3. Discussion and possible action on a presentation from Travis Holler of Commercial Retail Group**

President Colin Harvey introduced Travis Holler, a representative of Commercial Retail Group, and noted that his presentation is intended to build a relationship for potential future commercial redevelopment.

Travis Holler of Commercial Retail Group explained that he represents Rollingwood Plaza located at 2712 Bee Caves Road. He provided an overview of the property and their intent to better utilize and redevelop the space. Mr. Holler discussed past redevelopment efforts, emphasizing that he would like to have a collaborative process with the City and the community. He presented ideas for potential improvements to the shopping center and noted that they are seeking input from the community before moving into the next stage of planning.

The RCDC and Mr. Holler discussed zoning, prior efforts, and possible retail concepts. Barry Delcambre recommended involving nearby residents whose properties abut the shopping center in future coordination.

President Colin Harvey and Mr. Holler discussed next steps, including planning and stakeholder outreach. Mr. Holler noted there is strong tenant interest and outlined redevelopment benefits such as improved retail and restaurant options and parking enhancements.

The RCDC thanked Travis Holler for his presentation.

4. Discussion and possible action to expend funds over appropriated amounts for the design of a replacement sprinkler system and soil and sod upgrades in the upper park

Melissa Morrow, resident at 2502 Timberline Drive and Chair of the Park Commission, discussed that Council Member Kevin Glasheen proposed to design a new irrigation system for \$14,000 and requesting funding from the RCDC. She stated that the Park Commission is in support of the proposed project.

Barry Delcambre and Melissa Morrow discussed the conditions of the irrigation system and ongoing projects in the park.

Council Member Kevin Glasheen discussed previous efforts to improve the irrigation on fields 3, 4, and 5 and emphasized the need for an entirely new system. Mr. Glasheen and members of the RCDC discussed current water use, field and irrigation conditions, future plans for the fields, and the previous discussions regarding the possibility of adding a dog park.

President Colin Harvey stated that he is in support of addressing irrigation system but raised concerns about the dual use of fields 3, 4, and 5. He suggested conducting an environmental study on the fields to determine whether the dual usage is safe.

Members of the RCDC and Council Member Kevin Glasheen continued discussion on the inclusion and purpose of an environmental study. The RCDC and Melissa Morrow also discussed funding priorities, the Park Master Plan, ongoing projects, and previous projects funded by the Corporation.

Emily Doran recommended approval of the irrigation proposal with the addition to add an environmental study to have confirmed data on dual field usage.

The RCDC discussed the cost, scope, and motion for the proposed environmental study. President Colin Harvey clarified that there is no intent to remove dog park use from Rollingwood Park.

Council Member Kevin Glasheen stated that he supports improving the dual field usage on fields 3, 4, and 5.

The RCDC continued discussion on motion specificity for the environmental study.

**Emily Doran moved to approve funding for up to \$14,500 to get design specification for underlaying, dirt improvement, re-sodding, a new sprinkler system, and soil testing for the ball fields and that the approval of the sprinkler system expenditure is not contingent of the additional requested environmental study for \$2,800. President Colin Harvey seconded the motion.**

Brian Rider discussed defining the environmental study.

Council Member Kevin Glasheen recommended making two separate motions for the irrigation funding and separate environmental study. City Attorney Esther Peña recommended making only one motion.

**The motion carried with 5 in favor and 0 against.**

*Emily Doran left the meeting virtually at 7:28 p.m.*

5. Public hearing, discussion and possible action on RCDC Resolution 2025-10-20-05 authorizing funding for a park improvement project in Rollingwood Park for playscape improvement that will enhance recreational and community facilities, pursuant to Texas Local Gov't Code Section 501.152

Melissa Morrow explained that Gomez Construction Services will be expanding their work to improve the playscape at the upper park by removing the black border and replacing it with a more natural design for \$12,200. She confirmed that the proposed project has been approved by City Council.

*President Colin Harvey opened the public hearing at 7:29 p.m.*

Council Member Phil McDuffee recommended increasing the contingency funding in the motion to ensure the project can accommodate any unforeseen expenses.

*President Colin Harvey closed the public hearing at 7:30 p.m.*

**Brian Rider moved to approve the park improvement project for playscape improvement as written for up to \$14,000. President Colin Harvey seconded the motion. The motion carried with 4 in favor and 0 against.**

6. Public hearing, discussion and possible action on RCDC Resolution 2025-10-20-06 authorizing funding for a park improvement project in Rollingwood Park for landscape architect drawings that will enhance recreational and community facilities, pursuant to Texas Local Gov't Code Section 501.152

President Colin Harvey discussed that the landscape architect project was approved at the previous RCDC meeting and is being presented for formal approval through a resolution.

*President Colin Harvey opened the public hearing at 7:32 p.m.*

There were no public comments.

*President Colin Harvey closed the public hearing at 7:32 p.m.*

**Brian Rider moved to authorize funding for the park improvement project for up to \$20,000. President Colin Harvey seconded the motion. The motion carried with 4 in favor and 0 against.**

7. RCDC Financials through September 2025

This item was not discussed.

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 7:35 p.m.**

Minutes adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
**Colin Harvey, RCDC President**

**ATTEST:**

\_\_\_\_\_  
**Pat Sheehan, RCDC Secretary**

CITY OF ROLLINGWOOD  
BALANCE SHEET  
AS OF: OCTOBER 31ST, 2025

PAGE: 1

5.

500-RCDC

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<b>ASSETS</b>			
=====			
500-1000	RCDC OPERATING CASH	252,429.23	
500-1005	TEXPOOL	520,927.21	
500-1100	DUE FROM CITY	16,182.91	
500-1350	SALES TAX RECEIVABLE	0.00	
			<u>789,539.35</u>
TOTAL ASSETS			<u>789,539.35</u>
=====			
<b>LIABILITIES</b>			
=====			
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		<u>0.00</u>
<b>EQUITY</b>			
=====			
500-3000	FUND BALANCE-UNAPPROPRATED	640,126.79	
500-3001	XXFUND BALANCE	0.00	
500-3010	OTHER FUND BALANCE	0.00	
500-3030	AMOUNTS TO BE PROVIDED FOR	0.00	
	TOTAL BEGINNING EQUITY	640,126.79	
TOTAL REVENUE		16,182.84	
TOTAL EXPENSES		0.00	
TOTAL REVENUE OVER/(UNDER) EXPENSES		16,182.84	
(WILL CLOSE TO FUND BAL.)		133,229.72	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>789,539.35</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			<u>789,539.35</u>
=====			

2025-2026

RDCD  
MONTHLY FINANCIAL ANALYSIS

**NOTE: YTD ACTUAL AS OF 10/31/2025; 8.33% 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	\$ 20,000	\$ 16,183	81%	\$ 17,368		93%

**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	\$ 20,000	\$ -	0%	\$ -		#DIV/0!
NON-PROJECTED RELATED:						
REVENUE	\$ 210,000	\$ 16,183	8%	\$ 18,852		86%
EXPENDITURES	\$ 77,000	\$ -	0%	\$ -		#DIV/0!
ADDITIONAL NEW PROJECTS:						
REVENUE	\$ -		#DIV/0!			#DIV/0!
EXPENDITURES	\$ 108,000	\$ -	0%	\$ -		#DIV/0!

RECAP:	CURRENT YEAR:			PRIOR YEAR:		CURRENT YR COMPARED TO PY YR
	BUDGET	YTD	PERCENT	YTD		
REVENUE	\$ 210,000	\$ 16,183	8%	\$ 18,852		86%
EXPENDITURES	\$ 205,000	\$ -	0%	\$ -		#DIV/0!



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

500-RCDC  
FINANCIAL SUMMARY

08.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
NON-PROJECT RELATED	210,000.00	16,182.84	16,182.84	7.71	193,817.16
TOTAL REVENUES	210,000.00	16,182.84	16,182.84	7.71	193,817.16
<u>EXPENDITURE SUMMARY</u>					
ECONOMIC DEVELOPMENT	20,000.00	0.00	0.00	0.00	20,000.00
NON-PROJECT RELATED	77,000.00	0.00	0.00	0.00	77,000.00
ADDITIONAL NEW PROJECTS	108,000.00	0.00	0.00	0.00	108,000.00
TOTAL EXPENDITURES	205,000.00	0.00	0.00	0.00	205,000.00
REVENUES OVER/ (UNDER) EXPENDITURES	5,000.00	16,182.84	16,182.84	(	11,182.84)

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

500-RCDC

08.33% 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	200,000.00	16,182.84	16,182.84	8.09	183,817.16
TOTAL TAXES	<u>200,000.00</u>	<u>16,182.84</u>	<u>16,182.84</u>	<u>8.09</u>	<u>183,817.16</u>
INVESTMENT INCOME					
500-4-90-4400 INTEREST INCOME	10,000.00	0.00	0.00	0.00	10,000.00
500-4-90-4401 INTEREST INCOME - CHECKING	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
MISCELLANEOUS REVENUE					
500-4-90-4581 TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL NON-PROJECT RELATED					
	210,000.00	16,182.84	16,182.84	7.71	193,817.16
TOTAL REVENUES					
	<u>210,000.00</u>	<u>16,182.84</u>	<u>16,182.84</u>	<u>7.71</u>	<u>193,817.16</u>

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

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500-RCDC

08.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>ECONOMIC DEVELOPMENT</b>					
<b>=====</b>					
<b>OTHER NON-DEPARTMENTAL</b>					
500-5-80-5524 ROLLINGWOOD BUS PROMOTION	20,000.00	0.00	0.00	0.00	20,000.00
500-5-80-5527 COVID-19 RELIEF PROGRAM	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER NON-DEPARTMENTAL	20,000.00	0.00	0.00	0.00	20,000.00
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TOTAL ECONOMIC DEVELOPMENT	20,000.00	0.00	0.00	0.00	20,000.00
<b>NON-PROJECT RELATED</b>					
<b>=====</b>					
<b>CONTRACTUAL SERVICES</b>					
500-5-90-5275 ADMIN SERVICES AGREEMENT	72,000.00	0.00	0.00	0.00	72,000.00
TOTAL CONTRACTUAL SERVICES	72,000.00	0.00	0.00	0.00	72,000.00
<hr/>					
<b>MISCELLANEOUS OTHER EXP</b>					
500-5-90-5340 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
500-5-90-5380 LEGAL EXPENSES	5,000.00	0.00	0.00	0.00	5,000.00
TOTAL MISCELLANEOUS OTHER EXP	5,000.00	0.00	0.00	0.00	5,000.00
<hr/>					
TOTAL NON-PROJECT RELATED	77,000.00	0.00	0.00	0.00	77,000.00
<b>ADDITIONAL NEW PROJECTS</b>					
<b>=====</b>					
<b>MISCELLANEOUS OTHER EXP</b>					
500-5-95-5387 MOPAC LEGAL EXPENSES	0.00	0.00	0.00	0.00	0.00
500-5-95-5388 PARK IMPROVEMENT PROJECT	50,000.00	0.00	0.00	0.00	50,000.00
500-5-95-5389 COMPREHENSIVE PLAN	0.00	0.00	0.00	0.00	0.00
500-5-95-5390 COMMERCIAL CODES UPDATES COMP	0.00	0.00	0.00	0.00	0.00
500-5-95-5391 MOBILITY, CONNECTIVITY & SAFET	55,000.00	0.00	0.00	0.00	55,000.00
500-5-95-5392 PARK AMENITIES AND PROMOTION	3,000.00	0.00	0.00	0.00	3,000.00
TOTAL MISCELLANEOUS OTHER EXP	108,000.00	0.00	0.00	0.00	108,000.00
<hr/>					
TOTAL ADDITIONAL NEW PROJECTS	108,000.00	0.00	0.00	0.00	108,000.00
<hr/>					
TOTAL EXPENDITURES	205,000.00	0.00	0.00	0.00	205,000.00
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	5,000.00	16,182.84	16,182.84	(	11,182.84)