



CITY OF ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION AGENDA

Monday, September 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 September 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. 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 May 19, 2025 RCDC meeting

REGULAR AGENDA

3. Discussion, update, and possible action on hiring a landscape architect to design and define parking areas, fence lines, tree and landscaping locations for improvement in the park
4. Discussion and possible action regarding the Administrative Services Agreement between the City of Rollingwood and the Rollingwood Community Development Corporation
5. Discussion and possible action on a resolution approving the Fiscal Year 2025-2026 Budget for the Rollingwood Community Development Corporation
6. Discussion and possible action to authorize the City of Rollingwood's Finance Director to transfer funds between the Rollingwood Community Development Corporation's depository and investment accounts on behalf of the Corporation
7. RCDC Financials through July 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 prior to 5:00 p.m. on September 2, 2025.

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 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, May 19, 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 May 19, 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 5:33 p.m.

Present Members: President Colin Harvey, Vice President Emily Doran, Barry Delcambre, and Brian Rider

Also Present: City Administrator Alun Thomas, City Secretary Makayla Rodriguez, Council Member Phil McDuffee, and City Attorney Charles Zech

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the April 21, 2025 RCDC meeting

Brian Rider moved approval of the meeting minutes. Emily Doran seconded the motion. The motion carried with 4 in favor and 0 against.

REGULAR AGENDA

3. Discussion, update, and possible action on the RCDC Commercial Concepts working group

President Colin Harvey shared the Commercial Concepts Working Group members and discussed that their first meeting was to get a better understanding of the mindset of developers and the factors influencing development in the City. The RCDC continued discussion on development and commercial properties.

4. Discussion and update on initiatives and projects identified for RCDC funding during the March 10, 2025 meeting that are eligible projects pursuant to Chapters 501 and 505 of the Texas Local Government Code

The RCDC discussed that they have funds available within the Park Amenities and Promotion fund and would like to focus on improving areas in Rollingwood Park. President Colin Harvey explained that after receiving project concepts in the previous meeting, they would like to fund draft designs for City Council consideration.

President Colin Harvey moved to leverage the \$3,000 to start to articulate the different projects. Emily Doran seconded the motion.

Members of RCDC asked questions of City Attorney Charles Zech regarding the project adoption process.

Alex Robinette, resident at 2500 Hatley Drive, asked for clarification regarding the proposed motion for next steps.

Council Member Phil McDuffee and Barry Delcambre discussed Flock cameras and allocating funds for projects. Council Member Phil McDuffee suggested to focus on a couple projects at a time. The RCDC continued discussion on identifying projects that promote new or expanded business development with City Attorney Charles Zech.

The motion carried with 4 in favor and 0 against.

5. Discussion and possible action to fund conceptual drawings for capital improvements of the park and other highly visible public entry spaces to the city

City Attorney Charles Zech shared the Local Government Code Section 505.152 to the RCDC, noting that license plate security cameras would be allowed in the park under that section, but that it might not meet the intention of the section if placed elsewhere in the city.

ADJOURNMENT OF MEETING

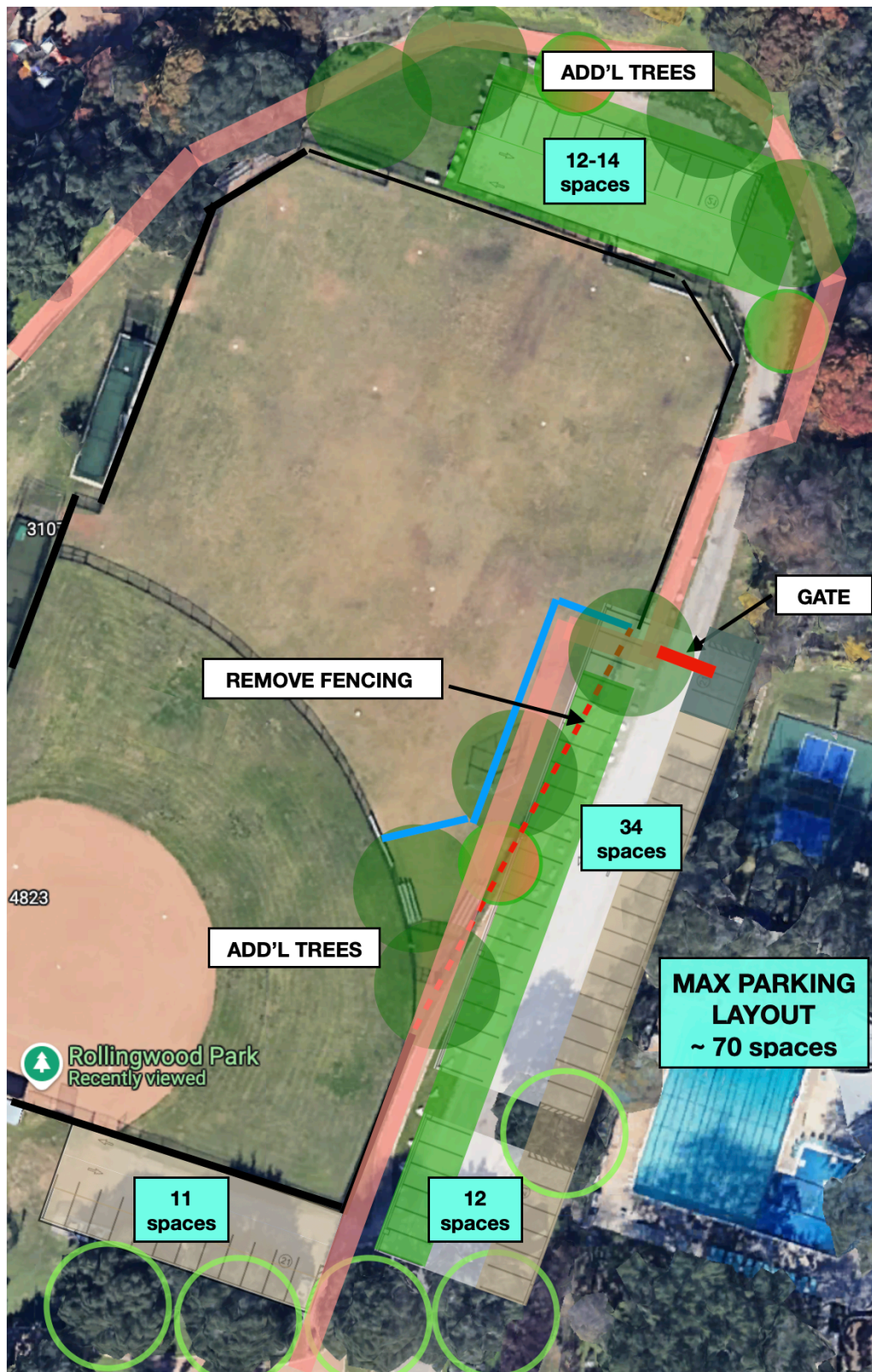
The meeting was adjourned at 5:52 p.m.

Minutes adopted on the _____ day of _____, 2025.

Colin Harvey, RCDC President

ATTEST:

Pat Sheehan, RCDC Secretary



ENDLESS GRAVEL FILL OPTIONS

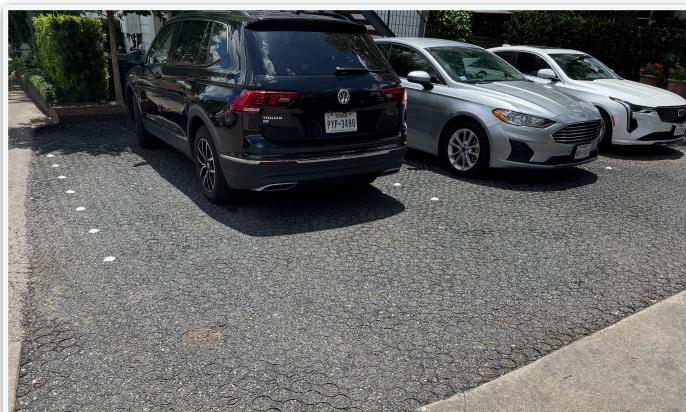


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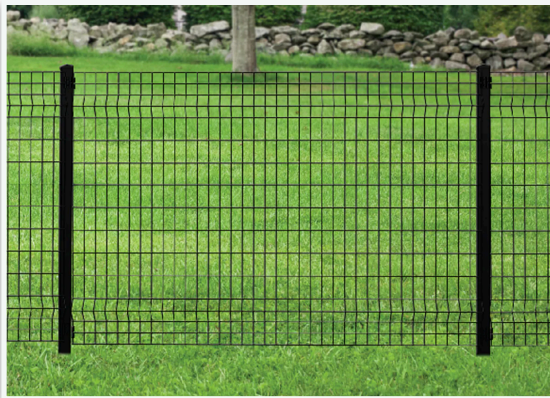
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TRUEGRID
FOX BLOCKS





ROLLINGWOOD DR. EAST ENTRY - CONCEPTS



Transparent fencing



Nature Play



Picnic areas

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: August 27, 2025

Submitted By:

Staff

Agenda Item:

Discussion and possible action regarding the Administrative Services Agreement between the City of Rollingwood and the Rollingwood Community Development Corporation

Description:

The Administrative Services Agreement between the City of Rollingwood and the Rollingwood Community Development Corporation provides that the Corporation will pay the City a flat annual fee of \$72,000, as approved in the City Council budget. The purpose of this item is to confirm whether the Corporation would like the City to continue providing administrative services under this agreement.

Action Requested:

To consider maintaining administrative services between the City of Rollingwood and the Rollingwood Community Development Corporation.

Fiscal Impacts:

Cost of Administrative Services Agreement to be paid by the RCDC to the City of Rollingwood.

Attachments:

- Administrative Services Agreement between the City of Rollingwood and the Rollingwood Community Development Corporation

AGREEMENT FOR PROVISION OF PROFESSIONAL SERVICES
BETWEEN THE CITY OF ROLLINGWOOD AND
THE ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION

THE STATE OF TEXAS

KNOWN ALL MEN BY THESE PRESENTS:

COUNTY OF TRAVIS

THIS AGREEMENT, effective the 1st day of October, 2022, by and between the CITY OF ROLLINGWOOD, a municipal corporation, acting by and through its City Council, situated in Travis County, Texas (hereinafter referred to as "City"), and the Rollingwood Community Development Corporation (hereinafter referred to as "RCDC") acting by and through its President of the Board is as follows:

WITNESSETH:

I.

The City agrees to provide management, professional, administrative, financial and investment services to the RCDC according to the terms of this agreement. Direct services the City shall perform for the RCDC shall include:

1. Preparing all financial and investment reports and keeping all financial books and records required by the RCDC's Bylaws.
2. Preparing a budget for the forthcoming year for review and approval by the Board and City Council.
3. Providing all necessary budgeting, accounting, financial management and investment management through the City's Finance Department.
4. Providing for a repository of records, office and conference space.
5. Providing technology support of hardware, software and phone systems through the City's Information Technology Department.

6. Providing executive and administrative support, review and oversight by various City departments including but not limited to City Administrator, City Secretary, and Planning & Zoning.
7. Providing for project management services.

It is understood and agreed that access to City staff resources by the RCDC is secondary to the needs of the City Council of the City of Rollingwood.

II.

Subject to the RCDC continuing to contract with the City for management services, the RCDC will pay to the City for its services pursuant to this agreement, a flat fee as approved in the RCDC Budget annually by City Council.

In the event of the termination of this agreement, the RCDC will be responsible for paying the City only the portion of the cost allocated to periods prior to the effective date of the termination of the agreement.

III.

It is the express purpose of this agreement for the City to provide certain management, professional, administrative and financial services to the RCDC.

IV.

Subject to early termination as provided in Article V below, this agreement shall be in effect for a period of one year commencing October 1, 2022 and ending September 30, 2023, and said agreement shall be extended for additional one-year terms thereafter under the same terms and conditions unless one party gives to the other party written notification at least thirty (30) days prior to the end of the existing term of its desire to terminate the agreement.

V.

1. This contract may be terminated by the City or RCDC, in whole, or from time to time, in part, upon thirty (30) days notice from the terminating party to the other party. Termination shall be effective thirty (30) days after delivery of Notice of Termination specifying to what extent performance or work under the contract shall be terminated thirty (30) days after receipt by the notified party.

2. After receipt of a Notice of Termination the City shall:
- a. Stop work on the date as specified in the thirty (30) day Notice of Termination to the extent possible.
 - b. Place no further orders or subcontracts except as may be necessary for completion of the work not terminated.
 - c. Terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the Notice of Termination in so far as possible.
 - d. The RCDC shall pay all expenses incurred through the date of termination.

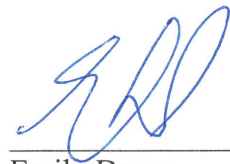
VII.

This Agreement shall take effect on the effective date identified above.

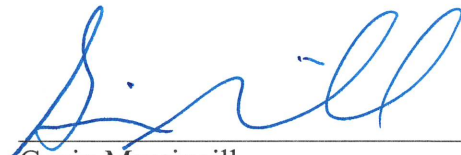
IN WITNESS WHEREOF, the parties have executed this Contract in the year and on the day indicated.

ROLLINGWOOD COMMUNITY
DEVELOPMENT CORPORATION

CITY ROLLINGWOOD, TEXAS



Emily Doran
President



Gavin Massingill
Mayor

Rollingwood Community Development Corporation
Budget Action Request
Department Worksheet

Date: August 2025

Fund Name and Number: 500 - RCDC

Dept Name and Number: 80 - Economic Development

WORKING DRAFT

Line Item	Description From Budget	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget	2025-2026 Proposed Budget	Percent Increase (Decrease)	Comments
5524	Business Promotion and Development	\$ 15,000	\$ 20,000	\$ 15,000	\$ 20,000	33%	10% of Projected Sales Tax
TOTAL EXPENDITURES		\$ 15,000	\$ 20,000	\$ 15,000	\$ 20,000	33%	
		2022-2023	2023-2024	2024-2025	2025-2026		

Date: August 2025

Fund Name and Number: 500 - RCDC

Dept Name and Number: 90 Non-Project Related

Line Item	Description From Budget	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget	2025-2026 Proposed Budget	Percent Increase (Decrease)	Comments
5575	Administrative Services Agreement	\$ 88,000	\$ 72,000	\$ 72,000	\$ 72,000	0%	
5380	Legal Expenses	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	0%	
TOTAL EXPENDITURES		\$ 88,000	\$ 77,000	\$ 77,000	\$ 77,000	0%	
		2022-2023	2023-2024	2024-2025	2025-2026		

Date: August 2025

Fund Name and Number: 500 - RCDC

Dept Name and Number: 95 - Additional New Projects

Line Item	Description From Budget	2022-2023 Budget	2023-2024 Budget	2024-2025 Budget	2025-2026 Proposed Budget	Percent Increase (Decrease)	Comments
5387	MoPac Legal	\$ 40,000	\$ 40,000	\$ -	\$ -		
5388	Park Improvement Project	\$ -	\$ -	\$ 50,000	\$ 50,000	0%	
5390	Commercial Code Updates Comp Plan	\$ -	\$ 30,000	\$ -	\$ -		
5391	Mobility, Connectivity & Safety Plan	\$ -	\$ 55,000	\$ 55,000	\$ 55,000	0%	
5392	Park Amenities and Promotion	\$ -	\$ 3,000	\$ 3,600	\$ 3,600	0%	
TOTAL EXPENDITURES		\$ 40,000	\$ 128,000	\$ 108,600	\$ 108,600	0%	
		2022-2023	2023-2024	2024-2025	2025-2026		

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

PAGE: 1

7.

500-RCDC

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
500-1000	RCDC OPERATING CASH	303,739.49	
500-1005	TEXPOOL	517,221.91	
500-1100	DUE FROM CITY	15,283.89	
500-1350	SALES TAX RECEIVABLE	0.00	
			<u>836,245.29</u>
TOTAL ASSETS			<u>836,245.29</u>
=====			
LIABILITIES			
=====			
500-2000	ACCOUNTS PAYABLE	0.00	
500-2020	ACCOUNTS PAYABLE RCDC	0.00	
500-2030	PAYABLE TO CITY	23,500.98	
500-2060	Retirement Payout Reserve	0.00	
500-2140	Vehicle Financing Notes	0.00	
	TOTAL LIABILITIES		<u>23,500.98</u>
EQUITY			
=====			
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		<u>640,126.79</u>
TOTAL REVENUE		198,943.41	
TOTAL EXPENSES		26,325.89	
TOTAL REVENUE OVER/ (UNDER) EXPENSES			<u>172,617.52</u>
TOTAL EQUITY & REV. OVER/ (UNDER) EXP.			<u>812,744.31</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/ (UNDER) EXP.			<u>836,245.29</u>
=====			

2024-2025

RCDC
MONTHLY FINANCIAL ANALYSIS

NOTE: YTD ACTUAL AS OF 07/31/2025, 83% 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	\$ 175,000	\$ 184,243	105%	\$ 196,234		94%

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	\$ 17,500	\$ -	0%	\$ 5,088		0%
NON-PROJECTED RELATED:						
REVENUE	\$ 185,000	\$ 198,943	108%	\$ 213,122		93%
EXPENDITURES	\$ 77,000	\$ 4,756	6%	\$ 76,711		6%
ADDITIONAL NEW PROJECTS:						
REVENUE	\$ -	\$ -	#DIV/0!	\$ -		#DIV/0!
EXPENDITURES	\$ 108,000	\$ 21,570	20%	\$ -		#DIV/0!

RECAP:	CURRENT YEAR:			PRIOR YEAR:		CURRENT YR COMPARED TO PY YR
	BUDGET	YTD	PERCENT	YTD		
REVENUE	\$ 185,000	\$ 198,943	108%	\$ 213,122		93%
EXPENDITURES	\$ 202,500	\$ 26,326	13%	\$ 81,800		32%

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

500-RCDC
FINANCIAL SUMMARY

83.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
NON-PROJECT RELATED	185,000.00	17,183.55	198,943.41	107.54 (13,943.41)
TOTAL REVENUES	185,000.00	17,183.55	198,943.41	107.54 (13,943.41)
<u>EXPENDITURE SUMMARY</u>					
ECONOMIC DEVELOPMENT	17,500.00	0.00	0.00	0.00	17,500.00
NON-PROJECT RELATED	77,000.00	2,180.98	4,755.89	6.18	72,244.11
ADDITIONAL NEW PROJECTS	108,000.00	21,320.00	21,570.00	19.97	86,430.00
TOTAL EXPENDITURES	202,500.00	23,500.98	26,325.89	13.00	176,174.11
REVENUES OVER/ (UNDER) EXPENDITURES	(17,500.00)	(6,317.43)	172,617.52		(190,117.52)

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

500-RCDC

83.33% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>NON-PROJECT RELATED</u>					
<u>TAXES</u>					
500-4-90-4000 SALES TAX REVENUE	175,000.00	15,283.82	184,243.22	105.28 (9,243.22)
TOTAL TAXES	175,000.00	15,283.82	184,243.22	105.28 (9,243.22)
<u>INVESTMENT INCOME</u>					
500-4-90-4400 INTEREST INCOME	10,000.00	1,887.31	14,564.26	145.64 (4,564.26)
500-4-90-4401 INTEREST INCOME - CHECKING	0.00	12.42	135.93	0.00 (135.93)
TOTAL INVESTMENT INCOME	10,000.00	1,899.73	14,700.19	147.00 (4,700.19)
<u>MISCELLANEOUS REVENUE</u>					
500-4-90-4581 TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
 TOTAL NON-PROJECT RELATED	 185,000.00	 17,183.55	 198,943.41	 107.54 (13,943.41)
 TOTAL REVENUES	 185,000.00	 17,183.55	 198,943.41	 107.54 (13,943.41)

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

500-RCDC

83.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>ECONOMIC DEVELOPMENT</u>					
<u>OTHER NON-DEPARTMENTAL</u>					
500-5-80-5524 ROLLINGWOOD BUS PROMOTION	17,500.00	0.00	0.00	0.00	17,500.00
500-5-80-5527 COVID-19 RELIEF PROGRAM	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER NON-DEPARTMENTAL	17,500.00	0.00	0.00	0.00	17,500.00
TOTAL ECONOMIC DEVELOPMENT	17,500.00	0.00	0.00	0.00	17,500.00
<u>NON-PROJECT RELATED</u>					
<u>CONTRACTUAL SERVICES</u>					
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
<u>MISCELLANEOUS OTHER EXP</u>					
500-5-90-5380 LEGAL EXPENSES	5,000.00	2,180.98	4,755.89	95.12	244.11
TOTAL MISCELLANEOUS OTHER EXP	5,000.00	2,180.98	4,755.89	95.12	244.11
TOTAL NON-PROJECT RELATED	77,000.00	2,180.98	4,755.89	6.18	72,244.11
<u>ADDITIONAL NEW PROJECTS</u>					
<u>MISCELLANEOUS OTHER EXP</u>					
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	21,320.00	21,570.00	43.14	28,430.00
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	21,320.00	21,570.00	19.97	86,430.00
TOTAL ADDITIONAL NEW PROJECTS	108,000.00	21,320.00	21,570.00	19.97	86,430.00
TOTAL EXPENDITURES	202,500.00	23,500.98	26,325.89	13.00	176,174.11
REVENUES OVER/ (UNDER) EXPENDITURES	(17,500.00)	(6,317.43)	172,617.52		(190,117.52)