



**CITY OF ROLLINGWOOD
COMMUNITY DEVELOPMENT CORPORATION
AGENDA**

Monday, March 04, 2024

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 March 04, 2024 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=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 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 February 12, 2024 RCDC meeting

REGULAR AGENDA

- 3. Update from the Retail Coach
- 4. Discussion and possible action regarding Rollingwood Commercial Exchange meeting date, agenda and outcomes
- 5. RCDC Financials through January 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 PM** on **March 1, 2024**.

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, February 12, 2024

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 Monday, February 12, 2024 at 5:30 p.m. 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 Emily Doran called the meeting to order at 5:37 p.m.

Present Members: Emily Doran, Brian Rider, Bobby Hempfling, and Barry Delcambre

David Smith joined the meeting during Item 3.

Also Present: Corporation Attorney Megan Santee, Assistant City Administrator Desiree Adair, Council Member Phil McDuffee

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA.

2. Discussion and possible action on the minutes from the December 18, 2023 RCDC meeting

Brian Rider moved approval. Bobby Hempfling seconded the motion. The motion carried with 4 in favor and 0 against.

REGULAR AGENDA

3. Update from the Retail Coach

President Emily Doran discussed a report from the Retail Coach including representing Rollingwood at the ICSC Red River Conference, Rollingwood Plaza, Park Hills Baptist Church, and the Rollingwood Commercial Exchange Meeting.

The RCDC discussed the Rollingwood Commercial Exchange meeting times and dates.

Brian Rider moved to authorize \$1,000 for the purpose of this gathering max. Bobby Hempfling seconded the motion. The motion carried with 4 in favor and 0 against.

The RCDC determined which developers would be able to attend and planned the date for the first week in March or alternatively the week of March 18th at lunchtime.

Brian Rider and the RCDC discussed the incentive policy options for all Economic Development Corporations.

David Smith joined the meeting at 5:51 p.m.

The RCDC discussed the site of the church including homes that back up to it, the flood plain, the school, MoPac, TXDoT right of way, and retail incentive options.

- 4. Discussion and possible action on a resolution setting the date and time of regular Rollingwood Community Development Corporation meetings and setting the annual meeting for the election of officers

Barry Delcambre moved to approve Resolution 2024-02-12-04 in the packet. Bobby Hempfling seconded the motion. The motion carried with 5 in favor and 0 against.

- 5. Update on City Council action regarding budget amendment for future park projects and RCDC funding for a park retaining wall

Assistant City Administrator Desiree Adair reported that City Council has reappointed all members that were up for reappointment in the RCDC, approved the budget amendment for future park projects of \$50,000, and approved RCDC funding for the Park retaining wall not to exceed \$31,000. She stated that there would be \$19,000 remaining for Park projects to be funded by RCDC this fiscal year.

Bobby Hempfling will reach out to Melissa Morrow, the Chair of the Park Commission, for coordination with Park projects.

- 6. Discussion and possible action to elect a President, Vice President, Secretary and Treasurer of the Rollingwood Community Development Corporation

The RCDC discussed the positions currently held:

- President - Emily Doran
- Vice President - Colin Harvey
- Secretary - Pat Sheehan
- Treasurer - Bobby Hempfling

Bobby Hempfling nominated Colin Harvey as President of RCDC. David Smith seconded the motion. The motion carried with 5 in favor and 0 against.

Brian Rider nominated Emily Doran for Vice President of RCDC. Barry Delcambre seconded the motion. The motion carried with 5 in favor and 0 against.

Brian Rider moved Pat Sheehan as Secretary of RCDC. Barry Delcambre seconded the motion. The motion carried with 5 in favor and 0 against.

Brian Rider moved Bobby Hempfling as Treasurer of RCDC. David Smith seconded the motion. The motion carried with 5 in favor and 0 against.

The RCDC discussed the March meeting time and decided to have the next meeting on Monday, March 4th at 5:30 p.m.

ADJOURNMENT OF MEETING

The meeting was adjourned at 6:09 p.m.

Minutes adopted on the _____ day of _____, 2024.

Emily Doran, President

ATTEST:

Pat Sheehan, RCDC Secretary

Rollingwood CDC
Update
March 2024

Rollingwood Commercial Exchange

- **Potential Dates:** March 19th or 26th, April 9th or 11th (At this point, it is probably best to shoot for the April dates to ensure enough time for people to make it.)

- **Recommended Audience:** Property owners, property broker, local real estate community, nearby power brokers, board members, council members, potential investors

- **Length:** 1 hour

- **Suggested Agenda:**
 - 15 Minutes to network/grab lunch
 - Introduction by CDC/City Representative (5 minutes)
 - Presentation on role of the CDC/Purpose/Goals (10 minutes)
 - Retail Market Analysis Review (The Retail Coach) (10-15 minutes)
 - Q & A with Audience (10 minutes)
 - Closing Remarks (CDC/City Representative) (3-5 minutes)



CITY OF ROLLINGWOOD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2024

500-RCDC
 FINANCIAL SUMMARY

33.33% 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	21,896.41	76,732.83	51.16	73,267.17
TOTAL REVENUES	150,000.00	21,896.41	76,732.83	51.16	73,267.17
<u>EXPENDITURE SUMMARY</u>					
ECONOMIC DEVELOPMENT	15,000.00	0.00	0.00	0.00	15,000.00
NON-PROJECT RELATED	77,000.00	0.00	0.00	0.00	77,000.00
ADDITIONAL NEW PROJECTS	108,600.00	0.00	3,500.00	3.22	105,100.00
TOTAL EXPENDITURES	200,600.00	0.00	3,500.00	1.74	197,100.00
REVENUES OVER/ (UNDER) EXPENDITURES	(50,600.00)	21,896.41	73,232.83		(123,832.83)

CITY OF ROLLINGWOOD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2024

500-RCDC

33.33% 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	150,000.00	20,349.31	70,621.38	47.08	79,378.62
TOTAL TAXES	<u>150,000.00</u>	<u>20,349.31</u>	<u>70,621.38</u>	<u>47.08</u>	<u>79,378.62</u>
<u>INVESTMENT INCOME</u>					
500-4-90-4400 INTEREST INCOME	0.00	1,538.74	6,082.49	0.00 (6,082.49)
500-4-90-4401 INTEREST INCOME - CHECKING	0.00	8.36	28.96	0.00 (28.96)
TOTAL INVESTMENT INCOME	<u>0.00</u>	<u>1,547.10</u>	<u>6,111.45</u>	<u>0.00 (</u>	<u>6,111.45)</u>
TOTAL NON-PROJECT RELATED	150,000.00	21,896.41	76,732.83	51.16	73,267.17
TOTAL REVENUES	<u>150,000.00</u>	<u>21,896.41</u>	<u>76,732.83</u>	<u>51.16</u>	<u>73,267.17</u>

CITY OF ROLLINGWOOD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2024

500-RCDC

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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
TOTAL ECONOMIC DEVELOPMENT	15,000.00	0.00	0.00	0.00	15,000.00
NON-PROJECT RELATED					
CONTRACTUAL SERVICES					
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
MISCELLANEOUS OTHER EXP					
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
TOTAL NON-PROJECT RELATED	77,000.00	0.00	0.00	0.00	77,000.00
ADDITIONAL NEW PROJECTS					
MISCELLANEOUS OTHER EXP					
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	3,600.00	0.00	3,500.00	97.22	100.00
TOTAL MISCELLANEOUS OTHER EXP	108,600.00	0.00	3,500.00	3.22	105,100.00
TOTAL ADDITIONAL NEW PROJECTS	108,600.00	0.00	3,500.00	3.22	105,100.00
TOTAL EXPENDITURES	200,600.00	0.00	3,500.00	1.74	197,100.00
REVENUES OVER/ (UNDER) EXPENDITURES	(50,600.00)	21,896.41	73,232.83		(123,832.83)

CITY OF ROLLINGWOOD
BALANCE SHEET
AS OF: JANUARY 31ST, 2024

500-RCDC

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
500-1000	RCDC OPERATING CASH	205,798.30	
500-1005	TEXPOOL	340,467.91	
500-1100	DUE FROM CITY	20,349.31	
500-1350	SALES TAX RECEIVABLE	0.00	
		<u>566,615.52</u>	
	TOTAL ASSETS		<u>566,615.52</u>
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		<u>0.00</u>
EQUITY			
=====			
500-3000	FUND BALANCE-UNAPPROPRATED	462,006.52	
500-3001	XXFUND BALANCE	0.00	
500-3010	OTHER FUND BALANCE	0.00	
500-3030	AMOUNTS TO BE PROVIDED FOR	31,376.17	
	TOTAL BEGINNING EQUITY	<u>493,382.69</u>	
	TOTAL REVENUE	76,732.83	
	TOTAL EXPENSES	<u>3,500.00</u>	
	TOTAL REVENUE OVER/ (UNDER) EXPENSES	73,232.83	
	TOTAL EQUITY & REV. OVER/ (UNDER) EXP.		<u>566,615.52</u>
	TOTAL LIABILITIES, EQUITY & REV.OVER/ (UNDER) EXP.		<u>566,615.52</u>

2023-2024

RCDC
MONTHLY FINANCIAL ANALYSIS

NOTE: YTD ACTUAL AS OF 01/31/2024; 42% 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	\$ 150,000	\$ 70,621	47%	\$ 59,305		119%

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	\$ 15,000	\$ -	0%	\$ -		#DIV/0!
NON-PROJECTED RELATED:						
REVENUE	\$ 150,000	\$ 54,836	37%	\$ 60,952		90%
EXPENDITURES	\$ 77,000	\$ -	0%	\$ 1,718		0%
ADDITIONAL NEW PROJECTS:						
REVENUE	\$ -		#DIV/0!	\$ -		#DIV/0!
EXPENDITURES	\$ 58,600	\$ 3,500	6%	\$ -		#DIV/0!

RECAP:	CURRENT YEAR:			PRIOR YEAR:		CURRENT YR COMPARED TO PY YR
	BUDGET	YTD	PERCENT	YTD		
REVENUE	\$ 150,000	\$ 54,836	37%	\$ 60,952		90%
EXPENDITURES	\$ 150,600	\$ 3,500	2%	\$ 1,718		204%