



**CITY OF ROLLINGWOOD
COMMUNITY DEVELOPMENT CORPORATION
AGENDA**

Monday, December 18, 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 December 18, 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=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 November 13, 2023 RCDC meeting

REGULAR AGENDA

- 3. Update and planning for 2024 activities from the Retail Coach
- 4. Discussion and possible action on meeting dates and times of the RCDC
- 5. RCDC Financials through November 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 PM** on **December 15, 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, November 13, 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 Monday, November 13, 2023 at 12:00 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 12:00 p.m.

Present Members: Emily Doran, Colin Harvey, Bobby Hempfling, Brian Rider, Pat Sheehan and Barry Delcambre

Also Present: City Administrator Ashley Wayman, Finance Director Abel Campos, Utility Billing Manager Veronica Hernandez, Council Member Phil McDuffee, and Assistant to the City Administrator Makayla Rodriguez

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the September 11, 2023 RCDC meeting

Brian Rider moved for approval with the correction of the signature of the presiding officer to be Emily instead of Gavin. Bobby Hempfling seconded the motion. The motion carried with 6 in favor and 0 against.

REGULAR AGENDA

3. Discussion and possible action on RCDC Resolution 2023-11-13-03 amending the Fiscal Year 2023-2024 RCDC Budget to add a line item of \$50,000 for future park projects

City Administrator Ashley Wayman discussed the budget line item for future park projects that was discussed at the last meeting explaining that anything that needs to come out of this line item would still have to go through the project process.

Brian Rider moved approval. Colin Harvey seconded the motion. The motion carried with 6 in favor and 0 against.

- 4. Public hearing, discussion and possible action on RCDC Resolution 2023-11-13-04 authorizing funding for a park improvement project in Rollingwood Park for retaining wall improvements that will enhance recreational and community facilities, pursuant to Texas Local Gov't Code Section 501.152

President Emily Doran reviewed the history of this project that came before RCDC.

City Administrator Ashley Wayman explained that this project is on hold at the City Council level, and that this item refers to the funding of this project by RCDC.

RCDC discussed what the Park Commission wanted in regards to this item and the state procurement requirements.

Council Member Phil McDuffee clarified that there was one bid, he also met with two other contractors, and explained where the project is right now.

President Emily Doran opened the public hearing at 12:09 p.m.

There were no public comments.

President Emily Doran closed the public hearing at 12:09 p.m.

Pat Sheehan moved to allocate \$31,000 to fund the wall to work on the drainage in the main park. Bobby Hempfling seconded the motion. The motion carried with 6 in favor and 0 against.

- 5. Discussion and possible action to support the beautification project and welcome entrances to the City of Rollingwood

President Emily Doran discussed supporting the beautification project and the entrances at Edgegrove Drive, at the end of Rollingwood Drive, and near McDonalds. She explained the importance of this project in terms of enhancing the commercial corridor.

RCDC and Council Member Phil McDuffee discussed the planters at the entrances to the City.

The RCDC and City Administrator Ashley Wayman discussed identification of the property, the ownership of this plot of land, that we have approval for this budget year to complete research on city ownership and rights of way, and attaching projects to the comprehensive plan.

Corporation Attorney Megan Santee asked questions about the city's ownership or right of way to the plots of land with the planter boxes.

RCDC discussed working with the Retail Coach on the commercial corridor plan and the uniqueness and look of Rollingwood.

President Emily Doran discussed having an open house targeted for January or February.

- 6. Discussion of intent to continue to serve on the Rollingwood Community Development Corporation

City Administrator Ashley Wayman discussed the members whose terms are expiring in December 2023. President Emily Doran explained that David Smith would like to continue but is unable to make the noon time period.

The RCDC discussed the day and time of meetings. They would like to bring back this item to the December meeting. They would like the City’s time availability and members should send availability preferences to City Secretary Desiree Adair.

Brian Rider, Pat Sheehan, and Emily Doran all intend to continue to serve on the RCDC.

- 7. RCDC Financials through September 2023

Finance Director Abel Campos discussed RCDC financials through end of fiscal year 2022-2023.

- 8. RCDC Financials through October 2023

Finance Director Abel Campos discussed the sales tax for October with the RCDC and he provided the cash balances.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:32 p.m.

Minutes adopted on the _____ day of _____, 2023.

Emily Doran, President

ATTEST:

Pat Sheehan, RCDC Secretary



Retail Recruitment Strategy Update

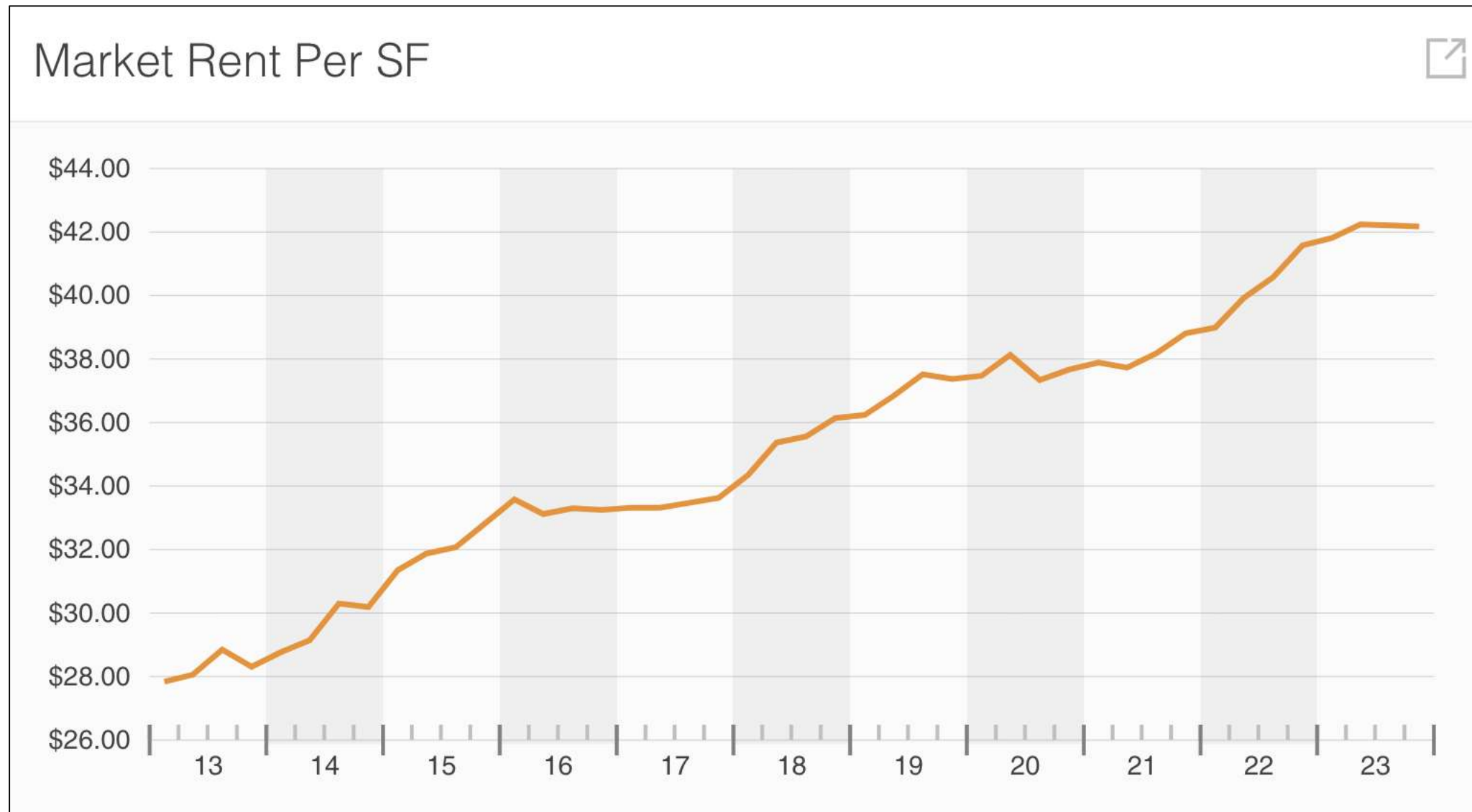
Rollingwood, Texas

December 2023



Rollingwood Market Analytics

INVENTORY SF 151K +0% Prior Period 151K	UNDER CONSTRUCTION SF 0 - Prior Period 0	12 MO NET ABSORPTION SF 847 +108.2% Prior Period (10.3K)	VACANCY RATE 12.4% -0.6% Prior Period 13.0%	MARKET RENT/SF \$42.17 +1.8% Prior Period \$41.44	MARKET SALE PRICE/SF \$270 -6.3% Prior Period \$288
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Property Owner Search

Company Name	Market Share	RBA	SPACE AVAILABLE			NUMBER OF BUILDINGS				
			Total	Direct	Sublet	Total	Office	Ind	Flex	Retail
1 3003 Bee Cave Partnership, LP	31.4%	69,247	0	0	0	1	0	0	0	0
2 SRC Centre II Owner, LP	24.7%	54,600	16,383	6,542	9,841	1	1	0	0	0
3 GENERATIONAL CENTRE ONE LLC	18.0%	39,722	5,200	5,200	0	1	1	0	0	0
4 Routh Properties and Commercial Retail Group	9.9%	21,935	0	0	0	1	0	0	0	1
5 Capital Leasing Management & Sales	6.7%	14,838	2,421	2,421	0	1	1	0	0	0
6 2714 Bcr Llc	4.5%	10,028	0	0	0	1	1	0	0	0
7 Trudi F Gold 1988 Revocable Trust	2.5%	5,464	0	0	0	1	1	0	0	0
8 Davis Trust	2.2%	4,840	0	0	0	1	0	0	0	1
9 Trilight Properties, LLC	0.0%	0	0	0	0	1	0	0	0	0

Rollingwood Plaza Update

- Ownership is still interested in the re-development of this shopping center
- As of last week, they expect to have new plans for a two story version of the redevelopment very soon.
- Ownership has no interest in partnering or selling the center. They have said that they have the capabilities to complete it all and are not in need of capital.

Park Hills Baptist Church Update

- They continue to be willing to look at offers for their current site. This could be for the entire property or the property minus the daycare.
- Any offer will have to deal with the re-location of their church to another location.

Rollingwood Commercial Exchange

- Meeting with property owners, brokers, interested prospects to discuss opportunities in Rollingwood.
- Shooting for February for the first meeting. Who with RCDC/City of Rollingwood should our team work with to coordinate the first event?

Incentives and Public Private Partnerships

- Our team is finalizing a potential incentive policy framework for the RCDC to review. This will be ready for review before the next RCDC Meeting.
- Public Private Partnership Examples will also be ready before the next RCDC Meeting.

RETAIL RECRUITMENT EXPERTS



AARON FARMER
PRESIDENT

afarmer@theretailcoach.net

662.231.0608 c

662.844.2155 o

www.theretailcoach.net

CITY OF ROLLINGWOOD
BALANCE SHEET
AS OF: NOVEMBER 30TH, 2023

500-RCDC

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
500-1000	RCDC OPERATING CASH	173,321.38	
500-1005	TEXPOOL	337,390.52	
500-1100	DUE FROM CITY	15,015.57	
500-1350	SALES TAX RECEIVABLE	0.00	
			<u>525,727.47</u>
TOTAL ASSETS			<u>525,727.47</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	389,369.29	
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>420,745.46</u>	
TOTAL REVENUE		35,844.78	
TOTAL EXPENSES		<u>3,500.00</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		<u>32,344.78</u>	
(WILL CLOSE TO FUND BAL.)		72,637.23	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>525,727.47</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			<u>525,727.47</u>
=====			

CITY OF ROLLINGWOOD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

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	16,505.52	35,844.78	23.90	114,155.22
TOTAL REVENUES	150,000.00	16,505.52	35,844.78	23.90	114,155.22
<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	58,600.00	0.00	3,500.00	5.97	55,100.00
TOTAL EXPENDITURES	150,600.00	0.00	3,500.00	2.32	147,100.00
REVENUES OVER/ (UNDER) EXPENDITURES	(600.00)	16,505.52	32,344.78		(32,944.78)

CITY OF ROLLINGWOOD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2023

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	15,015.57	32,826.81	21.88	117,173.19
TOTAL TAXES	150,000.00	15,015.57	32,826.81	21.88	117,173.19
INVESTMENT INCOME					
500-4-90-4400 INTEREST INCOME	0.00	1,483.23	3,005.10	0.00 (3,005.10)
500-4-90-4401 INTEREST INCOME - CHECKING	0.00	6.72	12.87	0.00 (12.87)
TOTAL INVESTMENT INCOME	0.00	1,489.95	3,017.97	0.00 (3,017.97)
TOTAL NON-PROJECT RELATED	150,000.00	16,505.52	35,844.78	23.90	114,155.22
TOTAL REVENUES	150,000.00	16,505.52	35,844.78	23.90	114,155.22

CITY OF ROLLINGWOOD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2023

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500-RCDC

16.67% 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	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
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	58,600.00	0.00	3,500.00	5.97	55,100.00
TOTAL ADDITIONAL NEW PROJECTS	58,600.00	0.00	3,500.00	5.97	55,100.00
TOTAL EXPENDITURES	150,600.00	0.00	3,500.00	2.32	147,100.00
REVENUES OVER/ (UNDER) EXPENDITURES	(600.00)	16,505.52	32,344.78	(32,944.78)	

2023-2024

RCDC
MONTHLY FINANCIAL ANALYSIS

NOTE: YTD ACTUAL AS OF 11/30/2023; 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	\$ 200,000	\$ 32,827	16%	\$ 27,750		118%

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	\$ 35,845	24%	\$ 28,473		126%
EXPENDITURES	\$ 77,000	\$ -	0%	\$ -		#DIV/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	\$ 35,845	24%	\$ 28,473		126%
EXPENDITURES	\$ 150,600	\$ 3,500	2%	\$ -		#DIV/0!