



**CITY OF ROLLINGWOOD
COMMUNITY DEVELOPMENT CORPORATION
AGENDA**

Thursday, March 31, 2022

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 31, 2022 at 12:00 PM. Members of the public and the RCDC may participate in the meeting virtually, as long as a quorum of the RCDC 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 awayman@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 10, 2022 RCDC meeting

REGULAR AGENDA

- 3. Discussion and possible action regarding potential projects for the RCDC in the coming year and assignment of subcommittees for project prioritization and next steps
- 4. Discussion regarding future reports and items of interest from the Retail Coach
- 5. Discussion on the RCDC Financials through February 2022

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 on Friday, March 25, 2022 at 5:00 p.m.



Ashley Wayman, 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 Local 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 Local Government Code;
discussion of personnel matters pursuant to section 551.074 of the Texas Local Government Code;
real estate acquisition pursuant to section 551.072 of the Texas Local Government Code;
prospective gifts pursuant to section 551.073 of the Texas Local Government Code;
security personnel and device pursuant to section 551.076 of the Texas Local Government Code;
and/or economic development pursuant to section 551.087 of the Texas Local Government Code.
Action, if any, will be taken in open session.



CITY OF ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION MINUTES

Thursday, February 10, 2022

The Community Development Corporation of the City of Rollingwood, Texas held a regular meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on Thursday, February 10, 2022 at 12:00 p.m. Members of the public and the RCDC were permitted 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. The public was permitted watch this meeting live and have the opportunity to comment via audio devices at the link below. The public was also permitted to 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

A video recording of the meeting was made and was 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 12:06 p.m.

Present Members: President Emily Doran, Pat Sheehan, Bobby Hempfling, Brian Rider and Collin Harvey.

Also Present: Interim City Administrator Ashley Wayman, RCDC Attorney Megan Santee and Finance Director Abel Campos.

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.

2. Public Comments

There were no public comments.

CONSENT AGENDA

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3. Discussion and possible action on the minutes from the January 13, 2022 RCDC meeting

Bobby Hempfling moved to approve the consent agenda. Brian Rider seconded the motion. The motion passed 5-0.

REGULAR AGENDA

4. Presentation and discussion regarding authorized projects for the RCDC

RCDC Attorney Megan Santee discussed considerations for determining authorized projects for the RCDC and answered questions from the Board.

5. Review and discussion of the process of identifying, prioritizing and executing potential future projects for the RCDC

President Emily Doran discussed the process for the RCDC coming up with projects.

The Board discussed how they interface with the Park Commission, the options for the RCDC to focus on, and the roles of the RCDC and the Park Commission.

6. Discussion and possible action regarding potential projects for the RCDC in the coming year

The Board discussed a list of potential projects submitted by Board members and the status of a city-wide traffic study. They discussed potentially drafting a resolution to encourage the city to proceed with a traffic study for the whole city.

The Board and Interim City Administrator Ashley Wayman discussed the status of building discussions with the Westlake Fire Department. The Board further discussed a list of potential projects submitted by Board members.

The Board discussed requesting that the City Council move forward with a traffic study that looked at the volume of traffic and speeds, and potential safety improvements to roads and sidewalks in the city, and potential areas to focus on. They also discussed the purpose of the study and what RCDC would be willing to fund.

The Board directed staff to come back with a resolution to submit to City Council encouraging the execution of a traffic study focusing on speeds, volume of visitors and specifically economic development of Edgemoor for safer sidewalks to the retail corridor.

The Board discussed potential events in the park, the status of the field house, the impacts of the Retail Coach work, chances for future federal infrastructure funding, and ways to coordinate with the Little League on a food truck or similar option.

- 7. Presentation and discussion regarding the annual Economic Development Report to the Comptroller

Interim City Administrator Ashley Wayman discussed where the full, annual reports can be found on the Comptroller’s website.

- 8. Discussion on the RCDC financials through December 2021

The Board discussed the budgeted \$88,000 for the Administrative Services Agreement.

ADJOURNMENT OF MEETING

The meeting was adjourned at 1:10 p.m.

Minutes Adopted on the 31st day of March, 2022.

Emily Doran, President

ATTEST:

Ashley Wayman, Assistant City Administrator

500-RCDC

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
500-1000	RCDC OPERATING CASH	274,498.68	
500-1005	TEXPOOL	126,505.21	
500-1100	DUE FROM CITY	21,451.53	
500-1350	SALES TAX RECEIVABLE	<u>0.00</u>	
			<u>422,455.42</u>
TOTAL ASSETS			422,455.42
=====			
LIABILITIES			
=====			
500-2000	ACCOUNTS PAYABLE	0.00	
500-2020	ACCOUNTS PAYABLE RCDC	0.00	
500-2030	PAYABLE TO CITY	24,542.19	
500-2140	Vehicle Financing Notes	<u>0.00</u>	
	TOTAL LIABILITIES		<u>24,542.19</u>
EQUITY			
=====			
500-3000	FUND BALANCE-UNAPPROPRATED	321,654.27	
500-3001	XXFUND BALANCE	0.00	
500-3010	OTHER FUND BALANCE	<u>0.00</u>	
	TOTAL BEGINNING EQUITY		<u>321,654.27</u>
TOTAL REVENUE		76,258.96	
TOTAL EXPENSES		<u>0.00</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES			<u>76,258.96</u>
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>397,913.23</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			422,455.42
=====			

RCDC
MONTHLY FINANCIAL ANALYSIS

NOTE: YTD ACTUAL AS OF 2/28/2022; 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	\$ 76,227	51%	\$ 61,017		125%

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%	\$ 1,500		0%
NON-PROJECTED RELATED:						
REVENUE	\$ 150,000	\$ 76,259	51%	\$ 61,077		125%
EXPENDITURES	\$ 44,000	\$ -	0%	\$ -		#DIV/0!
ADDITIONAL NEW PROJECTS:						
REVENUE	\$ -	\$ -	#DIV/0!	\$ -		#DIV/0!
EXPENDITURES	\$ 40,000	\$ -	0%	\$ -		#DIV/0!
RECAP:						
REVENUE	\$ 150,000	\$ 76,259	51%	\$ 61,077		125%
EXPENDITURES	\$ 99,000	\$ -	0%	\$ 1,500		0

CITY OF ROLLINGWOOD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2022

500-RCDC
FINANCIAL SUMMARY

41.67% 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	21,459.63	76,258.96	50.84	73,741.04
TOTAL REVENUES	150,000.00	21,459.63	76,258.96	50.84	73,741.04
=====					
<u>EXPENDITURE SUMMARY</u>					
ECONOMIC DEVELOPMENT	15,000.00	0.00	0.00	0.00	15,000.00
NON-PROJECT RELATED	44,000.00	0.00	0.00	0.00	44,000.00
ADDITIONAL NEW PROJECTS	40,000.00	0.00	0.00	0.00	40,000.00
TOTAL EXPENDITURES	99,000.00	0.00	0.00	0.00	99,000.00
=====					
REVENUES OVER/ (UNDER) EXPENDITURES	51,000.00	21,459.63	76,258.96	(25,258.96)

CITY OF ROLLINGWOOD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2022

500-RCDC

41.67% 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	21,451.53	76,227.37	50.82	73,772.63
TOTAL TAXES	150,000.00	21,451.53	76,227.37	50.82	73,772.63
INVESTMENT INCOME					
500-4-90-4400 INTEREST INCOME	0.00	6.10	21.88	0.00 (21.88)
500-4-90-4401 INTEREST INCOME - CHECKING	0.00	2.00	9.71	0.00 (9.71)
TOTAL INVESTMENT INCOME	0.00	8.10	31.59	0.00 (31.59)
TOTAL NON-PROJECT RELATED					
	150,000.00	21,459.63	76,258.96	50.84	73,741.04
TOTAL REVENUES					
	150,000.00	21,459.63	76,258.96	50.84	73,741.04
	=====	=====	=====	=====	=====

CITY OF ROLLINGWOOD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2022

500-RCDC

41.67% 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
<hr/>					
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	44,000.00	0.00	0.00	0.00	44,000.00
TOTAL CONTRACTUAL SERVICES	44,000.00	0.00	0.00	0.00	44,000.00
<hr/>					
TOTAL NON-PROJECT RELATED	44,000.00	0.00	0.00	0.00	44,000.00
ADDITIONAL NEW PROJECTS					
=====					
MISCELLANEOUS OTHER EXP					
500-5-95-5387 MOPAC LEGAL EXPENSES	40,000.00	0.00	0.00	0.00	40,000.00
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
TOTAL MISCELLANEOUS OTHER EXP	40,000.00	0.00	0.00	0.00	40,000.00
<hr/>					
TOTAL ADDITIONAL NEW PROJECTS	40,000.00	0.00	0.00	0.00	40,000.00
<hr/>					
TOTAL EXPENDITURES	99,000.00	0.00	0.00	0.00	99,000.00
=====					
REVENUES OVER/ (UNDER) EXPENDITURES	51,000.00	21,459.63	76,258.96	(25,258.96)

2021-2022

CITY OF ROLLINGWOOD
MONTHLY FINANCIAL ANALYSIS

NOTE: YTD ACTUAL AS OF FEBRUARY, 2022; 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		
CURRENT PROPERTY TAXES	\$ 1,366,074	\$ 1,334,375	98%	\$ 1,298,659		103%
TELECOM TAXES	\$ 20,000	\$ 8,778	44%	\$ 12,367		71%
4-B SALES TAX	\$ 150,000	\$ 76,227	51%	\$ 651,017		12%
CITY SALES TAX	\$ 550,000	\$ 304,909	55%	\$ 244,143		125%
ELECTRIC UTILITY FRANCHISE FEE	\$ 90,000	\$ -	0%	\$ 48,448		0%
BUILDING PERMIT FEES	\$ 143,250	\$ 73,841	52%	\$ 64,161		115%
COURT FINES	\$ 32,750	\$ 14,326	44%	\$ 7,985		179%
WATER SALES	\$ 1,100,000	\$ 441,153	40%	\$ 384,009		115%
STREET SALES TAX	\$ 150,000	\$ 76,227	51%	\$ 61,017		125%
PROPERTY TAX-DEBT SERVICE 2014	\$ 199,850	\$ 195,838	98%	\$ 196,141		100%
PROPERTY TAX-DEBT SERVICE 2012	\$ 316,735	\$ 309,825	98%	\$ 312,659		99%
PROPERTY TAX-DEBT SERVICE 2019	\$ 410,650	\$ 400,740	98%	\$ 401,197		100%
PROPERTY TAX-DEBT SERVICE 2020	\$ 314,050	\$ 309,141	98%	\$ 312,320		99%
WASTEWATER REVENUES	\$ 579,500	\$ 304,212	52%	\$ 182,003		167%
PUD SURCHARGE	\$ 98,160	\$ 40,897	42%	\$ 40,898		100%

BUDGET STATUS & COMPARISON TO PRIOR YEAR

	CURRENT YEAR:			PRIOR YEAR:		CURRENT YR COMPARED TO PY YR
	BUDGET	YTD	PERCENT	YTD		
GENERAL FUND:						
REVENUE	\$ 2,805,816	\$ 1,934,657	69%	\$ 1,871,006		103%
EXPENDITURES	\$ 2,714,016	\$ 1,236,741	46%	\$ 916,978		135%
WATER FUND:						
REVENUE	\$ 1,104,250	\$ 441,214	40%	\$ 390,001		113%
EXPENDITURES	\$ 1,189,092	\$ 389,119	33%	\$ 369,049		105%
STREET MAINTENANCE FUND:						
REVENUE	\$ 150,100	\$ 76,263	51%	\$ 70,588		108%
EXPENDITURES	\$ 95,469	\$ 66,839	70%	\$ 71,764		93%
COURT SECURITY FUND:						
REVENUE	\$ 1,350	\$ 558	41%	\$ 676		82%
EXPENDITURES	\$ 1,000	\$ -	0%	\$ -		#DIV/0!
COURT TECHNOLOGY FUND:						
REVENUE	\$ 1,000	\$ 477	48%	\$ 886		54%
EXPENDITURES	\$ 2,500	\$ 7	0%	\$ 164		4%
COURT EFFICIENCY FUND:						
REVENUE	\$ 100	\$ -	0%	\$ -		#DIV/0!
EXPENDITURES	\$ 100	\$ -	0%	\$ -		#DIV/0!
DEBT SERVICE FUND - 2014:						
REVENUE	\$ 200,250	\$ 195,838	98%	\$ 192,495		102%
EXPENDITURES	\$ 199,950	\$ 34,975	17%	\$ 39,875		88%
DEBT SERVICE FUND - 2012:						
REVENUE	\$ 317,135	\$ 309,825	98%	\$ 316,457		98%
EXPENDITURES	\$ 316,135	\$ 8,068	3%	\$ 14,360		56%
DEBT SERVICE FUND - 2019:						
REVENUE	\$ 410,750	\$ 400,740	98%	\$ 394,048		102%
EXPENDITURES	\$ 410,050	\$ 150,025	37%	\$ 183,990		82%
DEBT SERVICE FUND - 2020:						
REVENUE	\$ 314,790	\$ 309,141	98%	\$ -		#DIV/0!
EXPENDITURES	\$ 314,290	\$ 14,525	5%	\$ -		#DIV/0!
DRAINAGE FUND:						
REVENUE	\$ 30,000	\$ 33,228	111%	\$ 8,000		415%
EXPENDITURES	\$ 55,000	\$ 40,336	73%	\$ 25,689		157%
WASTE WATER FUND:						
REVENUE	\$ 689,010	\$ 349,622	51%	\$ 278,655		125%
EXPENDITURES	\$ 950,457	\$ 418,213	44%	\$ 211,277		198%