



CITY OF ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION AGENDA

Thursday, December 05, 2019

Notice is hereby given that the Community Development Corporation of the City of Rollingwood, Texas will hold a regular meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on December 05, 2019 at 7:00 PM, where the following items will be discussed:

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 17, 2019 RCDC Meeting.

REGULAR AGENDA

- [3.](#) Discussion and possible action on an agreement for Professional Services by and between the Rollingwood Community Development Corporation and the City of Rollingwood.
4. Discussion and possible action on direction to staff regarding The Retail Coach report and posting to website.
- [5.](#) Discussion on member terms, term expirations, and intent to continue serving.
6. Discussion and possible action on a recommendation to City Council to grant a term limit extension for Pat Sheehan to continue serving on RCDC.
7. Nomination and election of President, Vice President, Secretary and Treasurer of the Rollingwood Community Development Corporation for the 2020 Calendar Year.

- [8.](#) Discussion on the RCDC Financials as of October 31, 2019.
9. Discussion and possible action on cancelling the December 12th, 2019 RCDC Meeting.

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 4:15 p.m. on December, 2, 2019.

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.



CITY OF ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION MINUTES

Thursday, October 17, 2019

The Community Development Corporation of the City of Rollingwood, Texas met in a regular meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on October 17, 2019 at 7:00 PM.

President Michael Dyson called the meeting to order at 7:01 p.m.

CALL ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION MEETING TO ORDER

1. Roll Call

Present Members: President Michael Dyson, Becky Kittleman, Barry Delcambre, Pat Sheehan, David Smith, and Josh McKay.

Also Present: City Attorney Charles Zech, City Administrator Amber Lewis and City Secretary Ashley Wayman.

PUBLIC COMMENTS

There were no public comments.

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 July 11, 2019 and September 12, 2019 RCDC Meetings.

President Michael Dyson motioned to approve the minutes from the July 11, 2019 and September 12, 2019 RCDC meetings. Barry Delcambre seconded the motion. The motion passed 6-0.

REGULAR AGENDA

3. Presentation and status update of the Commercial Corridor Analysis from The Retail Coach.

Aaron Farmer from the Retail Coach gave a status update of the Commercial Corridor Analysis, including a cellphone analysis of visitors to the park, a retail market profile, a retail trade area analysis, a highest and best use analysis, zoning analysis and recommendations by Retail Coach. He also took questions and discussion items from Board Members.

4. Discussion and possible action on an agreement for professional services by and between the Rollingwood Community Development Corporation and the City of Rollingwood.

President Michael Dyson gave the context of this item, stating that at the last meeting the RCDC tasked legal counsel with drafting an agreement for professional services between the Rollingwood Community Development Corporation and the City of Rollingwood.

Legal Counsel Charles Zech explained the legal need for an agreement of this nature and that this agreement would be presented annually.

President Michael Dyson proposed to move on to item five and return to item four at the conclusion of item five.

5. Informational presentation by RCDC Legal Counsel, Charles Zech regarding Type B Economic Development Corporations.

RCDC Attorney Charles Zech gave a presentation regarding Type B Economic Development Corporations including authorized projects and the process that must take place in order to expend funds.

4. Item 4 Revisited: Discussion and possible action on an agreement for professional services by and between the Rollingwood Community Development Corporation and the City of Rollingwood.

President Michael Dyson spoke about the funds budgeted by RCDC for administration and how these funds relate to the proposed professional services agreement.

City Administrator Amber Lewis explained that the budget could always be changed in the form of a budget amendment.

He proposed adopting this agreement to form but bringing a detailed agreement with updated numbers back next month for more detailed execution.

President Michael Dyson motioned to approve the agreement for professional services by and between the Rollingwood Community Development Corporation and the City of Rollingwood as to the form presented at this meeting and subject to a later determination of exact amounts for items 2 and 4. Pat Sheehan seconded the motion. The motion passed 6-0.

ADJOURNMENT OF MEETING

President Michael Dyson called for adjournment at 8:29 p.m. Pat Sheehan seconded the motion. The motion passed 6-0.

Minutes Adopted on the _____ day of _____, 2019.

ATTEST:

Michael Dyson, President

Ashley Wayman, City Secretary

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, executed the 18th day of December, 2019, 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, in the form of a flat fee in the amount of eighty-eight thousand dollars (\$88,000) per year.

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 January 1, 2020 and ending September 30, 2020, 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 day of execution.

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

ROLLINGWOOD COMMUNITY
DEVELOPMENT CORPORATION

CITY ROLLINGWOOD, TEXAS

President

Michael R. Dyson
Mayor

9

Ringwood Community Development Corporation - Membership Status – Full

5.

<u>Member Name</u>	<u>Position # - Office</u>	<u>First Appointed</u>	<u>Current Term Ends</u>
Susan Miller	1- Director/Treasurer	December 2018	December 2019
Patrick Sheehan	3- Director	July 2012	December 2019
Becky Kittleman	5- Director/Vice Pres.	February 2015	December 2018
Mike Dyson	7- Director/ President	May 2017	December 2018
David Smith	2- Director	July 2019	December 2019
Josh McKay	4- Director	July 2019	December 2019
Barry Delcambre	6- Director/Secretary	November 2018	December 2018

Council Liaison: Buck Shapiro

The President, Vice President, Secretary, and Treasurer are selected by members of the Corporation. Terms begin Jan. 1 and extend for two years or until a successor is appointed.

RCDC meets on the 2nd Thursday of each month.

Rollingwood Community Development Corporation
Balance Sheet - Balance Sheet
As of 10/31/2019

		<u>RCDC Fund</u>	<u>Total</u>
Assets			
Operating Cash	1000	121,041.13	121,041.13
Texpool	1005	125,481.99	125,481.99
Due from City	1100	12,404.03	12,404.03
Sales Tax Receivable	1350	0.00	0.00
Total Assets		<u>258,927.15</u>	<u>258,927.15</u>
Liabilities			
Accounts Payable	2000	0.00	0.00
Accts Payable Yr End	2001	0.00	0.00
xxAccts Payable to City	2020	0.00	0.00
Payable to City	2030	0.00	0.00
Total Liabilities		<u>0.00</u>	<u>0.00</u>
Fund Balance			
Fund Balance	3000	199,263.26	199,263.26
xxFund Balance	3001	0.00	0.00
Other		59,663.89	59,663.89
Total Fund Balance		<u>258,927.15</u>	<u>258,927.15</u>
Liability & Fund Balance		<u>258,927.15</u>	<u>258,927.15</u>

Rollingwood Community Development Corporation
Statement of Revenues and Expenditures - Rev and Expend by Project - With Codes
500 - RCDC Fund
80 - Economic Development
From 10/1/2019 Through 10/31/2019

		<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Revised</u>	<u>Total Budget Variance - Revised</u>	<u>Percent Total Budget</u>
Expenditures						
Rollingwood	5524	0.00	0.00	13,000.00	13,000.00	0.00%
Bus.						
Promotion&...						
Total Expenditures		<u>0.00</u>	<u>0.00</u>	<u>13,000.00</u>	<u>13,000.00</u>	<u>0.00%</u>
Excess Revenues		0.00	0.00	(13,000.00)	13,000.00	0.00%
Over(Under)						
Expenditures						

Rollingwood Community Development Corporation
Statement of Revenues and Expenditures - Rev and Expend by Project - With Codes
500 - RCDC Fund
90 - Non-Project Related
From 10/1/2019 Through 10/31/2019

		<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Revised</u>	<u>Total Budget Variance - Revised</u>	<u>Percent Total Budget</u>
Revenues						
Sales Tax Revenue	4000	12,403.77	12,403.77	130,000.00	(117,596.23)	9.54%
Interest Revenue	4050	220.00	220.00	0.00	220.00	0.00%
Interest Revenue - Checking	4051	0.97	0.97	0.00	0.97	0.00%
Total Revenues		<u>12,624.74</u>	<u>12,624.74</u>	<u>130,000.00</u>	<u>(117,375.26)</u>	<u>9.71%</u>
Expenditures						
Admin Services Agreement	5575	0.00	0.00	88,000.00	88,000.00	0.00%
Total Expenditures		<u>0.00</u>	<u>0.00</u>	<u>88,000.00</u>	<u>88,000.00</u>	<u>0.00%</u>
Excess Revenues Over(Under) Expenditures		<u>12,624.74</u>	<u>12,624.74</u>	<u>42,000.00</u>	<u>(29,375.26)</u>	<u>30.05%</u>

City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

100 - General Fund

55 - Park Department

From 10/1/2019 Through 10/31/2019

		Current Period Actual	Y-T-D Actual	Total Budget - Revised	Budget Balance Remaining	Percent Total Budget
REVENUES						
	Revenues					
4355	Donations - Park	100.00	100.00	100.00	0.00	100.00%
4519	Commercial Park Permits	0.00	0.00	200.00	(200.00)	0.00%
4523	Donations-Community Educ Garde	0.00	0.00	100.00	(100.00)	0.00%
	Total Revenues	100.00	100.00	400.00	(300.00)	25.00%
	Other Revenues					
4750	Park Pavers	200.00	200.00	0.00	200.00	0.00%
	Total Other Revenues	200.00	200.00	0.00	200.00	0.00%
	Total REVENUES	300.00	300.00	400.00	(100.00)	75.00%
EXPENDITURES						
	Personnel Expenses					
5000	Salary	3,659.80	3,659.80	26,923.00	23,263.20	13.59%
5020	Health Insurance	267.85	267.85	2,722.00	2,454.15	9.84%
5030	Workers Comp. Insurance	481.86	481.86	500.00	18.14	96.37%
5035	Social Security/Medicare Tax	279.98	279.98	2,060.00	1,780.02	13.59%
5040	Unemployment Comp. Insurance	0.00	0.00	53.00	53.00	0.00%
5050	Tx Mun Retire Systm Exp	1,187.81	1,187.81	3,274.00	2,086.19	36.28%
	Total Personnel Expenses	5,877.30	5,877.30	35,532.00	29,654.70	16.54%
	Supplies & Operations Expenses					
5103	Printing & Reproduction	0.00	0.00	500.00	500.00	0.00%
5130	Utilities	19.41	19.41	500.00	480.59	3.88%
5158	Office Supplies	0.00	0.00	100.00	100.00	0.00%
5164	Equipment Maint & Repairs	0.00	0.00	1,000.00	1,000.00	0.00%
5190	Materials	560.66	560.66	3,000.00	2,439.34	18.68%
5191	Maintenance	0.00	0.00	2,500.00	2,500.00	0.00%
5198	Fieldhouse Supplies & Maintena	0.00	0.00	1,000.00	1,000.00	0.00%
	Total Supplies & Operations Expenses	580.07	580.07	8,600.00	8,019.93	6.74%
	Miscellaneous/Other Expenses					
5300	Computer Software & Support	35.23	35.23	500.00	464.77	7.04%
	Total Miscellaneous/Other Expenses	35.23	35.23	500.00	464.77	7.05%
	Capital Outlays					

City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

100 - General Fund

55 - Park Department

From 10/1/2019 Through 10/31/2019

		<u>Current Period Actual</u>	<u>Y-T-D Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
5427	Landscaping & Lighting	0.00	0.00	50,000.00	50,000.00	0.00%
5512	Playground Mulching & Maintena	0.00	0.00	5,000.00	5,000.00	0.00%
	Total Capital Outlays	0.00	0.00	55,000.00	55,000.00	0.00%
	Total EXPENDITURES	6,492.60	6,492.60	99,632.00	93,139.40	6.52%
	Excess Revenues Over (Under) Expenses	(6,192.60)	(6,192.60)	(99,232.00)	93,039.40	6.24%

DEPARTMENT	YTD	YTD	DIFFERENCE
	REVENUE	EXPENDITURES	
ECONOMIC DEVELOPMENT	\$ -	\$ -	\$ -
NON-PROJECT RELATED	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -

RDCD
MONTHLY FINANCIAL ANALYSIS

NOTE: YTD ACTUAL AS OF 10/31/2019; 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	\$ 130,000	\$ 12,404	10%	\$ 12,175		102%

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	\$ 13,000	\$ -	0%	\$ -		#DIV/0!
NON-PROJECTED RELATED:						
REVENUE	\$ 130,000	\$ 12,625	10%	\$ 12,398		102%
EXPENDITURES	\$ 88,000	\$ -	0%	\$ -		#DIV/0!
RECAP:						
REVENUE	\$ 130,000	\$ 12,625	10%	\$ 12,398		102%
EXPENDITURES	\$ 101,000	\$ -	0%	\$ -		#DIV/0!