



**CITY OF ROLLINGWOOD
COMMUNITY DEVELOPMENT CORPORATION
AGENDA**

Monday, December 12, 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 December 12, 2022 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 14, 2022 RCDC meeting

REGULAR AGENDA

- 3. Discussion and possible action on the Welcoming of New Businesses to the Commercial Corridor Project
- 4. Discussion and possible action on the Park Amenities and Promotion Project updates
- 5. Discussion and possible action on short-term and long-term RCDC Funding Allocation Strategies
- 6. Update from The Retail Coach
- 7. RCDC Financials through October 31, 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 at **12:00 p.m. on December 9, 2022.**

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 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

Monday, November 14, 2022

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 November 14, 2022. Members of the public and the Community Development Corporation were able to participate in the meeting virtually, as long as a quorum of the Community Development Corporation 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

Colin Harvey called the meeting to order at 12:03 p.m.

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

Also Present: City Administrator Ashley Wayman, RCDC Attorney Megan Santee, Council Member Phil McDuffee, Finance Director Abel Campos, and City Secretary Desiree Adair.

Members Present Virtually: President Emily Doran

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 September 12, 2022 RCDC meeting

Brian Rider moved to amend the minutes on item 6 to move for approval of the amendment presented to change the date to the second Monday at noon. Barry Delcambre seconded the motion. The motion carried with 6 in favor and 0 against.

Brian Rider moved to approve the minutes as modified. Barry Delcambre seconded the motion. The motion carried with 6 in favor and 0 against.

REGULAR AGENDA

- 3. Discussion and possible action to approve an Administrative Services Agreement between the Rollingwood Community Development Corporation and the City of Rollingwood, as amended at the September 21, 2022 City Council meeting

City Administrator Ashley Wayman explained that this item and item 4 are back before the RCDC because there was a modification made by City Council. There is a separate legal services agreement with the RCDC. The City Council approved this item without legal services, and there is now a separate line item for legal services. The same total amount is in the budget.

RCDC Attorney Megan Santee explained that the legal services letter of engagement is not a flat fee.

Pat Sheehan moved to approve the \$72,000 Administrative Services Agreement. Barry Delcambre seconded the motion. The motion carried with 6 in favor and 0 against.

- 4. Discussion and possible action on a resolution approving the FY 2022-2023 RCDC budget as amended at the September 21, 2022 City Council meeting

City Administrator Ashley Wayman explained how the budget was amended by City Council.

Pat Sheehan moved to approve the budget as presented in Exhibit A. President Emily Doran seconded the motion. The motion carried with 5 in favor and 1 against – Barry Delcambre.

- 5. Update on City Council action on RCDC items

City Administrator Ashley Wayman updated the RCDC on City Council approvals of the following RCDC projects: MoPac Legal Services Expenses, Commercial Code Update in accordance with the Comprehensive Plan, and the Mobility, Connectivity and Safety plan. The one project that got sent back for further review is the Park Event Amenities and Promotion project.

- 6. Update and discussion on the RCDC Park Event Amenities and Promotion project

The RCDC discussed the Park Event Amenities and Promotion project. Barry Delcambre and Brian Rider have discussed this in meetings with the Park Commission and citizens of Rollingwood.

Brian Rider provided the update and proposed to use \$8,000 for Park improvements for drainage work in a future meeting. He would amend the project to be a \$3,000 coffee and hot chocolate service.

The RCDC discussed accessibility and location for this project, the schedule for baseball and softball, and the nature of the service.

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

City Administrator Ashley Wayman discussed this annual item for members whose terms are expiring. There is a three-term limit or six years. All agreed to continue to serve.

8. Discussion to consider a program welcoming new businesses to the commercial corridor

Barry Delcambre discussed allocating funds for welcoming new businesses or providing a welcome packet to the neighborhood. Brian Rider volunteered to write this up as a project for the December meeting. President Emily Doran discussed advertisement in Tribeza magazine for specific businesses and clientele in the commercial corridor. President Emily Doran estimated \$2,000 per business to start.

RCDC Attorney Megan Santee interjected that it could be a small business incentive program for reimbursement.

The RCDC discussed having city branding on the project and agreed to bring this item back as a project at the next meeting.

9. RCDC Financials through September 30, 2022

Finance Director Abel Campos discussed the RCDC financial reports through September 30, 2022. He explained that these are unaudited numbers.

The RCDC discussed the allocation of these funds and new ideas for projects promoting business engagement. They would like an update and report from the Retail Coach.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:46 p.m.

Minutes Adopted on the _____ day of _____, 2022.

Emily Doran, RCDC President

ATTEST:

Desiree Adair, City Secretary

Project Proposals

December, 2022

Coffee, Chocolate and Snacks at Park Events:

Project: Enliven activities at the Park by encouraging coffee and/or food service at kids' athletic events and other similar park events periodically without construction of any permanent improvements.

During the Master Planning effort, citizens have suggested and the RCDC supports efforts to bring services to sports events to the Park on occasion, without the construction of any permanent improvements to the Park. Such events would be sales or distribution of coffee, tea, chocolate, snacks and the like at kids' athletic events or Police Nights Out, or other similar events involving citizens of Rollingwood using the park. The locations for vendor(s) would primarily be under the roof of the existing concession stand/storage building or from a window of that building. If success of events and warmer weather indicates possible success of an ice cream/snow cone sales by table or truck (not a trailer) at kid's athletic events, then subsidy of such a trailer sales would be part of the project.

The RCDC suggests that its project would allow expenditure of funds up to \$3,000.00 to subsidize events for the food and drink vendors to try out the concepts to determine if such events could become self-supporting. Up to \$200.00 of that fund could be used for advertising and promotion of these kinds of events in the Park.

Welcome to Rollingwood Business Promotion

Project: The RCDC proposes a project for welcoming new businesses to Rollingwood. Such promotion could be as simple as preparation and circulation of a one page advertisement in the city or could be payment for a welcome packet to be made available or to be distributed in the city. Alternatively, this project could use funds to purchase advertising for the benefit of a new Rollingwood business in local publications such as Tribeza magazine or other periodical. The amount allocated and authorized for this project would be a maximum of \$8,000.00 but not more than \$2,000 per business. All welcoming materials or advertisements would be required to carry the Rollingwood branding.

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2021-2022

RCDC
MONTHLY FINANCIAL ANALYSIS

NOTE: YTD ACTUAL AS OF 10/31/2021; 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	\$ 200,000	\$ 15,964	8%	\$ 13,261		120%

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	\$ 20,000	\$ -	0%	\$ -		#DIV/0!
NON-PROJECTED RELATED:						
REVENUE	\$ 200,000	\$ 15,964	8%	\$ 13,261		120%
EXPENDITURES	\$ 77,000	\$ -	0%	\$ -		#DIV/0!
RECAP:						
REVENUE	\$ 200,000	\$ 15,964	8%	\$ 13,261		120%
EXPENDITURES	\$ 97,000	\$ -	0%	\$ -		#DIV/0!

CITY OF ROLLINGWOOD
BALANCE SHEET
AS OF: OCTOBER 31ST, 2022

500-RCDC

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
500-1000	RCDC OPERATING CASH	300,337.94	
500-1005	TEXPOOL	127,690.64	
500-1100	DUE FROM CITY	30,515.08	
500-1350	SALES TAX RECEIVABLE	0.00	
			<u>458,543.66</u>
TOTAL ASSETS			<u>458,543.66</u>
			=====
LIABILITIES			
=====			
500-2000	ACCOUNTS PAYABLE	0.00	
500-2020	ACCOUNTS PAYABLE RCDC	6,833.98	
500-2030	PAYABLE TO CITY	24,542.19	
500-2060	Retirement Payout Reserve	0.00	
500-2140	Vehicle Financing Notes	0.00	
	TOTAL LIABILITIES		<u>31,376.17</u>
EQUITY			
=====			
500-3000	FUND BALANCE-UNAPPROPRATED	411,203.27	
500-3001	XXFUND BALANCE	0.00	
500-3010	OTHER FUND BALANCE	0.00	
	TOTAL BEGINNING EQUITY		<u>411,203.27</u>
TOTAL REVENUE		15,964.22	
TOTAL EXPENSES		0.00	
TOTAL REVENUE OVER/(UNDER) EXPENSES			<u>15,964.22</u>
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>427,167.49</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			<u>458,543.66</u>
			=====

CITY OF ROLLINGWOOD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2022

500-RCDC
FINANCIAL SUMMARY

08.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
NON-PROJECT RELATED	<u>200,000.00</u>	<u>15,964.22</u>	<u>15,964.22</u>	<u>7.98</u>	<u>184,035.78</u>
TOTAL REVENUES	<u>200,000.00</u>	<u>15,964.22</u>	<u>15,964.22</u>	<u>7.98</u>	<u>184,035.78</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ECONOMIC DEVELOPMENT	20,000.00	0.00	0.00	0.00	20,000.00
NON-PROJECT RELATED	77,000.00	0.00	0.00	0.00	77,000.00
ADDITIONAL NEW PROJECTS	<u>125,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>125,000.00</u>
TOTAL EXPENDITURES	<u>222,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>222,000.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	(22,000.00)	15,964.22	15,964.22		(37,964.22)

CITY OF ROLLINGWOOD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2022

7.

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500-RCDC

08.33% 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	200,000.00	15,632.87	15,632.87	7.82	184,367.13
TOTAL TAXES	<u>200,000.00</u>	<u>15,632.87</u>	<u>15,632.87</u>	<u>7.82</u>	<u>184,367.13</u>
INVESTMENT INCOME					
500-4-90-4400 INTEREST INCOME	0.00	317.33	317.33	0.00 (317.33)
500-4-90-4401 INTEREST INCOME - CHECKING	0.00	14.02	14.02	0.00 (14.02)
TOTAL INVESTMENT INCOME	<u>0.00</u>	<u>331.35</u>	<u>331.35</u>	<u>0.00 (</u>	<u>331.35)</u>
TOTAL NON-PROJECT RELATED	200,000.00	15,964.22	15,964.22	7.98	184,035.78
TOTAL REVENUES	<u>200,000.00</u>	<u>15,964.22</u>	<u>15,964.22</u>	<u>7.98</u>	<u>184,035.78</u>
	=====	=====	=====	=====	=====

CITY OF ROLLINGWOOD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2022

500-RCDC

08.33% 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	20,000.00	0.00	0.00	0.00	20,000.00
500-5-80-5527 COVID-19 RELIEF PROGRAM	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER NON-DEPARTMENTAL	20,000.00	0.00	0.00	0.00	20,000.00
TOTAL ECONOMIC DEVELOPMENT					
	20,000.00	0.00	0.00	0.00	20,000.00
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	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
500-5-95-5390 COMMERCIAL CODES UPDATES COMP	30,000.00	0.00	0.00	0.00	30,000.00
500-5-95-5391 MOBILITY, CONNECTIVITY & SAFET	55,000.00	0.00	0.00	0.00	55,000.00
TOTAL MISCELLANEOUS OTHER EXP	125,000.00	0.00	0.00	0.00	125,000.00
TOTAL ADDITIONAL NEW PROJECTS					
	125,000.00	0.00	0.00	0.00	125,000.00
TOTAL EXPENDITURES					
	222,000.00	0.00	0.00	0.00	222,000.00
=====					
REVENUES OVER/(UNDER) EXPENDITURES	(22,000.00)	15,964.22	15,964.22		(37,964.22)