



## **CITY OF ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION AGENDA**

**Thursday, August 12, 2021**

In accordance with an order of the Office of the Governor issued March 16, 2020, the Community Development Corporation of the City of Rollingwood will conduct a video conference and telephonic meeting in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19). The meeting will be held on Thursday, August 12, 2021 at 12:00 p.m. 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/84867640738?pwd=dFRKb05iNIQ0RGNgqTNKc1RRSHBhUT09>

**Toll-Free Numbers:** (833) 548-0276 or (833) 548-0282

**Meeting ID:** 848 6764 0738

**Passcode:** 2021

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. Written questions or comments may be submitted up 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 July 8, 2021 RCDC meeting

**REGULAR AGENDA**

- 3. Discussion and possible action on a budget for the Rollingwood Community Development Corporation for Fiscal Year 2021-2022
- 4. Discussion on the RCDC Financials through June 2021

**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](http://www.rollingwoodtx.gov) on Monday, August 9, 2021 at 11:00 a.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, July 08, 2021

On Thursday, July 8, 2021 at 12:00 p.m., the Community Development Corporation of the City of Rollingwood, Texas held a regular meeting, open to the public, via video conference and telephone in accordance with an order of the Office of the Governor issued March 16, 2020. The public was able to watch this meeting live and had the opportunity to comment via audio devices with the following meeting login information:

**Link:** <https://us02web.zoom.us/j/86083381828?pwd=NIZPTzhNQTBtVRqVDVpS2QybzVldz09>

**Toll-Free Numbers:** (833) 548-0276 or (833) 548-0282

**Meeting ID:** 860 8338 1828

**Passcode:** 2021

The public was 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. A video recording of the meeting was made and posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request. The following items were discussed:

### **CALL ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION MEETING TO ORDER**

#### 1. Roll Call

**Vice President Emily Doran called the meeting to order at 12:00 p.m.**

**Present Members:** President Barry Delcambre, Vice President Emily Doran, Treasurer Bobby Hempfling, David Smith, Pat Sheehan, and Board Secretary Becky Kittleman

**Also Present:** City Administrator Amber Lewis, Attorney Megan Santee, and Assistant City Administrator Ashley Wayman

### **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**

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.

- 3. Discussion and possible action on the minutes from the June 17, 2021 RCDC meeting

**Bobby Hempfling motioned to approve the consent agenda. David Smith seconded the motion.**

- **Emily Doran – Yes**
- **Pat Sheehan – Ye**
- **David Smith – Yes**
- **Bobby Hempfling – Yes**
- **Barry Delcambre – Yes**

**The item passed 5-0.**

**PUBLIC HEARING**

- 4. Public hearing on a project to undertake a traffic and pedestrian safety and parking plan for Rollingwood park and the surrounding area, that will enhance recreational and community facilities, including athletic facilities, and to authorize associated expenditures, pursuant to Texas Local Gov't Code Section 505.152

**Emily Doran opened the public hearing at 12:03 p.m.**

No individuals spoke during the public hearing.

**Emily Doran closed the public hearing at 12:03 p.m.**

**Bobby Hempfling motioned to undertake a traffic and pedestrian safety and parking plan for Rollingwood Park and the surrounding area. Pat Sheehan seconded the motion.**

The Board and Staff discussed the process from this point on.

City Attorney Megan Santee stated that a motion was not necessary for this public hearing.

**The motion was withdrawn.**

**REGULAR AGENDA**

- 5. Discussion and possible action on a recommendation to City Council regarding a revised Letter of Intent for ground lease in Rollingwood Park

Alec Robinson discussed his opposition to this proposal and locating a commercial business in the park.

Brian Rider discussed his opposition to this proposal and locating a commercial business in the park.

Brad Walters discussed his opposition to this proposal and locating a commercial business in the park.

Kendall Robinson, 4818 Rollingwood Drive, discussed her opposition to this proposal and locating a commercial business in the park.

Will Petty discussed his opposition to this proposal and locating a commercial business in the park.

Tushar Shah, 4824 Rollingwood Dr., discussed his opposition to this proposal and locating a commercial business in the park.

Jack Holland, Park Hills Drive, discussed his opposition to this proposal and locating a commercial business in the park.

Jerod Neas, 406 Vale, discussed his opposition to this proposal and locating a commercial business in the park.

Danny Watters, 4811 Timberline, discussed his opposition to this proposal and locating a commercial business in the park.

Grant Sparks discussed his opposition to this proposal and locating a commercial business in the park.

Laura Richardson, Park Hills, discussed her opposition to this proposal and locating a commercial business in the park.

Jamil Alam, discussed his support for this proposal.

Susanna Murray discussed her opposition to this proposal and locating a commercial business in the park.

Terri Von Dohlen discussed her opposition to this proposal and locating a commercial business in the park.

Phil McDuffee discussed his opposition to this proposal and locating a commercial business in the park.

Diana Wallace, Rollingwood Drive, discussed her opposition to this proposal and locating a commercial business in the park.

John Hinton discussed his opposition to this proposal and locating a commercial business in the park.

Jesse Butler discussed his opposition to this proposal and locating a commercial business in the park.

*Becky Kittleman joined the meeting during this item.*

The RCDC discussed the concerns voiced today as well as the possible steps forward, including sending this to the City Council to see if it was something they would be interested in pursuing before RCDC funds are spent.

**David Smith motioned to forward the Milk and Cookies Proposal to the City Council to approve this as an RCDC project with the recommendation that RCDC pays for legal and professional services associated with representing the City to determine market rate and negotiate a ground lease and concession contract with Milk and Cookies, with the recommendation that the City Council takes this up in August to allow for additional time for public input. Emily Doran seconded the motion.**

- **Emily Doran – Yes**
- **David Smith – Yes**
- **Bobby Hempfling – Yes**
- **Barry Delcambre – Yes**
- **Pat Sheehan – No**
- **Becky Kittleman – No**

**The item passed 4-2.**

6. Discussion and possible action on the FY 2021-2022 Rollingwood Community Development Budget

Assistant City Administrator Ashley Wayman discussed the budget documents, as well as that a completed document would be brought back to them next month for their approval.

The Board and Staff discussed future meeting dates and times.

**ADJOURNMENT OF MEETING**

The meeting was adjourned at 1:18 p.m.

**Minutes Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.**

\_\_\_\_\_  
**Barry Delcambre, President**

**ATTEST:**

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**Ashley Wayman, City Secretary**



500-RCDC  
ECONOMIC DEVELOPMENT

DEPARTMENTAL EXPENDITURES	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021		2021-2022		ADOPTED BUDGET
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	
						DR	SELECTED
<u>OTHER NON-DEPARTMENTAL</u>							
500-5-80-5524 ROLLINGWOOD BUS PROMOTION	0	0	10,000	0	0	0	15,000
500-5-80-5527 COVID-19 RELIEF PROGRAM	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL OTHER NON-DEPARTMENTAL	0	0	11,500	1,500	0	0	15,000
TOTAL ECONOMIC DEVELOPMENT	0	0	11,500	1,500	0	0	15,000

500-RCDC  
NON-PROJECT RELATED

DEPARTMENTAL EXPENDITURES	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021			2021-2022	
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET DR	ADOPTED BUDGET SELECTED
<u>CONTRACTUAL SERVICES</u>							
500-5-90-5275 ADMIN SERVICES AGREEMENT	0	0	88,000	0	0	0	88,000
TOTAL CONTRACTUAL SERVICES	0	0	88,000	0	0	0	88,000
TOTAL NON-PROJECT RELATED	0	0	88,000	0	0	0	88,000

500-RCDC

ADDITIONAL NEW PROJECTS

DEPARTMENTAL EXPENDITURES	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021		2021-2022		ADOPTED BUDGET SELECTED
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET DR	
<u>MISCELLANEOUS OTHER EXP</u>							
500-5-95-5387 MOPAC LEGAL EXPENSES	0	0	40,000	8,025	0	0	40,000
500-5-95-5388 PARK IMPROVEMENT PROJECT	0	0	30,000	0	0	0	0
500-5-95-5389 COMPREHENSIVE PLAN	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>23,378</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL MISCELLANEOUS OTHER EXP	0	0	100,000	31,403	0	0	40,000
<hr/>							
TOTAL ADDITIONAL NEW PROJECTS	0	0	100,000	31,403	0	0	40,000
<hr/>							
TOTAL EXPENDITURES	0	0	199,500	32,903	0	0	143,000
<hr/>							
REVENUE OVER/(UNDER) EXPENDITURES	0	0	( 99,500)	81,020	0	0	7,000
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CITY OF ROLLINGWOOD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2021

500-RCDC  
 FINANCIAL SUMMARY

75.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
NON-PROJECT RELATED	100,000.00	12,937.86	113,922.83	113.92	( 13,922.83)
TOTAL REVENUES	100,000.00	12,937.86	113,922.83	113.92	( 13,922.83)
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ECONOMIC DEVELOPMENT	11,500.00	0.00	1,500.00	13.04	10,000.00
NON-PROJECT RELATED	88,000.00	0.00	0.00	0.00	88,000.00
ADDITIONAL NEW PROJECTS	100,000.00	7,615.12	24,882.24	24.88	75,117.76
TOTAL EXPENDITURES	199,500.00	7,615.12	26,382.24	13.22	173,117.76
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	( 99,500.00)	5,322.74	87,540.59		( 187,040.59)

CITY OF ROLLINGWOOD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2021

500-RCDC

75.00% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>NON-PROJECT RELATED</b>					
=====					
<b>TAXES</b>					
500-4-90-4000 SALES TAX REVENUE	100,000.00	12,934.14	113,847.92	113.85	( 13,847.92)
TOTAL TAXES	<u>100,000.00</u>	<u>12,934.14</u>	<u>113,847.92</u>	<u>113.85</u>	<u>( 13,847.92)</u>
<b>INVESTMENT INCOME</b>					
500-4-90-4400 INTEREST INCOME	0.00	1.45	55.72	0.00	( 55.72)
500-4-90-4401 INTEREST INCOME - CHECKING	0.00	2.27	19.19	0.00	( 19.19)
TOTAL INVESTMENT INCOME	<u>0.00</u>	<u>3.72</u>	<u>74.91</u>	<u>0.00</u>	<u>( 74.91)</u>
<b>TOTAL NON-PROJECT RELATED</b>	100,000.00	12,937.86	113,922.83	113.92	( 13,922.83)
<b>TOTAL REVENUES</b>	<u>100,000.00</u>	<u>12,937.86</u>	<u>113,922.83</u>	<u>113.92</u>	<u>( 13,922.83)</u>
	=====	=====	=====	=====	=====

CITY OF ROLLINGWOOD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2021

500-RCDC

75.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>ECONOMIC DEVELOPMENT</b>					
=====					
<b>OTHER NON-DEPARTMENTAL</b>					
500-5-80-5524 ROLLINGWOOD BUS PROMOTION	10,000.00	0.00	0.00	0.00	10,000.00
500-5-80-5527 COVID-19 RELIEF PROGRAM	1,500.00	0.00	1,500.00	100.00	0.00
TOTAL OTHER NON-DEPARTMENTAL	11,500.00	0.00	1,500.00	13.04	10,000.00
<hr/>					
TOTAL ECONOMIC DEVELOPMENT	11,500.00	0.00	1,500.00	13.04	10,000.00
<b>NON-PROJECT RELATED</b>					
=====					
<b>CONTRACTUAL SERVICES</b>					
500-5-90-5275 ADMIN SERVICES AGREEMENT	88,000.00	0.00	0.00	0.00	88,000.00
TOTAL CONTRACTUAL SERVICES	88,000.00	0.00	0.00	0.00	88,000.00
<hr/>					
TOTAL NON-PROJECT RELATED	88,000.00	0.00	0.00	0.00	88,000.00
<b>ADDITIONAL NEW PROJECTS</b>					
=====					
<b>MISCELLANEOUS OTHER EXP</b>					
500-5-95-5387 MOPAC LEGAL EXPENSES	40,000.00	0.00	4,098.50	10.25	35,901.50
500-5-95-5388 PARK IMPROVEMENT PROJECT	30,000.00	0.00	0.00	0.00	30,000.00
500-5-95-5389 COMPREHENSIVE PLAN	30,000.00	7,615.12	20,783.74	69.28	9,216.26
TOTAL MISCELLANEOUS OTHER EXP	100,000.00	7,615.12	24,882.24	24.88	75,117.76
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TOTAL ADDITIONAL NEW PROJECTS	100,000.00	7,615.12	24,882.24	24.88	75,117.76
<hr/>					
TOTAL EXPENDITURES	199,500.00	7,615.12	26,382.24	13.22	173,117.76
=====					
REVENUES OVER/(UNDER) EXPENDITURES	( 99,500.00)	5,322.74	87,540.59		( 187,040.59)

CITY OF ROLLINGWOOD  
BALANCE SHEET  
AS OF: JUNE 30TH, 2021

500-RCDC

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
<b>ASSETS</b>			
=====			
500-1000	RCDC OPERATING CASH	293,226.22	
500-1005	TEXPOOL	126,475.97	
500-1100	DUE FROM CITY	18,876.39	
500-1350	SALES TAX RECEIVABLE	<u>0.00</u>	
			<u>438,578.58</u>
TOTAL ASSETS			438,578.58
=====			
<b>LIABILITIES</b>			
=====			
500-2000	ACCOUNTS PAYABLE	0.00	
500-2020	ACCOUNTS PAYABLE RCDC	0.00	
500-2030	PAYABLE TO CITY	<u>40,995.43</u>	
	TOTAL LIABILITIES		<u>40,995.43</u>
<b>EQUITY</b>			
=====			
500-3000	FUND BALANCE-UNAPPROPRATED	310,042.56	
500-3001	XXFUND BALANCE	0.00	
500-3010	OTHER FUND BALANCE	<u>0.00</u>	
	TOTAL BEGINNING EQUITY	<u>310,042.56</u>	
TOTAL REVENUE		113,922.83	
TOTAL EXPENSES		<u>26,382.24</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		87,540.59	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>397,583.15</u>	
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			438,578.58
=====			

2020-2021

RCDC  
MONTHLY FINANCIAL ANALYSIS

**NOTE: YTD ACTUAL AS OF 6/30/2021; 75% 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	\$ 100,000	\$ 113,848	114%	\$ 87,543		130%

**BUDGET STATUS & COMPARISON TO PRIOR YEAR**

	CURRENT YEAR:			PRIOR YEAR:		CURRENT YR COMPARED TO PY YR
	BUDGET	YTD	PERCENT	YTD		
<b>ECONOMIC DEVELOPMENT:</b>						
REVENUE	\$ -	\$ -	#DIV/0!	\$ -		#DIV/0!
EXPENDITURES	\$ 11,500	\$ 1,500	13%	\$ -		#DIV/0!
<b>NON-PROJECTED RELATED:</b>						
REVENUE	\$ 100,000	\$ 113,923	114%	\$ 108,132		105%
EXPENDITURES	\$ 88,000	\$ 17,267	20%	\$ -		#DIV/0!
<b>ADDITIONAL NEW PROJECTS:</b>						
EXPENDITURES	\$ 100,000	\$ 24,882	25%	\$ -		#DIV/0!
<b>RECAP:</b>						
REVENUE	\$ 100,000	\$ 113,923	114%	\$ 108,132		105%
EXPENDITURES	\$ 199,500	\$ 43,649	22%	\$ -		#DIV/0!

Financial Summary 2020-2021

ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION  
JUNE, 2021

<u>DEPARTMENT</u>	YTD <u>REVENUE</u>	YTD <u>EXPENDITURES</u>	<u>DIFFERENCE</u>
ECONOMIC DEVELOPMENT	\$ -	\$ 1,500.00	\$ (1,500.00)
NON-PROJECT RELATED	\$ 113,923.00	\$ 17,267.00	\$ 96,656.00
ADDITIONAL NEW PROJECTS	\$ -	\$ 24,882.00	\$ (24,882.00)
	<u>\$ 113,923.00</u>	<u>\$ 43,649.00</u>	<u>\$ 70,274.00</u>