



City of Fair Oaks Ranch Municipal Development District  
FOR MDD Project Funding Process Design Committee  
Workshop Agenda  
Wednesday, May 17, 2017 1:00 to 2:30 PM  
City Hall Administrator's Conference Room  
7286 Dietz Elkhorn, Fair Oaks Ranch, TX 78015



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## MDD Project Funding Process Design Committee Workshop

- I. **Call to Order**
- II. **Approval of Minutes**
- III. **Workshop**
  - A. Develop a high-level flowchart for the project funding decision process.
  - B. Agreement on Action Items and meeting schedule
- IV. **Adjournment**

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Signature of Agenda Approval: *Roy E. Elizondo*

I, Christina Picioccio, City Secretary, certify that the above Notice of Meeting was posted on the outside bulletin board at the Fair Oaks Ranch City Hall, 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas, being convenient and readily accessible to the general public at all times. Said Notice was posted by 5:00 PM, May 12, 2017 and remained so posted continuously for at least 72 hours before said meeting was convened.

The Fair Oaks Ranch City Hall is wheelchair accessible at the side entrance of the building from the parking lot. Requests for special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary's office at (210) 698-0900. Braille is not available. The City Council reserves the right to convene into Executive Session at any time regarding an issue on the agenda for which it is legally permissible; pursuant to *Texas Gov't Code* Chapter 551. Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).



**City of Fair Oaks Ranch Municipal Development District  
Subcommittee Workshop Minutes  
Wednesday, May 3, 2017 1:00 PM  
City Administrator Conference Room  
7286 Dietz Elkhorn, Fair Oaks Ranch, TX 78015**



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## **MDD REGULAR MEETING AGENDA**

### **I. Call to Order**

Members Present: Roy Elizondo; Faira Stevick; Debra Grandjean

Members Absent:

The Municipal Development District subcommittee workshop was called to order at 1:00 p.m. on Wednesday, May 3, 2017.

### **II. Workshop**

#### **A. Shared understanding of, and agreement on Committee ground rules**

The Committee members voted unanimously to adopt the FOR MDD Process Design Committee Ground Rules. Debra Grandjean made a motion to elect Roy Elizondo as Committee Chair. The motion was seconded by Faira Stevick. The motion was passed by acclamation.

#### **B. Agreement on Committee deliverables and timeline**

The Committee agreed to provide a status report to the full MDD Board at the budget meeting tentatively scheduled for July 10, 2017. The Committee also agreed to target approval of the process for November 2017 and that the timeline would be further defined once a high-level design and associated process components are defined.

#### **C. Discussion of essential attributes for MDD project funding process**

The Committee documented agreement on high-level design attributes for the project funding decision process.

#### **D. Agreement on Action Items and meeting schedule**

Roy Elizondo will request that Al McDavid and Conrad Fothergill provide clarification on the 3<sup>rd</sup> and 4<sup>th</sup> bullet points in the Tactics/Performance Indicators section of the FOR MDD Mission, Goals and Objectives document.

### **III. Adjournment**

This meeting was adjourned at 2:30 pm on Wednesday, May 3, 2017.

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**Fair Oaks Ranch  
Municipal Development District  
Project Funding Decision Process Design Committee  
Ground Rules**

1. The purpose of the Committee is to develop proposed process, procedures and guidelines for the MDD Board's evaluation of requests, approval of funding awards, and administration MDD funding
2. The proposed process, procedures and guidelines will be presented to the MDD Board for approval prior to implementation
3. In the course of its work, the Committee will adhere to the principles established in the Mission, Goals & Objectives established by the MDD Board in April 2016 (see attached)
4. The Committee will consist of three MDD Board members, who will be appointed by consensus of the Board
5. The Committee will select a Chair by consensus of the Committee
6. Although the Committee does not constitute a quorum of the MDD Board, all Committee agendas will be posted to provide for transparency and public awareness
7. The Committee chair will provide an agenda and agenda package materials to City Secretary no less than 5 business days prior to any Committee meeting
8. Committee agendas will be provided to City Secretary in a ready-to-post state using a template provided by the City Secretary
9. The Committee will produce minutes of each Committee meeting to capture significant Committee agreements and action item assignments
10. Committee members will rotate responsibility for keeping minutes, which will be provided to the Committee Chair no later than three business days after any meeting
11. The Committee Chair will finalize the Committee meeting minutes using a template provided by the City Secretary
12. The Committee Chair will provide to City Secretary the Committee meeting minutes in a ready-to-post state no later than five business days after each meeting
13. The Committee will provide periodic status reports to the MDD Board at meetings of the Board at such times during the course of the Committee's work as deemed necessary and appropriate by the President of the Board

## MDD Project Funding Design Committee Project Timeline

Milestone	Objective(s)	Date
Project Kickoff	1. Establish Committee groundrules 2. Agreement of project deliverables 3. Agreement of project timeline 4. Agreement on project funding process scope & attributes	5/3/2017
		5/10/2017
Process design initiation	Develop high-level process flow	5/17/2017
		5/24/2017
		5/31/2017
		6/7/2017
		6/14/2017
		6/21/2017
		6/28/2017
MDD Meeting: Briefing Read-Ahead	Read-ahead briefing package for Board meeting	7/5/2017
MDD Meeting: Board Briefing	Share information on progress to date and receive feedback for use in design work going forward	7/10/2017
		7/19/2017
		7/26/2017
		8/2/2017
		8/9/2017
		8/16/2017
		8/23/2017
		8/30/2017
		9/6/2017
		9/13/2017
		9/20/2017
		9/27/2017
		10/4/2017
		10/11/2017
		10/18/2017
		10/25/2017
MDD Meeting: Briefing Read-Ahead	Read-ahead briefing package for Board meeting	11/1/2017
MDD Meeting: Request for Approval	Pass a motion to approve MDD Project Funding Process	11/9/2017

## **Project Funding Decision Process Attributes & Requirements**

1. Definition of Project: a project has specific outcome and a distinct beginning and end
2. Core MDD Board Premise: the FOR MDD will not fund the ongoing operation & maintenance of any asset or program into perpetuity (i.e., project outcome).
3. Scope: the project funding process includes activities from project funding education to MDD Board funding award decision
4. Out of scope: post award funding process (will need to be designed & deployed)
5. Process components should include:
  - 5.1. Stakeholder communication strategy & plan
  - 5.2. Standardized practice guides & documentation
    - 5.2.1. Application for funding process documentation
    - 5.2.2. Evaluation practice guides & templates (Decision making matrices)
      - 5.2.2.1. Policy & criteria for funding eligibility/ineligibility
      - 5.2.2.2. Linkage to MDD Board goals & objectives
      - 5.2.2.3. Prioritization scoring guidelines
        - 5.2.2.3.1. Linkages to City of FOR strategic plans
        - 5.2.2.3.2. Confidence in Applicant's Ability to Deliver Project
          - 5.2.2.3.2.1. Project Plan Quality Rating
          - 5.2.2.3.2.2. Financial Strength of Applicant
          - 5.2.2.3.2.3. Relevant Experience of Applicant
    - 5.2.3. Funding Decision Acceptance & Rejection communications
    - 5.2.4. Process Documentation & Decision Making Authorities Chart

**Fair Oaks Ranch Municipal Development District (MDD)**  
**Fair Oaks Ranch, Texas 78015**

Mission Statement:

The Mission of the Fair Oaks Ranch Municipal Development District is to approve funding for economic development, retention and improvement of the District, and for the improvement of short and long term property values.

Goals:

- In accordance with Texas Local Government Code Section 377.072 establish and utilize a secure MDD Development Project Fund to finance approved development projects beneficial to the District.
- Encourage and promote economic expansion beneficial to the District in keeping with City Ordinances and local Deed Restrictions.

Objectives:

- Select projects for MDD funding that provide enduring value to the City and the District.
- Manage funds collected safely within the guidelines of the Texas Public Funds Investment Act.
- Preserve and enhance short and long term property values for residents and businesses throughout the District.

Tactics/Performance Indicators:

- Build a professional, collaborative, working relationship with the City staff and elected officials.
- Establish MDD policies and procedures that ensure an appropriate contingency for cost overruns or unexpected occurrences of any project.
- Ensure adequate performance criteria are established for any project undertaken with MDD funds. (Note: MDD owns the asset in perpetuity unless transferred to the city or another entity).
- Ensure ongoing operating and maintenance (O/M) costs of assets acquired with MDD funding are evaluated prior to approving the project and that adequate provisions are made for long term operating and maintenance costs.

(Adopted by MDD Board of Directors, 4 April 2016)

# Fair Oaks Ranch Municipal Development District

Project Funding Decision Process  
Design Workshop

May 17, 2017

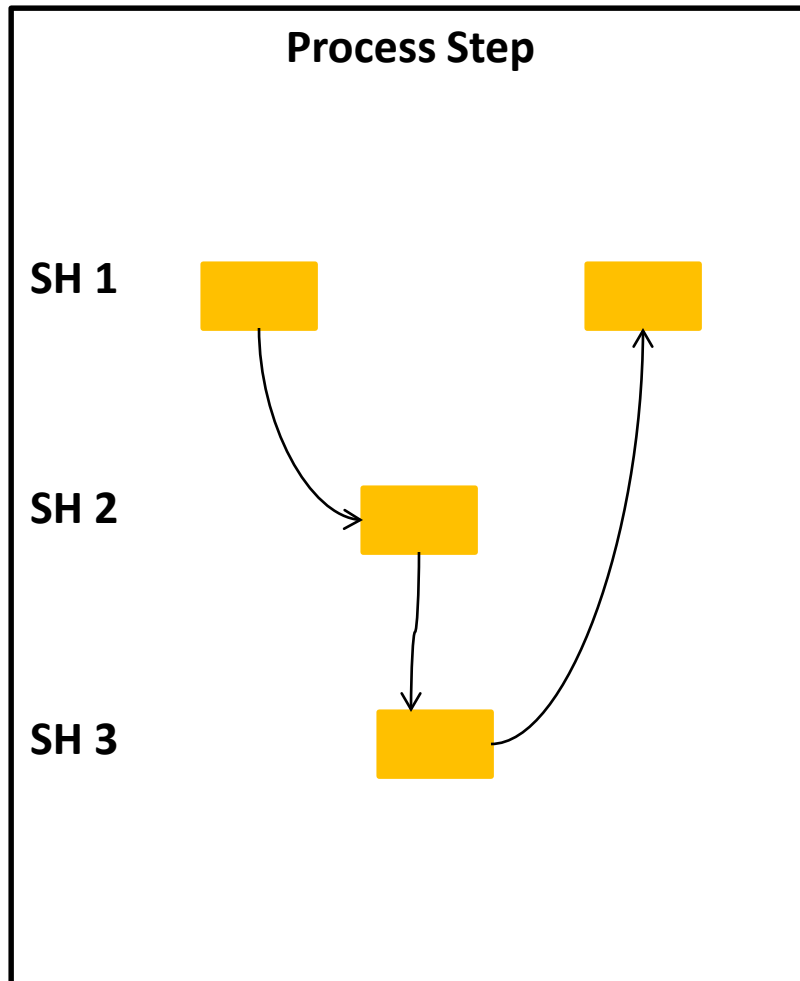
# Process Mapping Step 1

Use a who, what, how & when table to brainstorm process steps

<b>Who</b>	<b>What</b>	<b>How</b>	<b>When</b>
Applicant	Request application	Web form? Email? Snail Mail? Phone?	Process start
City Staff (Secretary?)	Log request and send application packet	Electronic? Hard Copy?	X business days after request logged

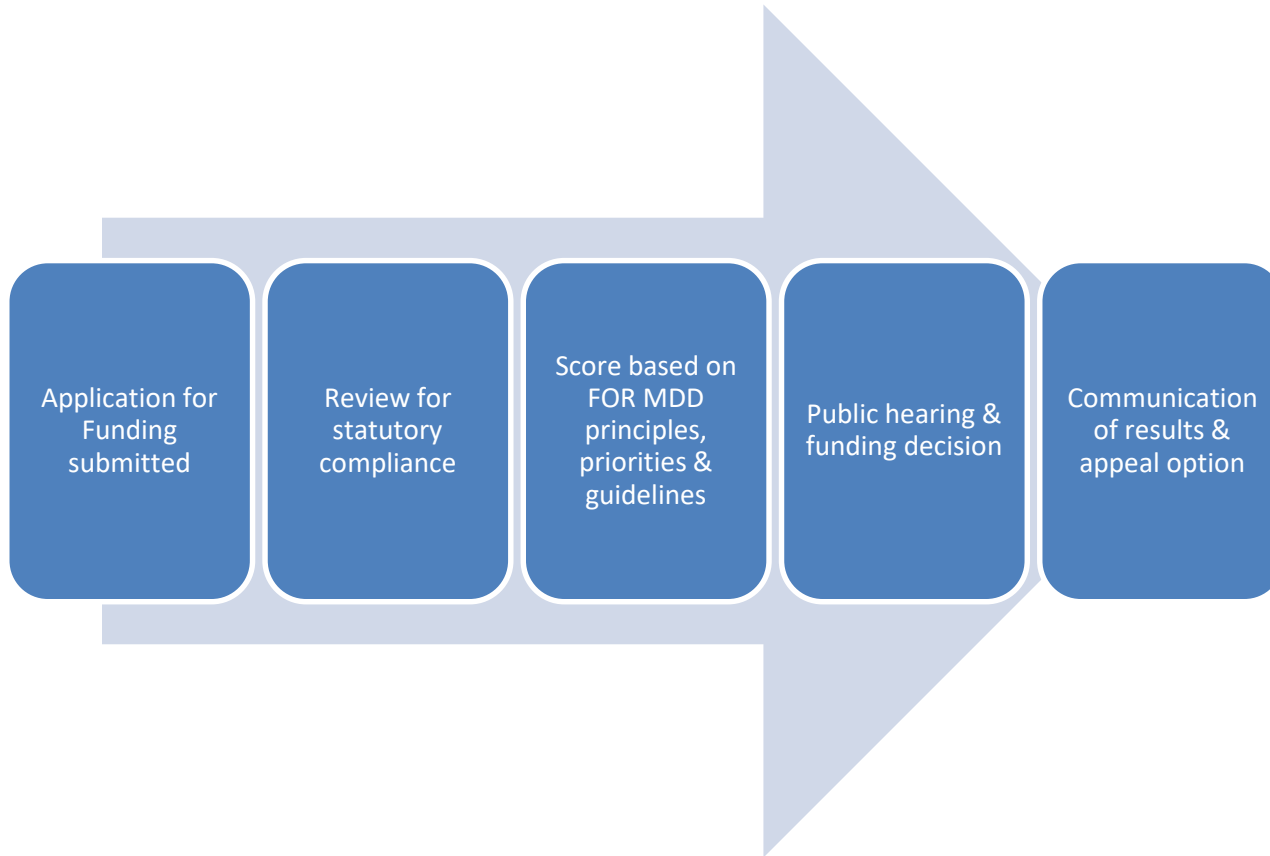


# Process Mapping Step 2



1. Use flip chart paper to identify each major process step
2. Identify stakeholders for the process step on left margin
3. Use post notes to describe process steps
4. Draw flow lines between process steps
5. Add notes to flow lines as needed

# Process Overview



# Process Stakeholders

## Stakeholder

FOR MDD Board

FOR City Council

FOR City Staff / Operations

FOR Citizens

Funding Applicant

## Process Role

MDD policy & operational decision authority

MDD oversight

Support for MDD operations & decision support

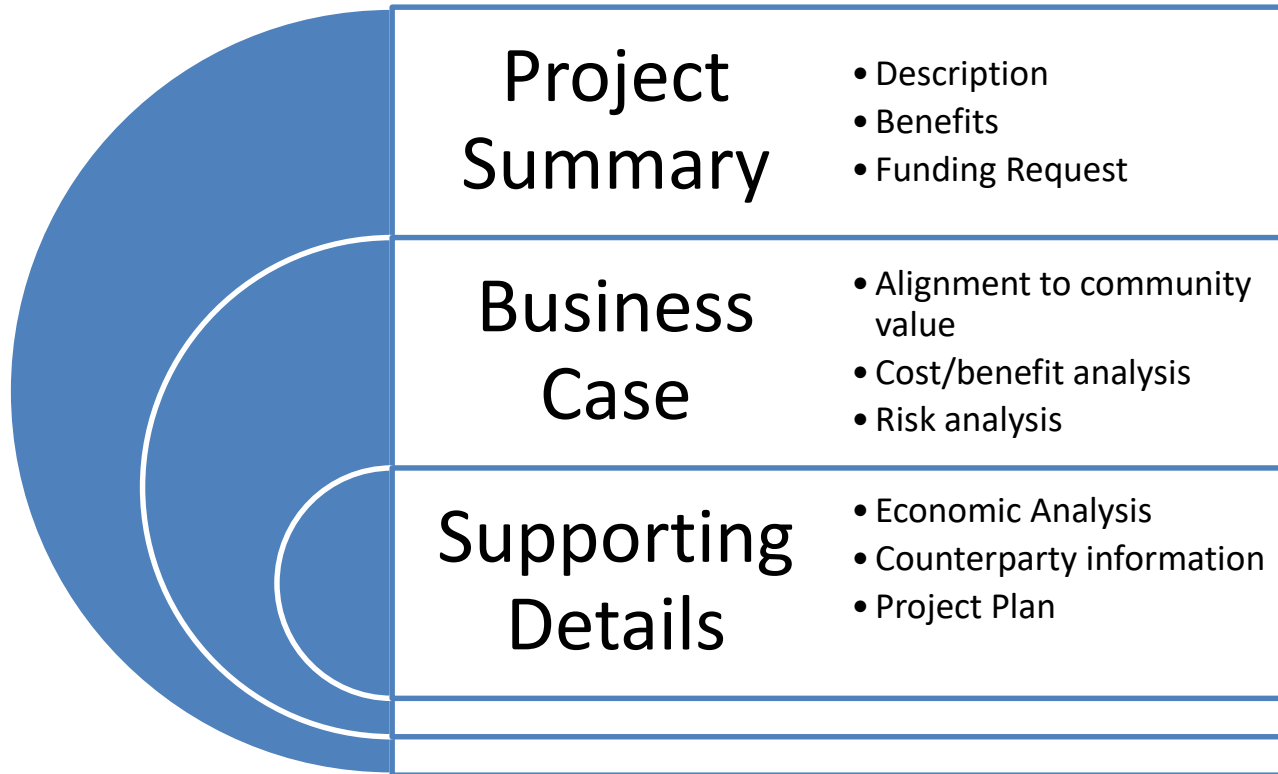
Process beneficiaries

Process participant and beneficiary

# Project Funding Application

Who	What	How	When

# Project Funding Application



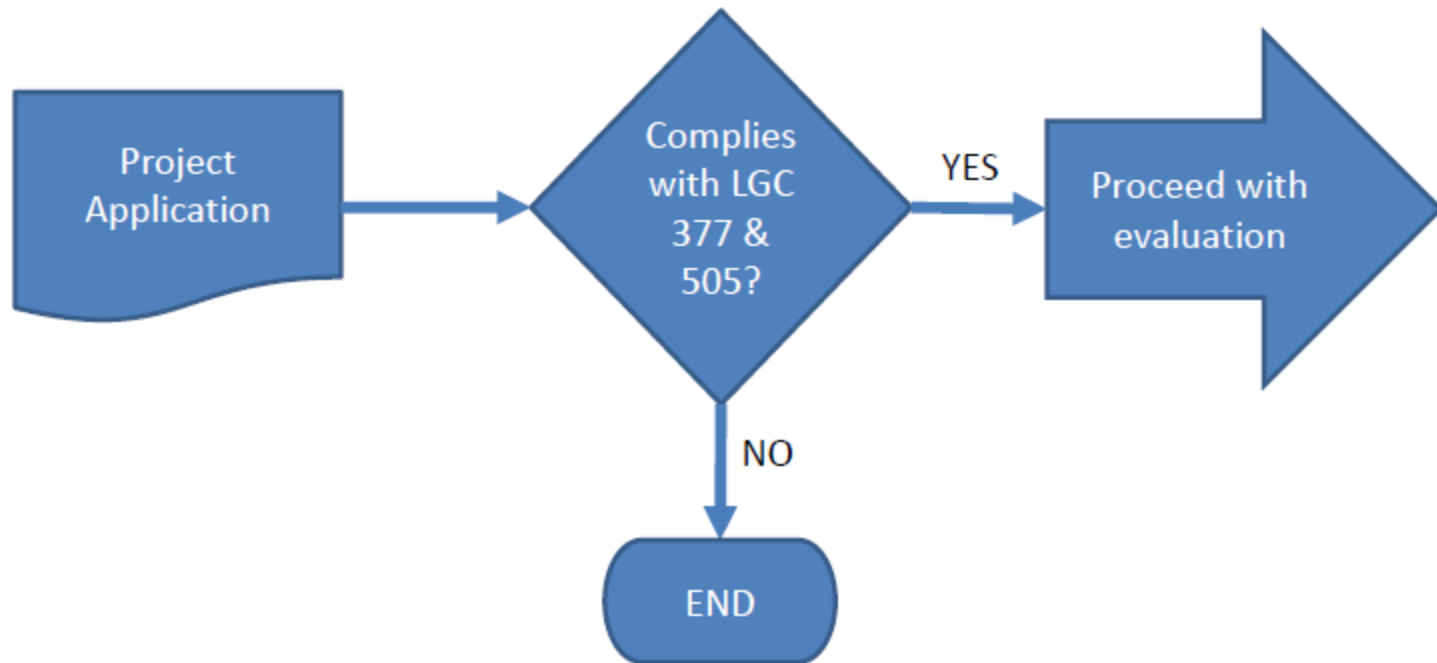
# Statutory Compliance Review

(LGC 377 & 505)

Who	What	How	When

# Statutory Compliance Review

(LGC 377 & 505)

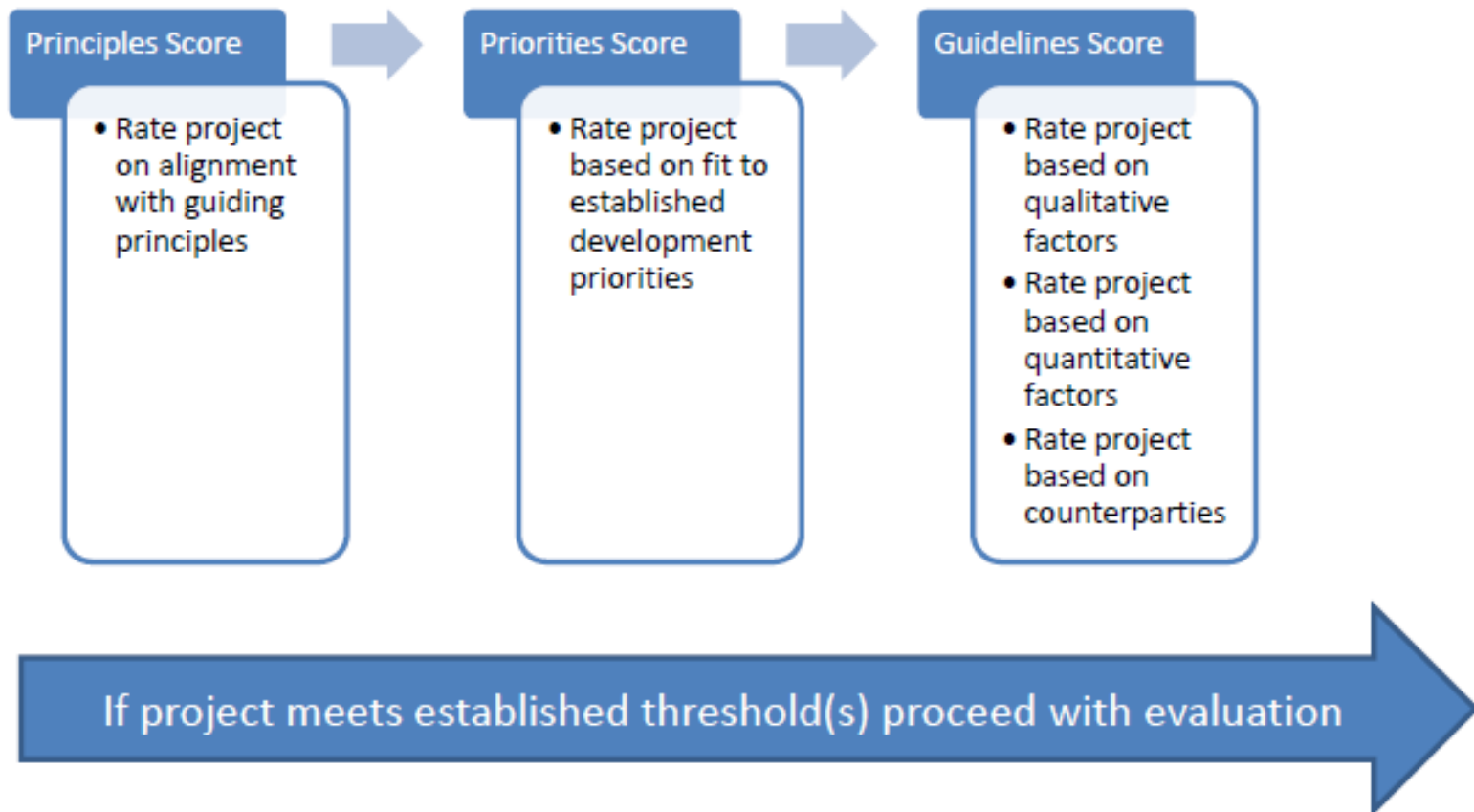


# MDD Principles, Priorities & Guidelines Review

Who	What	How	When



# MDD Principles, Priorities & Guidelines Review



# Funding Decision Hearing

Who	What	How	When

# Funding Decision Hearing

