



City of Fair Oaks Ranch Municipal Development District
FOR MDD Project Funding Process Design Committee
Workshop Agenda
Monday, October 2, 2017 2:00 to 3:00 PM
Council Chambers
7286 Dietz Elkhorn, Fair Oaks Ranch, TX 78015



MDD Project Funding Process Design Committee Workshop

I. Call to Order

II. Workshop

- A. Approve September 18, 2017 Minutes
- B. Review project timeline & deliverables and update as necessary
- C. Agree on draft final Policy Statement and Implementation Team Charter
- D. Agreement on Action Items for October 16 work session to assemble Board package

III. Adjournment

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. The FOR MDD Process Design Committee does not constitute a quorum of the FOR MDD Board. In any case, said Notice was voluntarily posted by 5:00 PM, September 29, 2017 and remained so posted continuously for at least 48 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
Monday, September 18, 2017 2:00 PM
Council Chamber
7286 Dietz Elkhorn, Fair Oaks Ranch, TX 78015**



MDD PROCESS DESIGN COMMITTEE MEETING MINUTES

I. Call to Order

Members Present: Roy Elizondo; Laura Koerner

Members Absent: Debra Grandjean

The Municipal Development District subcommittee workshop was called to order at 2:00 pm on Monday September 18 2017.

II. Workshop

- A. The Committee members approved the minutes for August 28, 2017
- B. The Committee members discussed the draft Project Funding Process Policy, Implementation Team Charter, and high-level timeline graphic
- C. The Committee members agreed to the following action items:

What	Who	When
Update draft policy statement per discussion	Roy	10-2-2017
Update implementation team charter per discussion	Laura	10-2-2017
Update timeline graphic per discussion	Roy	10-2-2017

III. Adjournment

The Committee agreed to conduct its next workshop on October 2, 2017 at 2:00 pm.

This meeting was adjourned at 3:00 pm on Monday September 18, 2017.

MDD Project Funding Design Committee
Project Timeline (as of 10-02-2017)

Milestone	Objective(s)	Date
Project Kickoff	Establish Committee groundrules Agreement of project deliverables Agreement of project timeline Agreement on project funding process scope & attributes	5/3/2017
		5/10/2017
	Process requirements & design	5/17/2017
	Process requirements & design	5/24/2017
	Process requirements & design	5/31/2017
	Process requirements & design	6/7/2017
	Process requirements & design	6/14/2017
	Process requirements & design???	6/21/2017
	Briefing package prep	6/28/2017
MDD Meeting: Briefing Read-Ahead	Briefing package for Board meeting	7/3/2017
MDD Meeting: Board Briefing	Share information on progress to date and receive feedback for use in work going forward	7/10/2017
MDD Meeting: Meeting pre-work package	Send pre-work package with instructions	7/31/2017
MDD Meeting: Board Decisions & Feedback	Approval of Goals & Objectives revisions Approval of project categories Agreement on content of project application example Agreement on content of project scoring criteria example	8/14/2017
		8/21/2017
	Policy & Guideline Work Session	8/28/2017
LABOR DAY		9/4/2017
		9/11/2017
	Operating Procedure Work Session	9/18/2017
		9/25/2017
	High-Level Implementation Strategy/Plan Work Session	10/2/2017
		10/9/2017
	Package Assembly Work Session	10/16/2017
MDD Meeting: Briefing Read-Ahead	Release briefing package for Board meeting - High-level timeline graphic - Policy Statement - Implementation Team Charter	10/30/2017
Process Team Meeting	Rehearsal for MDD Board meeting	11/6/2017
MDD Meeting: Request for Approval	Pass a motion to approve MDD Project Funding Process	11/13/2017

FAIR OAKS RANCH MUNICIPAL DEVELOPMENT DISTRICT PROCESS IMPLEMENTATION COMMITTEE
CHARTER

NOVEMBER 2017

Background: The Fair Oaks Ranch (FOR) Municipal Development District (MDD) board recognized a need for creating and implementing a standard process to receive, review, and approval projects brought before the district. In the final report of the Process Design Committee (PDC), the committee recommended creating a Process Implementation Committee (PIC) to implement the process, as presented by the PDC and approved by the FOR MDD.

Committee Tasks: The Process Implementation Committee for the FOR MDD is tasked to:

- 1) Create and present to the MDD for approval all documents needed to implement all steps of the approved standard project process.
- 2) Create and present to the MDD for approval any necessary detailed guidelines on how implement all steps of the approved standard project process.
- 3) Decide and present to the MDD for approval what resources, MDD and/or external, will implement each step of the approved standard project process, including as necessary associated agreements.

Desired End State: Have all documents and resources completed, assigned, and approved by the MDD to start accepting, reviewing, and approving MDD projects using a standard process.

MDD Board Goals for the Committee:

- 1) Objectives shall be developed with performance metrics to meet the purposes outlined above and the desired end state. These objectives shall be briefed to, and approved by MDD prior to implementation of any actions.
- 2) Committee members will ensure citizen feedback is included in performance metrics, as deemed necessary.
- 3) Requirements for funding to implement the process shall be brought to MDD NLT Jul of each calendar year to facilitate incorporation into the budget. Committee members shall also ensure once funded, requirements do not exceed the allocated budget.
- 4) Reports will be provided to MDD at each regular meeting and will include information related to specific goal accomplishment and associated performance metrics as well as adherence to timeline and budget.

Appointment and term of committee member service: Members of the committee shall consist of not more than five (5) MDD members, City staff, and/or citizen volunteers appointed by MDD. Members will serve at MDD desire, and shall remain on the committee unless asked to leave by a majority vote of the Council or upon a member's request for voluntary retirement. To enable committee efforts, at least one City Council Representative on the MDD board and one member of City Staff will be asked to be members of the committee.