

## CITY OF FAIR OAKS RANCH

# MUNICIPAL DEVELOPMENT DISTRICT MEETING

Wednesday, April 12, 2023 at 3:00 PM

Public Safety Training Room, Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch

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## AGENDA

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### OPEN MEETING

1. Roll Call - Declaration of a Quorum
2. Pledge of Allegiance

### CITIZENS and GUEST FORUM

*To address the Board, please sign the Attendance Roster located on the table at the entrance of the Council Chambers. In accordance with the Open Meetings Act, the MDD Board may not discuss or take action on any item which has not been posted on the agenda. Speakers shall limit their comments to five (5) minutes each.*

3. Citizens to be heard.

### CONSENT AGENDA

4. Approval of the January 11, 2023 Regular MDD Board meeting minutes.

Roy Elizondo, MDD Secretary

### CONSIDERATION / ACTION ITEMS

5. Consideration and possible action regarding the election of MDD Officers for Fiscal Year 2022/2023.

Laura Koerner, MDD President

6. Consideration and possible action approving a Resolution repealing Resolution 2013-01 and subsequent resolutions; and ratifying adopted amendments to the MDD Financial Management Policy.

Amanda Valdez, TRMC, Deputy City Secretary

### REPORTS

7. Financial & Investment Report for the Quarter Ended March 31, 2023

Summer Fleming, MDD Investment Officer

8. Fair Oaks Ranch Civic Center Project status update.

Scott Huizenga, Assistant City Manager

9. Marketing and Project Opportunities Subcommittee Report.

Nicholas DiCianni, Marketing and Project Opportunities Subcommittee Chair

10. Small Scope / Small-Dollar Subcommittee Report.

Mike Lovelace, Small Scope/Small-Dollar Subcommittee Chair

**ADJOURNMENT**

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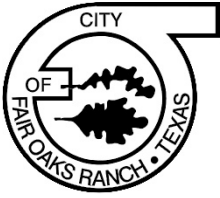
Signature of Agenda Approval: s/ Laura Koerner

Laura Koerner, President

I, Amanda Valdez, TRMC, Deputy 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, and on the City’s website [www.fairoaksranchtx.org](http://www.fairoaksranchtx.org), both places being convenient and readily accessible to the general public at all times.

As per Texas Government Code 551.045, said Notice was posted by 4:00 PM, April 9, 2023 and remained so posted continuously for at least 72 hours before said meeting was convened.

The Fair Oaks Ranch Police Station is wheelchair accessible at the front main 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.



**CITY OF FAIR OAKS RANCH  
MUNICIPAL DEVELOPMENT DISTRICT MEETING**

Wednesday, January 11, 2023 at 4:00 PM

Public Safety Training Room in the Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch

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## MINUTES

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### OPEN MEETING:

1. Roll Call - Declaration of a Quorum.

Present: President Laura Koerner, Secretary Roy Elizondo, Treasurer Mike Lovelace, Rachelle Garcia, and David Fairhurst.

Absent: Vice President Nicholas DiCianni and Steven Robertson.

With a quorum present, the meeting was called to order at 4:02 PM.

2. Pledge of Allegiance – The Pledge of Allegiance was led by President Koerner.

### CITIZENS and GUEST FORUM

3. Citizens to be heard: None.

### CONSENT AGENDA

4. **Approval of the October 12, 2022 Regular MDD Board meeting minutes.**

The Consent Agenda was approved by unanimous consent.

### CONSIDERATION / ACTION ITEMS

*This agenda item was moved to occur after Citizens to be heard to accommodate the representatives from ABIP.*

10. **Consideration and possible action to accept the MDD Audit report (FY 2021-22).**

Ms. Fleming introduced the agenda item and Mr. Del Toro. Mr. Del Toro presented the MDD's annual financial statement audit and indicated that the results were an unqualified (clean) opinion. Mr. Del Toro expressed his appreciation of the work performed by staff.

MOTION: Made by Secretary Roy Elizondo, seconded by Treasurer Mike Lovelace, to approve the MDD's 2021-2022 Audit Report.

VOTE: 5-0; Motion Passed.

### REPORTS

5. **Quarterly Financial & Investment Report - Q1 FY2023.**

The investment report was provided by MDD Investment Officer, Summer Fleming.

**6. Fair Oaks Ranch Civic Center Project status update.**

City Manager, Tobin Maples, provided the Board with an update on progress for further development of the civic center grant proposal. President Koerner indicated that she will continue to have updates on the grant proposal as an agenda item.

**7. Small Scope / Small-Dollar Subcommittee Report.**

Mr. Lovelace indicated that there was nothing to report for the period.

**8. Marketing and Project Opportunities Subcommittee Report.**

Mr. David Fairhurst led a review of the draft web content and application form developed by the subcommittee. At the conclusion of the discussion it was agreed that Board members should provide written comments to the City Secretary's office on or before Wednesday, February 1, 2023. The comments will be provided to the subcommittee by the City Secretary's office for their consideration.

**CONSIDERATION / ACTION ITEMS****9. Consideration and possible action to approve a Resolution authorizing the District to participate in Texas CLASS Investment Pool.**

MDD Investment Officer, Summer Fleming presented the case for the District to participate in the Texas CLASS Investment Pool.

**MOTION:** Made by Treasurer Mike Lovelace, seconded by Rachelle Garcia, to approve the Resolution authorizing the District to participate in Texas CLASS Investment Pool.

**VOTE:** 5-0; Motion Passed.

**11. Consideration and possible action regarding upcoming Regular MDD Board Meeting Dates.**

**MOTION:** Made by Secretary Roy Elizondo, seconded by Treasurer Mike Lovelace, that the Board set the following dates for their known quarterly MDD regular meetings:

- April 12, 2023 at 3:00 PM
- July 12, 2023 at 4:00 PM
- October 11, 2023 at 4:00 PM

**VOTE:** 5-0; Motion Passed.

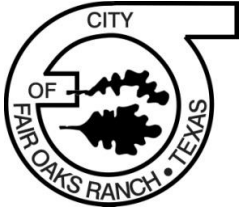
**ADJOURNMENT**

MDD President, Laura Koerner, adjourned the meeting at 5:07 PM

**ATTEST:**

\_\_\_\_\_  
Laura Koerner, MDD President

\_\_\_\_\_  
Roy E. Elizondo, MDD Secretary



**FAIR OAKS RANCH MUNICIPAL DEVELOPMENT DISTRICT  
CONSIDERATION ITEM  
CITY OF FAIR OAKS RANCH, TEXAS  
April 12, 2023**



AGENDA TOPIC: Consideration and possible action regarding the election of MDD Officers for Fiscal Year 2022/2023.  
DATE: April 12, 2023  
PRESENTED BY: Laura Koerner, MDD President

**INTRODUCTION/BACKGROUND:**

Article III, Section 1 of the MDD By Laws states the MDD Board of Directors shall choose from its members a President, Vice President, Secretary and Treasurer.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

Effective leadership of the MDD Board of Directors is essential to conducting all MDD required actions and reports in accordance with Texas MDD Laws and Comptroller requirements, while also providing good stewardship of MDD funds on behalf of our citizens. These officers will be internally elected to serve for fiscal year 2022/2023 (FY 22/23) with this term ending on 30 September 2023. A new election will be held for each position in October 2023 for fiscal year 2023/2024 (FY 23/24). All duly appointed MDD board members may seek any office each year. Elections will be held in an open meeting and all votes will be publicly cast by each board member.

**BUDGETARY IMPACT:**

No financial or budgetary impact.

**LEGAL ANALYSIS:**

N/A

**RECOMMENDATION/PROPOSED MOTION:**

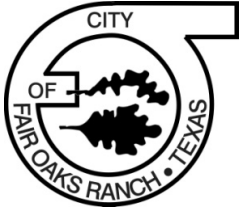
Separate motions may be required to elect a President, Vice President, Secretary and Treasurer. However, if each position has only one board member seeking that office a slate motion may be appropriate. This will be determined in real time in open forum during the election consideration item on this agenda.

I move to elect \_\_\_\_\_ for the position of President.

I move to elect \_\_\_\_\_ for the position of Vice President.

I move to elect \_\_\_\_\_ for the position of Secretary.

I move to elect \_\_\_\_\_ for the position of Treasurer.



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**FAIR OAKS RANCH MUNICIPAL DEVELOPMENT DISTRICT  
CONSIDERATION ITEM  
CITY OF FAIR OAKS RANCH, TEXAS  
April 12, 2023**

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Item #7.

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AGENDA TOPIC: Quarterly Financial & Investment Report – Q2 FY2023  
DATE: April 12, 2023  
PRESENTED BY: Summer Fleming, MDD Investment Officer

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**INTRODUCTION/BACKGROUND:**

Pursuant to Government Code Section 2256.023 and the MDD’s Investment Policy Section 11, the Investment Officer is required, on a quarterly basis, to prepare and submit to the MDD Board a written report of investment assets and the market value of the current investments.

The attached presentation is being made to comply with the Q2 FY2023 reporting requirements.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

Frequent review and reporting of the MDD’s assets and investment vehicles is both prudent and necessary to verify that the MDD’s investment portfolio is being managed according to the investment policy.

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

The investment portfolio shall be managed in accordance with the objectives specified in the investment policy (safety, liquidity, diversification, and yield). The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates.

**LEGAL ANALYSIS:**

N/A

**RECOMMENDATION/PROPOSED MOTION:**

This presentation is for informational purposes only and to comply with requirements under Texas Government Code Section 2256.023 and the MDD’s Investment Policy.

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# Fair Oaks Ranch Municipal Development District Quarterly Financial Report

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March 2023

## About This Quarterly Financial Report

This report has been prepared by the City of Fair Oaks Ranch Finance Department. The Quarterly Financial Report is intended to provide our users (internal and external) with information regarding the MDD's financial position. This report includes information for Q2 FY2023.

This report is presented in two sections.

1. The Financial Summary section reports the performance of the major operating funds of the MDD.
2. The Quarterly Investment Report provides a summary of MDD's investment portfolio, interest earnings and a brief market outlook.

The Quarterly Financial Report is intended to provide our users with timely and relevant information. Please provide us with any comments or suggestions you may have. If you would like additional information, feel free to contact me.



Summer Fleming  
Investment Officer

7286 Dietz Elkhorn  
Fair Oaks Ranch, TX 78015  
210-698-0900

# Fair Oaks Ranch MDD

## Revenue and Expense Report March 31, 2023

|  | Budget         | Projection     | Year-to Date<br>Actual | Percent<br>of Budget | Actual vs<br>Budget | Comments   |
|--|----------------|----------------|------------------------|----------------------|---------------------|--|
| <b>Revenues:</b>                         |                |                |                        |                      |                     |  |
| Local Sales Tax                          | 410,000        | 440,000        | 227,483                | 55.5%                | (182,517)           | Collected through January sales; accrued February and March. |
| Interest                                 | 8,000          | 83,000         | 44,315                 | 553.9%               | 36,315              | Interest rates have increased.                               |
| <b>Total Revenue</b>                     | <b>418,000</b> | <b>523,000</b> | <b>271,797</b>         | <b>65.02%</b>        | <b>(146,203)</b>    |  |
| <b>Expenditures:</b>                     |                |                |                        |                      |                     |  |
| Supplies                                 | 250            | 250            | -                      | 0.00%                | 250                 |  |
| Training/Seminars                        | 500            | 500            | 470                    | 94.00%               | 30                  | Biennial PFIA training completed.                            |
| Miscellaneous                            | -              | -              | -                      | 0.00%                | -                   |  |
| Attorney                                 | 3,500          | 3,500          | 1,062                  | 30.33%               | 2,438               |  |
| Auditor                                  | 4,300          | 4,300          | 4,300                  | 100.00%              | -                   | Annual audit complete.                                       |
| Professional Services                    | 33,450         | 33,450         | 30,455                 | 91.05%               | 2,995               | Annual management fee paid to the City.                      |
| Insurance                                | 50             | 50             | 50                     | 100.00%              | -                   | Annual insurance expense paid.                               |
| <b>Total Expenditures</b>                | <b>42,050</b>  | <b>42,050</b>  | <b>36,337</b>          | <b>86.41%</b>        | <b>5,713</b>        |  |
| <b>Transfer To / (From) Fund Balance</b> | <b>375,950</b> | <b>480,950</b> | <b>235,460</b>         | <b>62.63%</b>        | <b>(140,489)</b>    |  |

# Fair Oaks Ranch MDD

## Balance Sheet March 31, 2023

### Assets

|                          |           |           |           |
|--------------------------|-----------|-----------|-----------|
| Frost Bank               | 98,543    |           |           |
| TexPool                  | 232,211   |           |           |
| Texas CLASS              | 2,010,114 |           |           |
| Accrued Receivables      | 70,527    |           |           |
| Total Cash & Investments |           | 2,411,395 |           |
| <b>Total Assets</b>      |           |           | 2,411,395 |

### Liabilities

|                          |   |   |  |
|--------------------------|---|---|--|
| Due to City of Fair Oaks | - |   |  |
| Accounts Payable         | - |   |  |
|                          |   | - |  |

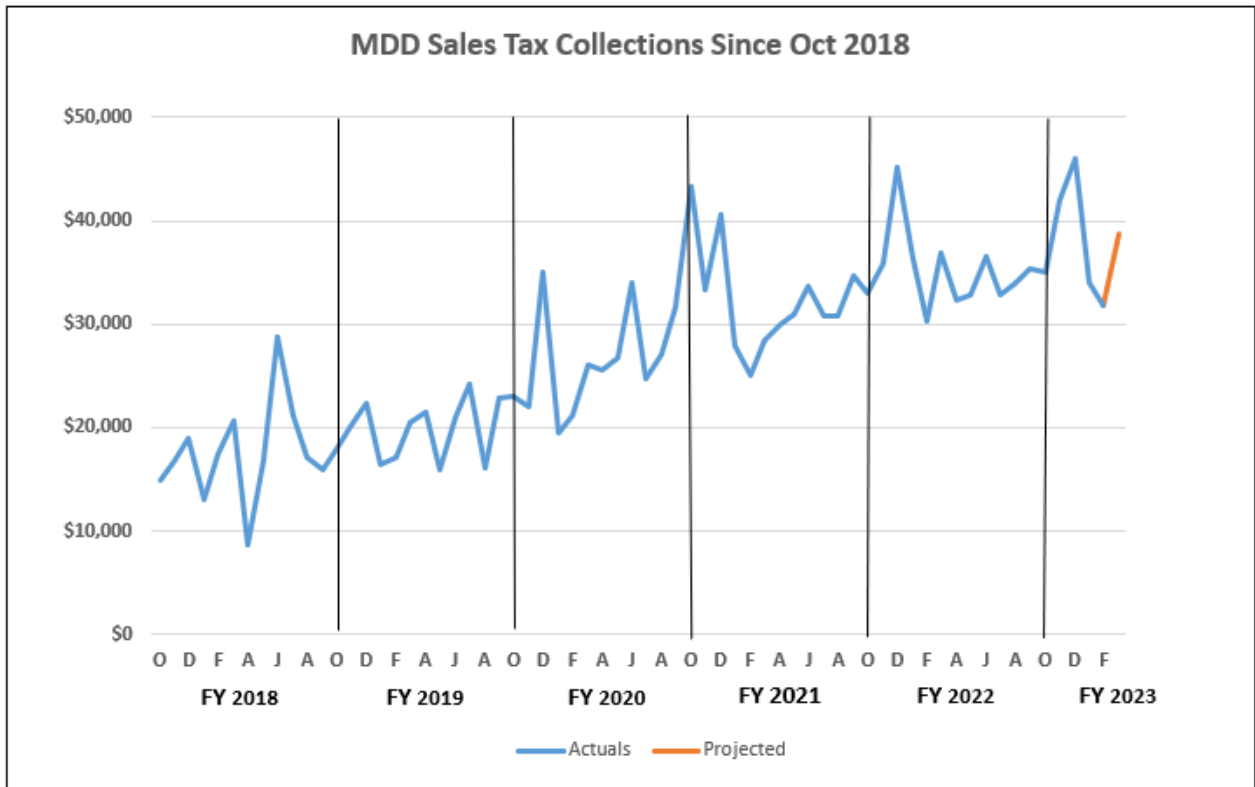
### Fund Balance

|  |           |           |           |
|--|-----------|-----------|-----------|
| Fund Balance - Operating                   | 100,000   |           |           |
| Infrastructure Improvements - Assigned     | 1,475,935 |           |           |
| Infrastructure Improvements - Committed    | 600,000   |           |           |
| Total Fund Balance                         |           | 2,175,935 |           |
| Total Revenues                             | 271,797   |           |           |
| Total Expenses                             | 36,337    |           |           |
| Excess Revenue over Expenses               |           | 235,460   |           |
| <b>Total Liabilities &amp; Fund Equity</b> |           |           | 2,411,395 |

# Fair Oaks Ranch MDD Investment Report

| Investment Inventory<br>1/1/2023 - 3/31/2023 |           |                  |                         |                      |                  |                  |                     |                              |                  |
|--|-----------|------------------|-------------------------|----------------------|------------------|------------------|---------------------|------------------------------|------------------|
| Security                                     | Avg Yield | Beg Bal          | Transfers<br>In / (Out) | Interest<br>Earnings | Ending Bal*      | Ending Market    | Interest<br>Accrued | Weighted<br>Avg<br>Maturity* | Maturity<br>Date |
| Frost Bank - Operating Account               | 0.284%    | 103,268          | (5,594)                 | 868                  | 98,543           | 98,543           | -                   | -                            | -                |
| TexPool                                      | 4.45%     | 2,095,913        | (1,877,993)             | 14,290               | 232,211          | 232,211          | -                   | 16 days                      | -                |
| Texas CLASS                                  | 4.73%     | -                | 2,000,000               | 10,114               | 2,010,114        | 2,010,114        | -                   | 38 days                      | -                |
| <b>TOTAL</b>                                 |           | <b>2,199,182</b> | <b>116,413</b>          | <b>25,273</b>        | <b>2,340,868</b> | <b>2,340,868</b> |                     |                              |                  |

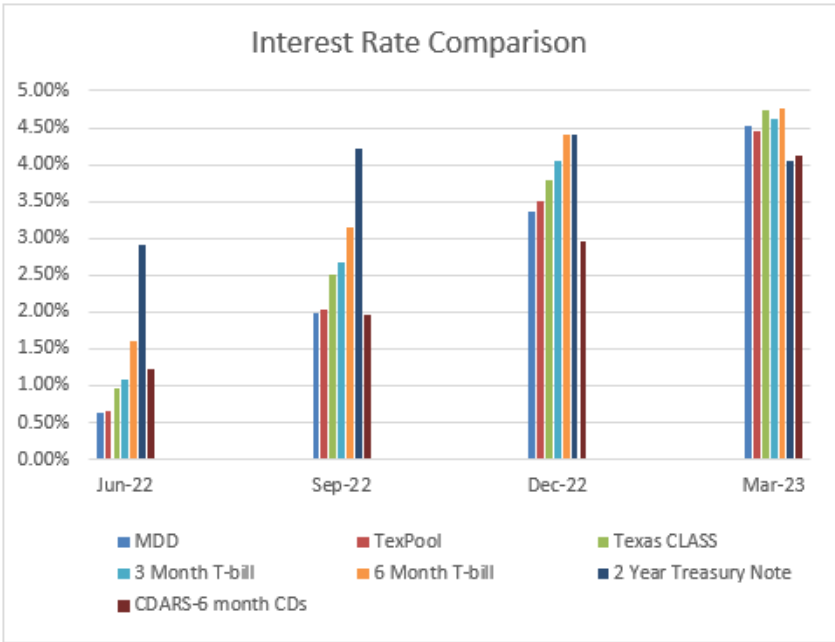
\*Figures may not add due to rounding.



# Fair Oaks Ranch MDD Investment Report

**Interest Rate Comparison (Quarterly Average)**

| Qtr Ended           | MDD          | TexPool      | Texas CLASS  | 3 Month T-bill | 6 Month T-bill | 2 Year Treasury Note | CDARS-6 month CDs |
|---------------------|--------------|--------------|--------------|----------------|----------------|----------------------|-------------------|
| Jun-22              | 0.62%        | 0.64%        | 0.97%        | 1.09%          | 1.60%          | 2.92%                | 1.22%             |
| Sep-22              | 1.98%        | 2.03%        | 2.51%        | 2.67%          | 3.15%          | 4.22%                | 1.97%             |
| Dec-22              | 3.36%        | 3.51%        | 3.80%        | 4.04%          | 4.41%          | 4.41%                | 2.96%             |
| Mar-23              | 4.51%        | 4.45%        | 4.73%        | 4.63%          | 4.75%          | 4.06%                | 4.12%             |
| <b>Year Average</b> | <b>2.62%</b> | <b>2.66%</b> | <b>3.00%</b> | <b>3.11%</b>   | <b>3.48%</b>   | <b>3.90%</b>         | <b>2.57%</b>      |



**Trends and Future Outlook:**

- The Federal Reserve raised the fed funds rate by 25bps to 4.75%-5% in March, pushing borrowing costs to new highs since 2007, as inflation remains elevated.
- The Fed now expects interest rates to reach 5.1% this year, and to end 2024 at 4.3%, and to fall to 3.1% in 2025.

This report is in compliance with the MDD's Investment Policy Section 11 and Texas Government Code Section 2256.023.

\* Per the MDD's investment policy, there will not be direct investment in securities maturing more than 36 months from the date of purchase. The Weighted Average Maturity of these investments is in compliance with the City's policy.

\*\* Leading indicator of rate changes to come, not an investment option for the MDD.

# FAIR OAKS RANCH MUNICIPAL DEVELOPMENT DISTRICT POLICY FOR EVALUATION OF DEVELOPMENT PROJECTS

(Approved 10-13-2021)

## POLICY STATEMENT

### **Purpose**

The purpose of the Policy for Evaluation of Development Projects is to establish an objective and consistent process for evaluating proposed development projects to ensure that Fair Oaks Ranch Municipal Development District (MDD) Board (the Board) project grant awards are in compliance with legal and policy requirements and provide enduring value for Fair Oaks Ranch.

### **Policy Statement**

It is the policy of the Board that evaluation, approval, and funding of development project grants will be conducted in accordance with approved guidelines established by the Board.

### **Process Framework**

A development project evaluation process will be established through guidelines approved by Board to ensure that development project grant proposals are consistently and objectively evaluated. The overall framework for the guidelines will include the following:

1. Each proposed development project grant will be evaluated to determine merit for funding based on the MDD Board's assessment of eligibility and quality.
2. To assess eligibility of proposed development project grants, the Board will establish a Eligible Project Category List (Appendix A) to describe the types of projects that are qualified for MDD funding consideration. The categories on the Eligible Project Category List may be modified at the discretion of the Board. Items may be placed on the Eligible Project Category List by the MDD Board based on the following criteria:
  - 2.1. Compliance with relevant statutes and City ordinances & codes
  - 2.2. Alignment with MDD Board's mission, goals & objectives
3. The Board will establish Project Application & Evaluation Guidelines (Appendix B) to evaluate eligible development project grant proposals in an objective and consistent method. The Project Application & Evaluation Guidelines may be modified at the discretion of the Board.

### **Process Implementation and Review**

1. The MDD Board Treasurer is responsible for implementing and managing the evaluation process (Appendices A and B) and reporting results to the Board
2. Any member of the Board may propose changes to the evaluation process, but action of the Board is required to make a material change to the evaluation process and associated guidelines.
3. The Board will review this policy and associated guidelines (Appendices A and B), as deemed necessary, but no less often than once every two years, and will take action to reaffirm, modify or replace the policy or guidelines.

## Appendix A

### MDD Eligible Project Category List

| Category Name                       | Category Description   |
|-------------------------------------|--|
| Façade Improvement Program          | Matching funds reimbursement to incentivize façade improvements to bring existing qualified store fronts up to FOR form-based zoning standards   |
| Infrastructure Projects             | <ul style="list-style-type: none"> <li>• Contributions in aid of construction for utility infrastructure as an incentive for qualified commercial or mixed-use development projects, or</li> <li>• Reimbursements for costs incurred on projects or initiatives that enable or promote business development</li> </ul>   |
| Civic Venues & Related Improvements | Reimbursement for construction or remodeling costs as an incentive for qualified civic venue projects  |
| Recreation & Community Projects     | <ul style="list-style-type: none"> <li>• Contributions in aid of construction for qualified recreational facility projects, or</li> <li>• Reimbursements for costs incurred on qualified projects or initiatives that enable pedestrian and bicycle mobility by means of a contiguous park &amp; trail system</li> </ul> |

## **Appendix B**

### **Project Application and Evaluation Guidelines**

#### **1. Project Application Guidelines**

##### **1.1. Project Scoring Dimensions**

For each proposed project, information & documentation should be collected and analyzed to gain satisfaction that the project is eligible for funding based on reasonably satisfying the requirements under each of the following dimensions:

- Compliance: MDD statutory constraints; City ordinances & codes
- Fit to FOR MDD mission, goals & objectives
- Economic and/or quality of life benefits: extent & duration
- Project quality: counterparty qualifications, project delivery risk and ongoing operations risk

##### **1.2. Application Submittals**

The required information & documentation may be satisfied via the following means:

- The required type and extent of information required may be submitted using an application form provided by the MDD or a grant proposal submitted by the applicant.
- Additional information required to assess an application may be requested from the applicant via a direct request from the designated MDD representative.
- Additional information required to make a final decision could be requested via a direct request from the MDD Board to the applicant.

##### **1.3. Applicant Contact & Background Information**

- Names and contact information for the natural person and/or entities that will have primary responsibility for delivery of the project and outcomes/ongoing benefits.
- If applicant is an entity, names and contact information for all principals who will have a significant role in the project.
- Legal form of entity
- Primary area of business activity
- Single point of contact for communication regarding application
- Resume: Applicant experience relevant to ability and capacity to deliver on project commitments

#### **1.4. Project Contact Information**

- Project site physical address
- Name of owner of project site property
- Site Owner's physical mail address, telephone number and email address

#### **1.5. Project Summary Information**

- Project Title
- Project Executive Summary (Template provided by MDD):
  - Executive outline of project objectives, desired outcomes & community benefits, including economic impact
  - Total project cost
  - Grant request
  - Other sources of financing
  - Target commencement date
  - Target completion date

#### **1.6. Application Documents (provided at Applicant's discretion or requested by MDD based on project category & scope)**

- Property owner acknowledgment & consent
- Detailed project work plan & timeline
- Project budget
- Plan for post-construction upkeep and ongoing operations of asset
- Design drawings
- Contractors & subcontractors
- Material specifications
- City zoning & permits documentation, as applicable
- Detailed information relating to project objectives, outcomes & community benefits (optional at Applicant's discretion)

#### **1.7. Conditions & Acknowledgements**

- One grant at a time per applicant/property owner.
- Grant acceptance is at MDD discretion.
- Grant is based on availability of funds within the MDD budget.

- Grant is subject to acceptance of MDD Terms & Conditions.
- Grantee is obligated to fulfill commitments of project objectives & benefits.

## 2. Project Evaluation Guidelines

### 2.1. Due Diligence Evaluation Criteria

For each proposed project, sufficient and competent information should be collected and analyzed to allow the Board to determine that the project reasonably meets the Board's standards for granting funds to a project. For all proposed projects, the following dimensions will be evaluated:

- **COMPLIANCE**
- **FIT**
- **BENEFITS** - Economic and/or quality of life benefits: extent & duration
- **RISK** - Project quality: counterparty qualifications, project delivery risk and ongoing operations risk

### 2.2. Evaluation Methodology

All project proposals will be assessed as follows:

- The President of the Board may choose to establish a subcommittee to perform the evaluation.
- If a subcommittee is used to perform the evaluation, the subcommittee will provide a report and recommendation to the Board for consideration and possible action.
- The project evaluation represents one aspect of the Board's considerations in making a grant award decision.
- COMPLIANCE will be evaluated based on the eligibility of project in accordance with Eligible Project Category List (Appendix A).
- Information provided by the applicant will be evaluated to determine FIT, BENEFITS, and RISK.
- FIT will be evaluated based on conformance with the MDD mission goals and objectives.
- BENEFITS will be evaluated for economic and/or quality of life benefits, including extent and duration of the benefits to Fair Oaks Ranch.
- RISK will be evaluated for project quality considering counterparty qualifications, project delivery risks and ongoing operations risks.

- The desired outcome of the Boards deliberation will be to arrive at a decision that a project qualifies or does not qualify for funding based on COMPLIANCE, FIT, BENEFITS and RISK.
- The decision to approve project grant funding and funding amount is at the discretion of the Board.
- The decision regarding the availability and source of funds for a proposed project is at the discretion of the Board

**MDD Website Draft 2.2****Executive Summary****MDD Mission Statement**

**The Mission of the Fair Oaks 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.**

**What is the MDD?**

The Municipal Development District is a Fair Oaks Ranch taxing entity that was established in 2009 with the purpose of providing a stimulus of economic growth within the City of Fair Oaks Ranch. The citizens of Fair Oaks Ranch approved a .5 cent tax to be added to the municipal sales tax as a funding source. The funds collected are to be used to help fund projects, commercial, civic and governmental, that will provide for economic, social, and civic growth while ensuring or increasing property values.

**Who can use the MDD funds?**

Commercial entities, civic organizations, governmental organizations and not for profit entities can apply for funding of projects that are qualified and meet standards that will provide economic growth, improve the quality of life for residents of Fair Oaks Ranch or offer social and/or safety benefits to the city and its residents.

**How does funding get approved?**

Applicants will submit a formal application for consideration to the MDD that provides what the project would entail the expected benefits to the community, a business plan, funding provided by the applicant, proposed use of funds requested and timing of the proposed project. The MDD will evaluate requests to determine if the project meets the published State and Local standards<sup>^</sup> for project funding. Funding from the MDD can be partial or up to matching depending on the business case and application request. The MDD board will make the final decision on the request and will authorize the amount of funding.

**What types of projects will be considered?**

As stated, commercial, civic, safety, or municipal projects will be considered\*. Projects can range from, Municipal infrastructure projects, small civic projects proposed by: e.g. scouting groups, FAA, 4H and the like, to commercial businesses seeking funding for remodeling and enhancing current facilities. Examples: an Eagle Scout project to provide a safety improvement to a park, a small business would like to improve signage that improves the appearance of the business, a potential business owner would like to renovate a space to meet city codes, a road construction would resolve an entrance problem for a business, a new business wishes to build a structure. These are examples but do not limit the types of projects for which individuals or groups can apply for funding assistance.

**What will not be considered?**

Funding request for a commercial project that does not have committed funding from a financial or private investor, funding requests for projects outside of the City of Fair Oaks, funding requests that do not contribute to social norms, funding requests that do not meet City/ETJ ordinances, funding requests for private residences, or funding requests deemed detrimental to the life style of the community.

**How do I start?**

A Business Plan should be developed providing what the project will do, how it will be implemented, who will be responsible, what benefits it will provide, timing for completion, funding the applicant has secured, and funding requested from MDD. The funding from MDD will be provided upon completion of the project.

An application should be completed and accompany the Business Plan. The form can be found on the MDD website. Funding sources should be documented and will be verified prior to any decision to fund by the MDD Board. A meeting with the board will be required for the requestor to present the project and discuss the business plan.

\*Appendix A See attachment

^Appendix B See Attachment

# Draft 2.1

Municipal Development District

830-368-1234 www.Tobedetermined/gov

## Funding Application

Applicant: \_\_\_\_\_ Business Name \_\_\_\_\_

Contact Information: Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Primary \_\_\_\_\_ Secondary \_\_\_\_\_ Email \_\_\_\_\_

Business Email: \_\_\_\_\_ Website \_\_\_\_\_

Address of Project: \_\_\_\_\_

Applicant Tax ID# \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Tel \_\_\_\_\_

Email \_\_\_\_\_

### List of Partners/Principals of the Business

| Name  | Title | Contact Tel | Ownership% | Email |
|-------|-------|-------------|------------|-------|
| _____ | _____ | _____       | _____      | _____ |
| _____ | _____ | _____       | _____      | _____ |
| _____ | _____ | _____       | _____      | _____ |
| _____ | _____ | _____       | _____      | _____ |

Project Type

Municipal \_\_ Commercial \_\_ Civic Organization \_\_ Business \_\_ Other\_\_

Applicant's relevant experience for the project for funding of project requested

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Applicant Funding Source

Bank or Financial institution providing Funding \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Tel \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Funding amount \_\_\_\_\_

Has Applicant received economic assistance before Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, When, Where, and from What Source \_\_\_\_\_

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Project Information: Describe what the project entails, Facade, Building, Remodel, Landscape, etc. \_\_\_\_\_

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Project Title:

Project Objective: \_\_\_\_\_

Expected Benefits:

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Funds Requested: \_\_\_\_\_

Estimated Total Cost of the Project: \_\_\_\_\_

(Note: Contractors detailed cost estimate must be attached)

Name of Contractor or Construction Manager:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ Primary \_\_\_\_\_ Mobile \_\_\_\_\_

Email address \_\_\_\_\_ Website \_\_\_\_\_

Applicants Architect: \_\_\_\_\_

Telephone \_\_\_\_\_ Primary \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Blueprints or Rendering must be attached

Estimated Date of Project Commencement: \_\_\_\_\_

Estimated Date of Project Completion: \_\_\_\_\_

Required Documents to be attached:

1. Applicable Building Permits and Zoning Board approval.
2. Contractors detailed cost estimate on Contractors letterhead
3. Project Budget breakdown of all anticipated expenses

- 4. Plan for post construction upkeep and sustainable ongoing operations
- 5. Letter from Property owner if applicant is a tenant authorizing project
- 6. Photographs of project location and existing structure
- 7. Detailed project plan and timeline for major milestones
- 8. FORHA and Unit HOA Restriction Committee Approvals (if applicable)

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_