



CITY OF
Fair Oaks Ranch

7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015
Bus: 210-698-0900
www.fairoaksranchtx.org

Date: April 4, 2025
To: Municipal Development District (MDD)
From: City of Fair Oaks Ranch
Ref: MDD Grant Funding Application for Gateway Feature

On behalf of the City of Fair Oaks Ranch, I am pleased to submit the attached grant application for funding support from the Municipal Development District (MDD) for the Fair Oaks Ranch Gateway Monument Project. This project aims to create a visually striking and iconic entryway at the intersection of Fair Oaks Parkway and Leslie Pfeiffer Drive. The project is a key component of our ongoing efforts to enhance community identity, increase property values, and support economic growth within the City.

The Gateway Monument Project involves the construction of a masonry entry monument with decorative signage, metal beams, and an arched metal element. Additional enhancements include stone columns, electrical service, lighting, a concrete header curb, and landscaping with native vegetation. Collectively, these elements will serve to beautify the area, promote civic pride, and make Fair Oaks Ranch more attractive to residents, businesses, and visitors.

We are requesting grant funding in the cumulative amount of \$224,840, which represents the full project cost inclusive of the \$25,000 designated for the design and engineering costs that the City has already funded, and construction costs of the project in the amount of \$199,840. The City's Public Works Department, led by Public Works Director Grant Watanabe, P.E., and Project Manager Kelsey Delgado, will oversee the project to ensure timely and efficient completion.

To support this funding request, we have included the following key attachments for your review:


- Grant Application: Comprehensive details about the project's scope, benefits, and funding request.
- Required Document Responses for questions 1-8 of the grant application.
- Construction Costs: An itemized cost breakdown from AAA Time Saver Services.
- Project Depictions: Design documents and visual representations of the planned monument, landscaping, and related features.
- Resolution 2024-28: A Resolution of the City Council of the City of Fair Oaks Ranch, Texas Authorizing Execution of an Agreement for Design Services of a Gateway Feature, Expenditure of the Required Funds, and Execution of All Applicable Documents by the City Manager and Directing the City Manager to Submit a Grant Application to the Municipal Development District.

We believe that the Gateway Monument will provide long-term value to the City by reinforcing a positive image of our community and supporting future economic development. The project's sustainable ongoing operations and upkeep will be incorporated into the routine maintenance schedule managed by the City's Public Works Department.

We appreciate your consideration of this request and look forward to your support. Should you require any additional information or have questions regarding the project, please do not hesitate to contact Joanna Merrill, Director of Human Resources and Communications at 210-698-0900 or via email at jmerrill@fairoaksranchtx.org.

Thank you for your time and attention to this important initiative.

Sincerely,

DocuSigned by:

48B670FFA492487...

Scott Huizenga
City Manager
O: 210-698-0900
Email: shuizenga@fairoaksranchtx.org

Required Documents Response:

- 1.) Applicable Building Permits and Zoning Board approval.
 - a. N/A
- 2.) Contractors detailed cost estimate on Contractors letterhead
 - a. See "Attachment A"
- 3.) Project Budget breakdown of all anticipated expenses

DESCRIPTION	AMOUNT
DESIGN & ENGINEERING COSTS	\$25,000.00 Pre-Paid
SITE WORK / CURB DEMO ENTRY MONUMENT	\$ 9,800.00
CONCRETE HEADER CURB	\$82,092.00
FENCE COLUMNS	\$11,610.00
FENCE RAILS	\$25,529.00
LANDSCAPE	\$ 9,769.00
IRRIGATION	\$ 5,130.00
LIGHTING	\$ 3,500.00
ELECTRICAL SERVICE	\$21,460.00
INSURANCE & BOND	\$16,760.00
MOBILIZATION	\$ 8,190.00
	\$ 6,000.00
CONSTRUCTION TOTAL	\$224,840.00

- 4.) Plan for Post-Construction Upkeep and Sustainable Ongoing Operations
 - a. The upkeep and sustainable ongoing operations of the Fair Oaks Ranch Gateway Monument will be incorporated into the routine maintenance schedule of the City's existing properties. This will ensure consistent care and preservation of the monument's structural integrity, landscaping, and lighting features. Regular inspections, cleaning, and any necessary repairs will be managed by the City's Public Works Department as part of its ongoing maintenance responsibilities.
- 5.) Letter from Property owner if applicant is a tenant authorizing project
 - a. N/A
- 6.) Photographs of project location and existing structure
 - a. See "Attachment B"

7.) Detailed project plan and timeline for major milestones

a. See below project schedule

GATEWAY SCHEDULE

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Advertise Request for Proposals								
Bid Opening								
Council Award								
Notice to Proceed								
Construction Start								
Construction End								

8.) FORHA and Unit HOA Restriction Committee Approvals (if applicable)

a. N/A

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 2011 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. Funds are intended to be accesses by constituents of the City of Fair Oaks Ranch and its ETJ.

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^ 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, FFA, 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 – MDD Eligible Project Category List](#)

[*Appendix B – Project Application and Evaluation Guidelines](#)



Fair Oaks Ranch Municipal Development District Grant Funding Application

Applicant Name:	City of Fair Oaks Ranch	Business Name	City of Fair Oaks Ranch
Contact Information: Name	Joanna Merrill	Title	Director of Human Resources & Communications
Mailing Address	7286 Dietz Elkhorn, Fair Oaks Ranch, Texas 78015		
Telephone Primary	210-698-0900	Secondary	210-888-2552
Business Email:	jmerrill@fairoaksranchtx.org		Email
			jmerrill@fairoaksranchtx.org
Business Email:	jmerrill@fairoaksranchtx.org		Website
			https://www.fairoaksranchtx.org/
Address of Project:	Fair Oaks Parkway / Leslie Pfeiffer Drive		
Mailing Address:			
Applicant Tax ID#			
Property Owner:	City of Fair Oaks Ranch		
Telephone	210-698-0900	Email	

List of Partners/Principals of the Business (attach if necessary) require on 1st entry only

Name	Title	Contact #	Ownership%	Email
Joanna Merrill	Director of HR & Communicat	210-888-2552		jmerrill@fairoaksranchtx.org
Kelsey Delgado	Project Manager	210-698-0900		kdelgado@fairoaksranchtx.org
Grant Watanabe	Director of Public Works	210-698-0900		gwatanabe@fairoaksranchtx.org
Scott Huizenga	City Manager	210-698-0900		shuizenga@fairoaksranchtx.org

Project Type: (Select One)

☒ Municipal ☐ Commercial ☐ Civic Organization ☐ Business ☐ Other _____

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

The City of Fair Oaks Ranch has extensive experience managing municipal improvement projects and has successfully overseen the construction and maintenance of public infrastructure, including roadways, and public facilities. The City's Public Works Director, Grant Watanabe, P.E., along with Project Manager Kelsey Delgado, will be responsible for overseeing the project to ensure it is completed on time and within budget.



Fair Oaks Ranch Municipal Development District Grant Funding Application



Applicant Funding Source

Bank or Financial institution providing Funding	Frost Bank		
Contact Name:	Manuel Long	Title	Vice President - Public Finance
Address	111 W. Houston St., San Antonio, Texas 78205		Telephone 210-220-5372
Email	manuel.long@frostbank.com	Website	
Overall Project Cost \$	224,840.00	Has Applicant received economic assistance before?	Yes

If yes, When, Where, and from What Source?

The City has been awarded a grant from the MDD for construction of a Community/Civic Center on the City campus. Additionally, the City has received FEMA assistance during declared storms to cover costs of debris clean-up and damages to City property related to storms, and received ARPA funds from the federal government during COVID.

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

The project involves the construction of a gateway monument at the intersection of Fair Oaks Parkway and Leslie Pfeiffer Drive. This project will include masonry with decorative signage, metal beams, and an arched metal element. A few of the detailed elements include stone columns, a concrete header curb, electrical service for lighting, and natural native vegetation for landscaping.

Project Title:

City Gateway Feature

Project Objective:

This project's objective is to enhance the entryway into Fair Oaks Ranch with a welcoming and iconic gateway monument, promoting civic pride, enhancing community identity, and supporting the beautification of the City.



Fair Oaks Ranch Municipal Development District Grant Funding Application



Expected Benefits:

Establish a strong visual identity for the City's entryway, making Fair Oaks Ranch more attractive to residents, promoting civic pride, and it will clearly identify entrance into Fair Oaks Ranch since the previous structures were removed by TxDOT.

MDD Funds Requested: \$ 224,840.00 Estimated Total Cost of the Project: \$ 224,840.00

(Note: Contractors detailed cost estimate must be attached)

Name of Contractor or Construction Manager: David Beyer

Company Name: Halff Associates, Inc.

Address: 100 NE Loop 410, Suite 200, San Antonio, TX 78216

Primary Telephone 210-798-1895

Mobile

Email address

Website

Applicants Architect: Marc Zak

Primary Telephone 830-455-6209

Mobile

Email Address

(Note: Blueprints or Rendering must be attached)

Estimated Date of Project Commencement: May 2025 and Completion: August 2025

*****Percentage of the project cost funded will be determined by the MDD Board of Directors.*****

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  48B670FFA492487...

Date 4/04/2025

Appendix A

MDD Eligible Project Category

The MDD will consider development projects as allowed and defined by Local Government Code Chapter 377; and Chapters 505.151-158.

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 (*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

RESOLUTION 2024-28

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS AUTHORIZING EXECUTION OF AN AGREEMENT FOR DESIGN SERVICES OF A GATEWAY FEATURE, EXPENDITURE OF THE REQUIRED FUNDS, AND EXECUTION OF ALL APPLICABLE DOCUMENTS BY THE CITY MANAGER AND DIRECTING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION TO THE MUNICIPAL DEVELOPMENT DISTRICT.

WHEREAS, the City of Fair Oaks Ranch ("City") has been without a signature gateway feature since the feature referred to as "The Boat" was removed; and,

WHEREAS, the City Branding Committee selected a Citizens Committee on November 2023; and,

WHEREAS, the Committee discussed and advanced the scope to provide for conceptual design of a gateway feature with several options; and,

WHEREAS, these options were presented to citizens at a Town Hall Event on February 27, 2024, and with a resident survey to gain input on this Project; and,

WHEREAS, City Council desires a Gateway Feature, with the first feature located on Fair Oaks Parkway, which may serve as the primary feature for more in the future; and,

WHEREAS, grant funding for community purposes is available through the Municipal Development District under Local Government Code Chapter 377; and,

WHEREAS, City Council wishes to begin the Project immediately.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS:

- Section 1.** The City Council hereby authorizes the City Manager to negotiate and execute an agreement to provide for design, survey and geotechnical services within the City's approved Procurement Policy and based on the conceptual design included in **Exhibit A**, to expend required funds and to execute any and all applicable documents to effectuate this Resolution.
- Section 2.** The City Council directs the City Manager to submit an application to the Municipal Development District for grant funding to support this project.
- Section 3.** That the recitals contained in the preamble hereto are hereby found to be true and such recitals are hereby made a part of this resolution for all purposes and are adopted as a part of the judgment and findings of the Council.
- Section 4.** If any provision of this resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this resolution would have been enacted without such invalid provision.

- Section 5.** That it is officially found, determined, and declared that the meeting at which this resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.
- Section 6.** All resolutions or parts thereof, which are in conflict or inconsistent with any provision of this resolution are hereby repealed to the extent of such conflict, and the provision of this resolution shall be and remain controlling as to the matters resolved herein.
- Section 7.** This resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.
- Section 8.** This resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED, APPROVED, and ADOPTED on this 16th day of May 2024.



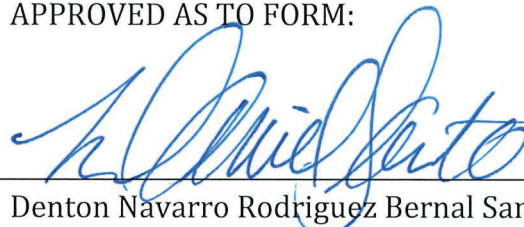
Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:



Christina Picioccio, TRMC
City Secretary



Denton Navarro Rodriguez Bernal Santee & Zech
P.C., City Attorney

EXHIBIT A

Exhibit A



CITY OF FAIR OAKS RANCH
COMMUNITY ENTRY CONCEPT; MAY 3, 2024



EXHIBIT A

Exhibit A



CITY OF FAIR OAKS RANCH
COMMUNITY ENTRY CONCEPT; MAY 3, 2024



EXHIBIT A

Exhibit A



CITY OF FAIR OAKS RANCH
COMMUNITY ENTRY CONCEPT; MAY 3, 2024





“Attachment A”

CONTINUATION SHEET

DLW DOCUMENT G703

PAGE OF PAGES

DLW Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing
Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

APPLICATION DATE:

PERIOD TO:

ARCHITECT'S PROJECT NO: Fair Oaks Entry

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	mobilization	\$6,000.00						\$6,000.00	
	Site work/ curb demo	\$9,800.00						\$9,800.00	
	Entry Monument	\$82,092.00						\$82,092.00	
	Concrete Header Curb	\$11,610.00						\$11,610.00	
	Electrical/ boring/ trench	\$16,760.00						\$16,760.00	
	Fence Columns	\$25,529.00						\$25,529.00	
	fence rails	\$9,769.00						\$9,769.00	
	landscape	\$5,130.00						\$5,130.00	
	temp irrigation	\$3,500.00						\$3,500.00	
	lighting	\$21,460.00						\$21,460.00	
	Bond/INS	\$8,190.00						\$8,190.00	
	GRAND TOTALS	\$199,840.00		\$0.00	\$0.00	\$0.00	100.00%	\$199,840.00	



“Attachment B”

Docusign Envelope ID: 84C509D5-21FC-4475-B6CC-BECB70D4836B



CITY OF FAIR OAKS RANCH
COMMUNITY ENTRY CONCEPT; MAY 3, 2024



EXHIBIT A

Docusign Envelope ID: 84C509D5-21FC-4475-B6CC-BECB70D4836B



CITY OF FAIR OAKS RANCH
COMMUNITY ENTRY CONCEPT; MAY 3, 2024

