

Effective March 16, 2020 Governor Gregg Abbott authorized the temporary suspension of some of the statutory provisions of the Texas Open Meetings Law This Meeting of the Board of Trustees of the San Antonio Housing Trust Foundation, Inc is being held pursuant to this authorization and will limit face-to-face meetings to slow the spread of the Corona Virus (COVID19). See attached Open Meeting Laws Subject to Temporary Suspension

AGENDA

A meeting of the SAN ANTONIO HOUSING TRUST FOUNDATION, INC BOARD OF DIRECTORS will be held on Wednesday, May 13, 2020 beginning at 1:00 p.m., via video and teleconference to consider the following matters:

NOTICE: *This board meeting will be held via Zoom. Members of the public may access this meeting by the free of charge video conference link by logging into the Zoom website –*

<https://us02web.zoom.us/j/82936605732?pwd=dGgxSnQzRIQ2Z0srUzdqQkQ5SIRYUT09>

Meeting ID: 829 3660 5732 or dial in number 1 346 248 7799 Password: 270747 no more than 15 minutes before the meeting. An electronic copy of the agenda packet may be accessed at the San Antonio Housing Trust website under the CALENDAR/Board Meeting date page prior to the meeting.

NOTICE: *This meeting of the Board of the San Antonio Housing Trust Foundation, being held for the reasons listed below, is authorized in accordance with the Texas Government Code, Sections 551.001 - 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of the Executive Director. Closed meeting, if required, is authorized by the statute and will be conducted prior to the conclusion of the meeting. If, during the course of the meeting, any discussion of any item listed on the agenda should be held in closed meeting, the Board will convene in such closed meeting in accordance with Texas Government Code Sections 551.071 - 551.084. The Board may take action in the open portion of the meeting on items discussed in the closed meeting. The Board will consider, discuss, and take appropriate action regarding the following items.*

1. Call to Order and Roll Call
2. Approval of Board Meeting Minutes for April 6, 2020 and April 28, 2020
3. Citizens to be heard – Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters; a total of 15 minutes will be provided
4. Treasurer’s Report – April 2020
5. Briefing, consideration, and possible action regarding a budget adjustment to the FY 2020 Annual Foundation Operating Budget
6. Executive Director’s Report
7. Personnel Committee: Update regarding the Executive Director position recruitment.
8. Executive Session pursuant to 551.071, 551.072, 551.074 of the Texas Government Code (Consultation with attorney on personnel, contracts, real estate and litigation matters may be discussed)

ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED ON IN
OPEN SESSION
Adjournment

SAN ANTONIO HOUSING TRUST FOUNDATION
2020 BOARD OF DIRECTORS
MINUTES

DATE: Monday, April 6, 2020

TIME AND PLACE: 1:00 p.m.; Zoom Video Conference

PRESENT: Celina Peña, Paul DeManche, Estrella Garcia-Diaz, Hilliard Drew Galloway and John Whitsett

ABSENT: Frankie Gonzales-Wolfe, John Harris II and Erica Martinez

STAFF MEMBERS: Pedro Alanis- Interim Executive Director Nicole Collazo-Assistant Director, Maria Bradley-Senior Administrative Assistant and Robert “Woody” Wilson, Attorney

VISITORS: Allison Shea- NHSD; Sasha Medina, Jacob Grohman, Iris Duran-NHSD, Councilman Courage-D9, Lori Houston- CoSA, Gerald Lee- SA Apartment Association, Veronica Soto-NHSD, Lleana Sandoval-D9, Nick Walsh- NRP Group

1. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 1:04pm
2. **APPROVAL OF BOARD MEETING MINUTES FOR FEBRUARY 12, 2020**

Director Paul DeManche motioned, and Director John Whitsett seconded to approve the minutes for February 12, 2020 as presented.

MOTION CARRIED 5-0.

3. **CITIZENS TO BE HEARD-INTERESTED SPEAKERS WILL HAVE 3 MINUTES EACH TO ADDRESS THE BOARD ON AGENDA ITEMS OR HOUSING POLICY RELATED MATTERS; A TOTAL OF 15 MINUTES WILL BE PROVIDED.**

NO CITIZENS TO BE HEARD.

4. **TREASURER’S REPORT FEBRUARY 2020**

Director Estrella Garcia-Diaz presented the Treasurer’s report for February 2020. She reported that the budget is underbudget for year to date operations. She also noted that under line item Insurance expenditure budget is close to 100% because those are paid in full annually.

Interim Executive Director, Pete Alanis gave a brief summary the balances of the other Housing Trust entities. The Public Facility Corporation has a balance of approximately \$3 Million. The Finance Corporation has a balance of approximately \$975,000. The Trust account balance as of December 31, 2019 is \$958,000. The Foundation cash balance is approximately \$1.98 Million. Breakdown was included in the board book.

No action was taken.

5. **CONSIDERATION AND POSSIBLE ACTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PROVIDE MORTGAGE PAYMENT RELIEF TO SAN ANTONIO HOUSING TRUST FOUNDATION RESIDENTIAL CLIENTS AND APPROVAL OF RESOLUTION RELATING TO SAME**

Interim Executive Director, Pete Alanis stated that the Foundation is looking at ways to provide relief to the 13 first lien clients. Many of the households are very low income and senior citizens. During this time, a lot of folks are struggling financially for various reasons. Have an opportunity to provide relief and divert those funds to other needs. Low impact to operating budget over a six-month period; approximately \$6,400. Recommendation out of Committee is to waive late fees and defer payments for six months. Interim Executive Director, Pedro Alanis is opened to ways of how the Foundation can provide relief to their clients.

Director John Whitsett asked if the 13 first lien notes are the notes that were going to be sold to Neighborhood Housing Services of San Antonio. Pete Alanis replied yes, NHS of San Antonio is still interested in purchasing the Foundation residential loan portfolio. NHS of San Antonio has expressed their recognition to provide some type of relief to the residential clients during this time. There will be a small impact to the net present value of the loans and will have to adjust accordingly. The loan portfolio repayable portion is minimal. Impact to sales price has not been calculated. But Pete will work with NHS of San Antonio on that. Director John Whitsett asked what the status of the sale is. Pete responded that the sale of the residential loan portfolio is on hold. Staff is collecting first lien holder information for the Foundation second lien notes. NHS of San Antonio said they wanted to hold off on transferred of ownership to not cause confusion to the clients. Pete also stated if the Foundation were to move forward with the sale, the Foundation would not have control to provide deferment during this time. Once things settle, the Foundation would continue with the sale. Director John Whitsett stated that the recommendation is reasonable, and that the Foundation should pursue the sale after things settle.

Director Paul DeManche asked for clarification as to why the minutes from February 12, 2020 state that there were 14 first lien notes. Assistant Director, Nicole Collazo replied that a client had paid off their note last month. Now there are a total of 13 first lien notes. Director Paul DeManche also asked for clarification regarding the staff recommendation in the board book to the Committee recommendation. Pete replied that after researching how HUD and the Federal government was approaching the federally backed mortgages the approach was to provide 60 days of forbearance and up to an additional 120 days for a total of 180 days. The recommendation out of Committee is to provide up to six months of deferred payments. Looking how that could potentially impact the value of the sale to NHS of San Antonio and the unknown of how long this crisis will last. Pete recommended a deferment instead of a forbearance that would be more beneficial for the clients. At least for 60 days with the flexibility to extend for additional 120 days.

Motion out of committee and seconded by Director John Whitsett to approve Mortgage Payment Relief of deferment of six months to San Antonio Housing Trust Foundation Residential clients.

MOTION CARRIED 5-0.

6. CONSIDERATION AND POSSIBLE ACTION TO PROVIDE AVAILABLE FOUNDATION FUNDS AND FUTURE RESTRICTED DONATIONS IN A SET ASIDE TO SUPPORT THE CITY OF SAN ANTONIO'S RISK MITIGATION PROGRAM AND APPROVAL OF RESOLUTION RELATING TO SAME.

President, Celina Pena stated that the City of San Antonio is currently seeing a demand in the Risk Mitigation Program. Pete briefed on the background of the Risk Mitigation program. On March 19, 2020 Councilwoman Dr. Adriana Rocha Garcia issued a Council Request Memo to look at Revitalize SA. The effort was to support an economic relief and assistance plan to help residents and business owners. A more comprehensive way for the City to find ways to approach the COVID pandemic. Included in the request memo was to increase Risk Mitigation funds. The City of San Antonio submitted a request to the Foundation for a set aside for the Risk Mitigation program for up to \$1 million dollars. As part of the request, Foundation staff would work to assist in deploying those funds because the Foundation can quickly provide those payments. Similar to how the staff assists with the HIP program.

Lori Houston, Assistant City Manager, explained that the City of San Antonio immediately went into action once the pandemic hit. Mayor Ron Nirenberg and Councilman Trevino asked SAWS and CPS to suspend any disconnections. Judge Nelson Wolff requested a moratorium on eviction court. A landlord can still issue an eviction but there will not be an eviction court to hear the case. In addition, the Federal Housing Financing Agency directed Fannie Mae and Freddie Mac to suspend foreclosures and evictions on enterprise backed single family mortgages. Even with those protections, the requests for utility assistance and rental assistance programs have skyrocketed. For utility assistance typically 183 requests per week are received. Last week they received over 750 requests. The Risk Mitigation program that provides rental assistance typically receives 57 a week. Last week they received over 4,100 inquiries through the call line or through online submission. Fair housing staff has doubled from 8 employees to 16 employees. Over the next week, 25 more staff members will be added to assist with intake and application processing. In regards to funding, the Risk Mitigation fund was funded with \$1 Million dollars. The remaining balance of the Risk Mitigation fund is

approximately \$400,000. Last week City Council reviewed City Budget. They motioned to suspend all housing programs unless those programs assisted with current crisis. The City also looked at TIRZ, CDBG and Under1 Roof funding and identified an additional \$6 Million dollars. A request will be made to the San Antonio Housing Trust Public Facility Corporation to use Under1 Roof funds. CDBG funding through the CARES Act will in the amount of \$7.7 Million dollars. Lori Houston stated that they anticipate using all the CARES Act funds for rental and utility assistance. The utility assistance program has a remaining balance of approximately \$450,000. All in all the City of San Antonio has approximately \$15 Million without the \$1 Million dollars from the Foundation. The City expects the need will be greater than \$15 million dollars given the spike in injuries without even having the moratorium lifted. The City will continue to reach out to partners like LISC and Community Banks. The City has partnered with San Antonio Area Foundation and United Way to accept donations for the Risk Mitigation fund. The San Antonio Apartment Association will be working with the landlords to give a 25% forgiveness on the tenant's balance. That will impact savings for the Risk Mitigation fund and leverage funds for other residents. Lori Houston informed the board that the City of Austin passed an ordinance that requires landlord to provide a notice of proposed eviction 60 days prior to notice to vacate. El Paso and Hildago Counties have passed ordinances capping the rent levels through end of April with possibility to extend. The City is looking are what protections they can add and more resources for funding.

Pete added that the donations received through San Antonio Area Foundation will be directly deposited into the San Antonio Housing Trust Foundation Risk Mitigation account. Lori Houston also added that the Mayor and Judge Wolff created a COVID-19 Community Action working group to develop relief and recovery strategies. The working group consists of Commissioner Justin Rodriguez, Council member Jada Andrew Sullivan, Council member Melissa Cabello Havrda, Eric Cooper with San Antonio Food Bank, and Kenny Wilson with Haven for Hope.

Councilman John Courage advocated that they Foundation approve funds for the Risk Mitigation program. Direct transfer of funds will make a bigger impact immediately. The City's budget is going to take a huge hit after the pandemic. Any support the Foundation can provide is a good investment to help with the current affordable housing issues.

Director John Whitsett asked if payments will be made directly to lien holder or landlord. Pete replied yes that is correct payment will be sent directly to lien holder or landlord. Secondly, Director John Whitsett asked about the increase in staff. Lori replied that the increased staff is temporary to help with the increase in inquiries.

Director Drew Galloway asked if the funds are moved directly to the landlord. Lori replied that an tenant will submit application online or over the phone. Staff will call landlord directly to make payment. The request is from the tenant, but payment is made directly to landlord or mortgage company. Director Drew Galloway also asked how the City is working to make the program accessible to as many citizens as they can. President Celina Pena mentioned that the Foundation considered options how to use these funds to help with the housing crisis during this time. The Committee felt it would be a bigger impact to contribute funds to the program instead of spreading funds to various smaller providers. In addition, funds can be leveraged without City programs when a tenant applies. The City is working with all their partners such as SARA, WDC, SAGE, the media, and the council member's offices to help spread the word.

Vice President Paul DeManche asked about a specific situation in which a tenant does not have a formal lease agreement. The tenant can not provide proof of residency and does not qualify. Vice President Paul DeManche feels that in a situation like this the tenant should be able to receive funds through the Risk Mitigation program because he has lost his job and is now facing eviction. How can the program become more accessible to more people and see if we can explore other options to have those tenants avoid being homeless. Lori Houston advised in that situation tenants are encouraged to still call in and check what other funding sources are available to help them with Homeless prevention. The department can help facilitate in receiving the resources to help prevent them being homeless. Lori Houston confirmed that funding can be in the form of funding, gift cards or food. Lori stated that they are looking into changing the requirements to help more tenants in difficult situations.

Motion out of committee and seconded by Director John Whitsett to provide \$500,000 in Foundation funds

as a set aside for the City's risk mitigation fund program with a condition for an additional \$500,000 in the future.

MOTION CARRIED 5-0.

7. EXECUTIVE SESSION: Pursuant to 551.071, 551.072, 551.074 of the Texas Government Code (consultation with attorney, personnel, contracts, real estate and litigation matters may be discussed)

ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED UPON IN OPEN SESSION.

8. ADJOURNMENT- Without objection the chair adjourned the meeting at 2:05p.m.

Signed this _____ of _____, 2020

Respectfully Submitted by:

Secretary

SAN ANTONIO HOUSING TRUST FOUNDATION
2020 BOARD OF DIRECTORS
MINUTES

DATE: Tuesday, April 28, 2020

TIME AND PLACE: 12:00 p.m.; Zoom Video Conference

PRESENT: Celina Peña, Paul DeManche, Estrella Garcia-Diaz, John Harris, Hilliard Galloway

ABSENT: John Whitsett, Frankie Gonzales-Wolfe and Erica Martinez

STAFF MEMBERS: Pedro Alanis- Interim Executive Director Nicole Collazo-Assistant Director and Maria Bradley- Senior Administrative Assistant

VISITORS: Lori Houston- CoSA; Veronica Soto-NHSD

1. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 12:06p.m.
2. **CITIZENS TO BE HEARD-INTERESTED SPEAKERS WILL HAVE 3 MINUTES EACH TO ADDRESS THE BOARD ON AGENDA ITEMS OR HOUSING POLICY RELATED MATTERS; A TOTAL OF 15 MINUTES WILL BE PROVIDED.**

NONE.

3. **CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION FOR A GRANT REQUEST FROM CITY OF SAN ANTONIO FOR AN ADDITIONAL AMOUNT OF \$500,000 DOLLARS FOR THE CITY OF SAN ANTONIO'S RISK MITIGATION PROGRAM AND ANY OTHER MATTER RELATED THERETO.**

President, Celina Peña and the Trust Assistance Oversight Committee met on March 30, 2020 to consider the request from the City of San Antonio for \$1 Million dollars for the Risk Mitigation. On April 6, 2020 the board approved \$500,000 with a conditional \$500,000 contingent upon the financing of the Risk Mitigation fund would be set and what leverage would happen.

The Committee recommends as a motion to approve the additional \$500,000 for the City of San Antonio Risk Mitigation program.

Vice President Paul DeManche asked Lori Houston how many landlords voluntarily reduced rent from tenants that were requesting mortgage/ rental assistance from the city. Lori Houston replied how the process works and requirements. She mentioned that 471 vendors were already in the City's system to be paid out correctly and out of those vendors 85 landlords have agreed to provide the 25% discount and waive the fees. The city is requesting that each vendor waive all fees and be able to provide the discount. She mentioned the Apartment Association is doing the same.

Motion out of committee and seconded by Estrella Garcia Diaz to approve the additional \$500,000 to the Risk Mitigation Fund.

MOTION CARRIED.

5-0

4. **EXECUTIVE SESSION:** Pursuant to 551.071, 551.072, 551.074 of the Texas Government Code (consultation with attorney, personnel, contracts, real estate, and litigation matters may be discussed)

ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED UPON IN OPEN SESSION.

5. ADJOURNMENT- Without objection the chair adjourned the meeting at 12:16 p.m.

Signed this _____ of _____, 2020

Respectfully Submitted by:

Secretary

San Antonio Housing Trust Foundation, Inc.

Agenda Item 3

Agenda Date: 05-13-2020

DEPARTMENT: San Antonio Housing Trust Foundation, Inc.

SUBJECT:

Citizens to be heard [Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters; a total of 15 minutes will be provided]

Instructions to sign up for Citizens to be heard via Zoom video conference.

- To sign up for Citizens to be heard in a Zoom meeting, please send name and organization to chat box.
- You can also call 210-735-2772 to place your name on the list

SUMMARY:

This item will allow 3 minutes each for interested speakers to address the Board

San Antonio Housing Trust Foundation, Inc.

Agenda Item 4

Agenda Date: 05-13-2020

DEPARTMENT: San Antonio Housing Trust Foundation, Inc.

SUBJECT:

Treasurer's Report for April 2020

ATTACHMENTS:

*Budget Report April 2020

*All Accounts Spreadsheet as of May 08, 2020

SAN ANTONIO HOUSING TRUST FOUNDATION
OPERATING EXPENSE BUDGET
FY 2020

	<i>Adopted FY 2020 Budget</i>	<i>FY 2020 Actuals Thru End of April</i>	<i>FY 2020 Remaning Budget</i>	<i>% Expended</i>
USES				
Personnel Services				
Salaries	\$ 439,518	\$ (102,190.05)	\$ 337,328	
Auto Allowance	\$ 9,000	\$ (51.44)	\$ 8,949	
Taxes-Payroll	\$ 31,334	\$ (7,911.08)	\$ 23,423	
Taxes-Unemployment	\$ 1,620	\$ -	\$ 1,620	
Insurance - Workmen's Comp	\$ 550	\$ (596.10)	\$ (46)	
Insurance - health & life	\$ 300	\$ (149.76)	\$ 150	
Retirement Plan Exp.	\$ 45,135	\$ (6,877.85)	\$ 38,257	
Travel & Training	\$ 8,000	\$ (4,169.96)	\$ 3,830	
<i>Subtotal Personnel Services</i>	\$ 535,457	\$ (121,946.24)	\$ 413,511	23%
Contractual Services				
Audit	\$ 6,500	\$ (6,640.00)	\$ (140)	
Contract-Bookkeeping	\$ 7,320	\$ (5,400.00)	\$ 1,920	
Legal Fees	\$ 2,980	\$ (2,695.00)	\$ 285	
Fees to Professional	\$ 109,500	\$ (26,869.38)	\$ 82,631	
Maint. & Repairs	\$ 21,001	\$ (10,394.24)	\$ 10,607	
Rental of Equipment	\$ 2,000	\$ (1,052.49)	\$ 948	
Telephone and Internet	\$ 3,275	\$ (1,642.63)	\$ 1,632	
<i>Subtotal Contractual Services</i>	\$ 152,576	\$ (54,693.74)	\$ 97,882	36%
Commodities				
Bind, print & reproducton	\$ 150	\$ (51.44)	\$ 99	
Mail & parecel post	\$ 350	\$ (116.30)	\$ 234	
Office Supplies	\$ 2,100	\$ (4,933.96)	\$ (2,834)	
Utilites	\$ 6,700	\$ (3,925.06)	\$ 2,775	
<i>Subtotal Commodities</i>	\$ 9,300	\$ (9,026.76)	\$ 273	97%
Insurance/Other Expenditures				
Insurance - Business package	\$ 13,200	\$ (11,046.50)	\$ 2,154	
Advertising	\$ 500	\$ (1,300.32)	\$ (800)	
Membership, Fees & Licenses	\$ 400	\$ (838.48)	\$ (438)	
Subscriptions & Dues	\$ 700	\$ (808.19)	\$ (108)	
Entertainment & food	\$ 1,300	\$ (1,604.71)	\$ (305)	
<i>Subtotal Insurance/Other Expenditures</i>	\$ 16,100	\$ (15,598.20)	\$ 502	97%
Capital Outlay				
Equipment purchases	\$ 2,500	\$ (1,388.72)	\$ 1,111	
Furniture purchases	\$ 500	\$ (379.92)	\$ 120	
<i>Subtotal Capital Outlay</i>	\$ 3,000	\$ (1,768.64)	\$ 1,231	59%
Total General Operating Budget	\$ 716,433	\$ (203,033.58)	\$ 513,399	28%

Trust Entities Financial Snapshot

as of May 8, 2020

City of San Antonio Trust

Accounts	Cash Balance	Commitments	Notes
City Trust Account	\$ 10,000,000		
Investment Income	\$ 1,136,643		
		327,837	1% Annual Payment from Foundation
		(\$177,721)	Encumbered for Contracted Payment to Foundation
		(\$10,000,000)	Reserved
Available	\$ 1,286,759		

Public Facility Corporation

Accounts	Cash Balance	Commitments	Notes
PFC Revenue Account	\$ 384,872		Deposit Only Acct
		\$466,052	Reimbursement Due from City
(Deposit Only Acct)			
Total Available	\$ 384,872		

Finance Corporation

Accounts	Cash Balance	Commitments	Notes
FC Revenue Account	\$ 483,832		Deposit Only Acct
(Deposit Only Acct)			
Total Available	\$ 483,832		

Foundation

Accounts	Cash Balance	Commitments	Notes
General Operating Fund	\$ 507,514		
Available	\$ -	(\$507,514)	Encumbered for Foundation Staff Budget (funded by OR)
Foundation Operating Reserves	\$ 1,210,782		
Available	\$ 1,210,782	\$0	
City Float Account	\$ 428,040		
Available	(0)	\$ (\$209,160)	Hip Float Capacity
		\$ (\$218,880)	Red Berry Float Capacity
CHDO Funds	\$ 54,274		
Available	\$ -	(\$54,274)	Funds owed to COSA
Risk Mitigation Fund	\$ 234,234		
Available	\$ -	(\$234,234)	Held for Risk Mitigation payments
City Programs	\$ 67,354		
Available	\$ -	(\$67,354)	Held for City Uses (Post Purchase, Summit, etc...)
Foundation Project Fund	\$ 165,161		
Available	\$ 164,334	(\$827)	1st Lien Escrow
Cash Balances	\$ 2,667,358		
Commitments		\$ (1,292,243)	
Total Available	\$ 1,375,115		

All Entity Disbursement Fund

All Trust Disbursement	\$ 855,480		
		(\$766,739)	To be expended for Under One Roof Program (PFC)
		(\$77,749)	To be expended for Red Berry ICIF (PFC)
Available	\$ 10,992		(Interest Income)

San Antonio Housing Trust Foundation, Inc.

Agenda Item 5

Agenda Date: 05-13-2020

SUBJECT:

Briefing, consideration, and possible action regarding a budget adjustment to the FY 2020 Annual Foundation Operating Budget.

SUMMARY:

On September 11, 2019, the San Antonio Housing Trust Foundation Board approved a \$926,718 budget for the upcoming FY 2020 fiscal year. The Foundation Board operates on a fiscal year beginning October 1 and ending September 30th.

Staff has reconciled revenues and expenses through the first two quarters ending March 31, 2019. The Executive Director recommended a mid-year 6+6 budget revision increase the projected budget to \$1,540,547. This will result in an estimated \$991,697 unallocated cash surplus by the end of the Fiscal Year due to a reduction in expenditures and increase in projected revenues.

Attached is the proposed budget and mid-year budget report. The Finance Committee met on May 6, 2020 to review the proposed budget amendment.

RECOMMENDATION OUT OF COMMITTEE:

The Finance Committee recommends approve of the FY 2020 Mid-Year Budget Adjustment as presented.

SAN ANTONIO HOUSING TRUST FOUNDATION
OPERATING BUDGET SOURCES AND USES
FY 2020 Budget Adjustment

	FY 2020 Adopted Budget	6 Month Budget	6 Month Actuals	6 Mo Var %	12 Month Re-Estimate FY 2020	12 Mo Var %	PROPOSED Revised Budget FY2020
Revenues							
PFC Admin Fees	\$ 437,128	\$ 218,564	\$ 499,628		\$ 862,243		\$ 862,243
Finance Corp Admin Fees	198,757	99,379	63,151		248,074		248,074
Foundation Operating	113,112	56,556	38,718		252,509		252,509
Trust (City Contract)	177,721	88,861	88,860		177,721		177,721
Grand Total Revenues	\$ 926,718	\$ 463,360	\$ 690,357	149%	\$ 1,540,547	166%	\$ 1,540,547
Expenses							
Personnel Services							
Salaries	\$ 439,518	\$ 219,759	\$ 76,073		\$ 254,809		\$ 260,000
Taxes-Payroll	31,334	15,667	5,820		19,439		20,000
Insurance - Health (Bonus)	-	-	-		38,793		40,000
Insurance - Life	300	150	112		2,548		2,600
Retirement Plan Exp.	45,135	22,568	5,872		22,296		25,000
Leave Buyback	-	-	-		5,783		6,000
Taxes-Unemployment	1,620	810	-		1,620		2,000
Insurance - Workmen's Comp	550	275	596		1,100		1,100
Auto Allowance	9,000	4,500	51		2,359		2,500
Phone Allowance	-	-	-		231		250
Travel & Training	8,000	4,000	4,170		8,000		8,000
<i>Subtotal Personnel Services</i>	\$ 535,457	\$ 267,729	\$ 92,694	35%	\$ 356,978	67%	\$ 367,450
Contractual Services							
Audit	\$ 6,500	\$ 6,500	\$ 6,640		\$ 7,000		\$ 7,000
Contract-Bookkeeping	7,320	3,660	4,650		9,300		9,300
Legal Fees	2,980	1,490	2,695		5,390		20,000
Fees to Professional	109,500	54,750	24,181		32,893		55,000
Maint. & Repairs	21,001	10,501	9,667		33,967		50,000
Rental of Equipment	2,000	1,000	396		791		1,000
Telephone and Internet	3,275	1,638	1,329		2,658		3,000
<i>Subtotal Contractual Services</i>	\$ 152,576	\$ 79,538	\$ 49,558	62%	\$ 91,999	60%	\$ 145,300
Commodities							
Bind, print & reproduction	\$ 150	\$ 75	\$ -		\$ 150		\$ 150
Mail & parcel post	350	175	116		233		350
Office Supplies	2,100	1,050	4,431		5,931		8,000
Utilities	6,700	3,350	3,473		6,947		7,500
<i>Subtotal Commodities</i>	\$ 9,300	\$ 4,650	\$ 8,021	172%	\$ 13,260	143%	\$ 16,000
Insurance/Other Expenditures							
Insurance - Business package	\$ 13,200	\$ 13,200	\$ 11,047		\$ 11,047		\$ 11,047
Advertising	500	250	1,300		1,800		1,800
Membership, Fees & Licenses	400	200	825		800		800
Subscriptions & Dues	700	350	-		800		800
Entertainment & food	1,300	650	1,605		1,652		1,653
<i>Subtotal Insurance/Other Expenditures</i>	\$ 16,100	\$ 14,650	\$ 14,776	101%	\$ 16,099	100%	\$ 16,100
Capital Outlay							
Equipment purchases	\$ 2,500	\$ 1,250	\$ 1,389		\$ 3,000		\$ 3,500
Furniture purchases	500	250	380		380		500
<i>Subtotal Capital Outlay</i>	\$ 3,000	\$ 1,500	\$ 1,769	118%	\$ 3,380	113%	\$ 4,000
Total Expenses	\$ 716,433	\$ 368,067	\$ 166,818	45%	\$ 481,716	67%	\$ 548,850
Unallocated Surplus	\$ 210,285				\$ 1,058,831		\$ 991,697
Grand Total Expenses	\$ 926,718	\$ 368,067	\$ 166,818	45%	\$ 1,540,547	166%	\$ 1,540,547

FY 2020 6+6 Budget Report

As of March 31, 2020

REVENUES

- **Public Facility Corporation Revenues**

The favorable variance is due to a collection in development fees from the Acme (Lucero) and Esperanza at Palo Alto projects as well as increased unanticipated application fees in the 2nd Quarter. Staff anticipates a continued favorable outlook in Q3 and Q4 due to revenues being collected from anticipated closings of Luna Flats, South Flores Lofts, Park at 3830, and West End Lofts.

- **Finance Corporation Revenues**

The unfavorable variance is due to the timing of anticipated Annual Issuance Fees which should hit in the 3rd quarter. The outlook for Finance Corporation revenues is favorable due to new bond revenues from Park at 3830, Pan American, and Preserve at the Port.

- **Foundation Operating Revenues**

The unfavorable variance in the 1st and 2nd Quarter is due to the timing of anticipated cash surplus loans, which should hit in the 3rd quarter. The outlook for commercial loan revenues looks to be favorable due to cash surplus loans coming in from La Risa Apartments, Rio Lofts, and Lord Road.

EXPENSES

- **Personnel Services**

The favorable variance is due to an underutilization in Salary, Payroll Tax, and Retirement line items. The original budget included both a full Salary expectation for an Executive Director position, as well as a full compliment of staff. During the first half of the year, the interim Executive Position balance was not paid out of Salaries (Fees to Pros) and one staff position was vacant until the later part of the 2nd Quarter. That vacant position was filled using a temporary employee who was also not paid out of Salaries. The personnel budget was impacted by the Board's decision to provide a Health Bonus to staff which will be reflected in the latter two quarters.

- **Contractual Services, Commodities, Capital Outlay, and Other**

The favorable variance is primarily due to a reduction in the Fees to Pros line item. The Board elected to not utilize an Executive Search Firm which provided budget savings. Additionally, the Interim Executive Director transitioned the temp position into a full time Contract Officer position, which reduced the need for expenses to Fees to Pros. Lastly, the Interim Executive Director postponed the web design process until a future Board Committee had an opportunity to review the plans, which also provided a cost savings. The Interim Executive Director is recommending increasing the Maintenance and Repairs budget to allow for new security features, lighting, fencing and gate upgrades, and unanticipated HVAC/plumbing needs.

I anticipate an overall favorable increase in revenue production by 66% over the initial budget period. This is directly due to an increase of new corporation activities and foundation commercial surplus cash notes. I am also recommending a budget expense reduction of approximately \$167,583 from the initial adopted budget. With the increase in revenues and the reduction in expenses, I anticipate an unallocated surplus balance of \$991,697, which is an increase of approximately \$781,412 from initial budget expectations.

Executive Director's Report

Operations

As of Monday, May 4, 2020, staff is no longer remote working full time. We have implemented a temporary revised work schedule to continue operations back in the office, although a portion of their schedule will allow work to be done remotely. This is being done primarily to accommodate child-care since school is not in session. The office will remain closed to visitors except for deliveries and vendor related work. We are making internal accommodations to appropriately ensure appropriate social distancing.

COVID-19 Response Update

The SA Housing Trust approved \$5 million in support of the City's \$25 million *COVID-19 Emergency Housing Response* effort. This rental/mortgage relief program is considered to be the largest of its kind by a municipal entity nationwide. Bexar County Housing Authority has also provided \$4 million for a *Temporary Rental Assistance Measure* for rental assistance for County residents negatively impacted by the COVID-19 pandemic.

Through May 5th, the Foundation also received \$104,610 in additional donations from the United Way of San Antonio and the San Antonio Area Foundation. I have applied for a \$25,000 Wells Fargo Community Giving grant to support the effort.

To date we have wired \$4,853,304.33 into the City's accounts. The remaining balance will be kept in the Trust's Risk Mitigation Fund Account for our staff to issue direct payments, as requested by the City, in case certain cases require an expedited payout.

From May 6th through May 8th, I redirected 3 staff members from their normal duties to assist the City of San Antonio with the processing the unprecedented surge of applications. This collaborative effort to supplement the City's application processing capacity was assisted by 32 staff persons from Merced Housing, NRP Group, Habitat for Humanity, SAHA, and the Housing Trust.

COVID 19 and Tax Credit Equity Market Trends

On May 7, 2020, I was a guest during the National Housing and Rehabilitation Association hosted Equity Roundtable Town Hall which focused on the current state of the LIHTC equity market during COVID-19 pandemic. This is important due to the number of Tax Credit partnerships currently induced, in construction, and in lease up. I hope to close financing on many of these induced tax credit projects during this next year, which if successful will begin to contribute revenues for Foundation, PFC, and FC. Here is a short take away of nation-wide trends:

- Tax Credit pricing has not dipped more than a few cents nationally. Much less dramatic tax credit pricing drop compared to the Tax Reform Act a several years ago, which dropped prices by 10 cents overnight.
- Tax Credit syndicators are being more cautious with underwriting and conducting harder stress tests on financing structures.
- Many Tax Credit investors have tapped the breaks on new investments; some of the largest investors have put hold on buying tax credits altogether, even though affordable housing economics are still strong.
- Syndicators may want adjustments to development fee schedules, which means less up-front cash at closing and weighted more at construction completion or lease stabilization.

- Income Averaging, Market Rate Units, and project with commercial spaces are not attracting many investors
- Existing lease up have not seen major slowdowns; affordable housing demand is still strong.

Overall, successful projects outcomes will be proven developers who have strong established relationships with experienced syndicators and provide conservative underwrite projections and terms. I anticipate seeing an uptick in the number of Tax Credit deals being proposed to tax exempting entities like the PFC to ensure the projects remain financeable.

Public Facility and Finance Corporation Update

The Stella Apartments, formerly known as Lord Road Apartments, substantially completed construction and is currently in lease up period.

During the fiscal year, the corporate entities of the Trust have provided \$562,779 back to the Foundation per the existing policy which requires 25% of new revenues be contributed on a quarterly basis. The annual estimate for this contribution is \$635,885, which is budgeted for staff operations.

Recent Items approved by PFC/FC Boards:

PFC approved a revised inducement of the **Hamilton Wolfe Lofts Apartments**, a new 74-unit 9% Low Income Housing Tax Credit multi-family project in partnership with NRP Group, located at approximately Hamilton Wolfe Road and Princeton Place in Council District 8.

PFC approved a Resolution authorizing final documents for the **Park at 38Thirty Apartments** a 196-unit 4% multi-family low income housing tax credit project located at 3830 Parkdale St on 7.07 acres in District 8. All units will be rented to individuals whose income are at or below 60% of median family income. PFC funds will be used to pay back the City's Housing Bond contribution, however the 25% revenue fee will still be paid to the Foundation. The Finance Corporation also approved corresponding bonds.

PFC approved a Resolution authorizing final documents for the **Pan American Apartments**, a 4% Low Income Housing Tax Credit acquisition and rehabilitation of existing 100-unit multi-family apartment complex located at 143 NW 36th Street in District 5. All units are at or below 30% AMI. The Finance Corporation also approved corresponding bonds.

PFC approved a Resolution authorizing final documents for the **Luna Flats Apartments** a 69-unit 9% multi-family housing tax credit project located at 4415 San Pedro Avenue in District 1. All units will be rented to individuals whose incomes range from 30% to 60% AMI.

PFC approved a Resolution authorizing final documents for the **South Flores Lofts Apartments**, a 292-unit multi-family new construction project located on 3.4 acres at the intersection of East Cevallos Street and South Flores Street in Council District 5. The project is an affordable/market mixed income structure with 144 market rate units; 118 units reserved for those tenants at or below 80% AMI; and 30 units reserved for those tenants at or below 60% AMI.

PFC approved an Inducement Resolution for the **West End at Frio Apartments** new 24-unit mixed income affordable/market mixed income structure infill project in partnership with Terramark, located on approximately 1.49 acres at the corner of South Frio Street and El Paso Street in Council District 5.

Finance Corporation approved an inducement resolution allowing the submission of a Bond Application to the Texas Bond Review Board for **Cattleman Square Lofts Apartments** on up to \$15,000,000 in multi-family revenue bonds for a future 4% Low Income Housing Tax Credit project located at 811 West Houston in Council District 5.

Finance Corporation approved a remarketing of multi-family revenue bonds for the 4% low income housing tax credit **Brookwood Senior Apartments** since construction did not complete within the initial bond period. Construction will be completed by this July.

San Antonio Housing Trust Foundation, Inc.
Agenda Item 7

Agenda Date: 05-13-2020

SUBJECT:

Personnel Committee: Update regarding the Executive Director recruitment.

SUMMARY:

On Tuesday, January 21, 2020 the job opening for the Executive Director position was posted. The job posting officially closed on March 9, 2020. Staff received an overwhelming number of applications. Over 160 applications. Initial vetting based on minimum requirements of the job description was done by Nicole Collazo, Assistant Director. The applicants that met the minimum requirements were sent to the Search Panel for review.

The Foundation Search Panel met on March 16, 2020 to rank the considered applicants. The Panel selected 7 candidates to move forward to next round of phone interviews. The Foundation Search Panel members began phone interviews the week of March 23, 2020. Of the 7 candidates interviewed, the Foundation Search Panel selected 4 to move forward to the second round of interviews.

The Foundation and Public Facility Corporation Search Panel met on Monday, April 13, 2020 to discuss the process of the Executive Director recruitment and to discuss the four final candidates for the position.

Interviews via Zoom began the week of April 20, 2020 through April 27, 2020.

On Tuesday, May 5, 2020 the Search Panel met to discuss and consider the final candidates for the Executive Director position. The Committee motioned to proceed as directed in closed session.

RECOMMENDATION OUT OF COMMITTEE:

The Personnel Committee met on Tuesday May 05, 2020 to discuss and consider the candidates for the Executive Director position.