AGENDA

A Regular Board Meeting for:
SAN ANTONIO HOUSING TRUST FOUNDATION
will be held at the
Municipal Plaza B Room
114 W Commerce St., San Antonio, TX 78205
and virtually via ZOOM:
https://us02web.zoom.us/j/89576025231?pwd=TDRNMjNYTDdaVWxwcS96SUpCNUVFZz09
DIAL-IN NUMBER: 1-346-248-7799 MEETING ID: 895 7602 5231 PASSWORD: 504541
On Friday, August 18, 2023, beginning at 2:00 p.m. or immediately following the adjournment of the San Antonio Housing Trust Board Meeting

NOTICE: *A quorum of the board of directors will be physically located at 114 W Commerce St., San Antonio, TX 78205 at 2:00 p.m. One or more of the Directors may attend this meeting by video conference pursuant to the requirements set forth in the Texas Open Meetings Act. 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, 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.*

1. Call to Order and Roll Call
2. Discussion and possible action to approve minutes of July 28, 2023.
3. Public Comment – Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters.
4. Discussion and possible action to approve a Resolution recommending Board of Director Appointments for the San Antonio Housing Trust Foundation, Inc to the City Council of the City of San Antonio consistent with the restated Bylaws.
5. Briefing and discussion on the fiscal year 2024 Annual Plan and Preliminary Budget.
6. Briefing, discussion and possible action to approve a Resolution to authorize the Executive Director to negotiate and execute a professional services agreement with Lobby CRE for data management services.
7. Executive Session: The San Antonio Housing Trust Foundation will convene in Executive Session pursuant to Government Code Section 551.071 Consultation with Attorney and 551.074, Personnel to receive advice regarding the status and dates related to the Employment Agreement with Executive Director Pedro Alanis

   I. Reconvene into Open Session and take action on any issues as discussed in Executive Session as needed.
8. Adjournment.

Executive Session. The San Antonio Housing Trust reserves the right to adjourn into Executive Session at

any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development). *ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED ON IN OPEN SESSION*

Attendance by Other Elected or Appointed Officials: It is possible that members City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or take action on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretative services must be made 48 hours prior to this meeting. Please contact Nicole Collazo, for concerns or requests, at (210) 735-2772 or FAX (210) 735-2112.

San Antonio Housing Trust Foundation
Agenda Item 2

This item includes the approval of minutes from the **July 28, 2023**, meeting.

SAN ANTONIO HOUSING TRUST FOUNDATION
2023 OFFICIAL MEETING MINUTES

DATE: July 28, 2023

TIME AND PLACE: The San Antonio Housing Trust Foundation met in session at 2:34 p.m., via Zoom and in person at 114 W Commerce St, San Antonio, TX 78205.

PRESENT: Councilwoman Adriana Rocha Garcia, Antoinette Brumfield, Eric Cooper, Councilwoman Phyllis Viagran, Jordan Ghawi, Rachell Hathaway, Jane Paccione, and Marinella Murillo.

ABSENT: Mark Carmona, Councilwoman Teri Castillo, Councilman John Courage, and Councilman Jalen McKee-Rodriguez.

STAFF/VISITORS PRESENT:
Pedro Alanis- Executive Director San Antonio Housing Trust Foundation.; Nicole Collazo- Director of Operations San Antonio Housing Trust Foundation; Susan Snowden- Financial Director San Antonio Housing Trust Foundation; Tom Roth- Director of Development San Antonio Housing Trust Foundation; Jessica Kuehne- Director of Asset Management San Antonio Housing Trust Foundation; John Hernandez- Senior Asset Manager San Antonio Housing Trust Foundation; Lauren Bejaran- Senior Administrative Assistant San Antonio Housing Trust Foundation; Ruben Lizalde- D3; Edward Muniga- D4; Justin Renteria- D5; Mirla Lopez- SEFLA Languages Interpreter; Adam Martin- Lake Flato Architects; Trent Tunks- Alamo Architects; Beverly Baldwin- Alamo Architects; Beth Hudson- Alamo Architects; Valentina Fernandez- City of San Antonio Neighborhood and Housing Services.

1. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order by President Rocha Garcia and the roll was called by Lauren Bejaran.

2. **DISCUSSION AND POSSIBLE ACTION TO APPROVE MINUTES OF JUNE 16, 2023.**

MINUTES COMMISSION ACTION:
Eric Cooper motioned, and Jordan Ghawi seconded to approve the June 16, 2023, minutes.
AYES: 8
NAYS:
ABSTAINED:
THE MOTION PASSED.

3. **PUBLIC COMMENT – INTERESTED SPEAKERS WILL HAVE 3 MINUTES EACH TO ADDRESS THE BOARD ON AGENDA ITEMS OR HOUSING POLICY RELATED MATTERS.**

NONE.
NO ACTION TAKEN.

4. **BRIEFING, DISCUSSION, AND POSSIBLE ACTION TO APPROVE A RESOLUTION APPROVING A BUDGET AMENDMENT FOR THE SAN ANTONIO HOUSING TRUST FOUNDATION FOR FISCAL YEAR 2023 TO ADDRESS OPERATING EXPENSES,**

AMENDMENTS, AND ADJUSTMENTS.

Pete Alanis briefed the board on the proposed resolution to approve the SAHT proposed budget for the fiscal year 2023. Foundation revenues will increase from $1.43M to $1.57M due to the increase in PFC Administrative Income. Expenses for the Foundation will decrease to $1.56M from the anticipated $1.66M due to reduction in payroll expenses by $129k, reduction in software licenses of $116k, reduction in professional services by $91k due to more accurate cost allocation, and reduction in rent expense of $43k for the new office space for SAHT. Increases in expenses that will be accounted for as part of the $1.56M include an increase in Foundation program expense by $240k for the MAUC CLT and SEED sponsorship, and increase in office, insurance, travel, and food expenses by $42k.

Eric Cooper asked Pete Alanis if the $240,000 for the SEED program is restricted for that program. Pete responded stated that $40,000 for the SEED program, and the $200,000 for MAUC are strictly going to be for those programs. SAHT is still negotiating how much of the $200,000 will be needed for MAUC, but the funds will not exceed the $200,000.

Eric Cooper asked if the cash balances were presented to the Finance & Audit Committee. Pete responded stating that the cash balances were not presented to the committee, and Councilman Courage asked for the balances to be presented in future committee meetings.

MINUTES COMMISSION ACTION:

Eric Cooper motioned, and Antoinette Brumfield seconded to approve a resolution to approving the budget amendment for the San Antonio Housing Trust Foundation for Fiscal Year 2023 to address operating expenses, amendments, and adjustments.

AYES: 8
NAYS:
ABSTAINED:
THE MOTION PASSED.

5. EXECUTIVE DIRECTOR'S REPORT

Pete Alanis briefed the board on the PFC, Finance Corporation, and Foundation annual revenues and annual expenditures for Quarter 3. The PFC is currently at 63% of annual revenues and 80% of annual expenditures. SAHT does not anticipate exceeding the PFC budget through the end of the year. The Finance Corporation is at 43.5% of annual revenues, short of the anticipated revenues expected for the Finance Corporation due to SAHT no longer receiving the annual revenue for bonds that have been paid off. Annual Expenditures for the Finance Corporation are at 66.8%. The Foundation received about 91% of the estimated annual revenues, and the annual expenses are at about 47.3%.

Operational Highlights include 456 units combined from Echo East and Canyon Pass that were placed in service in Q3, approval of two 4% LIHTC new construction projects, Leon Creek and Palladium, approval of two PFC projects, Salado Creek and Sonterra, approved budget for two site acquisition efforts, the closing on Freddie Mac Permanent Financing for St. John's, $295k grant awarded to MAUC for CLT development, Friedrich commencing demolition, completed environmental remediation on Lofts at Creekview, finalized Sustainability & Universal Design Guideline elements, board approval of the Investment Policy, negotiated land acquisition facility, City of San Antonio agreement to Foster Youth Forum, advertised Development Coordinator position, completed quarterly site visits of SAHT properties, briefing to SAHT board on PFC legislative changes, SAHT Development Director serving on "Invest San Antonio" Panel, and SAHT Executive Director

attending the NH&RA Spring Developers Forum in Denver, Colorado.

NO ACTION TAKEN.

6. ADJOURNMENT

President Rocha Garcia adjourned the meeting. There being no further business, the meeting was adjourned at 2:53 p.m.

San Antonio Housing Trust Foundation
Agenda Item 3

Public Comment

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 Public Comment via Zoom video conference.

To sign up for Public Comment please call 210-735-2772 24 hours prior to this meeting to place your name on the list.

Los oradores interesados tendrán 3 minutos cada uno para dirigirse a la Junta sobre temas de la agenda o asuntos relacionados con la polí ca de vivienda; Se proporcionará un total de 15 minutos.

Para inscribirse en Comentario Público, llame al 210-735-2772 24 horas antes de esta reunión para incluir su nombre en la lista.

San Antonio Housing Trust Foundation
Agenda Item 4

Briefing, discussion and possible action to approve the board appointments.

The SAHT Governance Committee is responsible for reviewing board member applications and submitting a letter of recommendation to the City's Council Governance Committee. All six "community board members" serve 4-year staggering terms. However, due to the initial staggering, three board members term expired on May 31, 2023.

Antoinette Brumfield	05/31/2023
Eric Cooper	05/31/2023
Jane Paccione	05/31/2023

The current SAHT board members are considered active as holdover until the City Council makes or renews the appointments. As of August 11, 2023, the City Clerk's office has received 4 applications:

1. Antoinette Brumfield
2. Eric Cooper
3. Jayeson Howell
4. Jane Paccione

Applications are still accepted until final appointments have been made. City Clerk will present the applicants and our recommendations at the next City of San Antonio's Council Governance Committee meeting.

The San Antonio *City Council* Governance Committee recommendations are then made at the full City Council A Session.

The *SAHT* Governance Committee met on August 9, 2023, and approved to move this item forward to the full board for consideration.

Attachment:
Jayeson Howell Application
Resolution

San Antonio Housing Trust Other Community Representative	**Application No: No: 20230602080221_14007**
ELIGIBILITY	
PROFILE	
Prefix	Mr.
Last Name	Howell
First Name	Jayeson
Middle Name	T
Suffix	
Preferred Name	Jaye
Title	
Are you a City of San Antonio resident?	Yes
San Antonio Resident Length - Years	22
In which City Council District do you reside?	07
How many years have you lived in the City Council District where you reside?	20
Address Type?	Residence
Address	39 Rainy Ave
City	San Antonio
State	TX
Zip	78240
Phone Type?	Cell
Phone number	2108805293
Phone 2 Type?	
Phone 2 number	
Address 2 Type?	Business

Address 2	
City 2	
State 2	TX
Zip 2	
eMail	JayeTH33@gmail.com
Employer	Mudflap INC
Job Title	Principal Data Engineer
Occupation	Data Engineer
Board/Commission/Committee Name	San Antonio Housing Trust~Other~Community Representative~01
DEMOGRAPHIC INFORMATION	
The City of San Antonio strives for boards and commissions to be representative of our diverse community. Providing the following demographic information is voluntary, and will only be used for statistical and reporting purposes.	
Race/Ethnicity (Please select all that apply):	White/Non-Hispanic
Gender:	Male
Age:	45 to 54
Do you identify as a sexual minority (such as lesbian, gay, bisexual, queer, etc.)?	No
QUESTIONS	
If this board position requires residency within Bexar County, the City of San Antonio city limits or within a particular council district, do you meet those residency requirements?	Yes

Do you or any of your immediate family members or any businesses that you or they own currently have any direct or indirect financial interest in any contract(s) with the City, including subcontracts?	No
Will you or any of your immediate family members or any businesses that you or they own seek a contract(s) with the City in the foreseeable future?	No
Do you or any of your immediate family members or any businesses that you or they own have any financial interest, direct or indirect, in any sale to the City of any land, materials, supplies, or service?	No
Does your employer or an employer of your immediate family members have a contract with the City?	No
Do you or any of your family members currently serve or in the past year served as an administrative aide to a Councilmember?	No
Do you currently serve in any elected or appointed public government office?	No
Are you a member and/or officer and/or employee of any boards, commissions, corporations, non-profit entities, agencies, or other entities?	Yes
Give the title and dates of any position which you have held in such organization:	Board member HOA - Bluffs at Westchase
Do you receive any compensation for service on this entity(ies)?	No

Do you intend to seek election or appointment to any public office or board or commission in the foreseeable future?	No
Have you ever been hired for a position with the City of San Antonio?	No
Describe your Educational history.	Bachelors and Masters Degree in Information systems from UTSA.
Describe your Professional History & Certification designations (Current and historical).	24 years IT experience implementing and managing IT system and data for small and large companies.
Describe your Volunteer Experience & Community Service	HOA board member Habitat for Humanity
Please provide a brief narrative outlining your reasons for seeking appointment to this board or commission:	Want to be involved in making the city a better place. Trying to change the direction of how the city grows to better.
APPLICATION SIGN-OFF	
As a board, commission, or committee member, you will be asked to adhere to: Code of Ordinances, City of San Antonio, Part II, Chapter 2, Article IX, Sec.2-534. All board and commission members must file a Financial Disclosure Report with the Office of the City Clerk upon appointment, and annually thereafter, throughout the member's term. Failure to file a Financial Disclosure Report within the time required by the City's Ethics Code will be considered an automatic removal.	

I understand that if any member of the public makes a request for information included in this Application for Appointment, most of the information must be disclosed under the Public Information Act. I understand that the City of San Antonio will attempt to maintain the confidentiality of highly private matters by seeking an Attorney General's opinion in accordance with the Public Information Act. I understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of San Antonio, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information Act or any other law requiring its release.	Acknowledged
OATH: I have read and understand the guidelines set out in this application. The foregoing statements are true, accurate, and complete. I agree that any misrepresentation or omission of facts may result in my disqualification for appointment.	Acknowledged
Enter Your Name	Jayeson T Howell
Date of submission.	6/2/2023
The Texas Public Information Act provides that each government official may choose whether to allow the public access to the information in the custody of the City that contains your home address, home telephone number, or reveals	

whether you have family members. Please note that this does not apply to business addresses, which are subject to public disclosure. If an open records request is filed requesting to view or obtain records that contain your personal information, the City will take steps to protect your personal information as authorized by the Texas Public Information Act, but only if you have elected to protect personal information.	
I want the public to have access to my Home Address.	No
I want the public to have access to my Home Telephone Number.	No
I want the public to have access to my Social Security Number.	No
I want the public to have access to my Emergency Contact Information.	No
I want the public to have access to my Family Information.	No
Please attach any additional information, such as a current resume, using the Attachments panel at the bottom of this page.	

Jayeson T. Howell

39 Rainy Ave,
San Antonio, TX 78240

Phone: (210) 543-1321
jayeth33@gmail.com

Key Qualifications

- Knowledgeable and dependable individual with 22 years IT system experience
- Comprehensive understanding of complex customer needs and the need for developing customized solutions to maximize productivity
- Proven ability to manage complex projects, coordinate numerous departments and external resources even with geographically dispersed teams improving teams time to market and quality of code delivered
- Excellent data modeling and ETL development to provide accurate information to end business users

Accomplishments

- Planned and executing migration of 20 TB Marketing Data warehouse containing over 500 tables to Snowflake cloud warehouse including re-organisation of code, eleminiating solutions which are coupled together and adding data quality testing and lineage with dbt.
- Implemented scalable customer/member experience platform to quickly collect feedback from end users, allowing surveys to be launched in days and processed in real-time using API data calls in Python writing to Hadoop, Nifi was also used in POC but did not scale well.
- Launched GRC system for information security pinpointing risk and vulnerabilities with in real-time.detailed and executive level reporting. Data was collected in Hadoo and used Hive and Pig to process.
- Appointed Project Lead for first installation of major upgrade to content management software and on company's second largest software installation including: coordinating scheduling of internal and on-site resources, management of customer issues, developed end user training and documentation, and supervised implementation
- Developed standardized end-user, system administration and new internal staff training procedures in a collaborative group effort

Technical Skills

Snowflake, dbt(Fishtown Analytics data build tools), Datastage, DB2, MySQL Administration, Microsoft SQL Server administration, ETL & DTS development, bash scripting, SAP Business Objects System administration, SAP Business Objects IXr2 and 3.1 Universe development, SAP Business Objects Web Intelligence report development, Dimensional Data modeling, Transactional Data Modeling

Education

Master of Science in Information systems. - University of Texas at San Antonio - May2014

Bachelors of Business Administration with concentration in Information and Infrastructure assurance (Cyber security). - University of Texas at San Antonio - May 2012

Professional Experience

Recycle Track Systems

New York, NY

Aug 2021 - Present

Principal Data Engineer: Migrated data from Legacy CRM (homebrew) and Quickbooks online into Dynamics 365 F&O and CE modules. Provided guidance on data models for enterprise data governance. Advised on tooling and process for building out Data warehouse using Snowflake and Matillion.

JAYESON T. HOWELL

39 Rainy Ave,
San Antonio, TX 78240

Phone: (210) 543-1321
jayeth33@gmail.com

USAA

San Antonio, TX
Sept 2012 - Aug 2021

LEAD DATA ENGINEER MIgrating and re-architecting current Marketing analytics environment while also moving to cloud to mitigate hardware end-of-life and to improve data quality, lineage and accuracy.

Lead teams of over 25 geographically dispersed developers in the movement of a vendor based text mining and sentiment analysis from and on-premise batched base implementation to a cloud based, real-time solutions to deliver insights and actionable recommendations to our membership relationship teams. This resulted in compliance with meeting of requirements of an OCC consent order and avoidance of a regulatory fine.

Along with the team, implemented a customer/membership experience capture system deployment and integration into the business process allowing for the collection of feedback front-end users across multiple channels. This collection allowed for scientific and statically supportable analysis for data-driven product and process improvements.

Lead department in move to managed code and adoption of CI/CD process.

SENIOR DEVELOPER AND INTEGRATOR: Integrated a Governance, Risk and Control (GRC) system into the information security domain to allow for tracking of security risk and vulnerabilities along with their potential impacts and potential losses.

Supported and improved marketing analytics data warehouse to provide business intelligence for our end-user supporting marketing decisions. Included data was processed in a timely manner and with accuracy

Carnegie Technologies

San Antonio, TX
June 2011 to Sept 2012

DATABASE ADMINISTRATOR: Designed and built case management and alerting system for automating and tracking of Social security disability disputes simplify the processing for the users and avoiding missed deadlines or incomplete applications.

Pocket Communication

San Antonio, TX
June 2008 to June 2011

DATABASE ADMINISTRATOR: Administer data warehouse built using MySQL and BASH based ETL jobs. Administer and develop SAP Business Objects reporting environment including dimensional data model, DTS and ETL packages, universe development, and end user reporting and support. Develop ad hoc and custom reports for cash and sales auditing, inventory management.

MediaSpan Software/HarrisBaseview

Ann Arbor, MI
Dec. 2002 to June 2008

INTEGRATION SPECIALIST: Implemented digital workflow and asset management systems for the newspaper and magazine industry. Worked as a technical consultant to provide custom solutions using standard hardware and custom software. Provide project management, operational support and issue troubleshooting. Planned and managed successful implementations of over 75 editorial systems or launch of publication's website.

Baseview Products

Ann Arbor, MI
June 1999 to Aug. 2001

TRAINER: Provide end-user training, operational support and troubleshooting for implementation of editorial workflow systems. Successfully completed rollout of 33 editorial systems or publication's archive.

SAN ANTONIO HOUSING TRUST FOUNDATION, INC.

RESOLUTION NO. F23-0818-04

A RESOLUTION RECOMMENDING SAN ANTONIO HOUSING TRUST FOUNDATION BOARD APPOINTMENTS TO THE SAN ANTONIO CITY COUNCIL FOR A FOUR-YEAR TERM CONSISTENT WITH THE RESTATED BYLAWS

WHEREAS, the City of San Antonio Housing Trust Foundation ("Trust") was established by Ordinance No. 67895 passed on September 8, 1989 under a Declaration of Trust to provide affordable housing opportunities for low and moderate income families within highway Loop 41 0; and

WHEREAS, pursuant to said Declaration of Trust Article III, Section 3.6 subject to City Council approval, from time to time by majority vote, the Trustees may adopt such written rules, regulations, and procedures, and any amendments thereto, not inconsistent with the Trust, for the conduct of their meetings, the carrying out of their duties and powers; and

WHEREAS, on January 30, 1990, the initial Board of Directors caused to be filed with the Texas Secretary of State Articles of Incorporation for the organization of the San Antonio Housing Trust Foundation, Inc. ("Foundation"); and

WHEREAS, the Trust Board of Directors determined to amend and restate the Bylaws of the Trust; and

WHEREAS, the Board of Trustees of the Trust approved the First Amended and Restated Declaration of Trust City of San Antonio Housing Trust and the First Amended and Restated Final Rules and Regulations for the Operation of the San Antonio Housing Trust outlining the new form of the Board of Directors; and

WHEREAS, under Section 4.02 of the new First Amended and Restated Bylaws ("Bylaws"), the term of office for Class I Board of Directors serving for an initial term of two (2) years is expiring and appointments must be made to fill such spots in accordance with the Bylaws for the positions of Community Directors; and

WHEREAS, the Bylaws indicate the Community Directors shall be nominated by the Governance and Policy Committee of the Trust; and

WHEREAS, the Bylaws indicate the Community Directors shall have specific experience; and

WHEREAS, the Governance and Policy Committee of the Trust met to evaluate the applicants for the Community Director positions and recommend to the full Board and to City Council the re-appointment of Eric Cooper, Jane Paccione, and Antoinette Brumfield meet the specific experience requirements and shall be re-appointed to fulfill a four (4) year term under the Bylaws section 4.03; and

WHEREAS, the Governance and Policy Committee and the Board of Directors of the Trust find it is in the best interest of the Trust and its overall goals of providing sustainable and affordable housing to recommend appointments of the recommended persons for confirmation by the City Council of the City of San Antonio.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN ANTONIO HOUSING TRUST FOUNDATION, THAT:

Section 1. The above Recitals are true and correct and are a material part of this Resolution and are incorporated herein for all purposes.

Section 2. The Governance and Policy Committee and the Board of Directors for the San Antonio Housing Trust Foundation ("Trust") recommend the following for re-appointment to the Board of Directors for a four-year term consistent with the Restated Bylaws of the Trust: Eric Cooper, Jane Paccione, and Antoinette Brumfield.

Section 3. If any section, subsection, clause, phrase or provision of this Article, or any application thereof to any person or circumstance, shall to any extent be held by a court of competent jurisdiction to be invalid, void, or unconstitutional, the remaining sections, subsections, clauses, phrases and provisions of this Article, or any application thereof to any person or circumstance, shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

Section 4. 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 5. This Resolution shall take effect immediately from and after its passage and the publication of the caption hereof, as provided by law.

PASSED and APPROVED this the ___day of August 2023.

SIGNED:

_____
Councilwoman Adriana Rocha Garica
President

ATTEST:

_____
Jordan Ghawi, Secretary

San Antonio Housing Trust Foundation
Agenda Item 5

THE FY 2024 ANNUAL PLAN AND PRELIMINARY BUDGET.

On October 21, 2023, the SAHT Board approved the **Five-Year Strategic Plan** and **FY 2023 Annual Plan.** The plan established our beliefs and core values, statement of purpose, mission, and vitals. In addition, the Strategic Plan outlined 6 strategic objectives. Each objective and key results were carefully selected to drive clarity on where SAHT is headed over the next five years. These are the 1st Year Annual Priorities adopted by the Board:

Objective	2023 Annual Priorities	Key Results (Estimated)
Clarify the Role in our Local Housing System	Finalize and share Compass as component of Strategic Plan	Complete
	Use website as a tool for education	Complete
	Finalize Housing Tax Credit Development Criteria	Complete
	Participate in County-Wide Housing System Analysis	N/A
	Solicit input from the board and update Annual Plan in summer 2023	Complete
Invest in SAHT's Capacity to Grow	Adopt and implement an organizational operation system	Complete
	Complete five-Year forecast analysis and develop Financial Expenditure Plan	Complete
	Assess staff needs to meet Strategic Plan Objectives	Complete
	Create a Staff Development Plan	Complete
Facilitate the Preservation of Affordable Rental Housing	Collaborate with NHSD on Preservation Network	Continue 2024
	Analyze expiring use properties to prioritize efforts	Continue 2024
	Develop preservation plans for at-risk properties	Continue 2024
	Preserve through development partnership or financial support 3 properties	Continue 2024
	Establish a dedicated revenue source for gap financing to strengthen preservation efforts	Defer to 2025
Contribute to the Construction of New Affordable Rental Housing	Support NHSD's development of Displacement Impact Tool	Complete
	Incorporate tool into final Tax Credit Development Criteria	Complete
	Participate in and support five LIHTC projects	Continue 2024
	Identify PSH development partner and initiate pre-development activities on one PSH Development	Continue 2024
	Establish multifamily new construction criteria	Complete
Support Neighborhood Preservation Efforts	Identify funding for CLTs	Complete
	Establish one or two CLT community-based partner entities	Complete
	Identify and/or provide technical assistance to community partner entities	Complete
Engage in Advocacy at Local, State and Federal Levels	Assess Board needs and identify or offer training opportunities	Complete
	Identify staff resources or partners to lead education and advocacy efforts	Defer 2025
	Support development of City's legislative agenda	Complete
	Prepare for participation in 88th Legislative Session (2023)	Complete

Objective	Proposed 2024 Annual Priorities
Clarify the Role in our Local Housing System	Clarify board member involvement in trust activities and committees after officer election
	Continuing to educate board members through training and learning opportunities
	Continue to be involved w/ external stakeholders & community systems of care
	Continue to educate the public about the unique role of SAHT in the housing continuum with the goal of clarifying how stakeholders can engage with us.
	Promote increased engagement with target populations in developing affordable housing.
Invest in SAHT's Capacity to Grow	Implement the staff development plan.
	Identify contributions to the trust fund from COSA.
	Develop a succession plan for each staff leadership position.
	Explore a pooled loan fund for construction of affordable housing with the goal of increasing access to affordable capital.
	Analyze vendors, consultants, and interns to ensure we have adequate coverage, with a focus on productivity w/o increasing personnel fixed costs.
	Invest in professional development and training with staff.
Facilitate the Preservation of Affordable Rental Housing	Identify owners seeking to partner with the Housing Trust to rehabilitate existing housing
	Develop a TOD land acquisition strategy to preserve affordability in future transit corridors
	Explore the preservation of mobile home communities
Contribute to the Construction of New Affordable Rental Housing	Participate in 5 affordable LIHTC projects.
	Acquire a minimum of three parcels of land
	Close financing on 280 PSH units
	Participate in 3 mixed income developments (PFC/Essential Bonds)
Support Neighborhood Preservation Efforts	Monitor nonprofit awards to ensure goals to create new CLTs and in-fill housing
	Explore if the city is willing to contribute their land towards future land acquisition program
	Repurpose the Blanco House
Engage in Advocacy at Local, State and Federal Levels	Seek efforts to educate community partners and board members about complex financing tools and strategies
	Monitor impacts due to state legislation changes to PFC and HFCs
	Support COSA's efforts in federal funding applications
	Monitor changes in the federal tax credit program
	Educate development community on local, state and federal programs and incentives

2023 Vital	2023 Goal	Est. 2023 Results
Total # of MF units preserved	742	0
# of rental units preserved <30% AMI	33	0
# of units preserved >31 and <80% AMI	176	0
Total # of MF units created	103	1,344
# of rental units added < 30% AMI	0	163
# of rental units added > 31% & < 60%AMI	0	829
Total # of MF units placed in service	8,649	8,265
Total # of MF units preserved	0	0
Total # of MF units under construction	2,961	3,763
# of PSH units produced	0	0
# of land parcels acquired	0	0
$ for Community Land Trust(s)	$500k	$295k
$ awarded to Non-Profits	$1.0M	$0
$ of tax-exempt bonds issued	$68.0M	$85.2M

Proposed 2024 Vital	2024 Goal
Total # of MF units preserved	770
# of rental units preserved <30% AMI	104
# of units preserved >31 and <80% AMI	666
Total # of MF units created	1250
# of rental units added < 30% AMI	125
# of rental units added > 31% & < 60%AMI	1125
Total # of MF units placed in service	10,598
Total # of MF units preserved	518
Total # of MF units under construction	2990
# of PSH units produced	0
# of land parcels acquired	3
$ for Community Land Trust(s)	$0
$ awarded to Non-Profits	$3.15M
$ of tax-exempt bonds issued	$233.0M

FY 2024 PROPOSED OPERATING BUDGET - *FOUNDATION*

Operating Revenues

The San Antonio Housing Trust Foundation's primary source of income is a 25% Revenue Fee contributed by the Public Facility Corporation and Finance Corporation. The Foundation also earns a small amount of revenue from commercial and residential loans. The FY 2024 Operating Revenue is projected to have a 33% reduction in revenues from the PFC and FC from $1.57 million to $1.05 million. This is a *conservative estimate* as PFC/FC revenues do not consider any new closings in FY 2024. Explanations will be provided in the PFC and FC Revenue sections below.

Operating Expenses

The operating expense budget proposes a year over year 12.6% increase from the amended FY 2023 Operating Expense Budget of $1.56 million to $1.76 million for FY 2024, a $198k increase. The Operating budget increase reflects the priorities set out by the board including:

- One new staff position (6 mos.) bringing the total to 8 staff positions by end of FY 2024.
- 4% COLA increase for current staff positions (same as COSA).
- $100/month increased in Health and Dental Stipend (all positions).
- Increases to insurance, payroll taxes, auditing/accounting services.
- One time moving and furniture expenses for new office relocation.
- Increase in rent due to new office space.

Non-Operating Revenues/Expenses

The non-Operating revenues/expenses are reflected as a passthrough from the PFC/FC for continued financial and compliance monitoring for the growing list of properties (47) as well as a utilization of real estate document management software to track our growing list of assets. This also accounts for an increase in interest income.

Reserve Funds

The Foundation has a 6-month operating reserve policy. The Operating Reserve level increased from $782k to 881k for FY 2024.

SAN ANTONIO HOUSING TRUST

SAN ANTONIO HOUSING TRUST FOUNDATION, INC.
FY 2024 Proposed Budget

	FY 2023 Budget	FY 2024 Proposed Budget	Change
OPERATING REVENUES			
Administrative Fee Income			
SAHT Finance Corporation	$ 30,910	$ 33,760	$ 2,850
SAHT Public Facility Corporation	1,536,630	984,361	(552,269)
Total Administrative Fee Income	1,567,540	1,018,121	(549,419)
Interest Income - Loans	10,000	30,000	20,000
TOTAL OPERATING REVENUES	**$ 1,577,540**	**$ 1,048,121**	**$ (529,419)**
OPERATING EXPENSES			
Advertising and Marketing	$ 5,000	$ 5,000	$ -
Bank Fees & Service Charges	500	500	-
Insurance Expense			
Insurance - Business Owner's	4,440	5,200	760
Insurance - Crime	1,357	1,500	143
Insurance - Directors & Officers	9,727	10,000	273
Insurance - Workers Comp	901	1,200	299
Total Insurance Expense	16,425	17,900	1,475
Maintenance & Repairs			
General Maintenance & Repairs	5,000	2,000	(3,000)
Grounds Maintenance & Mowing	5,638	2,250	(3,388)
Moving Expenses	7,500	7,500	-
Office Cleaning	1,925	900	(1,025)
Pest Control	477	400	(77)
Total Maintenance & Repairs	20,540	13,050	(7,490)
Meals & Events	5,500	5,500	-
Office Expenses			
Equipment Purchases	7,000	5,000	(2,000)
Furniture Purchases	40,000	40,000	-
Mileage, Parking & Tolls	-	500	500
Office Supplies	8,000	5,000	(3,000)
Printing & Photocopying	1,000	1,000	-
Security & Monitoring	656	400	(256)
Shipping & Postage	750	750	-
Shredding Services	100	100	-
Total Office Expenses	57,506	52,750	(4,756)

SAN ANTONIO HOUSING TRUST

SAN ANTONIO HOUSING TRUST FOUNDATION, INC.
FY 2024 Proposed Budget

	FY 2023 Budget	FY 2024 Proposed Budget	Change
OPERATING EXPENSES (Continued)			
Payroll Expenses			
Allowance - Auto	23,000	24,000	1,000
Allowance - Telephone	2,400	2,400	-
Insurance - Dental	-	5,000	5,000
Insurance - Health	70,000	84,000	14,000
Insurance - Life	15,000	15,000	-
Payroll Tax Expense	50,000	61,452	11,452
Retirement Plan Expense	70,000	95,407	25,407
Salaries & Wages	610,000	758,058	148,058
Total Payroll Expense	840,400	1,045,317	204,917
Program Expenses			
Community Land Trusts	200,000	200,000	-
SEED Academy	40,000	-	(40,000)
Sponsorships	-	20,000	20,000
Total Program Expenses	240,000	220,000	(20,000)
Professional Services			
Accounting & CFO Services	52,320	$ 57,600	5,280
Audit Services	28,000	29,400	1,400
Legal Services	72,000	50,000	(22,000)
Marketing & Public Relations Services	44,000	30,000	(14,000)
Strategic Planning Services	14,500	7,500	(7,000)
Web Hosting	3,575	3,000	(575)
Other Professional Services	43,000	20,000	(23,000)
Total Professional Services	257,395	197,500	(59,895)
Rent Expense			
Equipment Rent	5,084	6,000	916
Facilities Rent	41,000	126,000	85,000
Total Rent Expense	46,084	132,000	85,916
Subscriptions			
Subscriptions - Memberships & Fees	4,717	5,000	283
Subscriptions - Software Licenses	18,000	15,000	(3,000)
Total Subscriptions	22,717	20,000	(2,717)
Telephone & Internet	3,500	6,000	2,500
Travel & Training	45,000	45,000	-
Utilities	4,600	3,000	(1,600)
TOTAL OPERATING EXPENSES	**$ 1,565,167**	**$ 1,763,517**	**$ 198,350**
OPERATING INCOME (LOSS)	**$ 12,373**	**$ (715,396)**	**$ (727,769)**

SAN ANTONIO HOUSING TRUST

SAN ANTONIO HOUSING TRUST FOUNDATION, INC.
FY 2024 Proposed Budget

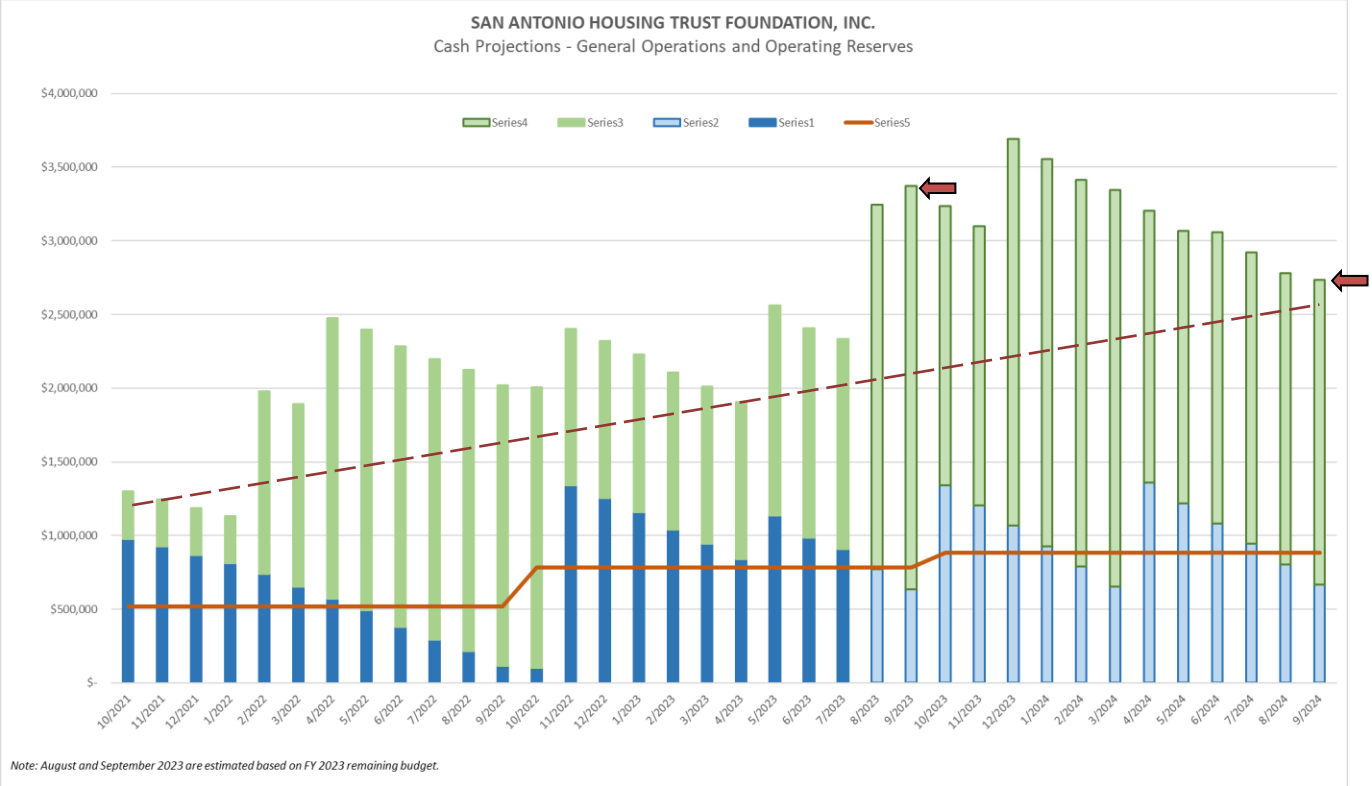
	FY 2023 Budget	FY 2024 Proposed Budget	Change
NONOPERATING REVENUES (EXPENSES)			
Intergovernmental Revenues			
Asset Management Services	$ 195,000	$ 243,444	$ 48,444
Compliance Monitoring Services	167,200	91,400	(75,800)
TOTAL INTERGOVERNMENTAL REVENUES	$ 362,200	$ 334,844	$ (27,356)
Intergovernmental Expenses			
Asset Management Services	$ (195,000)	$ (243,444)	$ (48,444)
Compliance Monitoring Services	(167,200)	(91,400)	75,800
TOTAL INTERGOVERNMENTAL EXPENSES	$ (362,200)	$ (334,844)	$ 27,356
Interest Income - Banks	-	75,000	**75,000**
TOTAL NONOPERATING REVENUES (EXPENSES)	**$ -**	**$ 75,000**	**$ 75,000**
INCREASE (DECREASE) IN NET POSITION	**$ 12,373**	**$ (640,396)**	**$ (652,769)**

REQUIRED OPERATING RESERVE			
Adopted Operating Expenditure Budget	$ 1,565,167	$ 1,763,517	**$ 198,350**
REQUIRED - 50% of Adopted Expenditure Budget	**$ 782,584**	**$ 881,759**	**$ 99,175**

ANNUAL CASH PROJECTION - *FOUNDATION*

The below chart shows our cash position looking back from October 2021 through the end of FY 2024. Over the three-year period, we see an increasing trajectory of available cash while at the same time increasing our organization's capacity.

The RED Arrows show the FY 2023 ending cash balance of $3.37 million with an FY 2024 ending cash balance of $2.73 million ($640k reduction in net position).



FY 2024 PROPOSED BUDGET - *PUBLIC FACILITY CORPORATION*

Operating Revenues

The San Antonio Housing Trust Public Facility Corporation earns revenues through the various fees and distribution of cash flow generated from the growing portfolio of apartments the PFC has either closed financing on or are placed in service. The current revenue estimate of $5.03 million is based on a conservative staff annual projection that does not consider any new developments closed in FY 2024.

Overall, the FY 2024 PFC Operating Revenue is a 49% YOY reduction in revenues from the PFC and FC from $9.75 million to $5.04 million. However, $2.5 million was a result of an unexpected pass-through Bexar County "Viento" grant received in FY 2023. When you net this out along with the $1.1 million in a ground lease accounting measure, the actual cash based YOY reduction is $6.15 million to 3.94 million, a 35% reduction.

Operating Expenses

The operating expense budget proposes a year over year 82% increase from the amended FY 2023 Operating Expense Budget of $3.22 million to $5.87 million for FY 2024. This is due to programmatic expenses increasing by $2.25 million for two property acquisitions. There was a reduction of administrative fees to the foundation by $552k. The distribution of funds to the City was reduced by $274k. Professional services increased slightly by $22k. Property expenses (Friedrich security) were reduced by $73k for a total net increase of $1.37 million in expenses.

Non-Operating Revenues/Expenses

The non-operating income tax expenses were reduced by $100k and interest income was reduced by $60k due to reductions in projected earned interest from cash outlays.

SAN ANTONIO HOUSING TRUST

SAN ANTONIO HOUSING TRUST PUBLIC FACILITY CORP
FY 2024 Proposed Budget

	FY 2023 Budget	FY 2024 Proposed Budget	Change
OPERATING REVENUES			
Grant Income			
Bexar County - Viento Land Purchase	$ 2,500,000	$ -	(2,500,000)
Total Grant Income	2,500,000	-	(2,500,000)
Fee Income			
Administrative Fees	75,000	-	(75,000)
Application Fees	15,000	-	(15,000)
Asset Management Fees	139,584	278,333	138,749
Bond Issuance Fees	861,194	-	(861,194)
Cash Flow Fees	109,484	291,092	181,608
Deferred Developer Fees	1,126,665	816,042	(310,623)
Developer Fees	2,901,343	1,579,466	(1,321,877)
Incentive Management Fees	9,765	372,368	362,603
Origination Fee	250,000	-	(250,000)
Partnership Management Fees	250,219	177,194	(73,025)
Supervisory Management Fees	16,878	18,233	1,355
Total Fee Income	5,755,132	3,532,728	(2,222,404)
Distribution Income from Cash Flow	391,388	404,714	13,326
Rent Income - Ground Leases	1,100,000	1,100,000	-
TOTAL OPERATING REVENUES	**$ 9,746,520**	**$ 5,037,442**	**$ (4,709,078)**
OPERATING EXPENSES			
Administrative Fees	1,536,630	984,361	(552,269)
Disbursements to City of San Antonio			
Contribution to SAHT Corpus	233,533	250,000	16,467
Revenue Share	740,000	449,055	(290,945)
Total Disbursements to City of San Antonio	973,533	699,055	(274,478)
Program Expenses			
Acquisition - VIDA	104,800	1,383,731	1,278,931
Acquisition - Site #2	108,667	2,357,377	2,248,710
Total Program Expenses	213,467	3,741,108	2,248,710
Professional Services			
Accounting & CFO Services	65,400	72,000	6,600
Asset Management Services	180,000	220,259	40,259
Audit Services	17,000	17,850	850
Compliance Monitoring Services	163,600	89,200	(74,400)
Other Professional Services	1,000	50,000	49,000
Total Professional Services	427,000	449,309	22,309

OPERATING EXPENSES (Continued)

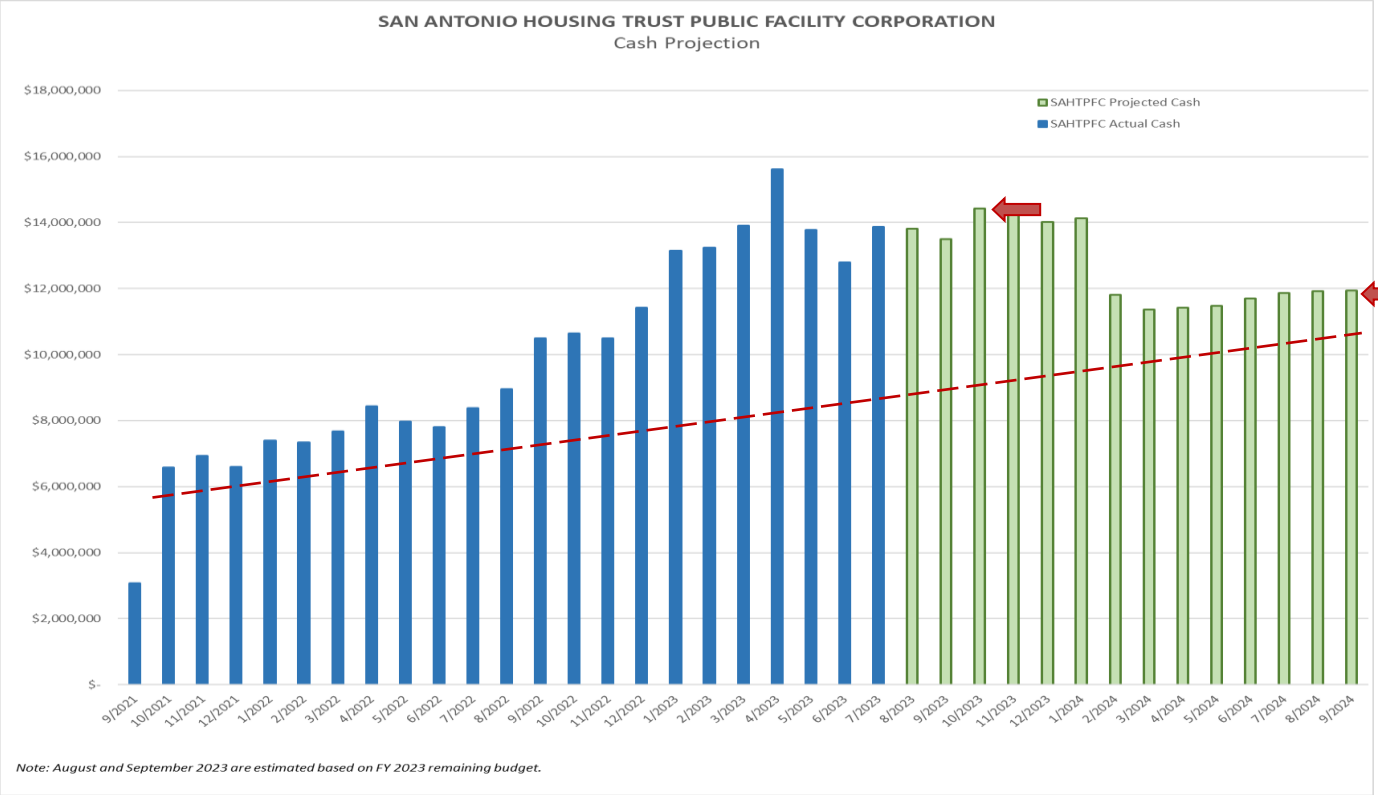
SAN ANTONIO HOUSING TRUST

SAN ANTONIO HOUSING TRUST PUBLIC FACILITY CORP
FY 2024 Proposed Budget

	FY 2023 Budget	FY 2024 Proposed Budget	Change
Properties Expense			
Filing Fees	500	500	-
Security Services	73,440	-	(73,440)
Total Properties Expense	73,940	500	(73,440)
Subscriptions			
Subscriptions - Software Licenses	1,500	2,100	600
Total Subscriptions	1,500	2,100	600
TOTAL OPERATING EXPENSES	**$ 3,226,070**	**$ 5,876,433**	**$ 1,371,432**
OPERATING INCOME (LOSS)	**$ 6,520,450**	**$ (838,991)**	**$ (6,080,510)**
NONOPERATING REVENUES (EXPENSES)			
Income Tax Expense	(150,000)	(50,000)	100,000
Interest Income - Banks	485,000	425,000	(60,000)
TOTAL NONOPERATING REVENUES (EXPENSES)	**335,000**	**375,000**	**40,000**
INCREASE (DECREASE) IN NET POSITION	**$ 6,855,450**	**$ (463,991)**	**$ (6,040,510)**

ANNUAL CASH PROJECTION - *PUBLIC FACILITY CORPORATION*

There was a decrease in net position by $463k from October 1, 2023, to September 31, 2024. The below chart shows our cash position looking back 2 years and forward 1 year based on this proposed budget. By the end of FY 2024, the PFC will have $11.9M in cash.



Other Potential Revenues in FY 2024

This budget does not include fees from the closing of any previously approved LIHTC or PFC projects in the FY 2024 including:

- Friedrich HUD Closing
- Caroline at Sonterra
- Caroline at Salado Creek
- Palladium Military SA
- Legacy Senior Apartments
- 425 San Pedro
- Any future FY 2024 LIHTC Projects
- Any future FY 2024 PFC Projects

FY 2024 PROPOSED BUDGET - *FINANCE CORPORATION*

Operating Revenues

The San Antonio Housing Trust Finance Corporation earns revenues through annual issuer fees derived from projects with outstanding bonds. The current revenue estimate of $135k is slightly increased year over year by $11,400.

Operating Expenses

The operating expense budget proposes an $11,505 increase in operational expenses primarily due to allocation of costs associated with accounting and asset management related services, as well as a slight uptick in revenue to the Foundation.

Non-Operating Revenues/Expenses

The non-operating income interest revenues were reduced slightly by $11k due to conservative interest rate projections.

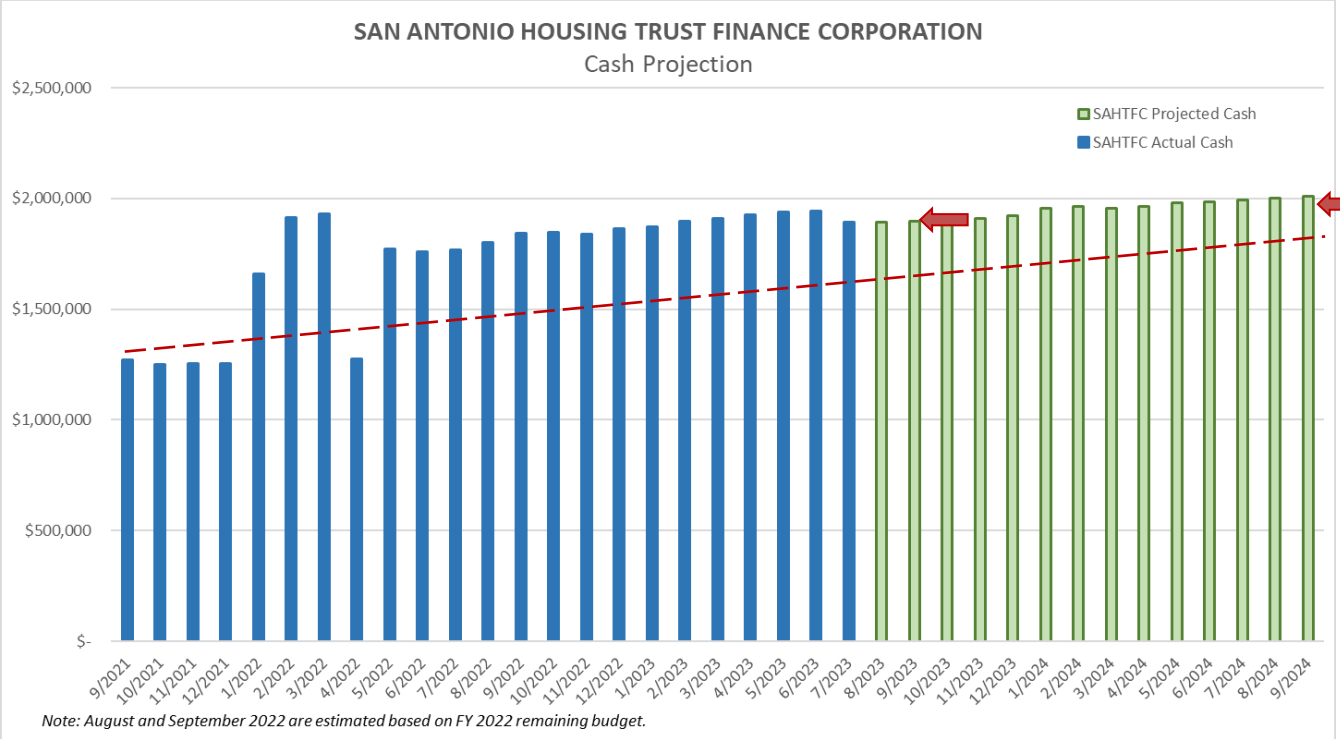
SAN ANTONIO HOUSING TRUST

SAN ANTONIO HOUSING TRUST FINANCE CORP
FY 2024 Proposed Budget

	FY 2023 Budget	FY 2024 Proposed Budget	Change
OPERATING REVENUES			
Fee Income			
Annual Issuer Fee	$ 123,640	$ 135,040	$ 11,400
Total Fee Income	123,640	135,040	11,400
TOTAL OPERATING REVENUES	**$ 123,640**	**$ 135,040**	**$ 11,400**
OPERATING EXPENSES			
Administrative Fees	30,910	33,760	2,850
Professional Services			
Accounting & CFO Services	13,080	14,400	1,320
Asset Management Services	15,000	23,185	8,185
Audit Services	11,000	11,550	550
Compliance Monitoring Services	3,600	2,200	(1,400)
Other Professional Services	100	100	-
Total Professional Services	42,780	51,435	8,655
Subscriptions - Software Licenses	800	1,000	
TOTAL OPERATING EXPENSES	**$ 74,490**	**$ 86,195**	**$ 11,505**
OPERATING INCOME (LOSS)	**$ 49,150**	**$ 48,845**	**$ (105)**
NONOPERATING REVENUES (EXPENSES)			
Interest Income - Banks	76,000	65,000	(11,000)
TOTAL NONOPERATING REVENUES (EXPENSES)	**76,000**	**65,000**	**$ (11,000)**
INCREASE (DECREASE) IN NET POSITION	**$ 125,150**	**$ 113,845**	**$ (11,105)**

ANNUAL CASH PROJECTION - *FINANCE CORPORATION*

There is an increase in net position of $113,845 from October 1, 2023, to September 31, 2024. The below chart shows our cash position looking back 2 years and forward 1 year based on this proposed budget. By the end of FY 2024, the Finance Corporation will have $2.01 million in cash.



San Antonio Housing Trust Foundation
Agenda Item 6

Briefing, discussion and possible action to authorize Executive Director to execute a professional services agreement with Lobby CRE.

Summary:
The SA Housing Trust requires increased capacity in the areas of asset and document management to support the growing number of multi-family projects (47) that have partnered through our Public Facility Corporation and Finance Corporations which is managed through the Foundation. In 2023, with the hiring of our final Executive (Director of Asset Management), we began a search for a comprehensive document management solution to allow increased coordination between our Development, Accounting, and Asset Management Divisions.

With the existing and future tremendous growth and asset oversight required, SAHT seeks a comprehensive portfolio management solution that can help provide the following:

- Increased monitoring of over 12,000 units (2,000 in pipeline in 2024).
- Unlimited user and data sharing for SAHT staff.
- Ability to transition projects from initial development through asset management which touches each our divisions (development, asset management, finance, and operations).
- Automatic import of operational indicators and financial performance data.
- Enable intelligent performance analysis and reporting.
- Tracking historic, current, and future modeling scenarios.
- Assess and report on property financial performance.
- Increased tracking and "tickler" capabilities for various tax, budgeting, reporting, compliance, and other critical functions.

The Lobby CRE agreement will be structured as an annual agreement with options to with 30-day notice, prior to renewal. The costs for services are approximately $200 per month per project with an initial one-time implementation fee of $9,360. The cost will be allocated to the PFC and Finance Corporations, as applicable.

Fiscal Impact:
Staff proposed a preliminary FY 2024 SAHT Foundation Budget which includes Asset Management Services of $243,444 as pass-through costs from PFC/FC. The cost of the LOBBY CRE service will account for $91,400 of the preliminary budget. The remaining are for financial monitoring services under contract through FY 2025. Staff will be scheduling staggering uploads of our portfolio throughout the year beginning with our LIHTC developments, which reduces the first-year budget impact. As we expand to integrating financial monitoring functions in Lobby CRE, we will sunset our financial monitoring services vendor by 2025.

Recommendation:
Staff recommends authorizing a service agreement with Lobby CRE to begin integrating the platform for an October 1, 2023 start date to coincide with the beginning of our fiscal year.

Attachment:
Resolution
Data Management Platform Agreement

SAN ANTONIO HOUSING TRUST

RESOLUTION NO. F23-0818-06

A RESOLUTION BY THE BOARD OF DIRECTORS AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE A PROFESSIONAL SERVICES AGREEMENT FOR DATA MANAGEMEN SERVICES WITH LOBBY CRE; AND SETTING AN EFFECTIVE DATE.

WHEREAS, the San Antonio Housing Trust has determined that it is necessary to contract for data management platform services to manage the Trust's property portfolio and enhance the Trust's purposes related to affordable and sustainable housing; and

WHEREAS, the San Antonio Housing Trust staff has evaluated vendors and determined that Lobby CRE, provides the services that the Trust is seeking; and

WHEREAS, the Board of Directors hereby finds that it is in the best interest of the San Antonio Housing Trust for the Executive Director to negotiate for and on behalf of the Trust to enter into a Professional Services Agreements for the data management platform services.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN ANTONIO HOUSING TRUST THAT:

Section 1. The Board of Directors hereby agrees to enter into a Professional Services Agreements for data management platform services.

Section 2. The Executive Director is hereby authorized to negotiate a Professional Services Agreement with Lobby CRE for data management platform services to manage the Trust's property portfolio for and on behalf of the Trust.

Section 3. 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 provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. 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 Board of Directors hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. 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, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND APPROVED this_____ day of August 2023.

SIGNED:

_____
Councilwoman Adriana Rocha Garcia
President

ATTEST:

_____
Jordan Ghawi, Secretary

EXHIBIT "A"

PROFESSIONAL SERVICES AGREEMENT

Lobby CRE™

LOBBY CRE DATA MANAGEMENT PLATFORM AGREEMENT

This Lobby CRE Data Management Platform Agreement ("Agreement") is entered into on _____ ("Effective Date") between Lobby CRE, LLC, a North Carolina limited liability company ("LCRE") and San Antonio Housing Trust Foundation, Inc. ("Client"). This Agreement includes and incorporates the below Client Order Form, as well as the Terms and Conditions located at https://www.lobbycre.com/terms-conditions/, Statement of Work, and Product Overview and contains, among other things, warranty disclaimers, liability limitations and use limitations. For valuable consideration, the receipt and sufficiency of which is hereby acknowledged, LCRE and Client (each a "Party" and together, the "Parties"), by signing below, agree to abide by the terms and conditions of this Agreement.

CLIENT ORDER FORM

Servicer Provider	**Lobby CRE, LLC**
Client	**San Antonio Housing Trust Foundation, Inc.**
Primary Contacts	**Client:** **Pedro Alanis** **2515 Blanco Road** **San Antonio, Texas 78212** **pedroalanis@saht.org**
	LCRE: **Hugh Jackson** **11121 Carmel Commons Boulevard | Suite 375** **Charlotte, North Carolina 28226** **hjackson@lobbycre.com**
Platform Offering	**Product Overview Attached**
Implementation Fee	**One-time Implementation Fee equal to 15% of the Annual Contract Value due the first of the month following Execution of Agreement.**
Monthly Platform Fee	**$200 per property per month due the first of the month following 30 days after Effective Date**
Initial Term	**1 Year from Billing Start Date of Monthly Platform Fee**
Renewal Terms	**Automatically renews for additional 1 Year Terms from the Initial Term**

This Order Form is governed by the Terms & Conditions of the master Lobby CRE data management platform agreement found at https://www.lobbycre.com/terms-conditions/, unless (i) Customer has a written master Lobby CRE data management platform agreement executed by Lobby CRE for such Services as referenced in the Documentation, in which case such written master Lobby CRE data management platform agreement will govern or (ii) otherwise set forth herein.

***Unexecuted contract terms & pricing will expire on August 11, 2023**

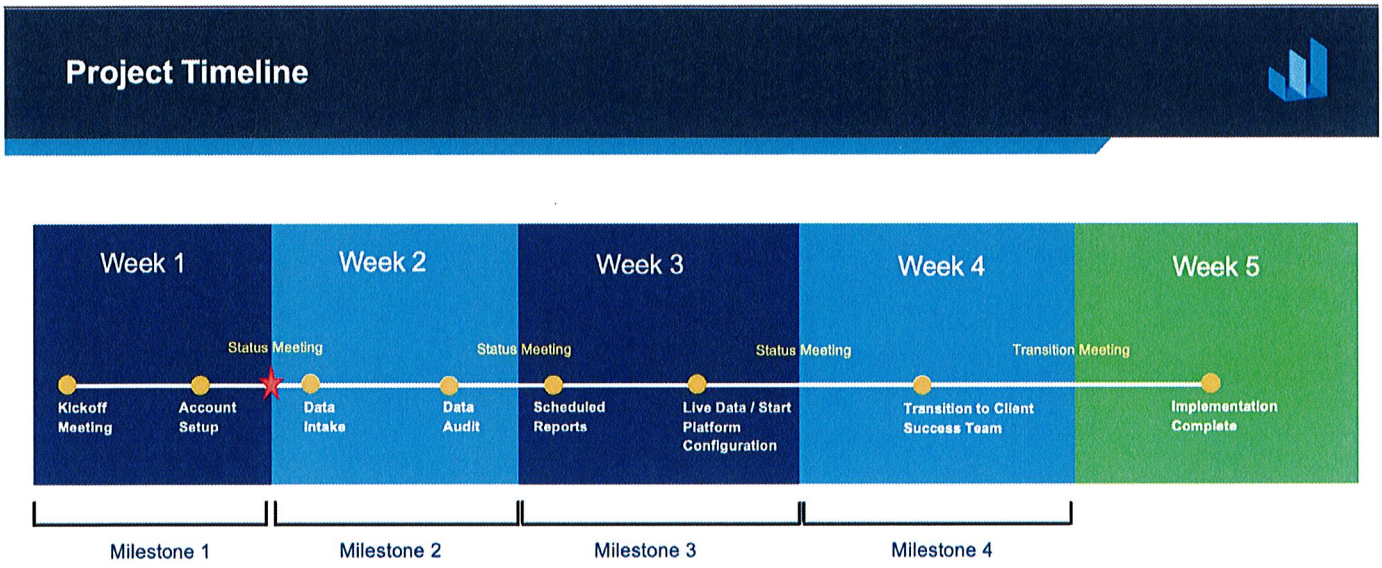
22 (via mail)

LOBBY CRE, LLC	SAN ANTONIO HOUSING TRUST FOUNDATION, INC.
_____	_____
Name: Anne Hollander	Name: Pedro Alanis
Title: Chief Executive Officer	Title: Executive Director
Date:	Date:

Product Overview

LobbyCRE Platform Includes:

- ◊ Data intake, storage, and analytics via Lobby CRE data management platform.
- ◊ Property and portfolio alerts
- ◊ Dashboard access for visualization of property and portfolio performance
- ◊ Unlimited Users for your organization
- ◊ Unlimited Data Storage for all reporting & data analysis needs



- **Each weekly implementation call starts with a project plan review**
- **Each milestone has a defined timeline**
- **Overall project timeline is 40-45 calendar days**
- **Implementation 30-day clock starts when full data set is received for properties**
- **Timeline assists both parties with identifying risk**