

AGENDA

**A Regular Board Meeting for:
SAN ANTONIO HOUSING TRUST FINANCE CORPORATION
will be held at Municipal Plaza B Room
114 W Commerce St., San Antonio, TX 78205
and virtually via ZOOM:**

<https://us02web.zoom.us/j/81602382141?pwd=VW9oS0k3c0YzbWU0VExORmNrUVR3UT09>

DIAL-IN NUMBER: 1-346-248-7799 MEETING ID: 816 0238 2141 PASSWORD: 132607

On Friday, July 28, 2023, beginning at 2:30 p.m. or immediately following the adjournment of the San Antonio Housing Trust Foundation board meeting.

NOTICE: *A quorum of the board of directors will be physically located at 114 W Commerce St., San Antonio, TX 78205 at 2:30 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 June 16, 2022.
3. Public Comment – Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters.
4. Briefing, discussion and possible action to approve a resolution approving a budget amendment for the San Antonio Housing Trust Finance Corporation Fiscal Year 2023 related to a net increase in budgeted revenues and operating expenses.
5. Adjournment.

***Executive Session**

The San Antonio Housing Trust Public Facility Corporation 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**

SAN ANTONIO HOUSING TRUST FINANCE CORPORATION BOARD

MEMBERS:

Council Member Jalen McKee-Rodriguez (District 2), Council Member Phyllis Viagran (District 3), Council Member Dr. Adriana Rocha Garcia (District 4), Council Member Teri Castillo (District 5), Council Member John Courage (District 9), Jane Paccione, Jordan Ghawi

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 accommodations 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 Finance Corporation
Agenda Item 2

This item includes the approval of minutes from the **June 16, 2023**, meeting.

SAN ANTONIO HOUSING TRUST FINANCE CORPORATION

OFFICIAL MEETING MINUTES

Date: June 16, 2023

The Finance Corporation met in session at 4:51 p.m., via Zoom and in person at 114 W Commerce St, San Antonio, TX 78205.

PRESENT: Councilwoman Adriana Rocha Garcia, Antoinette Brumfield, Mark Carmona, Eric Cooper, Councilwoman Teri Castillo, Councilwoman Phyllis Viagran, Jordan Ghawi, Rachell Hathaway, Councilman John Courage, and Marinella Murillo.

ABSENT: Jane Paccione 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; 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; Milee Ray- D9; Isaac Bernal- City of San Antonio Special Project Manager; Allison Beaver- NHSD; James Plummer- Attorney Bracewell; Summer Greathouse- Attorney Bracewell; Clarissa Rodriguez- Attorney DNRBZ; Mirla Lopez- SEFLA Languages Interpreter; Kayla Miranda- Coalition for Tenant Justice; Travis Russell- Morgan Group; Mia Loseff- Texas Housers; Nicole Freeman-NHSD.

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 FOR SEPTEMBER 16, 2022.**
Councilman Courage motioned, and Councilwoman Castillo seconded for approval of the September 16, 2022, minutes with the noted corrections.
AYES: 4
NAYS:
ABSTAINED: 1- Jordan Ghawi
THE MOTION PASSED.

3. **CITIZENS TO BE HEARD**
NONE. NO ACTION WAS TAKEN.

4. **BRIEFING, DISCUSSION, AND POSSIBLE ACTION TO APPROVE A RESOLUTION ADOPTING THE SAN ANTONIO HOUSING TRUST FINANCE CORPORATION INVESTMENT POLICY.**

Pete Alanis briefed the board on the proposed resolution adopting the San Antonio Housing Trust Finance Corporation Investment Policy.

MINUTES COMMISSION ACTION:

Councilman Courage motioned, and Jordan Ghawi to approve Item #4.

AYES: 5

NAYS:

ABSTAINED:

THE MOTION PASSED.

5. ADJOURNMENT

Vice President Jane Paccione adjourned the meeting. There being no further business, the meeting was adjourned at 4:52 p.m.

San Antonio Housing Trust Finance Corporation
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.

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 política 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 Finance Corporation
Agenda Item 4

Approval of a budget amendment for the San Antonio Housing Trust Finance Corporation for Fiscal Year 2023 for various expenditures.

Background

The Board adopted the Annual Operating Budget on September 16, 2022, for the FY 2023 beginning October 1 and ending September 30th.

Staff has reviewed the current year revenues and expenses through the first nine months ending June 30, 2022. Overall, we are in great shape rounding the corner into the last leg of the fiscal year, however, we recommend a 9+3 Budget Amendment to more accurately reflect those adjustments needed to projected revenues and expenses.

In the Finance Corporation, revenues from Annual Issuer Fees are reduced by \$13k due to the payoff of bonds for two projects which will no longer collect fees. However, there was a net increase in revenues because *interest income* was substantially higher than expected. This results in a required budget increase to revenues in the amount of \$62.8k. Operating expenses are amended to reflect adjustments in the cost allocation of accounting and audit services attributed to the FC of \$28.9k.

As such, staff projects a higher-than-expected increase to net position.

| Finance Corporation | FY 2023 Adopted Budget | Proposed Amendment | FY 2023 Amended Budget |
|---------------------------------|------------------------|--------------------|------------------------|
| Revenues | \$136,810 | \$62,830 | \$199,640 |
| <u>Less</u> Operating Expenses | 45,530 | 28,960 | 74,490 |
| Increase in Net Position | \$ 91,280 | \$33,870 | \$125,150 |

Recommendation:

The Finance and Audit Committee recommends approving resolution to amend the FY 2023 San Antonio Housing Trust Finance Corporation Budget.

Attachment:

Budget Amendment

Resolution



| | FY 2023 Adopted Budget | Amendment #2023-001 | FY 2023 Amended Budget |
|--|---------------------------|------------------------|---------------------------|
| OPERATING REVENUES | | | |
| Annual Issuer Fee | \$ 136,720 | \$ (13,080) | \$ 123,640 |
| TOTAL OPERATING REVENUES | \$ 136,720 | \$ (13,080) | \$ 123,640 |
| OPERATING EXPENSES | | | |
| Administrative Fees | \$ 34,180 | \$ (3,270) | \$ 30,910 |
| Professional Services | | | |
| Accounting Services | - | 13,080 | 13,080 |
| Asset Management Services | 7,750 | 7,250 | 15,000 |
| Audit Services | - | 11,000 | 11,000 |
| Compliance Monitoring Services | 3,600 | - | 3,600 |
| Other Professional Services | - | 100 | 100 |
| Total Professional Services | 11,350 | 31,430 | 42,780 |
| Subscriptions | | | |
| Software Subscriptions | - | 800 | 800 |
| Total Subscriptions | - | 800 | 800 |
| TOTAL OPERATING EXPENSES | \$ 45,530 | \$ 28,960 | \$ 74,490 |
| OPERATING INCOME (LOSS) | \$ 91,190 | \$ (42,040) | \$ 49,150 |
| NONOPERATING REVENUES (EXPENSES) | | | |
| Interest Income - Banks | 90 | 75,910 | 76,000 |
| TOTAL NONOPERATING REVENUES | \$ 90 | \$ 75,910 | \$ 76,000 |
| INCREASE (DECREASE) IN NET POSITION | \$ 91,280 | \$ 33,870 | \$ 125,150 |

SAN ANTONIO HOUSING TRUST FINANCE CORPORATION

A RESOLUTION APPROVING A BUDGET AMENDMENT FOR THE SAN ANTONIO HOUSING TRUST FINANCE CORPORATION FOR FISCAL YEAR 2023 RELATED TO A NET INCREASE IN BUDGETED REVENUES AND OPERATING EXPENSES.

WHEREAS, the San Antonio Housing Trust Finance Corporation (“SAHTFC”) is pursuing additional opportunities for growing its affordable, sustainable multifamily developments in line with its Strategic Plan and the SHIP; and

WHEREAS, the SAHTFC annual issuer fees were slightly higher due to payoff of bonds for two projects and there was also a net increase in budgeted revenue because of higher interest income; and

WHEREAS, after reviewing the needs of the SAHTFC operations, the Executive Director recommends a budget amendment to meet the needs of the organization for revenue, expenses, and to address the change in revenues and operating expenses; and

WHEREAS, Exhibit A evidences the SAHTFC and revenues related to the fees, changes in revenue, and operating expenses; and

WHEREAS, the Finance and Audit Committee recommends approval of the recommended budget adjustment for SAHTFC Board consideration and approval; and

WHEREAS, the Finance Corporation Board of Directors finds this budget adjustment in the public interest based on changes to revenues and operating expenses for meeting its strategic goals and for such stated purpose as warranted and necessary.

NOW THEREFORE, BE IT RESOLVED BY THE SAN ANTONIO HOUSING TRUST FINANCE CORPORATION 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 Board of Directors for the San Antonio Housing Trust Finance Corporation does hereby approve the budget amendment as recommended by the Executive Director for the Fiscal Year beginning October 1, 2022, and ending September 30, 2023, as indicated in Exhibit A related to changes in revenues and operating expenses.

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. This Resolution shall be cumulative of all provisions of the SAHTFC, except where

the provisions of this Resolution are in direct conflict with the provisions of such Resolution, in which event the conflicting provisions of such Resolution are hereby repealed.

Section 5. That it is officially found, determined and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 6. 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 July 2023.

SIGNED:

Councilwoman Adriana Rocha Garcia
President

ATTEST:

Jordan Ghawi, Secretary