

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/82904735391?pwd=ZXpwbGFmNGpaQUJJWnAvcWdHRIBLQT09>

DIAL-IN NUMBER: 1-346-248-7799 MEETING ID: 829 0473 5391 PASSWORD: 498265

**On Wednesday, May 25, 2022, beginning at 4:30 p.m. or immediately following the adjournment of the
San Antonio Housing Trust PFC Board Meeting**

NOTICE: *A quorum of the board of directors will be physically located at 114 W Commerce St., San Antonio, TX 78205 at 4:30 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 May 6, 2022.
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 to authorize Executive Director to negotiate and execute professional services agreement for on call Financial Advisory services with Stifel.
5. Discussion and possible action to approve a resolution to authorize Executive Director to negotiate and execute professional services agreements for on call Bond Underwriter services with Stifel and Frazer and Lanier.
6. 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 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 Foundation
Agenda Item 2**

This item includes the approval of minutes from the **May 6 2022**, meeting.

SAN ANTONIO HOUSING TRUST FINANCE CORPORATION

OFFICIAL MEETING MINUTES

Date: Friday, May 6, 2022

- The Finance Corporation met in session at 2:40 p.m., via Zoom and in person at 100 W. Houston, San Antonio, Texas 78204.

PRESENT: Councilwoman Teri Castillo, Eric Cooper, Councilman John Courage, Rachell Hathaway, Councilman Jalen McKee-Rodriguez, Jane Pacione, Councilwoman Adriana Rocha Garcia, and Councilwoman Phyllis Viagran.

ABSENT: Antoinette Brumfield, Jordan Ghawi, Marinella Murillo, and Mark Carmona

STAFF/VISITORS PRESENT:

Pedro Alanis- Executive Director San Antonio Housing Trust Foundation INC.; Nicole Collazo- Director of Operations San Antonio Housing Trust Foundation INC.; John Hernandez- Asset Manager San Antonio Housing Trust Foundation INC.; Lauren Bejaran- Sr. Administrative Assistant San Antonio Housing Trust Foundation INC.; Ruben Lizalde- D3; Edward Muniga- D4; Ileana Sandoval- D9; Clarissa M. Rodriguez- Attorney DNRBZ.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Councilwoman Dr. Adriana Rocha Garcia and the roll was called by Lauren Bejaran.

2. DISCUSSION AND POSSIBLE ACTION TO APPROVE MINUTES FOR MARCH 23, 2022.

Councilwoman Phyllis Viagran motioned, and Jane Pacione seconded for approval of the March 23, 2022, minutes with the noted corrections.

AYES: 6

NAYS:

ABSTAINED:

THE MOTION PASSED.

3. CITIZENS TO BE HEARD

NONE. NO ACTION WAS TAKEN.

4. DISCUSSION AND POSSIBLE ACTION TO APPROVE A RESOLUTION TO AUTHORIZE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE PROFESSIONAL SERVICES AGREEMENT FOR COMMERCIAL REAL ESTATE BROKER SERVICES WITH CRBE.

The San Antonio Housing Trust requested proposals from experienced qualified State of Texas licensed Commercial Real Estate Brokers to provide commercial real estate brokerage services to include provide advice regarding the real estate market, advise staff of diverse options or approaches to achieve our desired mission, represent the SAHT entities in selling, leasing, or purchase of property including, but not limited to, commercial multi-family property, tracts of vacant land, or underutilized commercial or industrial property. The San Antonio Housing Trust received the following responsive proposals from Providence Commercial Real Estate Services, Inc. and CBRE, Inc.

On April 6, 2022, the evaluation team of our three SA Housing Trust Executive Team members and the City of San Antonio's Real Estate Administrator, John Prather, met to discuss and score the proposals. While both responsive proposals were competitive, the evaluation team scored CBRE higher based on the

following: CBRE's commission for acquisition/land w/o cooperating broker at \$1M and under; CBRE's acquisition approach/ methodology; and CBRE's capacity for additional services & capabilities.

The Finance and Audit Committee met on April 12, 2022, to discuss CRBE's Proposal. The Finance and Audit Committee recommends authorizing the Executive Director to execute a Professional services agreement for the purpose of an on call Commercial Brokerage services with CBRE, Inc.

MINUTES COMMISSION ACTION:

Councilwoman Phyllis Viagran, and Councilman John Courage seconded to approve and authorize Executive Director to execute a professional services agreement for Commercial Real Estate Broker services with CRBE.

AYES: 6

NAYS:

ABSTAINED:

THE MOTION PASSED.

5. ADJOURNMENT

Councilwoman Rocha Garcia adjourned the meeting. There being no further business, the meeting adjourned at 2:42 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.

San Antonio Housing Trust Foundation
Agenda Item 4

Discussion and possible action to approve a resolution to authorize Executive Director to negotiate and execute professional services agreement for on call Financial Advisory services with Stifel.

Summary:

The San Antonio Housing Trust requested proposals from qualified firms to provide an array of **Financial Advisory Services** for both single family and multifamily preservation, investment, and development opportunities. This includes but is not limited to providing comprehensive financial modeling, multifamily real estate investment analysis, underwriting, market evaluation, and developer/owner capacity evaluation to support new and existing affordable single family and multi-family housing development activities. SAHT received one responsive proposal from *Stifel Public Finance* for Financial Advisor.

On April 6, 2022, the evaluation team of our three SA Housing Trust Executive Team members and Margaret Villegas, COSA Assistant Director of Finance (Financial Management Division) met to discuss the proposals. Following the proposal review, the evaluation team elected to interview with the Stifel team.

Evaluation Team recommends selecting Stifel Public Finance for Financial Advisor. The Finance and Audit Committee met on May 17, 2022 to discuss the selection.

Committee Recommendation:

Finance and Audit Committee recommends authorizing the Executive Director to negotiate and execute an agreement for on-call Financial Advisory services with ***Stifel Public Finance***.

Attachments:

Resolution
Stifel Proposal

SAN ANTONIO HOUSING TRUST FINANCE CORPORATION

RESOLUTION NO.FC22-0525-04

**A RESOLUTION BY THE BOARD OF DIRECTORS AUTHORIZING
THE ASSISTANT SECRETARY TO EXECUTE A PROFESSIONAL
SERVICES AGREEMENT FOR THE PURPOSE OF ON CALL
FINANCIAL SERVICES WITH STIFEL; AND SETTING AN EFFECTIVE
DATE**

WHEREAS, the San Antonio Housing Finance Corporation has determined that it is necessary to contract for financial services to better serve the community for accomplishing the purpose of affordable and sustainable housing; and

WHEREAS, the San Antonio Housing Trust Finance Corporation reviewed and evaluated several firms to provide services and determined that Stifel is a highly qualified provider for financial services based on competence and qualifications and is negotiating a fair and reasonable price which meets the qualifications for providing commercial brokerage services; and

WHEREAS, the Board of Directors hereby finds that it is in the best interest of the San Antonio Housing Public Facility Corporation for the Assistant Secretary to negotiate and to enter into a Professional Services Agreement by and between Stifel and the San Antonio Housing Trust Finance Corporation for the purposes of financial services.

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

Section 1. The Board of Directors hereby agrees to enter into a Professional Services Agreement with Stifel for on call financial services.

Section 2. The Assistant Secretary is hereby authorized to negotiate and execute the Professional Services Agreement, on behalf of the San Antonio Housing Trust Finance Corporation and such other documents and instruments reasonably necessary to conclude the transaction.

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_____, 2022.

SIGNED:

Councilwoman Adriana Garcia Rocha
President

ATTEST:

Jordan Ghawi, Secretary

**San Antonio Housing Trust Foundation
Agenda Item 5**

Discussion and possible action to approve a resolution to authorize Executive Director to negotiate and execute professional services agreements for on call Bond Underwriter services with Stifel and Frazer and Lanier.

Summary:

The San Antonio Housing Trust requested proposals from interested and qualified *Municipal Financial Advisory Firms* specializing in **Bond Underwriting** services to support new and existing affordable single family and multi-family housing development activities to assist in the structuring and issuance of bonds whether through a competitive or a negotiated sale process in conjunction with a bond sale and in accordance with all federal securities laws and requirements. SAHT received two responsive proposals from *Stifel Public Finance* and *Frazer and Lanier* for Bond Underwriter.

On April 6, 2022, the evaluation team of our three SA Housing Trust Executive Team members and Margaret Villegas, COSA Assistant Director of Finance (Financial Management Division) met to discuss the proposals. Following the proposal review, the evaluation team elected to hold interviews with the two firms.

Evaluation Team recommends selecting Stifel Public Finance and Frazer Lanier for Bond Underwriting Services. The Finance and Audit Committee met on May 17, 2022 to discuss the selection.

Committee Recommendation:

Finance and Audit Committee recommends authorizing the Executive Director to negotiate and execute professional services agreements for on-call Bond Underwriting services with ***Stifel Public Finance*** and with ***Frazer and Lanier***.

Attachments:

Resolution
Stifel Proposal
Frazer and Lanier Proposal

SAN ANTONIO HOUSING TRUST FINANCE CORPORATION

RESOLUTION NO. FC22-0525-05

**A RESOLUTION BY THE BOARD OF DIRECTORS AUTHORIZING
THE ASSISTANT SECRETARY TO EXECUTE PROFESSIONAL
SERVICES AGREEMENTS FOR THE PURPOSE OF ON CALL BOND
UNDERWRITER SERVICES WITH STIFEL AND FRAZER LANIER;
AND SETTING AN EFFECTIVE DATE**

WHEREAS, the San Antonio Housing Trust Finance Corporation has determined that it is necessary to contract for bond underwriter services to better serve the community for accomplishing the purpose of affordable and sustainable housing; and

WHEREAS, the San Antonio Housing Trust Finance Corporation reviewed and evaluated several firms to provide services and determined that Stifel and Frazer Lanier are highly qualified providers for bond underwriter services based on competence and qualifications and is negotiating a fair and reasonable price which meets the qualifications for providing commercial brokerage services; and

WHEREAS, the Board of Directors hereby finds that it is in the best interest of the San Antonio Housing Trust Finance Corporation for the Assistant Secretary to negotiate and to enter into Professional Services Agreements by and between Stifel and Frazer Lanier and the San Antonio Housing Trust Finance Corporation for the purposes of bond underwriter services.

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

Section 1. The Board of Directors hereby agrees to enter into a Professional Services Agreements with Stifel and Frazer Lanier.

Section 2. The Assistant Secretary is hereby authorized to negotiate and execute the Professional Services Agreements, on behalf of the San Antonio Housing Trust Finance Corporation and such other documents and instruments reasonably necessary to conclude the transaction.

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_____, 2022.

SIGNED:

Councilwoman Adriana Garcia Rocha
President

ATTEST:

Jordan Ghawi, Secretary