

CITY OF SAN ANTONIO
Interdepartmental Correspondence Sheet

TO: Mayor and City Council

THRU: Terry M. Brechtel, City Manager

FROM: David D. Garza, Director of Neighborhood Action

COPIES: Jelynn LeBlanc Burley, Assistant City Manager; File

SUBJECT: FY 2002-03 SAN ANTONIO HOUSING TRUST AMINISTRATIVE CONTRACT

DATE: October 31, 2002

SUMMARY AND RECOMMENDATION

This ordinance approves the administrative services budget of the San Antonio Housing Trust Foundation, Inc. in the amount of \$250,350.00 for staffing and administration of the City of San Antonio Housing Trust for Fiscal Year 2002-2003 and ratify services rendered beginning October 1, 2002. The ordinance would also approve the personnel complement and contract for services and authorize the City Manager, or her designee, to execute all documents in connection with the foregoing.

Staff recommends approval.

BACKGROUND

The City of San Antonio created the San Antonio Housing Trust Fund in 1988 with a corpus of \$10 million. Interest earned from the \$10 million corpus and loan paybacks capitalize the funding rounds which are held once the interest in the fund exceeds \$1 million above the corpus amount. Funds are used to maintain and promote decent and affordable housing and, when possible, maximize the investment of other public and private resources. The Trust may provide assistance to eligible programs and projects in the form of secured or unsecured grants; secured primary or secondary, interest-bearing or interest-free loans; matching grants or loans; or as "seed money" low-interest loans to nonprofit or for-profit businesses, community or housing development corporations, or community-based organizations to support affordable housing developments.

POLICY ANALYSIS

The Trust was created to assist with the City's revitalization strategy and provide funding support to residential projects which could not be addressed by the standard HUD program funds due to eligibility requirements. The San Antonio Housing Trust Foundation, Inc. (SAHTF) was created to disburse awards of Trust assistance, manage Trust operations, and provide administrative, staff and research support for the San Antonio Housing Trust and Board of Trustees.

Additional related entities include support for the following:

- ❑ The San Antonio Housing Trust Investment Corporation which was formed in 1991 to carry out real estate activities, including land conveyance, to builders for the City of San Antonio's Affordable Parade of Homes;
- ❑ The San Antonio Housing Trust Finance Corporation which was formed in 1997 for the purpose of issuing bonds to finance housing, including the issuance of the Single Family Mortgage Revenue Bonds and Mortgage Credit Certificate Programs; and
- ❑ The San Antonio Housing Trust Reinvestment Corporation created in 1998 as a non-profit entity to administer the Tax Increment Financing Program, and now uses its non-profit status to develop and support affordable housing.

This administrative services contract is consistent with the City's policies and commitments to provide affordable housing opportunities while pursuing new sources of program support through the San Antonio Housing Trust.

FINANCIAL IMPACT

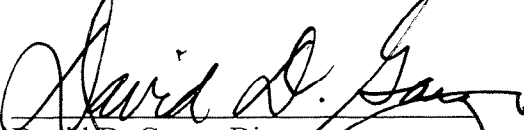
The proposed total budget for FY 2002-2003 is \$250,350 which is allocated from interest earned and program income generated by the San Antonio Housing Trust Fund to support the administrative and staffing costs of the San Antonio Housing Trust Foundation, Inc. The proposed budget represents a decrease of 4% from last year's budget. The attached details the proposed budget which will support the following personnel complement: Executive Director, Director of Programs and Counseling, Program Officer, Administrative Assistant, and Asset Manager. No other City funds are impacted by this action.

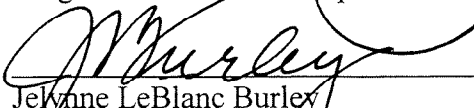
COORDINATION


This item has been coordinated with the Finance Department and the City Attorney's Office. The Board of the San Antonio Housing Trust Foundation, Inc. approved this item at their October 14, 2002 board meeting (Action Item F0210-01).

SUPPLEMENTARY COMMENTS

There are no additional comments related to this item.


David D. Garza, Director
Neighborhood Action Department


Jelynn LeBlanc Burley
Assistant City Manager


for Terry M. Brechtel
City Manager

ATTACHMENT A

San Antonio Housing Trust Foundation 2003 Budget

Budget Category	2002 Budget	2003 COSA	Admin of Home Funds	DPA - HOME	Grants and Awards	Combined Budget
Advertising	2,000.00	1,500.00				1,500.00
Accounting & bookkeeping	6,370.00	6,400.00	2,350.00			8,750.00
Audit	6,000.00	4,700.00				4,700.00
Auto expense allowance	3,850.00	3,500.00				3,500.00
Bad Debt Expense	0.00	0.00				0.00
Bind, print & reproduction	1,500.00	1,200.00	300.00			1,500.00
Entertainment & food	3,000.00	2,500.00				2,500.00
Subscription & dues	650.00	200.00				200.00
Insurance - workman's comp	945.00	1,150.00	170.00			1,320.00
Insurance - health & life	7,645.00	9,000.00	3,006.00			12,006.00
Insurance - liability	3,600.00	6,500.00	300.00			6,800.00
Legal fees	12,800.00	6,400.00	300.00			6,700.00
Membership, dues & licenses	1,800.00	1,500.00				1,500.00
Rent	16,500.00	20,400.00	5,220.00			25,620.00
Mail & parcel post	3,500.00	1,400.00				1,400.00
Office supplies	5,000.00	3,600.00	200.00			3,800.00
Computer Sevicng	5,380.00	4,400.00				4,400.00
Fees to Prof. - NAD	12,000.00	0.00				0.00
Rental of equipment	2,500.00	500.00				500.00
Retirement plan exp.-operating	10,607.00	9,600.00				9,600.00
Salaries	121,920.00	134,500.00	29,859.00	12,885.00	45,600.00	222,844.00
Taxes - payroll	9,327.00	10,500.00	2,450.00	1,010.00	3,550.00	17,510.00
Taxes-Unemployment	1,044.00	250.00	189.00	95.00	380.00	914.00
Telephone	6,000.00	6,250.00	328.00			6,578.00
Travel & training	14,000.00	8,000.00	328.00			8,328.00
Equipment purchases	1,400.00	1,400.00				1,400.00
Furniture purchases	1,456.00	5,000.00				5,000.00
Totals	260,794.00	250,350.00	45,000.00	13,990.00	49,530.00	358,870.00

Last Year

This Year

Percentage of total Budget
2002 vs 2003 Budget

104%

70%
96%

13%

3%

14%

100%
93%