

# Office of Urban Redevelopment – San Antonio (OUR SA)

Board of Commissioners  
Board Meeting

March 3, 2021

**MEETING OF THE BOARD OF COMMISSIONERS**  
**URBAN RENEWAL AGENCY OF THE CITY OF SAN ANTONIO**  
**(formerly d/b/a San Antonio Development Agency and**  
**presently d/b/a Office Of Urban Redevelopment – OUR SA)**

**DATE:** March 3, 2021  
**TIME:** 12:00 PM  
**PLACE:** (No In Person Access to This Meeting)

When it's time, join your Webex meeting here.

[Join meeting](#)

**More ways to join:**

**Join from the meeting link**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m28e0e32819227737a05832b4786a9833>

**Join by meeting number**

Meeting number (access code): 133 711 9136

Meeting password: 3WkGD3paKF4

**Tap to join from a mobile device (attendees only)**

[+1-415-655-0001](tel:+14156550001), [1337119136##](tel:+1337119136) US Toll

[+1-904-900-2303](tel:+19049002303), [1337119136##](tel:+1337119136) United States Toll (Jacksonville)

**Join by phone**

+1-415-655-0001 US Toll

+1-904-900-2303 United States Toll (Jacksonville)

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**MEETING OF THE BOARD OF COMMISSIONERS**  
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Notice is hereby given pursuant to Texas Government Code Sections 551.125 and 551.045 that due to the threat of community spread of COVID-19, a Meeting of the Office of Urban Redevelopment – San Antonio Board of will be held on Wednesday, March 3, 2021, beginning at 12:00 PM. In accordance with the waiver to certain provisions of the Texas Open Meetings Act issued by Governor Greg Abbott on March 16, 2020, and in the interest of avoiding large gatherings and promoting social distancing during this pandemic, all Board members will participate via WebEx teleconference and Call-In.

**Please Note:** Following the Mayor's Declaration of a Public Health Emergency, NHSD modified business practices. We are open for business. However, to limit the spread of COVID-19, the NHSD lobby is closed until further notice. We are working remotely during this time but will continue to be available via email or phone during regular business hours. Should you need to meet with staff, please call or email Scott Price at [scott.price@sanantonio.gov](mailto:scott.price@sanantonio.gov). For deliveries call 210-207-6357 to make arrangements. Our goal is to limit the disruption of services as much as possible. Thank you for your patience and understanding during this critical time.

**PUBLIC PARTICIPATION**

Members of the public may provide comment on any agenda item, consistent with procedural rules governing the Office of Urban Redevelopment – San Antonio (OUR SA) Board meetings and state law. Public comment may be provided as follows:

1. Submit written comments (up to 300 words maximum) via email by **3:00 PM on Friday, February 26, 2021** to the OUR SA Board liaison: Scott Price at [scott.price@sanantonio.gov](mailto:scott.price@sanantonio.gov)

These comments will be read at the beginning of the meeting as scheduled. Please include your full name, home or work address, and item number (if applicable).

2. Sign up to give your comments live during the meeting by leaving your name, telephone number, and item number on which you would like to speak on at **(210) 207-6357 by 3:00 PM on Monday, March 1, 2021**. City staff will contact you for discussion but cannot guarantee a specific time. Once you join the call, you will be given two (2) minutes to provide your comments.

\* Note: Comments may be submitted in Spanish. Written comments, voicemail messages and requests to make comments during the meeting live must be received by **Friday, February 26, 2021 at 11:00 AM** to allow time to secure translation services.

**MEETING OF THE BOARD OF COMMISSIONERS**  
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**DATE**           **March 3, 2021**  
**TIME:**       **12:00 PM**  
**PLACE:**      **(No In-Person Access to This Meeting)**

**WebEx and Call-In**

Meeting number (access code): 133 711 9136

Meeting password: 3WkGD3paKF4

**Call-In Number:**    [+1-415-655-0001](tel:+14156550001), [1337119136##](tel:1337119136) US Toll

**AGENDA**

- CALL TO ORDER
  - ROLL CALL
  - PUBLIC COMMENTS
1. APPROVAL OF MINUTES FROM **JANUARY 19, 2021**
  2. DISCUSSION REGARDING FINANCIAL REPORTS AND ACTIVITIES (**Gloria Alvarado, Department Fiscal Manager**)
  3. ACTION ITEMS:
    - a. Discussion and Possible Action regarding FY20 Audit Presentation by Leal & Carter (**Gloria Alvarado, Department Fiscal Manager**)
    - b. Discussion and Possible Action regarding the election of new Officers for OUR SA (**Doug Poneck (Escamilla & Poneck)**)
    - c. Discussion and Possible Action regarding the 2017 Neighborhood Improvements Bond Program and Properties (**Jaime Lalley Damron, Bond Administrator; Deborah Bell, Senior Real Estate Specialist, NHSD**)

**Closed Session (If Required)**

The Board will convene, if it desires to do so, in closed meeting as authorized by Texas Government Code §551.071, *et seq.*:

Pursuant to Govt. Code §§551.071 & 551.072, deliberate the value, proposed conveyance of, and/or legal issues pertaining to real property.

The Board will reconvene in Open Session and take appropriate action on items discussed in closed meeting.

- **ADJOURNMENT**

# Office of Urban Redevelopment – San Antonio (OUR SA)

## Approval of Minutes

January 19, 2021

**MEETING OF THE BOARD OF COMMISSIONERS**  
**URBAN RENEWAL AGENCY OF THE CITY OF SAN ANTONIO**  
**(formerly d/b/a San Antonio Development Agency and**  
**presently d/b/a Office Of Urban Redevelopment – OUR SA)**

**DATE:** January 19, 2021  
**TIME:** 12:00 PM  
**PLACE:** (No In Person Access to This Meeting)

**WebEx and Call-In**

Meeting number (access code): 177 421 6766

Meeting password: J5Zu2GhQWH4

**Call In Number: 415-655-0001**

**MINUTES**

- CALL TO ORDER  
**The WebEx meeting was called to order at 12:04 pm by Vice Chairman Wright**
- ROLL CALL
  - a. Commissioner's in Attendance:  
Ramiro Gonzales  
Juan Garcia  
Zar Haro  
Susan Wright  
Maria Nelson
  - b. Commissioner's Absent: David Rodriguez
  - c. Management and Staff Present:  

Jaime Damron, NHSD	James Wilson, NHSD
Deborah Bell, NHSD	Gloria Alvarado, NHSD
Ian Benavidez NHSD	Scott Price, OUR SA/SAAH
Jameene Williams. CAO	Doug Poneck, Escamilla & Poneck
Bob Ramirez, Escamilla & Poneck	
  - d. Visitors  
Natalie Griffin, Habitat for Humanity  
Michael Taylor, Cross Timber Homes  
John Cooley. Terramark Urban Homes
- PUBLIC COMMENTS: None for this Meeting

1. APPROVAL OF MINUTES FROM **SEPTEMBER 16, 2020** MEETING

**Motion was made by Commissioner Haro Wright, seconded by Commissioner Gonzales to approve the meeting minutes as written.**

**In Favor: All**

2. DISCUSSION REGARDING FINANCIAL REPORTS AND ACTIVITIES (**Gloria Alvarado, Department Fiscal Manager**)

Discussion: Ms. Alvarado gave the combined financial report to the Board for information only there was no action required at this time. Commissioner Nelson requested the item denoting the change and % change per line item summary be included in future financial statements.

3. ACTION ITEMS:

- a. Discussion and Possible Action regarding the 2017 Neighborhood Improvements Bond Program and Properties (**Jaime Lalley Damron, Bond Administrator, NHSD and Edith Merla, NHSD**)

Discussion: Deborah Bell gave an updated PowerPoint presentation regarding all three current Bond Housing projects under construction. Commissioner Gonzales requested that additional information regarding the cost and gap per unit of each project be included so the Board would better understand the financial contributions made to each project;

Deborah Bell requested the Board go into closed session to discuss the proposed San Pedro Project.

THE BOARD WENT INTO CLOSED SESSION AT 12:27

**Closed Session (If Required)**

**The Board will convene, if it desires to do so, in closed meeting as authorized by Texas Government Code §551.071, et seq.:**

**Pursuant to Govt. Code §§551.071 & 551.072, deliberate the value, proposed conveyance of, and/or legal issues pertaining to real property.**

**The Board will reconvene in Open Session and take appropriate action on items discussed in closed meeting.**

THE BOARD CAME OUT OF CLOSED SESSION AND BACK INTO OPEN SESSION AT 12:46

**Motion was made by Commissioner Gonzales and seconded by Commissioner Garcia to approve the acquisition of 419 and 425 San Pedro for \$2,000,000 and to sell the property to the recommended developer for \$500,000 for the construction of 80 affordable units at 60% AMI or below.**

**In Favor: All**

- b. Discussion and Possible Action regarding amending the Professional Service Agreement for Scott Price dated September 9, 2019 to include reimbursement of approved expenses. (**Jaime Lalley Damron, Bond Administrator**)



Discussion: Staff stated the genesis of this request came from the auditors when they questioned mileage and incidental payments to staff not identified in the Employment Agreement. Bob Ramirez, Attorney, offered amendment language and questioned the mileage payments. Commissioner Wright elected to manage the question and answer portion of this item. Commissioner Haro suggested a monthly amount to be offered for such payments. Numerous suggestions regarding monthly limits and allowable costs were discussed.

**Motion was made by Commissioner Nelson and seconded by Commissioner Gonzales to approve payments for project related mileage and incidental expenses not to exceed \$350 per month including all with proper documentation and approvals by the Executive Director or her assigns.**

**In Favor: All**

- **ADJOURNMENT**

**Motion was made by Commissioner Gonzales and seconded by Commissioner Wright to adjourn the OUR SA Board Meeting.**

**In Favor: All**

**The Meeting was Adjourned at 1:00 pm**

APPROVED:

ATTESTED:

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# Office of Urban Redevelopment – San Antonio (OUR SA)

## Financial Presentation

March 3, 2021

# Office of Urban Redevelopment – San Antonio (OUR SA)

## Discussion and Action Items

March 3, 2021



### **Item: 3. a. Financial Audit FY20 Presentation**

#### **Summary (History):**

All local governments, not-for-profit agencies and other organizations receiving government grants are required to have an annual audit. OUR SA/SAAH has not received any direct government grants in over four (4) years . Consequently, it is not a requirement of OUR SA/SAAH that a financial audit be performed on a yearly basis. Due to recent past history of OUR SA/SAAH it has been the recommendation of the Board and Legal Council that an audit be conducted to insure proper operation and fiscal management.

An audit provides an objective examination of the financial statements in accordance with the United States Generally Accepted Auditing Standards/Governmental Accounting Standards Board and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Leal \$ Carter PC. (PSCO) was contracted in 2018 to audit OUR SA and SAAH as required. They will present the audit to the Board at the February 2021 Board meetings.

**Issues:** None at this time.

**Recommendation:** Accept the FY 2020 audit as presented.

**Next Steps:** Prepare for next years audit as required.



**Item: 3. b. Election of New Officers (Commissioners)**

**Summary (History):** The Urban Renewal Agency for the City of San Antonio was established by a City wide referendum in 1957. The By-Laws as amended in April 1995, October 2008, and September 2010 stipulates in Article II, Section 1. "The officers of the Agency shall be a Chairman, a Vice Chairman, Executive Director, Secretary and Assistant Secretary.

**Chairman:** The Chairman shall preside at all meetings of the Agency. Unless authorized by and Agency resolution, the Chairman shall sign all contracts, deeds and other instruments made by the Agency.

**Vice Chairman:** The Vice Chairman shall perform the duties of the Chairman in the absence of the Chairman.

**Secretary:** The Executive Secretary shall keep the records of the Agency to include votes, and proceedings.

**Assistant Secretary:** The Assistant Secretary shall perform the duties of the Executive Secretary in the their absence.

The term of office is for one year or when a successor is designated.

**Executive Director:** Veronica R. Soto, FAICP, Director NHSD

Issues: NONE

**Recommendation:** None at this time.

**Next Steps:** To elect new Commissioners for the Office of Urban Redevelopment.



### **Item: 3. c. 2017 Housing Bond Update**

#### **Summary**

The proposed \$20 million Neighborhood Improvements Bond will invest in San Antonio's neighborhoods by addressing distressed properties and facilitating the creation of housing that is affordable to residents such as working families, retirees, and veterans. The improvements would make sites ready for redevelopment as single family or multifamily housing. This could include land acquisition, demolition of dilapidated/unusable structures, street and sidewalk improvements, extension of utilities and remediation of hazards such as asbestos or lead-based paint. Once improved, properties would be sold to developers for construction of housing that is affordable.

The City Charter does not currently allow the City to use bonds specifically for housing construction. However, the Urban Renewal Agency for the City of San Antonio (OUR SA) can be the vehicle through which a bond program is implemented to acquire and prepare properties for housing development.

The MOU between the City and OUR SA for the 2017 Housing Bond was been approved by the OUR SA Board (June 11, 2018) and by the COSA City Council on June 14, 2018.

To date, the bond staff has vetted over 4000 parcels. Staff recommendations, together with management and stakeholders responses have reduced the properties to a first phase of 23 sites identified as viable for development. Of these 23, 7 sites are being recommended by staff to move forward to potential earnest money contracts.

These initial properties and others were presented by the Bond Administrator for review to the NIAC on July 17, 2018 and for review and approval by the OUR SA Board on July 18, 2018. Once these properties are approved, they are secured by an earnest money contract (EMC). An RFP is issued for development proposals. These project proposals are evaluated by a committee based on established criteria and the results and recommendations are presented to the Board for review and action.

These proposals and any new projects are presented to Board as either updates or requests for approval on an on-going basis.

**Issue:** None at this time

**Recommendation:** For the Board and Bond staff to work closely to review and approve all targeted properties.

**Next Steps:** Issue appropriate RFP's to developers for review, grading and selection for approval. Continue to work with developers of approved projects through design development, contract finalization and construction start-up.

# Neighborhood Improvements

PROGRAM UPDATE

OurSA Board Meeting  
March 3, 2021







# 2017 Neighborhood Improvements Bond Program



**\$20M Approved**



**Urban Renewal Agency**



**12 Improvement Areas**



**592 Units**



**\$16.15M Encumbered**

**Park at 38THIRTY**



**West End on Frio**



**GreenLine North**



**Four25 San Pedro**







# Park at 38Thirty

## PARK at 38THIRTY

- 196 family-sized units
- All units at 60% HUD AMI | 40-year affordable covenant
- Resident services and amenities – community center, fitness center, youth programs, food pantry, financial literacy courses, 2 playscapes, pool, gym
- Purchased for \$2.9M, to be sold to Franklin for \$30K
- \$4.4M in eligible reimbursements (gap)
  - \$22,449 per unit
- Total Development Cost: \$34M



# Park at 38Thirty





# Park at 38Thirty





# West End on Frio (Near West-Five Points)



## West End on Frio

- 24-unit multiplex | All 2 bedrooms
- ½ of the units at or below 80% AMI
- 40-year affordability covenant for Bond site
- 20-year affordability covenant on Phase II site
- \$20K payable to OUR SA from Terramark for site
- \$250K in eligible reimbursements (gap), \$50k City contingency
  - \$12,500 per unit
- Total Development Cost: \$4.5M



**WEST END**  
*On Frio*

YOU ARE INVITED TO THE OFFICIAL GROUND BREAKING OF  
**WEST END ON FRIO**  
*THE CITY'S FIRST NEIGHBORHOOD IMPROVEMENTS BOND PROJECT*

TUESDAY, FEBRUARY 25, 2020  
10AM-11AM  
711 S FRIO STREET 78207  
AMPLE STREET PARKING AVAILABLE ON EL PASO ST.

**LEARN MORE AND RSVP: [WESTENDONFRIO.EVENTBRITE.COM](https://www.eventbrite.com/venue/west-end-on-frio)**

 **TERRAMARK**  
URBAN HOMES

 **CITY OF SAN ANTONIO**  
NEIGHBORHOOD & HOUSING  
SERVICES DEPARTMENT

 **2017-2022**  
**BOND**  
PROGRAM

 **tsahc**  
TEXAS  
State Affordable Housing Corporation

 **OFFICE OF URBAN REDEVELOPMENT**  
The Urban Redevelopment Agency for the City of San Antonio





# S. Frio Street (Near West-Five Points)





# S. Frio Street (Near West-Five Points)





# Southeast Service Center (Southeast)



## Greenline North

292 Units | All 2 & 3 bedrooms

- All units <80% AMI | 40-year affordability covenant
- Community and fitness centers, youth programs, food pantry, financial literacy courses, playscape, pool, gym and civic park
- Property sold to Franklin Development for \$480K
- \$4.2M in eligible reimbursements (gap)
  - \$14,384 per unit
- Development Cost: \$51.4M





# Park at 38Thirty Parkdale





# Park at 38Thirty





# 419/425 San Pedro (Five Points- Near West)





# 419/425 San Pedro (Five Points- Near West)



## Four25 San Pedro

- 80 – unit multiplex
- 41 – 2 bedroom/2 bathroom | 858 sq. ft.
- 39 - 3 bedroom/2 bathroom | 1,093 sq. ft.
  - 16 units at 30% AMI
  - 32 units at 50% AMI
  - 32 units at 60% AMI
- \$500K payable to OUR SA from Franklin for site
- \$2.65M (\$2.3M with a \$350,000 contingency) eligible reimbursements
  - \$33,125 per unit
- Total Development Cost \$22M



# 419/425 San Pedro (Five Points- Near West)



## Project Timeline

- ✓ October 20, 2020 – Audit Committee Pre-Solicitation Briefing
- ✓ October 12, 2020 – RFP Release
- ✓ November 18, 2020 – RFP Responses Due
- ✓ December 8, 2020 – RFP Scoring /Interviews
- ✓ January 19, 2021 – OUR SA Board Approval
- ✓ NIAC – No Quorum
- ✓ January 19, 2021 – Audit Committee Post-Solicitation Briefing
- ✓ February 11, 2021 – City Council Approval
- ✓ February 11, 2021 – City Council approved 9% Tax Credit Letter of No Objection
- June 2021 – Design & Construction Documents
  - August 2021 – Financing & Underwriting Complete & Property Transfer/Closing
  - August 2021 – Construction Start
  - October 2023 – Construction Complete

# CONTACT INFO

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NEIGHBORHOOD IMPROVEMENTS BOND PROGRAM



CITY OF SAN ANTONIO  
**NEIGHBORHOOD & HOUSING  
SERVICES DEPARTMENT**

**Deborah Bell**  
Sr. Real Estate Specialist

[Deborah.Bell@sanantonio.gov](mailto:Deborah.Bell@sanantonio.gov)  
[www.sanantonio.gov/NHSD](http://www.sanantonio.gov/NHSD)

# **Office of Urban Redevelopment – San Antonio (OUR SA)**

**Closed Session (If Required)**

March 3, 2021

# Office of Urban Redevelopment – San Antonio (OUR SA)

Open Session Action  
(From Closed Session)

March 3, 2021



# Office of Urban Redevelopment – San Antonio (OUR SA)

## Update Items

March 3, 2021



# Office of Urban Redevelopment – San Antonio (OUR SA)

## Adjournment

March 3, 2021