

Clearwater, Florida, August 3, 2016

The Housing Finance Authority (HFA) Board of Pinellas County (as created by the Code of Ordinances of Pinellas County, Section 2-386) met in regular session in the Clerk's Large Conference Room, Fourth Floor, 315 Court Street, Clearwater, Florida, at 3:03 P.M. on this date with the following members present:

Rodney S. Fischer, Chairman
Casey Cane, Assistant Secretary
Robyn Fiel, Assistant Secretary

Not Present

Norris E. Counts, Secretary/Treasurer

Also Present

Kathryn Driver, Executive Director, HFA
Karmen Lemberg, HFA Staff
Michael T. Cronin, Attorney, Johnson, Pope, Bokor, Ruppel & Burns, PA
Debbie Berner, RBC Capital Markets
Barbara Clark, Barbara Clark & Company
Sue Denihan, eHousing Plus
David Jones, CSG Advisors
Frank Wells, Bright Community Trust
Tim Wranovix, Raymond James
Other Interested Individuals
Michael P. Schmidt, Board Reporter, Deputy Clerk

AGENDA

1. CALL TO ORDER
2. PUBLIC COMMENTS
3. APPROVAL OF MINUTES
 - A. March 9, 2016 Minutes
 - B. May 4, 2016 Minutes
4. TREASURER'S REPORTS
 - A. June 2016
 1. General Fund
 2. Housing Trust Fund
 3. Land Assembly Fund

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- B. May 2016
 - 1. General Fund
 - 2. Housing Trust Fund
 - 3. Land Assembly Fund
 - C. April 2016
 - 1. General Fund
 - 2. Housing Trust Fund
 - 3. Land Assembly Fund
5. COMMUNICATIONS TO THE AUTHORITY
- A. PCHFA Investment Review Letter October 2015 – March 2016
 - B. Tampa Bay CDC Usage Report – \$100,000
6. REPORTS BY STAFF
- A. HFA Operations Update – Kathryn Driver
 - B. Multi-Family Update – Kathryn Driver
 - 1. Occupancy Report
 - C. Single Family Update – Karmen Lemberg
 - D. Special Projects Update – Kathryn Driver
7. NEW BUSINESS
- A. 2015-16 Budget Amendments
 - 1. General Fund
 - a. Memo
 - b. Proposed Budget Amendment
 - 2. Housing Trust Fund
 - a. Memo
 - b. Proposed Budget Amendment
 - 3. Resolution – 2016-07
(Action Item – Kathryn Driver)
 - B. General Fund Proposed Budget Fiscal Year 2016-17
 - 1. Memo
 - 2. Budget
(Action Item – Kathryn Driver)
 - C. Housing Trust Fund Proposed Budget Fiscal Year 2016-17
 - 1. Memo
 - 2. Budget
(Action Item – Kathryn Driver)
 - D. Youth Aging Out of Foster Care
 - 1. Memo
(Action Item – Kathryn Driver)
 - E. Subordination Policy
(Action Item – Kathryn Driver)
 - F. 2016-17 Meeting Schedule
(Action Item – Kathryn Driver)

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8. ADJOURNMENT

Upcoming...

Next Meeting – September 7, 2016, 3:00 P.M.,
315 Court Street, Fourth Floor, Clerk's Large Conference Room

CALL TO ORDER

Chairman Fischer called the meeting to order at 3:03 P.M. and, at his request, those in attendance introduced themselves. A sign-in sheet has been filed and made a part of the record.

PUBLIC COMMENTS

Chairman Fischer announced that as each item on the agenda is introduced, the floor will be open for public comment, and anyone wishing to speak will be recognized.

MINUTES OF THE MARCH 9 AND MAY 4, 2016 HFA MEETINGS – APPROVED

Upon presentation by Chairman Fischer, Mr. Cane moved, seconded by Ms. Fiel and carried unanimously, that the minutes of the March 9 and May 4, 2016 meetings be approved as submitted.

TREASURER'S REPORTS – APPROVED

Chairman Fischer indicated that while only the final monthly report will be reviewed, the motion to approve will also apply to the previous months shown.

General Fund – April, May, and June 2016

Ms. Fiel presented the HFA General Fund financial statements for the months of April, May, and June 2016, copies of which have been filed and made a part of the record; whereupon, she reviewed the June Cash Roll Report and moved, seconded by Mr. Cane and carried unanimously, that the reports be approved.

Housing Trust Fund – April, May, and June 2016

Ms. Fiel presented the HFA Housing Trust Fund financial statements for the months of April, May, and June 2016, copies of which have been filed and made a part of the record; whereupon,

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she reviewed the June Cash Roll Report and moved, seconded by Mr. Cane and carried unanimously, that the reports be approved.

Land Assembly Fund – April, May, and June 2016

Ms. Fiel presented the Land Assembly Fund financial statements for the months of April, May, and June 2016, copies of which have been filed and made a part of the record; whereupon, she reviewed the June Cash Roll Report and moved, seconded by Mr. Cane and carried unanimously, that the reports be approved.

COMMUNICATIONS TO THE AUTHORITY

PCHFA Investment Review Letter October 2015 – March 2016

Ms. Driver indicated that as required by the investment policy, Mr. Jones has prepared a memorandum titled *Investment Review: Period from October 1, 2015 to March 31, 2016*, which is included in the agenda packet; and that he is available to answer questions.

Tampa Bay Community Development Corporation Usage Report – \$100,000

Ms. Driver related that a monthly report detailing usage of the \$100,000 loan with the Tampa Bay CDC is included in the agenda packet.

REPORTS BY STAFF

HFA Operations Update

Ms. Driver extended August birthday wishes to Ms. Fiel and Attorney Cronin; whereupon, she provided an update on recent, ongoing, and upcoming activities, as follows:

- Announced that following a July 12 press release, five applications were received regarding the vacant HFA seat; that she and Chairman Fischer will be interviewing potential candidates; and that hopefully a selection will be made prior to the next meeting.
- Linda Dufresne, Dufresne & Associates, with assistance by Ms. Clark, will begin pre-audit work in preparation for the upcoming HFA audit. Responding to query by Chairman Fischer, Ms. Driver clarified that the yearly audit is being conducted by Ms. Dufresne on behalf of the Authority.

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- Related that loss mitigation activities are taking place regarding three loans; that one loan has been brought current; that a second loan has the homeowner attempting to secure state funds to bring it current; and that a third loan will require a deed in lieu.
- Reported that staff from the HFA, Housing Authority, and Pinellas County recently conducted a presentation to representatives from the City of Tallahassee regarding local affordable housing programs and the Community Redevelopment Area; whereupon, she related that a second presentation was held in Tallahassee for individuals unable to attend the first.

Multi-Family Program Update

Ms. Driver related that updated occupancy figures are included in the agenda packet; whereupon, she discussed Sumter Gardens Apartments, a new construction multi-family development located in Sumter County for which the Pinellas County HFA will issue multi-family bonds. She indicated that due to a change in construction costs, the developer has acquired additional equity and will submit its loan request to the Department of Housing and Urban Development in September; that a firm commitment will take place in November; and that even though the goal is to close by the end of the year, multi-family deals sometimes take longer than expected.

Ms. Driver reported that HFA staff has been attending various meetings and workshops conducted by Florida Housing regarding its upcoming competitive cycle for State Apartment Initiative Loan (SAIL) funds and nine-percent tax credits. She related that by attending the meetings, her office has been able to reach out to local developers and discuss their needs.

Single Family Program Update

Ms. Lemberg provided an update regarding the Single Family Program, indicating that it is doing well; that there is presently \$15.5 million in the pipeline; and that when the pipeline reaches \$16.6 million, she anticipates still being able to fully originate the bond by the end of the year; whereupon, she related that face-to-face meetings with local lenders have gone well; and that they are excited about a conventional product being a part of the program.

Ms. Lemberg reported that the June HOPE (Home Ownership for People Everywhere) Expo was a big success; and that she gave a short presentation regarding the program to those in attendance; whereupon, she related that recent changes have taken place at the radio show; that she will assume the program duties of co-host Jane Muhrlin who is leaving to work in another department; and that Public Information Officer Julian Mills, Communications, will be the new co-host.

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Ms. Lemberg indicated that during the Florida Association of Local Housing Finance Authorities (Florida ALHFA) Education Conference, she had conversations with representatives from Federal Home Loan Bank and Freddie Mac regarding the anticipated October 1 roll out of their respective programs, and discussed how those programs may affect local HFA guidelines.

Ms. Lemberg reported that the HFA and Regions Bank have been working toward developing a financial relationship; and that the first step is getting the bank onboard as an approved lender; whereupon, she stated that a productive meeting took place with high-level bank staff; that various ways to partner were explored; and that Regions Bank should soon be submitting the needed paperwork to begin the process of becoming an approved HFA lender.

Ms. Driver presented further information relating to the current and upcoming bond program. She related that because a TBA program is being considered moving forward, she is requesting that the members authorize staff to begin the process of securing revised interlocal agreements with Pasco and Polk Counties; whereupon, she reported that the Hillsborough County HFA has invited the Pinellas County HFA to join its program, and discussed the advantages of such a partnership.

In response to comments and queries by Chairman Fischer, Ms. Driver indicated that she is not aware of any downside to partnering with Hillsborough County, and Mr. Jones related that the only disadvantage could be a minimal reduction in flexibility, which could be worked out if so desired; whereupon, Ms. Driver related that by partnering with Hillsborough County, it would be an opportunity to “test drive” a program already in place, and Attorney Cronin provided input.

In response to queries by Attorney Cronin and Mr. Cane, Ms. Driver stated that if the anticipated partnership began in mid-October, it could take until the beginning of 2017 to realize any tangible results, and discussion ensued with input by Mr. Jones.

Ms. Fiel moved, seconded by Mr. Cane and carried unanimously, that HFA staff begin discussions with Polk and Pasco Counties pertaining to renegotiating current interlocal agreements; and that staff open a dialogue with Hillsborough County regarding TBA program participation.

Special Projects Update

Ms. Driver related that staff member Sheri Harris is on vacation and, referring to a memorandum titled *Special Projects Update*, presented information regarding the Lealman Heights project. She related that over 260 inquiries were received due to intense marketing efforts; that the

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complex is at 100 percent occupancy; and that there is a waiting list for persons wishing to rent, and discussed rehabilitation and demolition efforts at the site.

Ms. Driver discussed a new project called *Preserves at Clam Bayou*, indicating that her office is working with Boley Center on the undertaking, which focuses on special needs housing; that the August 26 closing date may be delayed due to an archeological survey at the site; and that a land trust agreement is currently moving through the County process.

Ms. Driver related that Ms. Harris met with participating jurisdictions to talk about the Housing Trust Fund and the need to create a new three-year plan for expending those Trust Fund dollars, and in response to query to Chairman Fisher, confirmed that the item is for information only.

Ms. Driver reported that a County Commission Work Session will take place tomorrow morning regarding how to best utilize the BP Oil Spill money; and that because the BCC has expressed interest in directing a portion of the funding toward affordable housing, she and Housing Development Section Manager Bruce Bussey will present information regarding the importance of such funding.

NEW BUSINESS

General Fund Budget Amendment – Fiscal Year 2015-16

Ms. Driver indicated that the amendment relates to the approved Fiscal Year 2015-16 General Fund Budget. She pointed out that Ms. Clark advised that certain revenues and expenses included in the 2015-16 Budget should have been entered on the Balance Sheet; and that the removal of the two items comprises the major difference between the approved budget and the proposed budget.

During discussion and in response to queries by Chairman Fischer, Ms. Driver stated that there will be no further amendments relating to the 2015-16 Budget; and that she reviewed all of the budget amendments and budgets with Mr. Counts; whereupon, Mr. Cane moved, seconded by Ms. Fiel and carried unanimously, that the budget amendment be approved.

Housing Trust Fund Budget Amendment – Fiscal Year 2015-16

Ms. Driver indicated that the amendment relates to the approved 2015-16 Housing Trust Fund Budget; and that it balances the budget by eliminating funding that was not disbursed through the Office of Management and Budget; whereupon, Mr. Cane moved, seconded by Ms. Fiel and carried unanimously, that the budget amendment be approved.

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RESOLUTION NO. 2016-07 OF THE HOUSING FINANCE AUTHORITY OF PINELLAS COUNTY FLORIDA, PROVIDING FOR ADOPTION AND APPROVAL OF AN AMENDED BUDGET AND PROVIDING AN EFFECTIVE DATE

Ms. Driver related that the resolution provides for the adoption and approval of the amended budget as shown in the aforesaid budget amendments and provides an effective date; whereupon, Attorney Cronin reported that budget amendments must now be approved by resolution due to a change in state statute.

Thereupon, Ms. Fiel moved, seconded by Mr. Cane and carried unanimously, that Resolution No. 2016-07 be adopted.

General Fund Proposed Budget – Fiscal Year 2016-17

Mr. Driver indicated that the Fiscal Year 2016-17 Budget depicts budget revenues exceeding budget expenditures by approximately \$212,000; that total revenues are anticipated to increase by about ten percent; and that even though the numbers could change if the HFA participates in the TBA program, the expenses are in line with the approved amended budget.

Referring to the budget document, Ms. Driver pointed out that under Grants to Organizations, she has budgeted \$100,000 for the *Youth Aging Out of Foster Care Program* and \$10,000 for the *Sadowski Education Effort*; whereupon, she noted that Florida ALHFA had sent a letter to local Housing Finance Authorities requesting a \$15,000 contribution for the Sadowski Education Effort, and discussed various ways of reflecting that expenditure in the budget, and Attorney Cronin suggested that the members accept the budget as presented; and that the line item will be revised to reflect a contribution amount of \$15,000.

Thereupon, Mr. Cane moved, seconded by Ms. Fiel and carried unanimously, that the proposed General Fund Budget be approved.

Housing Trust Fund Proposed Budget – Fiscal Year 2016-17

Ms. Driver reported that the County Commission is expected to allocate \$400,000 to the Housing Trust Fund for Fiscal Year 2016-17; and that those funds combined with program income will allow her office to fund \$560,000 of new projects during the upcoming fiscal year; whereupon, she indicated that because her office will be administering new funds, it plans to take the administrative expense allowed under the program to help defray some of the costs.

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Thereupon, Ms. Fiel moved, seconded by Mr. Cane and carried unanimously, that the proposed Housing Trust Fund budget be approved.

Youth Aging Out of Foster Care

Ms. Driver indicated that the members had recently authorized staff to issue a “Request for Letters of Interest” to non-profits regarding a \$100,000 grant and pilot program for Youth Aging Out of Foster Care. She related that two letters of interest were received; that an analysis of each has been included in the agenda packet; and that the organization “Ready for Life” was selected as the first grant recipient; whereupon, she presented additional information regarding the program, and reported that a home for young men located in the Dansville/Ridgecrest community will be renamed the *Tasker Beal, Jr. Hope House* in honor and memory of Tasker Beal, Jr.

Following brief discussion, Mr. Cane moved, seconded by Ms. Fiel and carried unanimously, that the \$100,000 grant be approved for the Youth Aging Out of Foster Care program.

Subordination Policy

Ms. Driver provided information regarding the Subordination Policy, relating that the HFA does not allow for the resubordination of loans; that it expects full payoff of the outstanding balance at the time of refinancing; that those funds are recycled to help other first-time homebuyers; and that under certain circumstances, a waiver can be obtained with regard to the policy, and Chairman Fischer and Attorney Cronin provided input; whereupon, Mr. Cane moved, seconded by Ms. Fiel and carried unanimously, that the Subordination Policy be approved.

2016-17 Meeting Schedule

Ms. Driver referred to the proposed Fiscal Year 2016-17 Meeting Schedule contained in the agenda packet; whereupon, noting that a column titled *Deadline for Agenda Items* has been included on the schedule, she discussed the importance of abiding by the dates listed.

Ms. Lemberg reported that the Clerk’s Large Conference Room has been reserved for all future HFA meetings, and Chairman Fischer remarked that although a July meeting has been scheduled, oftentimes that meeting is cancelled; whereupon, Mr. Cane moved, seconded by Ms. Fiel and carried unanimously, that the schedule be approved.

OTHER BUSINESS

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In response to query by Mr. Wells regarding Bright Community Trust and its earlier request to the Authority for grant funding, Ms. Driver stated that she has not received a request from Bright Trust, nor any of the required information for which she has asked, and Attorney Cronin added for the record that grant dollars have not been included in the HFA budget; and that it is not anticipated that grant funding will be provided to the Trust.

ADJOURNMENT

The meeting was adjourned at 3:51 P.M.

A handwritten signature in blue ink, appearing to read "Rafael", is written over a horizontal line.

Secretary/Treasurer