

# NTHDC

North Tampa Housing Development Corp.

A non-profit Entity of The Housing Authority of the City of Tampa, Florida

## Board of Directors Meeting

May 20, 2020



# NTHDC Meeting Agenda

## North Tampa Housing Development Corp.

*May 20, 2020*

***I. CALL TO ORDER***

***II. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS***

- *January 15, 2020*

***III. NEW BUSINESS***

- *Presentation of Resolution No. [2020-0078-NTHDC](#)*

*TO APPROVE THE ANNUAL BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2021, AS PRESENTED BY THE PRESIDENT / SECRETARY, JEROME D. RYANS, FOR REVIEW BY THE BOARD OF DIRECTORS.*

***IV. ADJOURNMENT***

**Minutes  
of the Annual Meeting  
of the Board of Directors  
of the North Tampa Housing Development Corporation**

January 15, 2020

***I. CALL TO ORDER***

Chairwoman Johnson-Velez called the meeting of the North Tampa Housing Development Corporation Board of Directors to order at 8:54 am. Other Directors in attendance were, Ben Dachevall, Bemetra Salter Liggins, James Cloar, Billi Johnson-Griffin, Parker Homans and legal counsel Ricardo Gilmore.

***II. APPROVAL OF MINUTES***

A motion to approve the Minutes from the September 18, 2019 regular meeting was made by Director Salter Liggins and seconded by Director Johnson-Griffin:

Director Dachevall	Yes
Director Salter Liggins	Yes
Director Cloar	Yes
Director Johnson-Velez	Yes
Director Johnson-Griffin	Yes
Director Homans	Present

***III. NEW BUSINESS***

- *Election of Officers*

Attorney Ricardo Gilmore opened the floor for nominations for the positions of Chair and Vice-Chair.

A motion to nominate the Chair, James Cloar, and Vice-Chair, Bemetra Salter Liggins, of the Board of Commissioners of the Housing Authority of the City of Tampa, Florida as the respective Chair and Vice-Chair of the Board of Directors of the North Tampa Housing Authority Development Corporation made by Director Susan Johnson-Velez, and seconded by Director Billie Johnson-Griffin.

A motion to close the nominations on said names made by Director Susan Johnson-Velez and passed without dissent.

James Cloar is elected Chair.  
Bemetra Salter Liggins is elected Vice-Chair.

***IV. ADJOURNMENT***

There being no further business to come before this Board, Chairman James Cloar adjourned the meeting at 8:55 am.

Approved this 20<sup>th</sup> Day of May 2020.

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*James Cloar, Chairperson*

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*Jerome D. Ryans, President/Secretary*

# Resolution

2020-0078-NTHDC

**NORTH TAMPA HOUSING DEVELOPMENT CORPORATION, INC.  
RESOLUTION SUMMARY SHEET**

**1. Describe the action requested of the Board of Directors**

Re.: Resolution Number: 2020-0078-NTHDC

The Board of Directors is requested to approve the above-referenced resolution in order to:

APPROVE THE ANNUAL BUDGET FOR THE FISCAL YEAR ENDING MARCH 31, 2021, AS PRESENTED BY THE PRESIDENT / SECRETARY, JEROME D. RYANS, FOR REVIEW BY THE BOARD OF DIRECTORS.

**2. Who is making request:**

- A. Entity: NORTH TAMPA HOUSING DEVELOPMENT CORPORATION, INC.
- B. Project: ANNUAL BUDGET
- C. Originator: SUSI BEGAZO-MCGOURTY, TREASURER

**3. Cost Estimate (if applicable):**

\$8,268,930

**Narrative:**

The attached Resolution is required to establish the North Tampa Housing Development Corporation Budget as presented for the Fiscal Year Ending March 31, 2021.

**Attachments (if applicable):**

MEMO  
RESOLUTION 2020-0078-NTHDC  
NTHDC 2020 ANNUAL BUDGET

# NORTH TAMPA HOUSING DEVELOPMENT CORP.

## MEMORANDUM

DATE: May 20, 2020  
TO: Board of Directors  
FROM: Susi Begazo-McGourty, Treasurer  
THROUGH: Jerome D. Ryans, President / Secretary  
RE: Resolution # 2020-0078 - NTHDC

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The attached Resolution is required to establish the North Tampa Housing Development Corporation Budget as presented for the Fiscal Year Ending March 31, 2021.

**RESOLUTION NO. 2020-0078 - NTHDC**

**A RESOLUTION TO ADOPT THE ANNUAL BUDGET FOR THE FISCAL YEAR ENDING MARCH 31, 2021, AS PRESENTED BY THE PRESIDENT/SECRETARY, JEROME D. RYANS, FOR REVIEW BY THE BOARD OF DIRECTORS.**

WHEREAS, North Tampa Housing Development Corporation has proposed expenditures necessary to support efficient and economical operations; and

WHEREAS, the Board received the Annual Proposed Budget document for review and the Board has subsequently reviewed the Annual Budget document; and

The Board hereby authorizes an annual budget in the amount of \$8,268,930 as provided in the above-referenced document.

In making these commitments, the Board additionally reaffirms its fiscal policy guidance to staff that, notwithstanding the above authorizations, all operations should strive to perform within available resources.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the North Tampa Housing Development Corporation hereby approves the Annual Budget for Fiscal Year Ending March 31, 2021, as presented by the President/Secretary and authorizes the Chairperson to sign H.U.D.'s required budget approval form.

Adopted this 20<sup>th</sup> day of May 2020.

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James Cloar, Chairperson

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Jerome D. Ryans, President / Secretary

**Tampa Housing Authority**  
 2020-2021 Annual Budget  
 North Tampa Housing Development Corp (NTHDC)

Account Description	2019-2020 Budget	2020-2021 Budget	Change Positive / (Negative)
<b>Revenues</b>			
HUD Administrative Fees	\$ 11,364,560	\$ 11,503,733	\$ 139,173
HUD Administrative Fees _ MORs	720,000	1,101,600	381,600
Interest Income			-
<b>Total Revenues</b>	<b>\$ 12,084,560</b>	<b>\$ 12,605,333</b>	<b>\$ 520,773</b>
<b>Expenses</b>			
Administrative Staff Support	274,124	351,876	(77,752)
Administrative Operating Costs	55,600	70,050	(14,450)
Legal Fees	55,000	100,000	(45,000)
Audit	19,500	19,500	-
Insurance	148,609	150,078	(1,469)
Management Fees	100,000	100,000	-
Service Provider Contract Costs	7,386,964	7,477,426	(90,462)
<b>Total Expenses</b>	<b>\$ 8,039,797</b>	<b>\$ 8,268,930</b>	<b>\$ (229,133)</b>
<b>Net Operating Income (Loss)</b>	<b>\$ 4,044,763</b>	<b>\$ 4,336,403</b>	<b>\$ 291,640</b>
<b>Affiliated Entities Operational Funding</b>			
<b>Funding for Encore Developments</b>			
<b>Items earmarked from prior year Budget</b>	<b>\$ 1,508,894</b>	<b>\$ 650,000</b>	<b>858,894</b>
THA - Encore CDD Assessments	290,000	200,000	90,000
THA - Encore Chiller Reserve and Deficit Funding	300,000	300,000	-
THA - Encore - Art Budget	262,500	120,000	142,500
THA - Encore - Member loans CPDG LLC	250,000	-	250,000
<b>Total Encore Developments</b>	<b>2,611,394</b>	<b>1,270,000</b>	<b>1,341,394</b>
<b>THA Operations - Corporate Overhead</b>			
THA - Wellness Committee	7,992	8,352	(360)
THA - Transfer to AHDC	65,223	18,873	46,350
THA - Executive Salary and Benefits Funding	301,103	291,296	9,807
THA - Funding of Corporate Overhead	167,483	370,567	(203,084)
THA - Annual Employee Business Meeting	20,000	40,000	(20,000)
THA - Employee Appreciation Committee	13,320	16,704	(3,384)
THA - Partnership Sponsorship/Benevolence Fund	12,000	13,000	1,000
<b>Total THA Operations-CO</b>	<b>581,793</b>	<b>758,792</b>	<b>(169,671)</b>
<b>THA Operations - Resident Services</b>			
THA - Funding of EnVision Center	-	100,000	(100,000)
THA - Funding of ORCC	-	26,618	(26,618)
THA - Funding of PPS	129,914	215,200	(85,286)
THA - Funding of Boys Club Building	136,510	75,828	60,682
<b>Total THA Operations- Resident Services</b>	<b>266,424</b>	<b>417,646</b>	<b>(151,222)</b>
<b>Total Affiliated Entities Operational Funding</b>	<b>\$ 3,459,611</b>	<b>\$ 2,446,438</b>	<b>\$ 1,013,173</b>
<b>Net Income (Loss) after Affiliated Funding</b>	<b>\$ 585,152</b>	<b>\$ 1,889,965</b>	<b>\$ 1,304,812</b>