



BOARD OF DIRECTORS REGULAR MEETING

April 11, 2024

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Regarding Acceptance of the Real Estate
Acquisitions and Development (READ)
and Executive Committee Recommendation
of the disposition of five lots (5) from the
Houston Land Bank Inventory to Approved Builder, Burghli.

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BOARD OF DIRECTORS REGULAR MEETING
AGENDA

Thursday, April 11, 2024 – Noon Central Time

United Way of Greater Houston

50 Waugh Drive, Houston, Texas 77007

The meeting will be in person and open to the public but restrictions regarding masks, allowable room capacity, and seating arrangements may be in place.

The public meeting location will be at the United Way Greater Houston 50 Waugh Drive, Houston, Texas 77007. The Board Chair, as presiding officer of the Board, will be physically present; Board members will also be physically present.

Please contact info@houstonlandbank.org or call us at 281-655-4600 with any questions.

AGENDA

- I. Call to Order and Roll Call
- II. Public Speakers & Registered Attendees
 - a. Benny Rodriguez, Houston Area Urban Community Development Corporation
 - b. Willie Larry Jr, Aw&D Construction and Maintenance Services LLC

Speakers must be registered by 5 p.m. on Wednesday, April 10, 2024. To register, please use the online form at www.houstonlandbank.org/resources, e-mail info@houstonlandbank.org or call 281-655-4600. The Chair will call on speakers and allow three minutes per speaker.
- III. Consideration and Adoption of Meeting Minutes
 - a. January 17, 2024 Board Meeting
- IV. Chairman’s Greeting: Matt Zeis
- V. Committee Reports:
 - a. Executive Committee: Matt Zeis, Chair
 - b. Finance Committee: Danielle Keys-Bess, Chair
 - c. Partnership and Program Development: Chrishelle Palay, Chair
 - d. Real Estate Acquisition and Disposition: Victor Mondragón, Chair
 - e. Procurement and Oversight: Jesus DeAnda, Chair
- VI. President’s Annual Report : Christa Stoneham, CEO/President
- VII. Board Action Items
 - a. Consideration and Possible Action to Approve the proposed fiscal year 2025 preliminary budget for submittal to the City of Houston’s Finance Department.

- b. Consideration and Possible Action to Approve the Interlocal Agreement between Harris County Government and Houston Land Bank to provide a general framework to provide services to Harris County.
- c. Consideration and Possible Action to Approve the Successful Bidders under the Request for Qualifications for Replat Specialist as issued on February 06, 2024.
- d. Consideration and Possible Action Regarding Acceptance of the Real Estate Acquisitions and Development (READ) and Executive Committee Recommendation of the disposition of four lots (4) from the Houston Land Bank Inventory to Approved Builder, SXG.
- e. Consideration and Possible Action Regarding Acceptance of the Real Estate Acquisitions and Development (READ) and Executive Committee Recommendation of the disposition of five lots (5) from the Houston Land Bank Inventory to Approved Builder, Burghli.

VIII. Executive Session

NOTE: The Houston Land Bank Board may go into executive session, if necessary, pursuant to Chapter 551 of the Texas Government Code, for one or more of the following reasons: (1) consultation with its legal counsel to seek or receive legal advice or consultation regarding pending or contemplated litigation; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion about security personnel or devices; or (6) discussion of certain economic development matters. The Board may announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of Chapter 551 of the Texas Government Code.

Discussion may occur in executive session as provided by State law, but all Board actions will be taken in public.

- IX. Board Member Comments
- X. Adjournment

**HOUSTON LAND BANK
MINUTES OF THE BOARD OF DIRECTORS RESCHEDULED REGULAR MEETING
HOUSTON, TEXAS**

January 17, 2024

A regular meeting of the Board of Directors ("Board") of the Houston Land Bank ("HLB"), a Texas non-profit corporation created and organized by the City of Houston as a local government corporation pursuant to the Texas Transportation Code Annotated, Section 431.101, *et seq.*, and the Texas Local Government Code Annotated, Section 394.001 *et seq.*, was held at 2500 E. TC Jester Blvd., Houston, Texas, on Wednesday, January 17, 2024 at 12:00 p.m. Written notice of the rescheduled regular meeting, which included the date, hour, place and agenda for the regular meeting, was posted in accordance with the Texas Open Meetings Act.

Board members in attendance were:

Elaine Morales	Danielle Keys Bess
David Collins	Dwantrina Russell
Tonzaino Bailey	Janae Ladet
Matt Zeis	Chrishelle Palay

Board directors absent were: Jesus DeAnda, Antoinette Jackson, Victor A. Mondragón, Marilyn Muguerza and Laurie Vignaud. Others in attendance included: Christa Stoneham, Chief Executive Officer/President of the HLB; LaTosha Okoiron, In-House Legal Counsel and Compliance Director for the HLB; Isai Mendez, Finance Director for the HLB; Mark Glanowski (Paralegal) of Winstead PC, outside legal counsel for the HLB; Lindsey Williams, Director of Community Development for the HLB; Donesha Albrow, Operations Manager for the HLB; Charles Keys, Asset and Disposition Manager for the HLB; LeKendra Drayton, Administrative Assistant for the HLB; and Gwen Bell, Advisory Board member.

I. Call to Order and Roll Call

Chairman Zeis called this regular meeting to order at 12:17 p.m. A roll call of the Board members attending in person immediately followed. Chairman Zeis then announced that an in-person quorum of the Board was present for this meeting.

II. Public Speakers

Nothing to report.

III. Consideration and Adoption of Meeting Minutes

a. December 14, 2023 Board Meeting

Chairman Zeis then announced that the minutes for the December 14, 2023 regular meeting of the Board were previously circulated for review and comment. He asked if there were any comments and/or changes for discussion to such minutes. Hearing none he asked for a motion on the minutes.

Director Russell then made a motion to approve the minutes of the Board meeting held on December 14, 2023, as written, which motion was duly seconded by Director Bailey and passed with the unanimous vote of the Board.

IV. Chairman's Greeting: Matt Zeis

Chairman Zeis stated that he is excited for the new year and working with the new administration at City Hall. He then reported that 2023 was a productive year for the HLB and noted that new projects, which are not the typical course of operations, are on the horizon for 2024-2025 such as creating a statewide land bank network.

He also informed the Board that Laurie Vignaud has officially resigned from the Board.

V. Committee Reports:

a. Executive Committee: Matt Zeis, Chair

Chairman Zeis reported that the Executive Committee met two weeks ago to discuss the Round Lot 8 Sales, the HLB updated Fiscal Year 2024 Budget, and environmental insurance for the Velasco remediation site.

b. Finance Committee: Laurie Vignaud, Chair

Mr. Mendez reported that the Finance Committee did not meet but noted that the updated Fiscal Year 2024 Budget is on the Agenda for consideration and approval by the Board.

c. Partnership and Program Development Committee: Janae Ladet, Chair

Ms. Stoneham reported that the Partnership and Program Committee meet to discuss the proposed Memorandum of Understanding with the Houston Community Land Trust.

d. Real Estate Acquisition and Disposition Committee: Victor Mondragón, Chair

Ms. Stoneham reported that the READ Committee did not meet last week but shared the draft of the Round 8 Lot Sales including the title reviews.

e. Procurement and Oversight Committee: Jesus DeAnda, Chair

Chairman Zeis reported that the Procurement and Oversight Committee did not meet this month.

VI. President's Final Annual Report Discussion: Christa Stoneham, CEO/President

Ms. Stoneham thanked everyone on the HLB team for their hard work during 2023 which produced additional growth and expansion of the HLB mission. She then mentioned that there are 46 houses in the Traditional Builder program currently in development, and 15 houses in the New Home Development Program currently in development.

Ms. Stoneham then presented a PowerPoint version of the updated draft of the HLB Annual Report which is now 87% complete now, however, she will continue to work with each team to accumulate additional data needed before it can be released to the public and governmental entities. The plan is to release the annual report on February 2, 2024 at the St. John's venue in downtown Houston. This report will need to be streamlined because it now comprises 45 pages in length. She is also considering a reduced report to use as an educational tool for new partners and stakeholders to quickly give them an overview on the land bank.. The report will include a discussion on the direction of the HLB and will be organized by each department in order to highlight the work of each department. She noted that the HLB has been moving quickly on new developments with the City of Houston and with Harris County.

Lastly, Ms. Stoneham noted that in 2024 the HLB is looking to add 50 new lots via the replatting process, enter into two new partnerships, and enter into ten agreements with various consultants. She will be meeting with the Mayor's Office today to better understand the priorities of the new Mayor. Director Morales asked if the New Home Development Program will continue to develop affordable houses. Ms. Stoneham responded that she was not sure if that program will continue under the new administration at City Hall.

VII. Board Action Items

- a. **Consideration and Possible Action to Authorize the CEO/President to Execute a not-to-exceed total budget of \$498,031 for engaging Community Lattice for environmental justice support in the Houston Land Bank Programming.**

Ms. Stoneham stated that this budget will complete the grant obligations from the USEPA for the Brownfields program which will include a written report to the USEPA, the pre-development work at the Velasco site including clearing the site by June 15, 2024, payment to the subcontractor for clearing the Velasco site, and grant writing support. The funds to conduct this work will not taken from the HLB operating funds, but rather from the USEPA grant funds and the city of Houston advance for the Velasco remediation site.

Director Ladet made a motion to approve the CEO/President of the HLB to execute the not-to-exceed total budget of \$498,031 to engage Community Lattice for environmental support, which motion was duly seconded by Director Palay and approved with the majority vote of the Board. Director Collins stated that he will abstain from voting on this motion.

- b. **Consideration and Possible Action to Authorize the CEO/President to Execute A Memorandum of Understanding between the Houston Lank Bank and The Houston Community Land Trust for the use of procured architectural services for the joint missions of both HLB and the HCLT.**

Ms. Stoneham announced that the Memorandum of Understanding will assist development activities for the Small Parcels Program which includes HLB lots under 4,000 square feet. This partnership is basically for each party to share the housing flood plans to be developed. Chairman Zeis noted that a feature of this program is to reduce the development cost to the homebuilders. Ms. Stoneham stated that the Houston Community Land Trust will pay for the architectural services.

Ms. Williams stated that the primary purpose of this agreement is to allow the Houston Community Land Trust to authorize the use of HLB-procured architects for the creation of five different architectural floor plans for affordable housing. HLB will be able to use funds from the second half of the CenterPoint grant to create the “missing middle” plans. These plans, developed through a community-engaged design exercise led by HLB, include one bedroom home design, two 2-bedroom 2-story home designs, and two 2-bedroom 1-story home designs. The architects will need to review the Building Code for any new updates, and then meet with community leaders for feedback on the schematic designs produced for each of the floor plans. The selected designs will be set at a price point directly serving the Houston Community Land Trust clientele and will undergo a plan review by the City of Houston. HLB and Houston Community Land Trust will then be able to package land with a design plan to the homebuilders. Ms. Williams informed that the HLB currently has 60 lots which are under 4,000 square feet that could utilize these architectural plans.

The Memorandum of Understanding will aim to facilitate collaboration between HLB and Houston Community Land Trust to address affordable housing needs. Houston Community Land Trust will leverage HLB-procured architects for the creation of architectural plans for single-family homes, and promoting community engagement in design.

Each of HLB and the Houston Community Land Trust will have the right to fifteen uses of each selected floor plan. Houston Community Land Trust will be responsible for the internal tracking of plan usage. Unauthorized usage may result in liability for intellectual property claims, with mutual indemnification between the parties. Houston Community Land Trust will remit \$35,000 to HLB for each floor plan secured under the agreement. The homebuilders will still be required to prepare their own site specific plan. The architectural plans are not intended to restrict what can be built on the under 4,000 square foot parcels of land.

The partnership between HLB and Houston Community Land Trust represents a significant step forward in addressing the critical need for affordable housing in communities across Houston. By leveraging the respective strengths and expertise, of both organizations each will partner for the creation of housing floor plans to be used 15 times per organization for their respective affordable housing programs. Adjustments to the plans may be necessary with regard to the façade in order to match requirements for specific neighborhoods.

Ms. Williams noted that at a minimum two houses will need to have a sales price of \$190,000.00, and that HLB lots will not be used for Houston Community Land Trusts projects. HLB will require 120% of AMI to purchase the houses it constructs, while the Houston Community Land Trust wishes to use 60% of AMI for the houses it will market.

Director Bess made a motion to approve the Memorandum of Understanding with the Houston Community Land Trust to procure architectural services, which motion was duly seconded by Director Ladet and passed with the unanimous vote of the Board.

c. **Consideration and Possible Action to Authorize and approve the updated FY2024 HLB Budget.**

Mr. Mendez stated that he updated the HLB Fiscal Year 2024 Budget to include the mid-year adjustments. He noted that this is not the final Fiscal Year 2024 Budget, which will be brought to the Board for approval prior to the current fiscal year ending on June 30, 2024.

Mr. Mendez informed the Board that the major updates include (i) changes to the costs associated with the New Home Development Program, (ii) changes to the disposition costs under the Traditional Builder Program, and (iii) moving \$1,400,000.00 to the HLB Fund. He also noted that \$40,000.00 in interest income is now included, along with banking fees, and expenses related to the USEPA. Further, he noted that \$510,000.00 for acquisition costs was taken out of the budget as Chairman Zeis explained that this is a capitalized expenditure. However, \$4000,000.00 was added to the budget as an expense to cover the costs of replatting the larger HLB lots which was not previously included as an expense. Therefore, Mr. Mendez concluded that the net income in the updated budget will increase slightly, and the HLB will be able to cover 98% of its operational costs.

The mid-year adjustments to the Fiscal Year 2024 Preliminary Budget were summarized by Mr. Mendez along with a PowerPoint presentation that was also shared with the Board. Chairman Zeis asked if there were any questions, or if any Board member present wished to make a motion.

Director Bess then made a motion to approve the updated and adjusted Fiscal Year 2024 Budget, subject to approval by Houston City Council, which motion was duly seconded by Director Morales and passed with the unanimous vote of the Board.

d. **Consideration and Possible Action to approve the authorization of HLB for the engagement of Phase Two environmental assessment services for properties located in Kashmere Gardens/Fifth Ward Sites.**

Ms. Stoneham stated that the HLB wishes to execute a proposal with ESE Partners in the amount of \$51,000 to conduct environmental testing on 17 HLB lots located in Kashmere Gardens which amount will be funded out of the USEPA grant. ESE Partners will conduct soil sampling, as the EPA-approved sampling plan was intricately designed in alignment with the proposed scope, standard operating procedures, and stringent quality control measures. The specific expertise of ESE Partners and its familiarity with the outlined plan make them the most qualified entity to carry out this critical investigation.

Houston Land Bank has requested assistance from ESE with the environmental assessment of the Kashmere Gardens Target Area, consisting of seventeen lots located east of IH 69 and north of IH 10 in Houston, through the performance of Phase II Environmental Site Assessments. The Phase II Environmental Site Assessments are being proposed to assess site conditions at the seventeen lots due to the proximity of the former Houston Wood Preserving Works site owned by Union Pacific Railroad and other environmentally impaired properties in the area. The proposed utilization of the USEPA grant will fully fund this proposal for assessment services.

Director Palay made a motion to authorize the CEO/President of the Houston Land Bank to approve the authorization for the engagement of Phase Two environmental site assessment services, which motion was duly seconded by Director Russell and passed with the unanimous vote of the Board.

- e. **Consideration and Possible Action to Authorize the CEO/President to Execute an Insurance policy not to exceed \$150,000 for the former Velasco Incinerator Site.**

Ms. Stoneham then announced that due to the HLB undertaking the Velasco Incinerator Remediation Project, as a critical initiative for environmental restoration and community development, the HLB was advised to purchase an environmental insurance policy for this project. She noted that the cost for this insurance will be paid out of the \$800,000.00 advance from the city of Houston. She further stated that this environmental insurance will need to be in place before the remediation work begins next week.

The insurance policy proposed by Beazley Insurance Group provides substantial coverage over a 5-year term, aligning with the Velasco Incinerator Project's timeline and the potential risks. Given the nature of this project and potential environmental challenges, securing this insurance will be crucial to mitigate risks and ensuring responsible project management. The estimated premium of \$132,000 for a 5-year term is considered reasonable and well-aligned with market standards for such comprehensive coverage. Chairman Zeis mentioned that this was the best coverage for value between the two companies which submitted proposals. He mentioned that the other insurance provider's policy included a \$100,000 deductible per event, which was double the amount in the Beazley Insurance Group proposal.

While the estimated premium is \$132,000, Ms. Stoneham proposed a not-to-exceed authorization of \$150,000 to provide flexibility in negotiations and to accommodate any potential changes in the estimated premium during the negotiation process. She further recommended holding \$100,000 in an interest-bearing escrow account to ensure the ability to provide a swift response to any potential claims or for unforeseen work. This proactive approach will allow the HLB to address claims promptly, demonstrating the HLB's commitment to effective risk management controls.

Adapta, which is a sub-consultant of Community Lattice, that specializes in environmental insurance and risk mitigation assisted the HLB to procure acceptable insurance coverage. HLB approved \$5,000.00 towards this effort to aid in negotiating the environmental insurance terms and conditions. This included addressing exclusion clauses and determining underwriting amounts. Adapta's expertise was instrumental in ensuring comprehensive coverage and managing potential risks associated with the Velasco Incinerator Remediation Project.

Director Morales made a motion to authorize the CEO/President of the HLB to execute a 5-year insurance policy not to exceed \$150,000 in premiums, which motion was duly seconded by Director Ladet and passed with the majority vote of the Board. Director Collins stated that he was abstaining from voting on this motion.

f. **Consideration and Possible Action to Grant Authorization to the Chairman of HLB for the negotiation of the Employment Package for the Chief Executive Officer of the HLB.**

Chairman Zeis announced that it will be necessary to enter into Executive Session to discuss this Agenda item. Ms. Okoiron confirmed that it is necessary to discuss this employment matter in an Executive Session and asked everyone other than the Board members to leave the meeting until the Executive Session has ended. Director Palay then made a motion for the meeting to enter into Executive Session to discuss this employment matter, which motion was then duly seconded by Director Ladet and passed with the unanimous vote of the Board. The Board then meet in Executive Session to discuss the employment contract with Ms. Stoneham beginning at 1:05 pm and concluding at 1:18pm.

The primary purpose of this action item is to allow for the Board Chair to commence the negotiation of an employment package and agreement for the Chief Executive Officer position, as the original agreement with Ms. Stoneham has now expired.

The Board Chair, under HLB policies and procedures, is responsible for the facilitation and oversight of the employment of the Chief Executive Officer for the HLB. In order for the Board Chair to commence discussions and negotiations for the employment package to include terms and conditions of employment, salary, benefits, and the like, the Board must approve the commencement of the discussions and negotiations.

Director Ladet made a motion to grant authorization to the Chairman of the Board to negotiate an employment package with the Chief Executive Officer, which motion was duly seconded by Director Russell and passed with the unanimous vote of the Board.

VIII. Executive Session

The Board met in Executive Session at 1:05 p.m. to discuss matters with regard to authorizing Chairman Zeis to negotiate a new employment contract with Ms. Stoneham as she is in the third year of her current contract. The regular Board meeting session then reconvened the regular session of the meeting at 1:19 p.m.

IX. Board Member Comments

Nothing to report.

X. Adjournment

Chairman Zeis asked if there were any additional matters to be discussed or considered by the Board. Hearing none, this regular Board meeting then adjourned at 1:20 p.m. upon the motion of Director Bailey which was duly seconded by Director Bess and passed with the unanimous vote of the Board.

Minutes Prepared By:

Mark Glanowski (Paralegal) of Winstead PC and
Graciela Saenz of Law Offices of Graciela Saenz, PLLC

Signed on the ____ day of _____, 2024.

Secretary

Houston Land Bank
Balance Sheet
As of December 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Chase - Operating 8465	243,508
10200 UNB - Operating MM 4992	161,400
10300 Chase - Lot Acquisition MM 7058	162,109
10400 Chase - Unrestricted MM 7066	3,217,123
10500 Chase - Unrestricted Reserve 5577	849,024
10600 Susser Bank - MM 7878	250,531
10700 Susser Bank - Savings Sweep 78781	57,763
Total Bank Accounts	\$ 4,941,457
Accounts Receivable	
12100 Accts Receivable	694,192
12200 AR Due from HLB Fund	1,700
Total Accounts Receivable	\$ 695,892
Other Current Assets	
Prepaid Expenses	
14100 Prepaid Acquisition Costs	5,500
14200 Prepaid Insurance	11,504
14300 Prepaid Rent	3,689
14400 Prepaid Security Deposit	5,191
14500 Prepaid Subscription Services	4,131
Total Prepaid Expenses	\$ 30,015
Total Other Current Assets	\$ 30,015
Total Current Assets	\$ 5,667,364
Fixed Assets	
15100 Equipment	15,785
15900 Accum. Depreciation	-11,577
Total Fixed Assets	\$ 4,208
Other Assets	
16100 Earnest Fee	125,100
16200 Lease Asset	67,042
Total 17100 Investments Held For Sale	10,096,536
Total Other Assets	\$ 10,288,678
TOTAL ASSETS	\$ 15,960,249
LIABILITIES AND EQUITY	
Liabilities	

Current Liabilities	
Accounts Payable	
20100 Accounts Payable	121,095
Total Accounts Payable	\$ 121,095
Other Current Liabilities	
21100 Liabilities Due to HCDD	157,725
21600 Lease Liability - Current	44,171
21800 Unearned Revenue	800,000
Total Other Current Liabilities	\$ 1,001,896
Total Current Liabilities	\$ 1,122,991
Long-Term Liabilities	
22600 Lease Liability - Noncurrent	22,871
Total Long-Term Liabilities	\$ 22,871
Total Liabilities	\$ 1,145,861
Equity	
30100 Unrestrict (retained earnings)	14,565,343
Net Income	249,045
Total Equity	\$ 14,814,388
TOTAL LIABILITIES AND EQUITY	\$ 15,960,249

Houston Land Bank

Income Statement

July - December, 2023

	Total
Income	
40100 Acquisition and Development Agreement	320,433
40200 Administrative Fees	30,000
40400 Operations Agreement	897,649
40500 Outside Sources Contributions	332,790
Total Income	\$ 1,580,873
Gross Profit	\$ 1,580,873
Expenses	
60100 Salaries and Fringe	492,590
60200 Legal Fees	59,763
60300 Professional Services	458,060
60400 Property Cost - Lot Maintenance	170,011
60500 Software and Subscriptions	21,066
60600 Rent Expense	24,585
60800 Bank Fees	7,626
60900 Conference and Meetings	1,445
61000 Depreciation Expense	1,504
61200 Insurance	19,832
61300 Membership and Dues	1,068
61400 Office Expense	4,322
61500 Phone and Internet	3,696
61600 Training and Development	580
61700 Travel Expense	11,071
61800 Other Miscellaneous Expense	13
62200 Property Cost Disposition - HLB Traditional	36,963
63200 Property Cost Disposition - NHDP	53,741
Total Expenses	\$ 1,367,936
Net Operating Income	\$ 212,937
Other Income	
70100 Interest Income	36,108
Total Other Income	\$ 36,108
Net Other Income	\$ 36,108
Net Income	\$ 249,045

Houston Land Bank
Balance Sheet
As of January 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Chase - Operating 8465	250,988
10200 UNB - Operating MM 4992	148,243
10300 Chase - Lot Acquisition MM 7058	296,187
10400 Chase - Unrestricted MM 7066	3,095,529
10500 Chase - Unrestricted Reserve 5577	849,983
10600 Susser Bank - MM 7878	250,531
10700 Susser Bank - Savings Sweep 78781	58,393
Total Bank Accounts	\$ 4,949,854
Accounts Receivable	
12100 Accts Receivable	689,256
Total Accounts Receivable	\$ 689,256
Other Current Assets	
Prepaid Expenses	
14100 Prepaid Acquisition Costs	7,200
14200 Prepaid Insurance	4,827
14300 Prepaid Rent	3,689
14400 Prepaid Security Deposit	5,786
14500 Prepaid Subscription Services	2,017
Total Prepaid Expenses	\$ 23,519
Total Other Current Assets	\$ 23,519
Total Current Assets	\$ 5,662,629
Fixed Assets	
15100 Equipment	15,785
15900 Accum. Depreciation	-11,798
Total Fixed Assets	\$ 3,987
Other Assets	
16100 Earnest Fee	125,100
16200 Lease Asset	67,042
Total 17100 Investments Held For Sale	10,220,676
Total Other Assets	\$ 10,412,818
TOTAL ASSETS	\$ 16,079,434
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	

Houston Land Bank
Balance Sheet
As of January 31, 2024

	Total
Accounts Payable	
20100 Accounts Payable	77,919
Total Accounts Payable	\$ 77,919
Other Current Liabilities	
21100 Liabilities Due to HCDD	291,686
21400 Liabilities Due to HLB Fund	3,648
21600 Lease Liability - Current	44,171
21800 Unearned Revenue	749,243
Total Other Current Liabilities	\$ 1,088,748
Total Current Liabilities	\$ 1,166,667
Long-Term Liabilities	
22600 Lease Liability - Noncurrent	22,871
Total Long-Term Liabilities	\$ 22,871
Total Liabilities	\$ 1,189,538
Equity	
30100 Unrestrict (retained earnings)	14,565,343
Net Income	324,554
Total Equity	\$ 14,889,897
TOTAL LIABILITIES AND EQUITY	\$ 16,079,434

Houston Land Bank
Income Statement
July 2023 - January, 2024

	Total
Income	
40100 Acquisition and Development Agreement	364,516
40200 Administrative Fees	33,750
40400 Operations Agreement	1,018,358
40500 Outside Sources Contributions	401,199
Total Income	\$ 1,817,823
Gross Profit	\$ 1,817,823
Expenses	
60100 Salaries and Fringe	570,236
60200 Legal Fees	66,201
60300 Professional Services	503,726
60400 Property Cost - Lot Maintenance	191,511
60500 Software and Subscriptions	24,426
60600 Rent Expense	28,733
60800 Bank Fees	9,089
60900 Conference and Meetings	1,495
61000 Depreciation Expense	1,725
61200 Insurance	21,923
61300 Membership and Dues	1,848
61400 Office Expense	5,191
61500 Phone and Internet	4,391
61600 Training and Development	580
61700 Travel Expense	11,097
61800 Other Miscellaneous Expense	13
62200 Property Cost Disposition - HLB Traditional	37,011
63200 Property Cost Disposition - NHDP	57,196
Total Expenses	\$ 1,536,391
Net Operating Income	\$ 281,432
Other Income	
70100 Interest Income	43,121
Total Other Income	\$ 43,121
Net Other Income	\$ 43,121
Net Income	\$ 324,554

Houston Land Bank
Balance Sheet
As of February 29, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
10100 Chase - Operating 8465	305,825
10200 UNB - Operating MM 4992	144,801
10300 Chase - Lot Acquisition MM 7058	167,067
10400 Chase - Unrestricted MM 7066	3,152,805
10500 Chase - Unrestricted Reserve 5577	800,106
10600 Susser Bank - MM 7878	250,497
10700 Susser Bank - Savings Sweep 78781	59,017
Total Bank Accounts	\$ 4,880,117
Accounts Receivable	
12100 Accts Receivable	468,824
Total Accounts Receivable	\$ 468,824
Other Current Assets	
Prepaid Expenses	
14100 Prepaid Acquisition Costs	7,200
14200 Prepaid Insurance	162,926
14300 Prepaid Rent	3,689
14400 Prepaid Security Deposit	5,786
14500 Prepaid Subscription Services	19,399
Total Prepaid Expenses	\$ 198,999
Total Other Current Assets	\$ 198,999
Total Current Assets	\$ 5,547,940
Fixed Assets	
15100 Equipment	19,745
15900 Accum. Depreciation	-12,033
Total Fixed Assets	\$ 7,712
Other Assets	
16100 Earnest Fee	125,100
16200 Lease Asset	67,042
Total 17100 Investments Held For Sale	10,220,469
Total Other Assets	\$ 10,412,611
TOTAL ASSETS	\$ 15,968,263
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 Accounts Payable	233,063

Houston Land Bank
Balance Sheet
As of February 29, 2024

	<u>Total</u>
Total Accounts Payable	\$ 233,063
Other Current Liabilities	
21100 Liabilities Due to HCDD	162,396
21600 Lease Liability - Current	44,171
21800 Unearned Revenue	582,315
Total Other Current Liabilities	<u>\$ 788,882</u>
Total Current Liabilities	<u>\$ 1,021,945</u>
Long-Term Liabilities	
22600 Lease Liability - Noncurrent	22,871
Total Long-Term Liabilities	<u>\$ 22,871</u>
Total Liabilities	<u>\$ 1,044,816</u>
Equity	
30100 Unrestrict (retained earnings)	14,565,343
Net Income	358,104
Total Equity	<u>\$ 14,923,447</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 15,968,263</u>

Houston Land Bank

Income Statement

July 2023 - February, 2024

	Total
Income	
40100 Acquisition and Development Agreement	399,670
40200 Administrative Fees	37,500
40400 Operations Agreement	1,160,526
40500 Outside Sources Contributions	595,138
Total Income	\$ 2,192,834
Gross Profit	\$ 2,192,834
Expenses	
60100 Salaries and Fringe	661,017
60200 Legal Fees	98,297
60300 Professional Services	672,361
60400 Property Cost - Lot Maintenance	219,094
60500 Software and Subscriptions	28,360
60600 Rent Expense	33,199
60800 Bank Fees	10,537
60900 Conference and Meetings	1,793
61000 Depreciation Expense	1,960
61200 Insurance	26,557
61300 Membership and Dues	2,316
61400 Office Expense	8,076
61500 Phone and Internet	5,085
61600 Training and Development	1,340
61700 Travel Expense	13,043
61800 Other Miscellaneous Expense	13
62100 Acquisition Costs - HLB Traditional	596
62200 Property Cost Disposition - HLB Traditional	36,416
63200 Property Cost Disposition - NHDP	64,436
Total Expenses	\$ 1,884,495
Net Operating Income	\$ 308,339
Other Income	
70100 Interest Income	49,765
Total Other Income	\$ 49,765
Net Other Income	\$ 49,765
Net Income	\$ 358,104

PRESIDENT'S REPORT

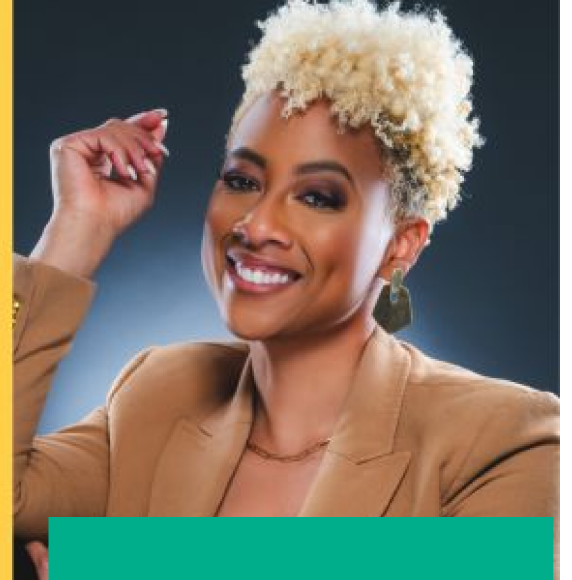
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Thursday, April 11, 2024

MEMBER SPOTLIGHT

**Lindsey Slay Williams,
Assoc. AIA, NOMA**



March 2024

Pre-Development Begins on Velasco Incinerator

Lindsey Williams appointed to Texas Society of Architects and featured in Texas Architect

Equity in Action: Gulf Coast Green Conference 2024

HLB CEO joins Fulcrum Fellowship Cohort 5

Pre-Development Begins on Velasco Incinerator



Texas Society of Architects appointment and Texas Architect magazine highlight.



Lindsey was featured in Texas Architects magazine! Lindsey Slay Williams, Assoc. AIA, NOMA, is the Director of Community Development at Houston Land Bank and currently serves on the Texas Society of Architects/AIA Board as Associate Director. Lindsey has been a part of the AIA since 2017 and is an active member of the AIA Houston Chapter. Read more in her Q&A here: <https://magazine.texasarchitects.org/2024/02/21/member-spotlight-lindsey-slay-williams-assoc-aia-noma/>

“I am determined to advocate for change and promote a more inclusive, community-centered approach to architecture. Architecture has the power to transform society for the better, and I am excited to be a part of that change.”

Lindsey Slay Williams, Assoc. AIA, NOMA

WIA EQUITY 2024 EQUITY SERIES



The 7th annual Equity Series JUST Design, hosted by the WIA Houston Women in Architecture Committee, showcased HLB Board Member Elaine Morales, HLB Community Development Director Lindsey Williams, and Community Lattice CEO Danielle Gettsinger.

Pre-Development Begins on Velasco Incinerator

Houston Land Bank is excited to share that work has started at the former Velasco Incinerator Site! This week, our contractors cleared heavy vegetation on site to prepare the property for additional environmental investigation activities. This work is being done in compliance with the Texas Commission on Environmental Quality (TCEQ) Voluntary Cleanup Program (VCP) requirements for the purpose of further site characterization and cleanup planning/design. These activities are being done in such a way as not to disturb the buried waste or expose neighboring properties to contamination.



Community engagement, integrity of ethics and transparency, and meaningful partnerships with community stakeholders will be paramount to the success of this cleanup and revitalization project. Please visit www.bankingvelasco.org for project status updates, regulatory reports, analytical results, site data, and a schedule of planned public meetings. You can also learn more at our in-person series Juice and Justice





Equity in Action: Gulf Coast Green Conference 2024

HLB, GROW, TSU's Bullard Center, and Community Lattice collaborated on a dynamic panel representing diverse perspectives crucial to transforming Houston's environmental landscape. This discussion included tangible strategies, innovative policies, and community-driven projects to contribute to Houston's sustainable future.

HLB CEO joins Fulcrum Fellowship Cohort 5

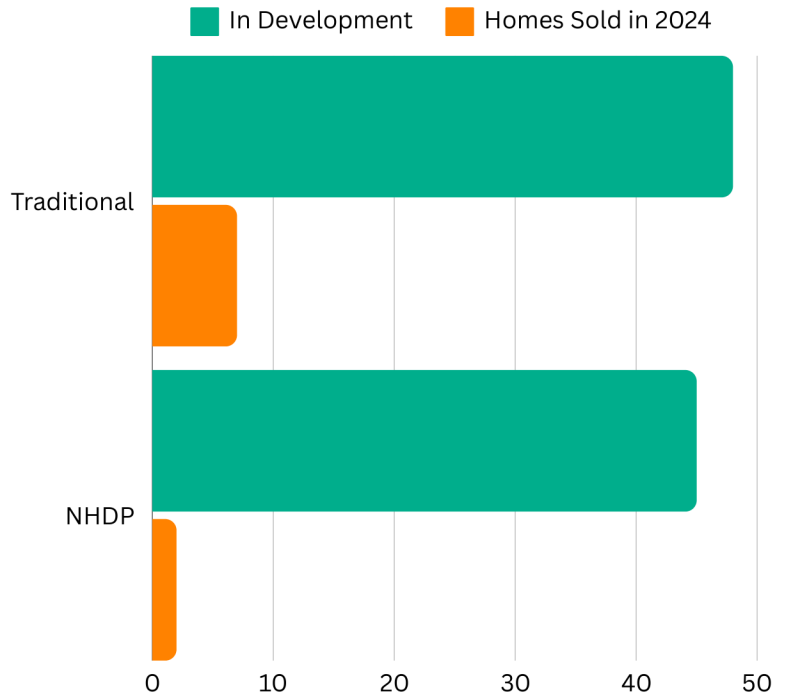


The CEO of HLB has recently joined the latest group of Fulcrum Fellows, a cohort focused on leadership development for leaders in the fields of housing, climate resilience, philanthropy, and community and economic development. These leaders are eager to enhance their skills and apply frameworks to promote resilient and equitable communities nationwide. The 13-month program is part of a growing network of over 300 leaders who are dedicated to advancing racial equity and supporting marginalized communities in achieving their environmental, social, and economic goals. This initiative is spearheaded by the Center for Community Investment.

DEVELOPMENT ACTIVITY

The City of Houston funds HLB operations for the Traditional Home Program to address vacant, dilapidated, and contaminated properties through partnership agreements.

- Traditional Homebuyer Program: Partners with MWBE builders for homes serving 120% of the AMI
- New Home Development Program: Collaborates with the City of Houston to build and sell homes for 80% of the AMI.



UPCOMING EVENTS:

1. Juice and Justice
2. HLB Builder's Forum
3. HLB Round 8 Lot Sales & Community Purpose Lot Program





houston
landbank

Collaborating for a Better Impact:

HLB is dedicated to maximizing land use and impact, and we achieve this through collaboration with cross-agencies and partners. We want to extend our gratitude to all the vendors, consultants, and our amazing team at HLB for their continued service and effort in accelerating our impact.



Contact Us

Phone Number:
281-655-4600

Email Address:
info@houstonlandbank.org

Website:
www.houstonlandbank.org



@htxlandbank



REQUEST FOR BOARD ACTION

Meeting Date: April 11, 2024

Agenda Item VII A: Consideration and Possible Action to Approve the Proposed Fiscal Year 2025 Preliminary Budget for Submittal to the City of Houston's Finance Department

ACTION SUMMARY

Approval of this item will approve HLB's Proposed FY 2025 Preliminary Budget for submittal to the City of Houston as required by the City of Houston requirements for local government corporations. Note this is not the final FY 2025 budget, which is to be brought forward for Board approval before the current fiscal year ends June 30.

BACKGROUND/OVERVIEW

The proposed budget revision for FY 2024 (July 1, 2024, through June 30, 2025) was put together under the collaborative effort of the Houston Land Bank staff members. Per the HLB Board Policies, budget amendments require board approval.

There are several factors that influence the organization's annual budget. These include administrative overhead, such as staff and expenses required to run a local government corporation, as well as the maintenance costs of our real estate assets. Program-specific activities and expenses also play a role in determining the budget.

The organization has two major programs: one is traditional lot sales to builders, while the other is called the New Home Development Program, which is an agreement with the City of Houston's Housing and Community Development Department (HCDD). The proposed budget revision for the FY 2025 HLB budget includes substantial expenses and revenues that are projected based on the activity that is expected and controlled by the City. Therefore, the costs and revenues in the NHDP program activity are subject to change.

The preliminary FY 2025 proposed budget revision is summarized in the following pages.



Houston Land Bank
Budget Summary Comparison

	<u>FY2024</u>	<u>FY2025</u>	<u>Difference</u>	<u>Notes:</u>
	<u>Approved</u>	<u>Preliminary</u>		
Revenue				
40100 Acquisition and Development Agreement	\$ 435,800	\$ 327,600	\$ (108,200)	Decreased lot disposition goal from 20 to 15
40200 Administrative Fees	75,000	56,250	(18,750)	Decreased lot disposition goal from 20 to 15
40300 HLB Program Revenue	500,000	750,000	250,000	Increase lot disposition goal from 50 to 75
40400 Operations Agreement	1,776,922	1,776,922	-	
40500 Outside Sources Contributions	423,043	30,000	(393,043)	Decrease in EPA 21-24 grant activity
70100 Interest Income	40,000	40,000	-	
Total Revenue	<u>3,250,765</u>	<u>2,980,772</u>	<u>(269,993)</u>	
Expense				
60100 Salaries and Fringe	\$ 1,020,724	\$ 1,038,672	\$ 17,948	Increase is based on FY2025 staff changes
60200 Legal Fees	124,500	124,500	-	
60300 Professional Services	526,061	142,518	(383,543)	Decrease in EPA 21-24 grant activity
60400 Property Cost - Lot Maintenance	370,000	370,000	-	
60500 Software and Subscriptions	46,924	46,924	-	
60600 Rent Expense	49,434	49,434	-	
60700 Advertising and Marketing	10,000	10,000	-	
60800 Bank Fees	9,000	9,000	-	
60900 Conference and Meetings	7,260	7,260	-	
61000 Depreciation Expense	2,933	2,933	-	
61100 Filing Fees	500	500	-	
61200 Insurance	33,350	33,350	-	
61300 Membership and Dues	8,000	8,000	-	
61400 Office Expense	12,840	10,540	(2,300)	Decrease in EPA 21-24 grant activity
61500 Phone and Internet	8,534	8,534	-	
61600 Training and Development	9,130	9,130	-	
61700 Travel Expense	23,700	16,500	(7,200)	Decrease in EPA 21-24 grant activity
61800 Other Miscellaneous Expense	-	-	-	
62100 Acquisition Costs - HLB Traditional	-	-	-	
62200 Property Cost Disposition - HLB Traditional	330,000	495,000	165,000	Increase lot disposition goal from 50 to 75
63100 Acquisition Cost - NHDP	-	-	-	
63200 Property Cost Disposition - NHDP	135,800	102,600	(33,200)	Decreased lot disposition goal from 20 to 15
Total Expense	<u>\$ 2,728,691</u>	<u>\$ 2,485,396</u>	<u>\$ (243,295)</u>	
Net Income	<u>\$ 522,074</u>	<u>\$ 495,376</u>	<u>\$ (26,698)</u>	
Beginning Fund Balance:	\$ 3,229,162	\$ 2,851,236		
Less net loss:	522,074	495,376		
Less (Capital Exp.) Lot Acquisition:	(500,000)	(500,000)		
Less (Capital Exp.) Inv. Replat:	(400,000)	-		
Ending Fund Balance:	<u>\$ 2,851,236</u>	<u>\$ 2,846,612</u>		
Total Operational Expense:	\$ 1,853,348	\$ 1,871,296		

P.O. Box 131106, Houston, Texas 77219
281.655.4600

Houston Land Bank
Budget Summary by Department
Preliminary FY2025

	<u>HLB Traditional</u>	<u>A&D NHDP</u>	<u>Operational</u>	<u>Grants</u>	<u>Total</u>
Revenue					
40100 Acquisition and Development Agreement	\$ -	\$ 327,600	\$ -	\$ -	\$ 327,600
40200 Administrative Fees	-	56,250	-	-	56,250
40300 HLB Program Revenue	750,000	-	-	-	750,000
40400 Operations Agreement	-	-	1,776,922	-	1,776,922
40500 Outside Sources Contributions	-	-	-	30,000	30,000
70100 Interest Income	-	-	40,000	-	40,000
Total Revenue	<u>750,000</u>	<u>383,850</u>	<u>1,816,922</u>	<u>30,000</u>	<u>2,980,772</u>
Expense					
60100 Salaries and Fringe	\$ -	\$ -	\$ 1,038,672	\$ -	\$ 1,038,672
60200 Legal Fees	15,000	-	109,500	-	124,500
60300 Professional Services	-	-	142,518	-	142,518
60400 Property Cost - Lot Maintenance	-	-	370,000	-	370,000
60500 Software and Subscriptions	-	-	46,924	-	46,924
60600 Rent Expense	-	-	49,434	-	49,434
60700 Advertising and Marketing	-	-	10,000	-	10,000
60800 Bank Fees	-	-	9,000	-	9,000
60900 Conference and Meetings	-	-	7,260	-	7,260
61000 Depreciation Expense	-	-	2,933	-	2,933
61100 Filing Fees	-	-	500	-	500
61200 Insurance	-	-	33,350	-	33,350
61300 Membership and Dues	-	-	8,000	-	8,000
61400 Office Expense	-	-	10,540	-	10,540
61500 Phone and Internet	-	-	8,534	-	8,534
61600 Training and Development	-	-	9,130	-	9,130
61700 Travel Expense	1,500	-	15,000	-	16,500
61800 Other Miscellaneous Expense	-	-	-	-	-
62100 Acquisition Costs - HLB Traditional	-	-	-	-	-
62200 Property Cost Disposition - HLB Traditional	495,000	-	-	-	495,000
63100 Acquisition Cost - NHDP	-	-	-	-	-
63200 Property Cost Disposition - NHDP	-	102,600	-	-	102,600
Total Expense	<u>\$ 511,500</u>	<u>\$ 102,600</u>	<u>\$ 1,871,296</u>	<u>\$ -</u>	<u>\$ 2,485,396</u>
Net Income	<u>\$ 238,500</u>	<u>\$ 281,250</u>	<u>\$ (54,374)</u>	<u>\$ 30,000</u>	<u>\$ 495,376</u>

Projected Beg. Fund Balance as of June 30, 2024:	\$ 2,851,236
Add net gain:	495,376
Less (Capital Exp.) Lot Acquisition:	(500,000)
Less (Capital Exp.) Inv. Replat:	-
Ending Fund Balance:	<u>\$ 2,846,612</u>





REQUEST FOR BOARD ACTION

Meeting Date: April 11, 2024

Agenda Item VIII b: Consideration and Possible Action to Approve the Land Banking Interlocal Agreement between Harris County and the Houston Land Bank.

ACTION SUMMARY

Approval of this agenda item will authorize HLB to execute a Land Banking Interlocal Agreement with the Harris County local government.

Approval of this agenda item will authorize the HLB Chief Executive Officer to execute the following agreement (***Interlocal Agreement***); which is necessary in order for the Houston Land Bank to avail itself to conduct land banking in Harris County under the authorization of Texas Senate Bill 1679 ("SB 1679").

BACKGROUND/OVERVIEW (Background of each of the Agreement and the Administrative Procedures)

The Interlocal Agreement: Background

Pursuant to the 87th Texas State Legislature, Texas Senate Bill 1679 ("SB 1679"), passed on June 16, 2021, and became effective September 1, 2021. SB 1679 relates to the creation of urban land banks for certain municipalities. HLB qualifies as an urban land bank under SB 1679. Per SB 1679, HLB may provide land banking services for other governmental entities via Interlocal Agreement. Harris County and HLB wish to enter into a land banking agreement via an Interlocal Agreement in compliance with SB 1679.

The Interlocal Agreement: Summary

The agreement is an original one-year term to provide land banking services per the attached agreement. Should the Board of Directors approve this item, agreement will be fully executed and implemented by all parties.

Interlocal Agreement

This Interlocal Agreement ("Agreement") is entered into this day of [Date], ("Effective Date") between Harris County, a political subdivision of the State of Texas, hereinafter referred to as "Harris County," and the Houston Land Bank, a Texas nonprofit corporation and a Texas local government corporation created pursuant to Tex. Transp. Code Ann. § 431.101 (Vernon 2000) ("HLB," f/k/a the Land Assemblage Redevelopment Authority and Texas State Bill SB 1679 , hereinafter referred to as "HLB." Collectively, the parties are referred to as the "Parties."

WHEREAS, HLB is committed to community development for communities:

WHEREAS, Harris County recognizes the importance of land banking activities as a means to support community development, with a particular focus on affordable housing, food insecurity, brownfield redevelopment, and community engagement within the geographic boundary of Harris County.

WHEREAS, HLB and Harris County are committed to collaborating on these mission-aligned projects to improve the quality of life for Harris County's residents:

NOW, THEREFORE, in consideration of the premises, covenants, and agreements contained herein, HLB and Harris County agree as follows:

Section 1: Purpose

HLB is a land bank created under State Bill 1679: Urban Land Bank exists to acquire, manage, and disposing of vacant, abandoned, deteriorated, non-revenue generating, and non-tax producing properties and converting those properties to productive uses. For purposes of this subsection, productive uses of a property include the development of housing that serves a wide range of local needs, including affordable housing, long-term affordable housing, workforce housing, public service housing, mixed-income housing, community-based economic development, food desert solutions, parks and recreation, flood reduction and storm resiliency, and other uses necessary and appropriate to return properties to the tax rolls, stabilize communities, improve living conditions, and protect against the displacement of residents of the municipality served by the land bank.

The purpose of this Agreement is to establish a framework for cooperation and collaboration between HLB and Harris County to facilitate the execution of land banking activities within the geographic boundary of Harris County.

HLB may receive and retain payments for services, rendered, for rents and leasehold payments received, for consideration for disposition of real and personal property, for proceeds of insurance coverage for losses incurred, for income from investments, and for any other asset or activity permitted under this agreement. A land bank may receive funding through grants and loans from the municipality that, created the land bank, other municipalities, this state, the federal government, and other public or private sources.

These activities are in alignment with HLB's mission of community development, with a focus on the following areas:

1) Development of Housing:

- a) Single-Family: HLB shall develop single-family housing using procured developers/builders.

- b) **Community Land Trust:** HLB is committed to building homes on behalf of Harris County's Community Land Trust (CLT) program, thereby expanding affordable housing opportunities for communities.
 - c) **Multi-family:** HLB will actively engage in land banking activities within Harris County, utilizing procured brokers for both Harris County and HLB programs. Harris County shall fund the purchase and administrative fees for County projects in collaboration with HLB.
- 2) **Brownfield Redevelopment:** HLB, in partnership with Harris County, shall explore brownfield redevelopment opportunities within the County. HLB's expertise in land banking will be leveraged to identify, acquire, and manage land parcels suitable for brownfield redevelopment projects that align with the mission of community development.
- 3) **Expedited Disposition & Development:** HLB will expedite the disposition and development of land for mission-aligned activities, such as addressing food insecurity, within Harris County. The land can include Harris County surplus sites or HLB acquired sites.
- 4) **Land Banking:** To hold and assemble one or more parcels of real property, for a period that is longer than five years for the purpose of, fulfilling specific program or funding goals related to creating or developing affordable housing, supporting community-based economic, development, creating parks and other public places, or supporting other goals required by Harris County
- 5) **Professional Services:**
- a) **Real Estate:** HLB, on behalf of Harris County but at HLB's expense unless a fee for any such service has been approved, prior to the commencement of such services by Harris County's Commissioners Court, shall provide realty and consulting professional services that align with the mission of community development.
 - i) **Market Analysis:** Realty professionals can conduct market analyses to understand property values, rental rates, and housing trends in target communities to assist with determining the feasibility of development projects and setting appropriate pricing structures.
 - ii) Realty professionals can support HLB in efficiently managing its property portfolio, including renting, selling, or leasing properties to generate revenue for further community development initiatives.
 - iii) **Neighborhood Revitalization:** Realty professionals can work with HLB to identify blighted properties or vacant lots in distressed communities. They can assess the market conditions and consult on the best uses for these properties, such as affordable housing, community centers, or green spaces.
 - iv) **Affordable Housing Programs:** HLB can collaborate with real estate professionals to acquire, rehabilitate, and sell affordable housing properties in underserved neighborhoods. Realty experts can help identify suitable properties, evaluate their potential, and advise on effective strategies to make housing affordable while maintaining quality.

- b) Community Engagement: HLB shall actively engage in community development activities outside of the City of Houston but within Harris County on behalf of the County, focusing on community engagement programs.
 - i) Realty and consulting professionals can aid in community engagement efforts, helping HLB connect with local residents, neighborhood organizations, and stakeholders. They can facilitate meetings, gather input, and conduct outreach to ensure that development plans align with community needs and expectations. Realty and consulting professionals will not be paid by the County in any event other than as a standard broker earning a standard brokerage commission in the instance where the County is the Seller in a single-family transaction.
- c) Architecture:
 - i) Partnerships with Architectural Firms: HLB can procure and enter into partnerships with architectural firms in the Houston area. These firms can provide a range of architectural services, including designing residential, commercial, or community development projects that align with HLB's goals.
 - ii) Request for Proposals (RFPs): HLB can release RFPs to solicit architectural firms' proposals for specific projects. The RFPs will outline the project's scope, objectives, and any specific requirements. Interested architectural firms can then submit their proposals, and HLB can select the most suitable firm based on their qualifications, experience, and proposed design concepts.
 - iii) Design Competitions: HLB can organize design competitions for specific projects. This approach encourages creativity and innovation in architectural designs. Design professionals can submit their ideas, and the winning design, based on objective criteria and compliance with applicable County standards, can be selected for implementation.
- d) Engineering:
 - i) Collaboration with Engineering Firms: For engineering services, HLB can procure and collaborate with engineering firms specializing in various fields, such as civil, structural, environmental, or geotechnical engineering. These firms can offer their expertise on specific aspects of development projects.
 - ii) RFPs for Engineering Consultants: Similar to architectural services, HLB can issue RFPs for engineering services when needed. The RFPs will detail the project requirements, and engineering firms can respond with proposals outlining their qualifications, relevant experience, and project approaches.

Section 2: Budget and Staffing

The Parties shall collaboratively define and approve the budget necessary to support the activities outlined in this Agreement. HLB and Harris County staff shall work together to ensure the efficient allocation of resources and the successful implementation of land banking activities.

Section 3: Term

This Agreement shall commence on the Effective Date and shall remain in force for a period of 12 months unless terminated earlier by either Party pursuant to Section 4 below.

Section 4: Termination

Either Party may terminate this Agreement upon written notice to the other Party in the event of a breach of the terms and conditions outlined herein. In any termination, the other party agrees to continue working with the terminating Party for the lesser of (a) the date which is 60 days following the effective date of the termination, or (b) the date upon which the terminating Party advises the other Party that it no longer requires its services. The continuation of such work is to ensure a smooth transition on any transactions or jobs currently in process. If, at the time of termination, HLB is working on any jobs or transactions that are either (a) outside the City of Houston or (b) were funded primarily using County funds, then the title of such property will be passed to Harris County in fee simple, but HLB is authorized to retain any funds for portions of work or any jobs for which the respective vendor or contractor(s) are entitled, but any funds received that are not yet obligated to any vendor or contractor(s) will be returned to Harris County within twenty (20) days following HLB's receipt of the termination notice.

Section 5: Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

Section 6: Entire Agreement

This Agreement constitutes the entire understanding between the Parties with respect to its subject matter and supersedes all prior and contemporaneous agreements and understandings, whether oral or written.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

By signing below, the Parties acknowledge their commitment to the terms and conditions outlined in this Agreement.

Approved as to Form:
Christian D. Meneffee, Harris County

Harris County:

By: _____
**Randy Keenan, Sr. Assistant
County Attorney**
CACI ID#: _____

By: _____
**Lina Hidalgo, Harris County
Judge**

Date: _____

Houston Land Bank

By: _____

Date: _____



REQUEST FOR BOARD ACTION

Meeting Date: April 11, 2024

Agenda Item VIII c: Consideration and Possible Action to Approve the Successful Bidders under the Request for Proposals for Replat Specialist re-issued February 06, 2024.

ACTION SUMMARY

Approval of this agenda item will authorize HLB to contract with the successful bidders as described under the Houston Land Bank Request for Proposals for Replat Specialist issued December 13, 2023 and Re-Issued February 06, 2024. This action is necessary to facilitate the real estate development work of the Houston Land Bank.

BACKGROUND/OVERVIEW (Background of the Agreement and Summary)

Houston Land Bank (HLB) adopts a holistic approach that considers the community's and other stakeholders' needs and aspirations, achieving success through innovative practices that expand the organization's capacity to serve our community. HLB seeks to create an ecosystem of resilient neighborhoods and districts where all individuals can thrive. Our community partners supplement our community-focused approach, which requires empathy and understanding of disinvested neighborhoods' unique challenges and opportunities.

In furtherance of these goals and objectives, HLB issued an RFP on December 13, 2023 and re-issued February 06, 2024. The Re-Issue was made to clarify that HLB was seeking a replat specialist but was allowing entities that fell under the Professional Procurement Act to submit by not factoring price as a grading consideration. As a result of the RFP, there were four original responses; due to the re-issue, there was one additional submission. The Procurement breakdown is as follows:

A. Five Submissions

B. Three Passing Submissions, Two Failing Submissions

C. Failing Submissions: Blue Vintage Construction (Did not demonstrate experience in replating, no team member information, and no demonstrated knowledge of Chapter 42), and Optics Design & Realnc (Did not provide sufficient demonstrated evidence of replating -focused on planning and design).

D. Passing Submissions Recommended for contracting: CGEA-Planning & Design (100 points received), J.Morales, Inc. (100 points received) and Owens Management Systems, LLC (100 points received).

Should the Board of Directors approve this item HLB will move forward with contracting with the successful bidders.



REQUEST FOR BOARD ACTION

Meeting Date: April 11, 2024

Agenda Item VII d: Consideration and Possible Action Regarding Acceptance of the Real Estate Acquisitions and Development (READ) and Executive Committee Recommendation of the disposition of four lots (4) from the Houston Land Bank Inventory to Approved Builder, SXG.

ACTION SUMMARY

Approval of this item will authorize HLB staff to initiate the execution of contracts for the sale of lots to SXG as described below.

BACKGROUND/OVERVIEW

SXG was awarded lots in 2022 from Round 7 lot sales, but HLB had to remove four (4) Settegast lots from the purchase agreement due to the lots being designated for the HCDD CHDO program. HLB has offered the following Settegast lots as replacements and SXG accepted.

HCAD	Lot Address	Lot Price	Lot Sq Ft	Home Sales Price	Bed/Bath/Tier	Home Sq Ft
0752470030015	0 Fields	\$1	4,000	\$190,000	3/2/Tier II	1,250
0752470030016	0 Fields	\$1	4,000	\$190,000	3/2/Tier II	1,250
0752470030017	0 Fields	\$1	4,000	\$190,000	3/2/Tier II	1,250
0752470030018	0 Fields	\$1	4,000	\$190,000	3/2/Tier II	1,250

P.O. Box 2549, Houston, Texas 77252
281.655.4600

houstonlandbank.org



REQUEST FOR BOARD ACTION

Meeting Date: April 11, 2024

Agenda Item VII e: Consideration and Possible Action Regarding Acceptance of the Real Estate Acquisitions and Development (READ) and Executive Committee Recommendation of the disposition of five lots (5) from the Houston Land Bank Inventory to Approved Builder, Burghli Homes.

ACTION SUMMARY

Approval of this item will authorize HLB staff to initiate the execution of contracts for the sale of lots to Burghli Homes as described below.

BACKGROUND/OVERVIEW

Burghli was awarded lots in 2022 from Round 7 lot sales, but HLB had to remove five (5) Settegast lots from the purchase agreement due to the lots being designated for the HCDD CHDO program. HLB has offered the following Settegast lots as replacements and Burghli accepted.

HCAD	Lot Address	Lot Price	Lot Sq Ft	Home Sales Price	Bed/Bath/Tier	Home Sq Ft
0300180010046	0 Cinderella	\$1	4,200	\$190,000	3/2/Tier II	1,191
0300180010047	7981 Cinderella	\$1	4,200	\$190,000	3/2/Tier II	1,198
0752470020003	0 Tate	\$1	4,000	\$190,000	3/2/Tier II	1,191
0752470020004	0 Tate	\$1	4,000	\$190,000	3/2/Tier II	1,198
0752470020005	0 Tate	\$1	4,000	\$190,000	3/2/Tier II	1,191