



BOARD OF DIRECTORS REGULAR MEETING

July 14, 2022

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BOARD OF DIRECTORS REGULAR MEETING AGENDA

**Thursday, July 14, 2022 – Noon Central time
BakerRipley Building
4450 Harrisburg Boulevard
Second Floor
Houston, Texas 77011**

Due to health and safety concerns related to COVID-19, this meeting will offer participation by videoconference or in person. The meeting will be open to the public but restrictions regarding masks, allowable room capacity, and seating arrangements may be in place.

The public meeting location will be the BakerRipley Building, 4450 Harrisburg Boulevard, 2nd Floor, Houston, Texas 77011. The Board Chair, as presiding officer of the Board, will be physically present; some Board members may also be physically present. Other Board members will be participating by videoconference in accordance with the provisions of Section 551.127 of the Texas Government Code applicable to a governmental body that extends into three or more counties.

To join by videoconference, please go to: <https://us02web.zoom.us/j/87966649887>

Or join by phone by calling:

877-853-5247 or

888-788-0099

Meeting ID: 879 6664 9887

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

Speakers must be registered by 5 p.m. on Wednesday, July 13, 2022. 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. Swearing in of Board Members

- a. Position Six: Dwantrina Russell (new appointment – City Council)
- b. Position Seven: Marilyn Muguerra (new appointment –City Council)
- c. Ex-Officio: Lynn Henson (new appointment – Mayor’s Office)

IV. Consideration and Adoption of Meeting Minutes

- a. June 9, 2022 Board Meeting

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

houstonlandbank.org

- V. Chairman's Greeting: Matt Zeis
- VI. Committee Reports:
 - a. Executive Committee: Matt Zeis, Chair
 - b. Finance Committee: Laurie Vignaud, Chair
 - c. Partnership and Program Development: Courtney Johnson-Rose, Chair
 - d. Real Estate Acquisition and Disposition: Victor Mondragón, Chair
 - e. Procurement and Oversight: Jesus DeAnda, Chair
- VII. President's Report: Christa Stoneham, CEO/President
- VIII. Board Action Items
 - a. Consideration and Possible Action to Adopt the Proposed Houston Land Bank Strategic Plan.
 - b. Consideration and Possible Action to Award three New Lot Maintenance Contracts for Two-Year Terms not to exceed the FY2023 Budget, with opportunities to extend up to an additional option year.
 - 1. AD Construction & Development Inc.
 - 2. Smartscaping, LLC
 - 3. Transteq Environmental Solutions Inc.
 - c. Consideration and Possible Action to Accept Real Estate Acquisition and Development Committee Recommendations of Contract Amendments for Maximum Sales Price Increase Requests under the HLB Traditional Homebuyer Program for the following Homes.
 - 1. SXG Capital, LLC
 - i. 8000 Phillips (Acres Homes, Price Increase of \$52,488; Home Sales Price from \$212,000 to \$264,488, Tier I, 1,629 sq. ft.)
 - ii. 7800 Beckley (Acres Homes, Price Increase of \$52,488; Home Sales Price from \$212,000 to \$264,488, Tier I, 1,629 sq. ft.)
 - iii. 7312 Shotwell (Trinity Gardens, Price Increase of \$52,488; Home Sales Price from \$212,000 to \$264,488, Tier I, 1,629 sq. ft.)
 - d. Consideration and Possible Action to Approve the Pricing Methodology for the Lot Prices under the HLB Traditional Homebuyer Program.
 - e. Consideration and Possible Action to Purchase One Property Located in Fifth Ward in the Amount of \$6,000 under the Traditional Homebuyer Program (3309 Farmer, HCAD# 021-144-006-0004, 1,875 sq.ft.)



- f. Discussion of the newly proposed revisions to the New Home Development Guidelines (NHDP), Master Contractor Agreement (MCA), and Tri-Party Agreement (TPA).

IX. 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.

X. Board Member Comments

XI. Adjournment



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

June 9, 2022

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 the Baker Ripley Building, 4450 Harrisburg Boulevard, 2nd Floor, Houston, Texas, on Thursday, June 9, 2022 at 12:00 p.m. Written notice of the 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:

Tonzaino Bailey	Jesus DeAnda
David Collins	Janae Ladet
Laurie Vignaud	Matt Zeis
Elaine Morales	

Board directors absent were: Antoinette Jackson, Courtney Johnson Rose, Carol Galloway, Victor A. Mondragón, Pastor Steve Hall and John David Vasquez. Others in attendance included: Christa Stoneham, Chief Executive Officer/President of the HLB; Jennifer Allison, Vice President of Operations and Programs for HLB; Ivan Zapata, Manager of Real Estate and Acquisitions for HLB; Greg Erwin, Genesis Larin, and Mark Glanowski (Paralegal) of Winstead PC, outside legal counsel for the HLB; Graciela Saenz, outside legal counsel for the HLB; Gonzalo Gonzalez, Vice President of Finance and Accounting for HLB; Ron Butler, Manager – Property Maintenance for HLB; Nick Foran of the HLB Advisory Board; Kellen Zale of the HLB Advisory Board; LaTosha Okoiron, In-house Legal Counsel and Compliance Director; and Jahmeilla Hunter, Community Relations and Engagement Manager.

I. Call to Order and Roll Call

Chairman Zeis called this regular meeting to order at 12:07 p.m. A roll call of the Board members in attendance immediately followed. Chairman Zeis announced that a quorum of the Board was present.

II. Public Speakers

No public speaker registered to address the Board.

III. Swearing in of Board Members

- a. **Position One: David L. Collins, Sr. (reappointment – Mayor's Office)**
- b. **Position Two: Victor A. Mondragón (reappointment – Mayor's Office)**

- c. **Position Three: Matt Zeis – Chair (reappointment – Mayor's Office)**
- d. **Position Four: Jesus DeAnda (reappointment – Mayor's Office)**
- e. **Position Five: Laurie Vignaud (reappointment – Mayor's Office)**
- f. **Non-Voting Advisory Member: Nicholas J. Foran (reappointment – Mayor's Office)**
- g. **Non-Voting Advisory Member: Elijah J. Williams (reappointment – Mayor's Office)**
- h. **Non-Voting Advisory Member: Kellen Zale (reappointment – Mayor's Office)**
- i. **Non-Voting Advisory Member: Vincent A. Marquéz (reappointment – Mayor's Office)**

Ms. Saenz conducted the swearing in of each of the above-named individuals to the Board and/or the Advisory Board, respectively.

IV. Consideration and Adoption of Meeting Minutes

a. May 12, 2022 Board Meeting

Chairman Zeis noted that the minutes for the May 12, 2022 regular meeting of the Board of Directors were previously circulated for review and comment. He asked if there were any comments for discussion to such minutes. Hearing none, he requested a motion to approve and adopt such minutes as written.

Director Collins made a motion to adopt the minutes of the May 12, 2022 Board Meeting as written, which motion was then duly seconded by Director Vignaud and passed with the unanimous vote of the Board.

V. Chairman's Greeting: Matt Zeis

Chairman Zeis thanked the Board members in attendance for volunteering and being available for this regular meeting. He then extended his thanks to the veterans for their sacrifices on the just-passed Memorial Day and a happy Juneteenth Day to all.

VI. Committee Reports:

a. Executive Committee: Matt Zeis, Chair

Chairman Zeis then announced that the Executive Committee did not meet this month.

b. Finance Committee: Laurie Vignaud, Chair

Chairman Zeis requested Director Vignaud to report on the financial status of the HLB, including, but not limited to the monthly financial report which is included in the meeting packet

distributed to the Board. Director Vignaud stated that the financial wellbeing of the HLB is really good.

1. Monthly Financial Report

Director Vignaud then requested Gonzalo Gonzalez to give the report. Mr. Gonzalez stated that the Finance Committee met yesterday to examine the cash balances and the key performance indicators, the proposed Fiscal Year 2023 Budget, and fundraising work. He then stated that HLB is awaiting confirmation from its attorney with regard to the filing of the 501(c)3 non-profit corporation certification for the HLB Fund.

c. **Partnership and Program Development Committee: Courtney Johnson Rose, Chair**

Director Johnson Rose was not in attendance, therefore Ms. Stoneham stated that the Partnership and Program Development Committee met to discuss the draft of the Strategic Plan, which will be placed on the Agenda for the July 2022 meeting for approval.

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

Director Mondragón was not in attendance for today's meeting, therefore, Mr. Zapata reported that the READ Committee met to discuss Amanda Lane, being an abandoned right of way which the Houston Housing Department requested HLB's participation with to develop into affordable housing and a pocket park. He then mentioned the CHDO Program is to be revived after being suspended during the COVID years. The Houston Housing Department wishes to reignite a revised escrow grant. Mr. Zapata reported that the Lowe's discount program will begin with three homebuilders in the pilot program to provide a discount on building materials at the point of purchase.

e. **Procurement and Oversight Committee: Jesus DeAnda, Chair**

1. **Procurements Overview**

Director DeAnda reported that the Procurement and Oversight Committee met last week to discuss the status of the procurements.

He then stated that the Committee previously examined the six responses to the 2021 RFQ for environmental services which were reviewed and rated by HLB staff. The contracts have either been signed, or are being reviewed by their respective legal counsel. He then noted that the Lot Maintenance RFP closed on May 16, 2022 with seven responses being received. He noted that these contracts will be based on competitive bids versus the flat rate pricing under the previous contracts. Also, the RFP prepared for the annual audit services closed May 29, 2022; however, there was no response to this RFP. HLB staff then reached out to three auditing firms to request official bids to prepare the annual audit, however only Doreen Mayhew submitted a bid, which the staff recommended. The RFP for bookkeeping and accounting services closed on May 6, 2022 and four responses were received.

Lastly, Director DeAnda mentioned that there are currently no open procurements.

VII. President's Report: Christa Stoneham, CEO/President

a. Progress Report

Ms. Stoneham stated that April, May and June complete the fiscal year of the HLB, which progressed on the strategic plan by 65% since January 2022 with regard to affordability options, lot inventory, and organizational excellence. She noted that acquisitions of tax delinquent properties have been deficient in recent years as there has been no dedicated staff to work on this program.

Ms. Stoneham stated that the Fiscal Year 2023 Strategic Plan will begin in July 2022. The HLB staff is preparing goals and measurable benchmarks for the Strategic Plan to be delivered to the Board. Such goals include the creation and marketing of the HLB Fund to accelerate investments in housing, community development, down payment assistance, and applications for federal grants.

She then discussed "The Cycle of Vacancy" in neighborhoods with systemic racism and intergenerational poverty along with historical in-equitable land use and lending practices. These neighborhoods often have vacant, abandoned and deteriorated properties. These conditions cause neighborhoods to become entrenched in a negative cycle where vacant, abandoned, deteriorated properties intensify poor living conditions and increasing the levels of vacancy and abandonment.

Ms. Stoneham noted that Resilient Houston provides a framework for collective action for every Houstonian, and the HLB will adopt and implement the most critical of these goals and strategies relevant to its mission.

She then reiterated that the HLB's mission is to strategically acquire, dispose, and steward vacant, abandoned, and damaged properties and convert them into productive use and transform community development for the city of Houston. The HLB serves as a convener and implementer to promote and provide community development in Houston's low-to-moderate income communities. HLB creates policies and programs to stimulate the development of affordable housing, workforce housing, grocery stores and retail space.

Ms. Stoneham then reported that the HLB will be accelerating investments in housing and neighborhood development, and mitigating and recovering from environmental injustice in the community. She noted that the city of Houston has no objection to the HLB Fund being reorganized as a 501(c)3 entity.

VIII. Board Action Items

a. Presentation and Discussion Regarding Proposed HLB Fiscal Year 2023 Budget

Mr. Gonzalez presented the proposed HLB Fiscal Year 2023 Budget to the Board and noted the following highlights for consideration:

1. Estimating 110 lot dispositions under HLB Traditional Program and 15 house dispositions under the NHDP program.
2. Continued funding from HCDD's TIRZ allocation under the Operations Agreement.
3. Anticipate operating newly created 501(c)3 entity with additional funding sources.
4. Employee headcount to remain the same versus prior fiscal year at a total of 9 staff members.
5. Legal fees to remain the same versus the prior fiscal year for administrative and real estate services.
6. Professional services to remain the same for planning activities, annual external audit, IT support, legislation implementation support, and grant writing services.
7. Lot maintenance costs were reduced significantly as a result of aggressive lot dispositions and change in operational procedure for ROW won't be cost-burdened to HLB.
8. Intent on using 501(c)3 fundraising funds for additional builder subsidies, down payment assistance program for potential homebuyers, and expansion of staff.

He then noted that after the Board of Directors passes the budget, the budget will then be submitted to HCDD for approval as required by the agreement between HLB and the City regarding Operational Agreement funding. If it becomes necessary to make adjustments based upon input from the City, or in response to unanticipated circumstances during the fiscal year, the budget can be amended by the Board.

Mr. Gonzalez then summarized the Fiscal Year 2023 Proposed Budget as shown on the tables in the PowerPoint presentation shared with the Board. Highlights include:

- Total projected revenues are \$4,768,127.
- Total projected expenditures are \$4,472,976.

Mr. Gonzalez noted that the final version of the Fiscal Year 2023 Budget will need to be approved at this meeting to comply with City of Houston requirements. Director Vignaud made a motion to adopt the proposed Fiscal Year 2023 Budget, which motion was then duly seconded by Director DeAnda and passed with the unanimous vote of the Board.

IX. Executive Session

Nothing to report.

X. Board Member Comments

Nothing to report.

XI. Adjournment

Chairman Zeis asked if there were any additional matters to be considered by the Board. Hearing none, the regular Board meeting adjourned at 12:46 p.m. upon the motion of Director Collins, which was duly seconded by Director Ladet 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 _____, 2022.

Secretary



Houston Land Bank

Balance Sheet
As of May 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Chase-Operations - 8465	506,461.22
Money Market - Lot Acquisition - 7058	1,026,750.83
Money Market Unrestricted - 7066	2,752,103.86
MoneyMarket-Unrstr.C Resev 5577	18,026.89
Petty Cash	12.63
Unity National Bank PMM - 4992	242,738.09
Total Bank Accounts	\$4,546,093.52
Accounts Receivable	
Accts Receivable	715,514.75
Total Accounts Receivable	\$715,514.75
Other Current Assets	
Prepaid Expenses	
Prepaid Acquisition Costs	3,700.00
Prepaid Insurance	21,534.68
Prepaid Rent	3,900.00
Prepaid Subscription Services	13,268.42
Total Prepaid Expenses	42,403.10
Total Other Current Assets	\$42,403.10
Total Current Assets	\$5,304,011.37
Fixed Assets	
Equipment	12,005.12
xAccum. Depreciation	-7,327.95
Total Fixed Assets	\$4,677.17
Other Assets	
Earnest Fee	125,100.00
Investments Held For Sale	9,726,349.17
Security Deposit	4,875.00
Total Other Assets	\$9,856,324.17
TOTAL ASSETS	\$15,165,012.71



Houston Land Bank

Balance Sheet
As of May 31, 2022

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	78,237.89
Total Accounts Payable	\$78,237.89
Credit Cards	
Chase Credit Card	704.99
Total Credit Cards	\$704.99
Other Current Liabilities	
Due to Tax Assessor	2,692.54
Liabilities Due to HCDD	1,025,740.49
Payroll Liability	1,563.59
Total Other Current Liabilities	\$1,029,996.62
Total Current Liabilities	\$1,108,939.50
Total Liabilities	\$1,108,939.50
Equity	
Retained Earnings-1	12,680,661.00
Net Income	1,375,412.21
Total Equity	\$14,056,073.21
TOTAL LIABILITIES AND EQUITY	\$15,165,012.71



Houston Land Bank

Profit and Loss July 2021 - May 2022

	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	TOTAL
Income												
Acquisition and Development Agreement												\$0.00
Acquisition Proceeds	26,914.86	15,175.62	2,916.02	3,028.62	690,082.73	7,425.00	2,450.00	3,783.91	3,729.97	2,650.00	2,560.00	\$760,716.73
Disposition of Lots	59,920.00	0.00	30,000.00	54,000.00	0.00	55,500.00	18,000.00	36,000.00	72,000.00	108,000.00	53,100.00	\$486,520.00
Disposition Proceeds	9,427.94	0.00	9,944.29	8,089.84	0.00	7,657.68	4,149.06	3,123.96	7,781.46	10,503.04	5,006.84	\$65,684.11
Total Acquisition and Development Agreement	96,262.80	15,175.62	42,860.31	65,118.46	690,082.73	70,582.68	24,599.06	42,907.87	83,511.43	121,153.04	60,666.84	\$1,312,920.84
Administrative Fees	7,500.00		3,750.00	7,500.00	12,973.70	7,500.00	3,750.00	3,750.00	7,500.00	11,250.00	7,500.00	\$72,973.70
HLB Program Revenue												\$0.00
Disposition Proceeds		18,055.00			14,002.00	195,333.00		26,000.00		20,437.00		\$273,827.00
Total HLB Program Revenue		18,055.00			14,002.00	195,333.00		26,000.00		20,437.00		\$273,827.00
Operations Agreement	190,281.88	181,313.19	130,229.55	128,842.18	126,804.47	150,616.04	120,124.36	132,444.27	157,477.42	112,147.95	140,197.23	\$1,570,478.54
Outside Sources Contributions		9,950.00										\$9,950.00
Total Income	\$294,044.68	\$224,493.81	\$176,839.86	\$201,460.64	\$843,862.90	\$424,031.72	\$148,473.42	\$205,102.14	\$248,488.85	\$264,987.99	\$208,364.07	\$3,240,150.08
GROSS PROFIT	\$294,044.68	\$224,493.81	\$176,839.86	\$201,460.64	\$843,862.90	\$424,031.72	\$148,473.42	\$205,102.14	\$248,488.85	\$264,987.99	\$208,364.07	\$3,240,150.08
Expenses												
Admin - Other												\$0.00
Advertising & Marketing	836.00	1,004.00		297.00	1,056.00					2,376.00	1,808.75	\$7,377.75
Bank Service Charges	187.78	119.86	172.89	179.70	119.61	166.33	202.67	150.69	187.88	255.19	217.65	\$1,960.25
Company Insurance												\$0.00
General Liability	1,058.25	1,058.25	1,058.25	1,058.25	10,723.09	1,058.25	1,058.25	1,058.25	1,058.25	1,943.78	1,943.78	\$23,076.65
Officers & Directors Liability	729.13	729.13	644.15	644.15	644.15	644.15	644.15	644.15	644.15	644.15	644.15	\$7,255.61
Property Insurance		1,391.55	2,183.21	5,953.43			-1,266.45		-555.41	5,974.43	1,729.16	\$15,409.92
Total Company Insurance	1,787.38	3,178.93	3,885.61	7,655.83	11,367.24	1,702.40	435.95	1,702.40	1,146.99	8,562.36	4,317.09	\$45,742.18
Computer and Internet Expenses	9.99	9.99	689.95	745.99	548.19	9.99	9.99	9.99	27.98			\$2,062.06
Conference & Meeting	125.00						250.00		27.06			\$402.06
Depreciation Expenses	200.09	200.09	200.09	200.09	200.09	200.09	200.09	200.09	200.09	200.09	200.09	\$2,200.99
Dues and Subscription	755.71	1,858.84	1,085.56	996.76	950.56	1,010.56	1,098.85	1,012.27	3,313.27	1,114.16	2,992.33	\$16,188.87
Filing Fees				23.75			132.05			68.10		\$223.90
Office Expenses	166.71	845.20	12.99	166.85	128.90	140.99		0.00		974.95		\$2,436.59
Leasing Office Equipment	241.25	241.25	361.99	254.25	338.44	254.25	264.25	254.25	403.08	254.25	254.25	\$3,121.51
Meals & Entertainment		286.29			356.78	226.21			112.99	46.82		\$1,029.09
Office Supplies	-254.98	53.40		177.48	12.07				140.13	640.64	247.06	\$1,015.80
Postage and Delivery		122.00	70.03	286.26						27.20		\$505.49
Total Office Expenses	152.98	1,548.14	445.01	884.84	836.19	621.45	264.25	254.25	656.20	1,943.86	501.31	\$8,108.48
Rental and Lease Expense	4,875.00	4,875.00	4,875.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	\$45,825.00
Software Usage	5,502.22	5,502.22	5,502.22	5,502.22	5,502.22	5,502.22	5,502.22	5,721.14	5,956.21	1,577.34	1,577.34	\$53,347.57
Storage Rental	78.00	78.00	78.00	78.00	78.00	78.00	78.00	78.00	78.00	78.00		\$780.00
Telephone Expense	642.16	642.04	642.04	640.92	640.50	707.40	482.90	482.42	482.42	482.42	1,222.65	\$7,067.87



Houston Land Bank

Profit and Loss July 2021 - May 2022

	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	TOTAL
Travel and Lodging Expenses												\$0.00
Mileage Expense		147.07	94.64	126.66	132.85	51.32	55.83	101.53	81.49	43.88	337.48	\$1,172.75
Parking			10.00									\$10.00
Travel Expense		45.94								1,373.36	653.91	\$2,073.21
Total Travel and Lodging Expenses		193.01	104.64	126.66	132.85	51.32	55.83	101.53	81.49	1,417.24	991.39	\$3,255.96
Total Admin - Other	15,152.31	19,210.12	17,681.01	21,231.76	25,331.45	13,949.76	12,612.80	13,612.78	16,057.59	21,974.76	17,728.60	\$194,542.94
Employee Cost												\$0.00
Health Insurance	7,452.16	6,192.56	6,821.02	6,061.40	3,416.13	4,983.03	4,731.48	6,213.83	6,868.37	4,089.83	9,090.15	\$65,919.96
Payroll Services Fee	182.20	122.82	124.85	128.96	128.96	193.44	243.41	128.96	126.83	120.44	128.96	\$1,629.83
Payroll Taxes	3,691.25	4,599.13	4,421.48	4,218.42	4,138.88	6,174.51	5,813.37	4,950.61	4,100.38	1,843.85	5,193.28	\$49,145.16
Retirement	974.67	1,219.10	1,049.17	953.98	1,069.36	1,574.96	833.90	831.02	773.33	815.86	1,399.68	\$11,495.03
Wages and Salary	47,933.75	59,442.67	57,940.40	55,607.32	55,887.32	82,781.89	54,675.34	59,120.72	54,335.49	47,994.56	67,456.14	\$643,175.60
Total Employee Cost	60,234.03	71,576.28	70,356.92	66,970.08	64,640.65	95,707.83	66,297.50	71,245.14	66,204.40	54,864.54	83,268.21	\$771,365.58
Legal Fees	15,188.50	11,172.04	9,353.60	6,174.60	1,580.70	2,998.50	3,782.50	12,770.00	10,551.00	8,545.00	5,582.50	\$87,698.94
Marketing and Promotional						883.63						\$883.63
Professional Services												\$0.00
Accounting Fee	7,220.00	7,220.00	7,420.00	7,220.00	7,220.00	9,910.00	7,220.00	7,220.00	7,220.00	7,220.00	7,220.00	\$82,310.00
Audit Fees		7,250.00		7,250.00								\$14,500.00
Consulting Fee	26,737.75	71,384.85	16,197.00	18,225.30	1,710.00	33,150.75	26,709.50	3,156.25	17,950.00	3,702.50	9,863.75	\$228,787.65
Contract Work						760.76			185.00			\$945.76
Total Professional Services	33,957.75	85,854.85	23,617.00	32,695.30	8,930.00	43,821.51	33,929.50	10,376.25	25,355.00	10,922.50	17,083.75	\$326,543.41
Property Cost - Maintenance												\$0.00
Property Expenses												\$0.00
Clearing of Land Cost				1,700.00		1,000.00				13,096.79	8,120.32	\$23,917.11
Special Lawn Mowing	250.00	200.00		2,640.00	9,930.00	850.00	650.00					\$14,520.00
Standard Lawn Mowing	51,457.37	39,030.21	36,511.31	31,911.36	38,122.73	22,203.93	16,177.98	1,002.20	37,113.71	22,070.11	21,381.67	\$316,982.58
Total Property Expenses	51,707.37	39,230.21	36,511.31	36,251.36	48,052.73	24,053.93	16,827.98	1,002.20	37,113.71	35,166.90	29,501.99	\$355,419.69
Total Property Cost - Maintenance	51,707.37	39,230.21	36,511.31	36,251.36	48,052.73	24,053.93	16,827.98	1,002.20	37,113.71	35,166.90	29,501.99	\$355,419.69
Property Cost - Disposition HLB												\$0.00
Clearing and Lawn Maintenance					1,826.75	357.04						\$2,183.79
Closing Cost		1,634.31			-13,872.50	6,297.00		1,374.50	-10.00	1,278.00		\$ -3,298.69
Construction of House										1,631.92		\$1,631.92
Lots COGS		1,170.00			459.25	22,133.21		2,527.66		1,620.00		\$27,910.12
Property Taxes	-1,794.97			-4,834.73	2,169.60	10,986.40	138.64	1,131.38	-251.07	757.59	558.66	\$8,861.50
Survey and Appraisal Expenses						450.00						\$450.00
Utilities and Drainage Expenses								81.69				\$81.69
Total Property Cost - Disposition HLB	-1,794.97	2,804.31		-4,834.73	-9,416.90	40,223.65	138.64	5,115.23	-261.07	5,287.51	558.66	\$37,820.33
Property Cost -Disposition NHDP												\$0.00
Cleaning and Supplies	600.00	3,495.00	2,095.00	185.00	1,425.00	495.00	775.00	860.00	1,540.00	465.00	844.45	\$12,779.45
Clearing and Lawn Maintenance - NHDP	3,360.00		1,100.00									\$4,460.00
Land Trust Fee			3,500.00									\$3,500.00
Legal Fees - NHDP	2,452.70	632.50	3,213.50	6,497.10	1,890.70	4,277.60	1,315.00	700.00	1,880.00	1,570.00	3,920.00	\$28,349.10



Houston Land Bank

Profit and Loss July 2021 - May 2022

	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	TOTAL
Lots Sold - NHDP												\$0.00
Initial Cost of Lot	12,433.04		3,700.00	11,600.00		8,075.00	5,875.00	6,485.74	12,100.00	15,141.84	9,998.00	\$85,408.62
xImpairment on Lot Sold - (Contra)	-10,984.91		-3,367.00	-10,129.00		-7,178.00	-4,935.00	-5,902.02	-10,709.00	-13,241.32	-9,008.14	\$ -75,454.39
Total Lots Sold - NHDP	1,448.13		333.00	1,471.00		897.00	940.00	583.72	1,391.00	1,900.52	989.86	\$9,954.23
Marketing and Showcase		300.00			4,100.00			1,550.00	775.00		775.00	\$7,500.00
Property Taxes - NHDP	-2,637.98				530.50							\$ -2,107.48
Repair and Maintenance	45.96		392.75	128.62		102.04		168.91	369.97			\$1,208.25
Security and Secure Property Co	790.80	3,954.00				1,186.20		790.80			395.40	\$7,117.20
Soft Cost of Construction - NHDP	100.00		500.00	1,500.00	2,490.00	2,000.00		1,245.00	250.00	50.00		\$8,135.00
Water and Utilities	487.40	507.51	2,258.95	1,007.08	448.49	392.05	638.02	1,738.89	2,515.89	1,487.68	446.44	\$11,928.40
Total Property Cost -Disposition NHDP	6,647.01	8,889.01	13,393.20	10,788.80	10,884.69	9,349.89	3,668.02	7,637.32	8,721.86	5,473.20	7,371.15	\$92,824.15
Total Expenses	\$181,092.00	\$238,736.82	\$170,913.04	\$169,277.17	\$150,003.32	\$230,988.70	\$137,256.94	\$121,758.92	\$163,742.49	\$142,234.41	\$161,094.86	\$1,867,098.67
NET OPERATING INCOME	\$112,952.68	\$ -14,243.01	\$5,926.82	\$32,183.47	\$693,859.58	\$193,043.02	\$11,216.48	\$83,343.22	\$84,746.36	\$122,753.58	\$47,269.21	\$1,373,051.41
Other Income												
Interest Income	140.85	20.46	19.80	21.94	25.90	29.12	1,588.71	29.33	86.02	128.90	269.77	\$2,360.80
Total Other Income	\$140.85	\$20.46	\$19.80	\$21.94	\$25.90	\$29.12	\$1,588.71	\$29.33	\$86.02	\$128.90	\$269.77	\$2,360.80
NET OTHER INCOME	\$140.85	\$20.46	\$19.80	\$21.94	\$25.90	\$29.12	\$1,588.71	\$29.33	\$86.02	\$128.90	\$269.77	\$2,360.80
NET INCOME	\$113,093.53	\$ -14,222.55	\$5,946.62	\$32,205.41	\$693,885.48	\$193,072.14	\$12,805.19	\$83,372.55	\$84,832.38	\$122,882.48	\$47,538.98	\$1,375,412.21



McConnell Jones

ACCOUNTANT'S COMPILATION REPORT

Management is responsible for the accompanying financial statements of Houston Land Bank, which comprise the governmental fund balance sheet and statement of net assets as of March 31, 2022 and the related statement of governmental fund revenues, expenditures and changes in fund balance and statement of activities for the nine months ended March 31, 2022, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets, revenue and expenditures. Accordingly, these financial statements are not designed for those who are not informed about such matters.

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Houston, Texas
June 27, 2022

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HOUSTON LAND BANK
(A Component Unit of the City of Houston)

COMPILATION REPORT

FOR THE NINE MONTHS ENDED MARCH 31, 2022

HOUSTON LAND BANK
(A Component Unit of the City of Houston)

COMPILATION REPORT

FOR THE NINE MONTHS ENDED MARCH 31, 2022

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HOUSTON LAND BANK
(A Component Unit of the City of Houston)
GOVERNMENTAL FUND BALANCE SHEET AND STATEMENT OF NET ASSETS
AS OF MARCH 31, 2022

	<u>General Fund</u>	<u>Adjustments</u>	<u>March-22</u>
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 4,529,144	\$ -	\$ 4,529,144
Accounts receivable	918,047		918,047
Escrow	-		-
Prepaid Subscription Services & Other	24,823		24,823
Prepaid insurance	27,039		27,039
Total current assets	<u>5,499,053</u>		<u>5,499,053</u>
Noncurrent assets:			
Security deposit	4,875		4,875
Equipment less accumulated depreciation of \$ 6,928	5,077		5,077
Earnest Fees	125,100		125,100
Investment properties held for sale:			
Housing Dept-NHDP restricted	78,538		78,538
Housing Dept-Acquired NHDP restricted	8,641,526		8,641,526
Housing Dept-Strategic properties restricted	362,665		362,665
Housing Dept - CHDO restricted	3,515		3,515
HLB - Restricted-SOP	175,954		175,954
HLB - Unrestricted purchase lots	468,661		468,661
Total non-current assets	<u>9,865,912</u>		<u>9,865,912</u>
Total Assets	<u>15,364,965</u>		<u>15,364,965</u>
LIABILITIES			
Current liabilities:			
Accounts payable	86,549		86,549
Chase credit card	6,749		6,749
Payroll Liability	1,041		1,041
Due HCDD	1,382,281		1,382,281
Due HLB	0		0
Due Tax Assessor	2,693		2,693
Funds held in escrow	-		-
Deferred Revenue	-		-
Option fee	0		0
Total current liabilities	<u>1,479,313</u>	<u>-</u>	<u>1,479,313</u>
Total Liabilities	<u>1,479,313</u>	<u>-</u>	<u>1,479,313</u>
FUND BALANCE/NET ASSETS			
Fund balance:			
Unreserved	12,680,661	(12,680,661)	0
Change in net assets - unreserved	1,204,991	(1,204,991)	0
Total Fund Balance	<u>13,885,652</u>	<u>(13,885,652)</u>	<u>-</u>
Total Liabilities and Fund Balance	<u>\$ 15,364,965</u>	<u>\$ (13,885,652)</u>	<u>\$ 1,479,313</u>
Net assets:			
Unrestricted		13,885,652	\$ 13,885,652
Total Net Assets		<u>\$ 13,885,652</u>	<u>\$ 13,885,652</u>

HOUSTON LAND BANK
(A Component Unit of the City of Houston)

**STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE AND STATEMENT OF ACTIVITIES
FOR NINE MONTHS ENDED MARCH 31, 2022**

	General		July 2021- March 2022
	Fund	Adjustments	
REVENUES			
Grants-COH acquired properties	\$ 755,507	\$ -	\$ 755,507
Grants-COH/NDHP Proceeds/All other	1,693,728		1,693,728
Revenue from Administrative Fees	54,224		54,224
Revenue from HLB lots sold	253,390		253,390
Revenue - Grant Revenue temporarily restricted for use	9,950		9,950
Total Revenues	<u>2,766,798</u>	<u>-</u>	<u>2,766,798</u>
EXPENDITURES			
Administrative Expenses:			
Advertising fee	3,193		3,193
Bank charges	1,487		1,487
Computer/internet	2,062		2,062
Conference & meeting	402		402
Contract work	0		0
Depreciation	1,801		1,801
Dues and subscriptions	12,082		12,082
Filing Fees	156		156
Insurance	32,863		32,863
Legal fees	73,571		73,571
Marketing & Promotional	884		884
Miscellaneous	0		0
Office expenses/supplies	5,663		5,663
Printing and reproduction	0		0
Professional fees	298,537		298,537
Rental and leasing	38,727		38,727
Software and subscription services	50,193		50,193
Telephone expense	5,363		5,363
Travel/lodging expense	847		847
Employee Costs:			
Health Insurance	52,740		52,740
Payroll taxes	42,108		42,108
Payroll processing fees	1,380		1,380
Retirement	9,279		9,279
Salaries & wages	527,725		527,725
Property Expenses:			
Property Cost NDHP			
Closing costs-NHDP	0		0
Cost of property sold - original cost	60,269		60,269
Cost of property sold - Impairment (contra)	(53,205)		(53,205)
Land Trust Fee	3,500		3,500
Legal Fees	22,859		22,859
Property Taxes	(2,107)		(2,107)
Real Estate Commissions	0		0
Repairs and Maintenance	17,138		17,138
Security	6,722		6,722
Soft Cost of Construction	8,085		8,085
Utilities	9,994		9,994
Marketing and showcase	6,725		6,725
Property Cost HLB			
Closing cost - HLB	(4,577)		(4,577)
Construction Cost	0		0
Cost of lots sold	26,290		26,290
Property Taxes	7,545		7,545
Other Misc. cost	0		0
Permits	0		0
Repairs and Maintenance	2,184		2,184
Survey and Appraisal Expenses	450		450
Utilities	82		82
Filing fees	0		0
Security	0		0
Other acquisition related cost	0		0
Property maintenance/lawncare	290,751		290,751
Total Expenditures	<u>1,563,769</u>	<u>-</u>	<u>1,563,769</u>
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	1,203,029	-	1,203,029
Other income:			
Interest income	1,962		1,962
EXCESS (DEFICIT) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES	1,204,991	-	1,204,991
FUND BALANCE/ NET ASSETS:			
Beginning of year	12,680,661		12,680,661
End of period	<u>\$ 13,885,652</u>	<u>\$ -</u>	<u>\$ 13,885,652</u>



McConnell Jones

ACCOUNTANT'S COMPILATION REPORT

Management is responsible for the accompanying financial statements of Houston Land Bank, which comprise the governmental fund balance sheet and statement of net assets as of April 30, 2022 and the related statement of governmental fund revenues, expenditures and changes in fund balance and statement of activities for the ten months ended April 30, 2022, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets, revenue and expenditures. Accordingly, these financial statements are not designed for those who are not informed about such matters.

McConnell & Jones, LLP
Houston, Texas
June 27, 2022

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HOUSTON LAND BANK
(A Component Unit of the City of Houston)

COMPILATION REPORT

FOR THE TEN MONTHS ENDED APRIL 30, 2022

HOUSTON LAND BANK
(A Component Unit of the City of Houston)

COMPILATION REPORT

FOR THE TEN MONTHS ENDED APRIL 30, 2022

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HOUSTON LAND BANK
(A Component Unit of the City of Houston)
GOVERNMENTAL FUND BALANCE SHEET AND STATEMENT OF NET ASSETS
AS OF APRIL 30, 2022

	<u>General Fund</u>	<u>Adjustments</u>	<u>April-22</u>
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 4,012,058	\$ -	\$ 4,012,058
Accounts receivable	952,757		952,757
Escrow	-		-
Prepaid Subscription Services & Other	22,846		22,846
Prepaid insurance	24,287		24,287
Total current assets	<u>5,011,948</u>		<u>5,011,948</u>
Noncurrent assets:			
Security deposit	4,875		4,875
Equipment less accumulated depreciation of \$ 7,128	4,877		4,877
Earnest Fees	125,100		125,100
Investment properties held for sale:			
Housing Dept-NHDP restricted	76,638		76,638
Housing Dept-Acquired NHDP restricted	8,641,526		8,641,526
Housing Dept-Strategic properties restricted	362,665		362,665
Housing Dept - CHDO restricted	3,515		3,515
HLB - Restricted-SOP	175,954		175,954
HLB - Unrestricted purchase lots	467,041		467,041
Total non-current assets	<u>9,862,191</u>		<u>9,862,191</u>
Total Assets	<u>14,874,140</u>		<u>14,874,140</u>
LIABILITIES			
Current liabilities:			
Accounts payable	78,925		78,925
Chase credit card	3,971		3,971
Payroll Liability	3,241		3,241
Due HCDD	776,776		776,776
Due HLB	0		0
Due Tax Assessor	2,693		2,693
Funds held in escrow	-		-
Deferred Revenue	-		-
Option fee	0		0
Total current liabilities	<u>865,605</u>	<u>-</u>	<u>865,605</u>
Total Liabilities	<u>865,605</u>	<u>-</u>	<u>865,605</u>
FUND BALANCE/NET ASSETS			
Fund balance:			
Unreserved	12,680,661	(12,680,661)	0
Change in net assets - unreserved	1,327,873	(1,327,873)	0
Total Fund Balance	<u>14,008,534</u>	<u>(14,008,534)</u>	<u>-</u>
Total Liabilities and Fund Balance	<u>\$ 14,874,140</u>	<u>\$ (14,008,534)</u>	<u>\$ 865,605</u>
Net assets:			
Unrestricted		14,008,534	\$ 14,008,534
Total Net Assets		<u>\$ 14,008,534</u>	<u>\$ 14,008,534</u>

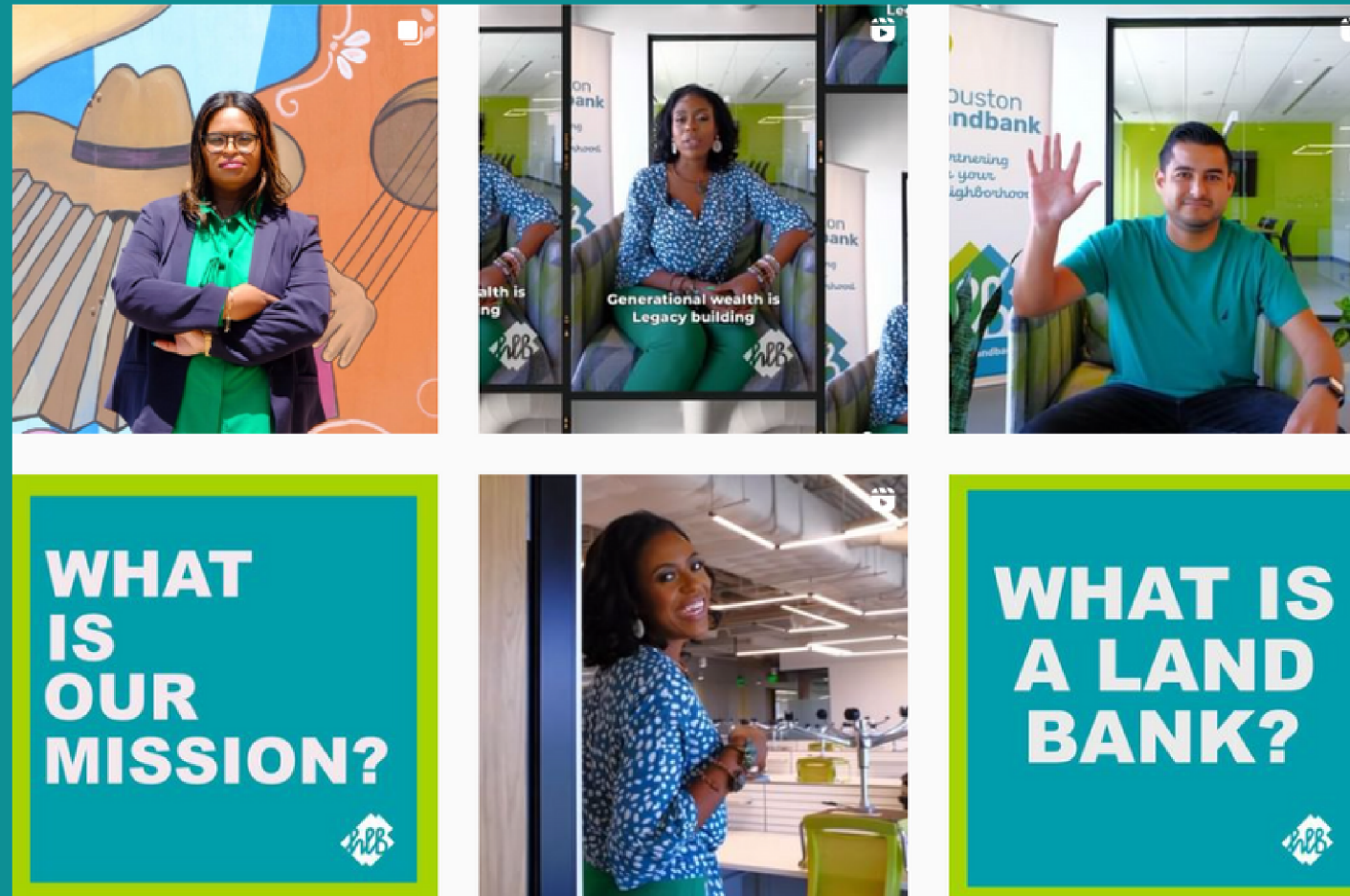
HOUSTON LAND BANK
(A Component Unit of the City of Houston)

**STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE AND STATEMENT OF ACTIVITIES
FOR TEN MONTHS ENDED APRIL 30, 2022**

	General		July 2021-April 2022
	Fund	Adjustments	
REVENUES			
Grants-COH acquired properties	\$ 758,157	\$ -	\$ 758,157
Grants-COH/NDHP Proceeds/All other	1,924,379		1,924,379
Revenue from Administrative Fees	65,474		65,474
Revenue from HLB lots sold	273,827		273,827
Revenue - Grant Revenue temporarily restricted for use	9,950		9,950
Total Revenues	<u>3,031,786</u>	<u>-</u>	<u>3,031,786</u>
EXPENDITURES			
Administrative Expenses:			
Advertising fee	5,569		5,569
Bank charges	1,743		1,743
Computer/internet	2,062		2,062
Conference & meeting	402		402
Contract work	0		0
Depreciation	2,001		2,001
Dues and subscriptions	13,197		13,197
Filing Fees	224		224
Insurance	41,425		41,425
Legal fees	82,116		82,116
Marketing & Promotional	884		884
Miscellaneous	0		0
Office expenses/supplies	7,607		7,607
Printing and reproduction	0		0
Professional fees	309,460		309,460
Rental and leasing	42,705		42,705
Software and subscription services	51,770		51,770
Telephone expense	5,845		5,845
Travel/lodging expense	2,265		2,265
Employee Costs:			
Health Insurance	56,830		56,830
Payroll taxes	43,952		43,952
Payroll processing fees	1,501		1,501
Retirement	10,095		10,095
Salaries & wages	575,719		575,719
Property Expenses:			
Property Cost NDHP			
Closing costs-NHDP	0		0
Cost of property sold - original cost	75,411		75,411
Cost of property sold - Impairment (contra)	(66,446)		(66,446)
Land Trust Fee	3,500		3,500
Legal Fees	24,429		24,429
Property Taxes	(2,107)		(2,107)
Real Estate Commissions	0		0
Repairs and Maintenance	17,603		17,603
Security	6,722		6,722
Soft Cost of Construction	8,135		8,135
Utilities	11,482		11,482
Marketing and showcase	6,725		6,725
Property Cost HLB			
Closing cost - HLB	(3,299)		(3,299)
Construction Cost	1,632		1,632
Cost of lots sold	27,910		27,910
Property Taxes	8,303		8,303
Other Misc. cost	0		0
Permits	0		0
Repairs and Maintenance	2,184		2,184
Survey and Appraisal Expenses	450		450
Utilities	82		82
Filing fees	0		0
Security	0		0
Other acquisition related cost	0		0
Property maintenance/lawncare	325,918		325,918
Total Expenditures	<u>1,706,004</u>	<u>-</u>	<u>1,706,004</u>
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	1,325,782	-	1,325,782
Other income:			
Interest income	2,091		2,091
EXCESS (DEFICIT) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES	1,327,873	-	1,327,873
FUND BALANCE/ NET ASSETS:			
Beginning of year	12,680,661		12,680,661
End of period	<u>\$ 14,008,534</u>	<u>\$ -</u>	<u>\$ 14,008,534</u>

Banking on the Future of Communities

Houston Land Bank: June President's Report



CHRISTA D. STONEHAM, CEO AND PRESIDENT

HLB Mission:

Strategically acquire, dispose, and steward vacant, abandoned, and damaged property into productive use to catalyze transformative community and economic development for the City of Houston.



I am passionate and committed to building prosperous, equitable, and resilient communities.



Report of the President & CEO to the Board of Directors

July 14, 2022

There's more work to be done at the Houston Land Bank, but I'm looking forward to collaboratively building solutions with the Board of Directors, team, and Houston. Less than six months into a new role and 2022, I'm grateful to have been recognized as Houston Business Journal's Top 40 under 40.

I also was invited to join Houston Business Journal Leadership Trust, an exclusive community for influential business leaders, executives, and entrepreneurs in the Houston area. As an invited member, I will contribute articles to the Houston Business Journal website and participate alongside fellow members in Expert Panels.

Throughout the remainder of the year, I will continue to introduce HLB to the business community and Houstonians. I look forward to strengthening my circle of trusted advisors and positioning myself to impact the Houston community and beyond. The FY 23 budget year and priority for the organization include the following:

1. Assembling Land
2. Assisting Homebuyers and Homebuilders
3. Innovating Community Development & Resiliency Solutions
4. Creating Places with community

The Houston Land Bank will work with community and industry partners to develop and prioritize specific preventive and protective actions to ensure every resident has a safe and healthy environment. HLB will also work with these partners to create specific program and policy solutions to address development needs in pilot and future neighborhoods and advance public trust and community partnerships.

Respectfully,

CEO AND PRESIDENT OUTCOMES

The monthly president's report serves as a showcase to highlight the priorities of the past month and includes a section touching on the focus for months to come. Below is a summary of the strategic priorities to assess, align and accelerate the growth of the Houston Land Bank's mission provided to the CEO by the HLB Board of Directors BOD).



ACQUIRE & ASSEMBLE

Implement a strategy to maintain subsequently increase the number of affordable housing units by identifying new properties and new partners

- Define HLB's core competencies to understand how we can become a conduit for public/private partnerships
- Begin a process to increase affordable housing stock and decrease barriers to affordability
- Streamline land bank processes to ensure the timely production of affordable housing
- Contribute to the continued success and growth of HLB's programs
- Start developing realistic financial models of typically affordable buyer transactions (ie, a capital stack demonstrating the buyer's /lender's positions, where subsidies come in, HLB's role, and any existing gaps)



PARTNERS & POLITICS

Cultivate a strong partnership between Houston Land Bank and the City of Houston Housing Department, Harris County, and Houston ISD

- Forge/reboot strong relationships with the mayor and new housing department leadership
- create priorities that include all stakeholders buy in
- align board and COH on the goals of HLB
- increase collaboration with the county
- work with COH to ensure success/output of NHDP



TEAMWORK & TALENT

Develop a strong, cohesive HLB team of talented people in the right roles that are energized, accountable, and appreciated while ensuring a smooth transition in leadership

- Retain and reinvigorate staff
- Clarify role and responsibilities
- Support strong team culture that encourages others to lead in their area of accountability
- Celebrate organizational and individual successes
- Supervise, guide, and mentor staff to meet priorities and goals
- Ensure crucial conversations with employees as needed
- Advance a culture that appreciates diversity within staff and organization



MEET & GREET

Demonstrate HLB's value to its partners in the broader Houston community

- Leverage opportunities to strengthen relationships with Harris County and Houston ISD
- Continue collaborations with affordable housing, community, and economic development organizations
- Cultivate whole neighborhood strategies to improve/ expand community engagement in HLB brand recognition



BOARD & OVERSIGHT

Establish a strong bond with the board collectively and nurture individual board relationships

- Prioritize engagement of the board to ensure a sense of commitment to the organization
- Communicate effectively to the board about organizational results, events and needs
- Help lead board meetings



ACQUIRE & ASSEMBLE



Progress

Action Steps	Progress	Update
Define and confirm HLB mission and goals with staff and board members. Identify SWOT, processes, and benchmarks for each HLB program		The FY22 Strategic Plan was presented for adoption in July.
Conduct property owner analysis by utilizing HCAD and GIS data in LMI area such as the Complete Communities. Identify surplus property owned by COH, Harris County, Houston Housing Authority, redevelopment authorities, TIRZ, and public entities. Prioritize the acquisition of tax delinquent parcels in high value neighborhoods		The HLB Team will meet with Grounded Solutions Network and public entities to evaluate opportunities for impact.
Create housing solutions and programs for all generations and Houstonians. Create "fast track" master permit procedure with COH.		HCDD permitting process for HLB Builders will be finalized in the summer 2022. The HLB Team met with HCDD to discuss the logistics. The launch should be in August

HLB Strategy

- Step 1
●
Investing in Impactful Solutions
- Step 2
●
Align with Strategic Partners & Stakeholders
- Step 3
●
Develop continuous flow of properties and homes in the pipeline
- Step 4
●
Integrate and educate community stakeholders and residents



TEAMWORK & TALENT



Progress

Action Steps

Progress

Update

Listen and learn to staff's strengths, goals and skills. Assess operational gaps, and unfulfilled FTEs. Activate teambuilding activities.

Determine HLB's SWOT with staff and . Identify resources needed for each team member



HLB hired the HLB Data Analyst Manager in May 2022. The Team is also working the HCDD to capture data on HLB homeowners

Schedule reoccurring meetings and mentorship trainings for all HLB staff. Schedule quarterly progress reports for HLB staff.



HLB Team will be attending the EPA and Land Bank national conferences to learn best practices and strategies .

Publicly spotlight milestones, mission, board members and staff



HLB Team became members of ULI Houston to network and participate in trainings with like minded developers



Brownfields 2022 is less than 9 weeks away!



BOARD & OVERSIGHT



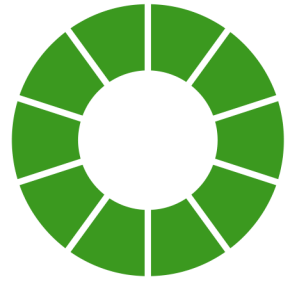
Progress

Action Steps

Progress

Update

Listen to Board's concerns and aspirations. Enhance transparency and increase understanding about productivity, policies, and operations. Make recommendations to tailor and fine-tune solutions such as acquisition and disposition policies. Evaluate and revisit the annual targets for acquisition and disposition



The FY 23 Strategic plan will begin in July 2022. The Team is created goals and measurable benchmarks for the plan to be shared with the Board of Directors.

Update 2022 plan of action and host HLB orientation. Purchase online engagement tools such as Menti to improve input and collaboration of board



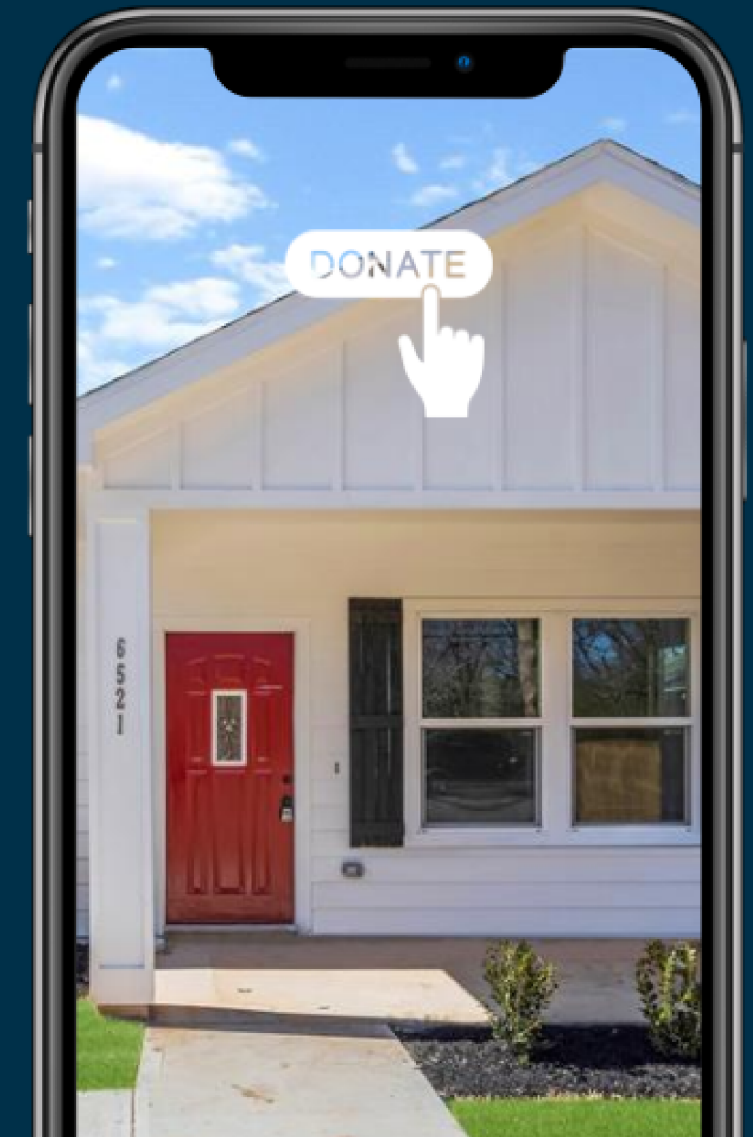
The FY 22 plan was improved by 65% from January to June 2022.

Investing in Impactful Solutions



Sharing purposeful content and accomplishments enables our audience the ability to connect with the HLB mission. Openly sharing accomplishments and content leads to honest, heartfelt communication and ensures long-term success

- Create and market HLB Fund to complement and accelerate investments in housing, neighborhoods, and additional community development needs such as downpayment assistance.
- Promote investment and share impact of donor's support in targeted areas publicly
- Share information and educational multi-media like videos to engage current and prospective future donors.
- Start a mission-affiliated blog and reoccurring promotion on tools such as Houston Business Journal
- Apply for federal grants and partner with the philanthropic and financial institutions to assemble more land and develop





MEET & GREET



Progress

Action Steps

Progress

Update

Identify HLB lead and introduce HLB Team to community



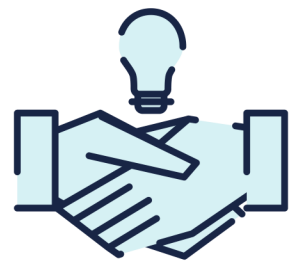
The CEO was invited to join Houston Business Journal Leadership Trust, an exclusive community for influential business leaders, executives, and entrepreneurs in the Houston area.

Host call to action and open house with potential aligned partners. Attend and present HLB mission at conferences, ULI luncheons, Bisnow, Houston Business Journal, etc



HLB CEO was selected as HBJ's 40 under 40 and aspires to amplify the mission and support of the HLB organization.





PARTNERS & POLITICS



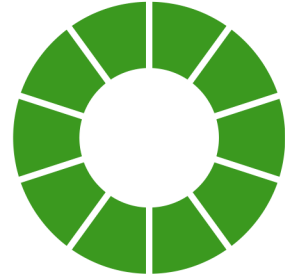
Progress

Action Steps

Progress

Update

Share 2022 HLB plan and quarterly updates with COH & HLB leadership



After the adoption of the strategic plan, the HLB Team will publicly share amongst stakeholders at the end of July.

Identify aligned programs at Harris County, HISD and public entities



HLB Team has begun conversations with partners at METRO and HISD to evaluate aligned opportunities

Establish a standard process for the transfer of surplus property at the City and County



The HLB Compliance and Counsel Director, Data Analyst, and VP for acquisitions are researching and discussing potential properties and policies to move forward.








Christa Stoneham

Chief Executive Officer
Houston Land Bank

Our Next Steps

Timeline for the upcoming quarter

Tasks	July	August
<ul style="list-style-type: none"> ● HLB Team to kick-off master plan community meeting 		
<ul style="list-style-type: none"> ● HLB team to procure fundraising and architecture consultant(s) 		
<ul style="list-style-type: none"> ● HLB aligned partner brainstorming sessions 		
<ul style="list-style-type: none"> ● HLB professional development opportunities and conferences 		



REQUEST FOR BOARD ACTION

Meeting Date: July 14, 2022

Agenda Item VII.a.: Consideration and Possible Action to Approve HLB Strategic Plan

ACTION SUMMARY

Approval of this agenda item will authorize HLB staff to adopt an updated strategic plan for HLB programs and activities.

BACKGROUND/OVERVIEW

The HLB strategic plan is the organization's strategies for accomplishing the goals for the upcoming fiscal but also provides a framework to strengthen your organization's overall strategic approach. Donors and potential partners need to understand what HLB does to advance the mission, what actions will attain those goals, and how they can potentially support it.

The HLB strategic plan identifies critical elements such as the board of directors, the HLB team, and our mission statement. In addition to providing the framework for HLB Fund, the newly created 501c-3. Additional strategies will focus on:

- Investing in Impactful Solutions
- Align with Strategic Partners & Stakeholders
- Develop a continuous flow of properties and homes in the pipeline
- Integrate and educate community stakeholders and residents

Should the Board of Directors approve this item, staff will continue to build on the fundraising strategy to complete content for marketing, partners, and donors. The strategic plan includes goals for 2023, 2026, 2032, and 2036; however, an annual review will take place with the Board of Directors to account for any updates or revisions needed.

An Equitable Future

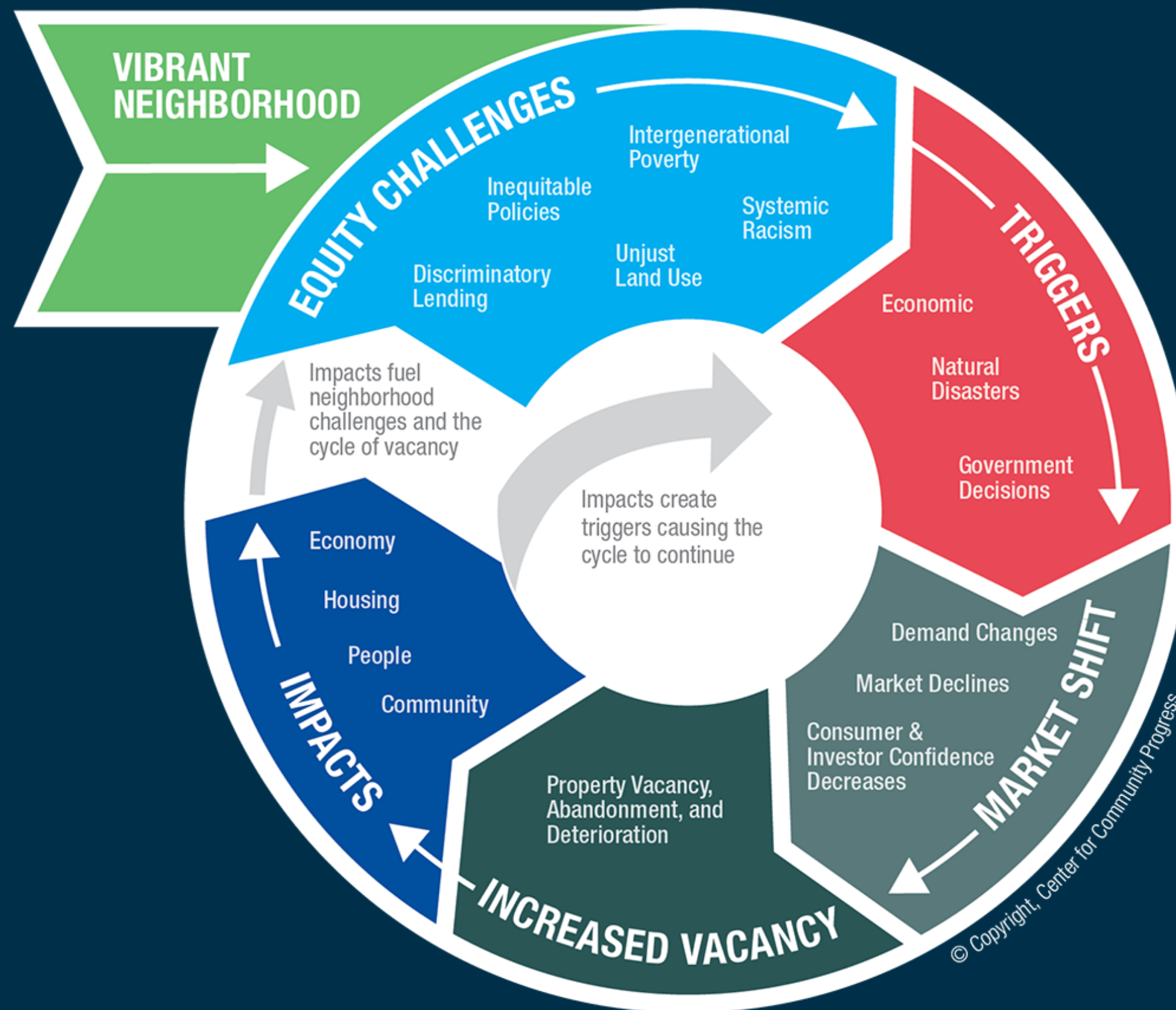
www.houstonlandbank.org

THE CYCLE OF VACANCY

In April 2022, The average sales price of a home was \$410,923 and middle neighborhoods as a whole are under strain. Every person deserves to live in a community where property vacancy, abandonment, and deterioration do not exist. Even in the most vibrant communities, however, there are neighborhoods trapped in the grips of systemic racism and intergenerational poverty. Coupled with historically inequitable land use and lending practices such as redlining, and predatory lending, these neighborhoods are often the places where vacant, abandoned, and deteriorated properties are common.

Communities experiencing these conditions often become stuck in a negative cycle where vacant, abandoned, or deteriorated properties intensify poor living conditions impacting the economy, community, housing stock, and individuals which in turn fuels neighborhood challenges and increases levels of vacancy and abandonment.

Resilient Houston, created in 2020, provides a framework for collective action for every Houstonian; and the Houston Land Bank will adopt and implement the most critical Resilient Houston goals and strategies relevant to its mission.



WHAT IS THE HISTORY OF IMPACT

'03 Interlocal Agreement Initiated

Initiated Interlocal Agreement with taxing authorities to acquire tax-foreclosed properties and return them to productive use.

'04-'18 LARA Activity and Disposition

1,400+ Properties were acquired through tax auction and strike off. 669 properties sold to non-profit and for-profit home builders. 53 properties were sold for other purposes.

'19 HLB acquires property

HLB acquired 70,000 SF of property in three distinct neighborhoods supporting Complete Communities and has an additional 27,000 SF of Transit Oriented Development sites.



'99 Land Assemblage Redevelopment Authority (LARA) created

Principally funded by the City of Houston and staffed by City of Houston employees. Initial activity focus was a pilot program of 120 lots in the Fifth and Third Wards.

'05-'07 Houston Hope Program created and expands LARA's neighborhoods

Houston neighborhoods such as Acres Homes, Clinton Park, Trinity Gardens, and Settegast were added to expand LARA's reach.

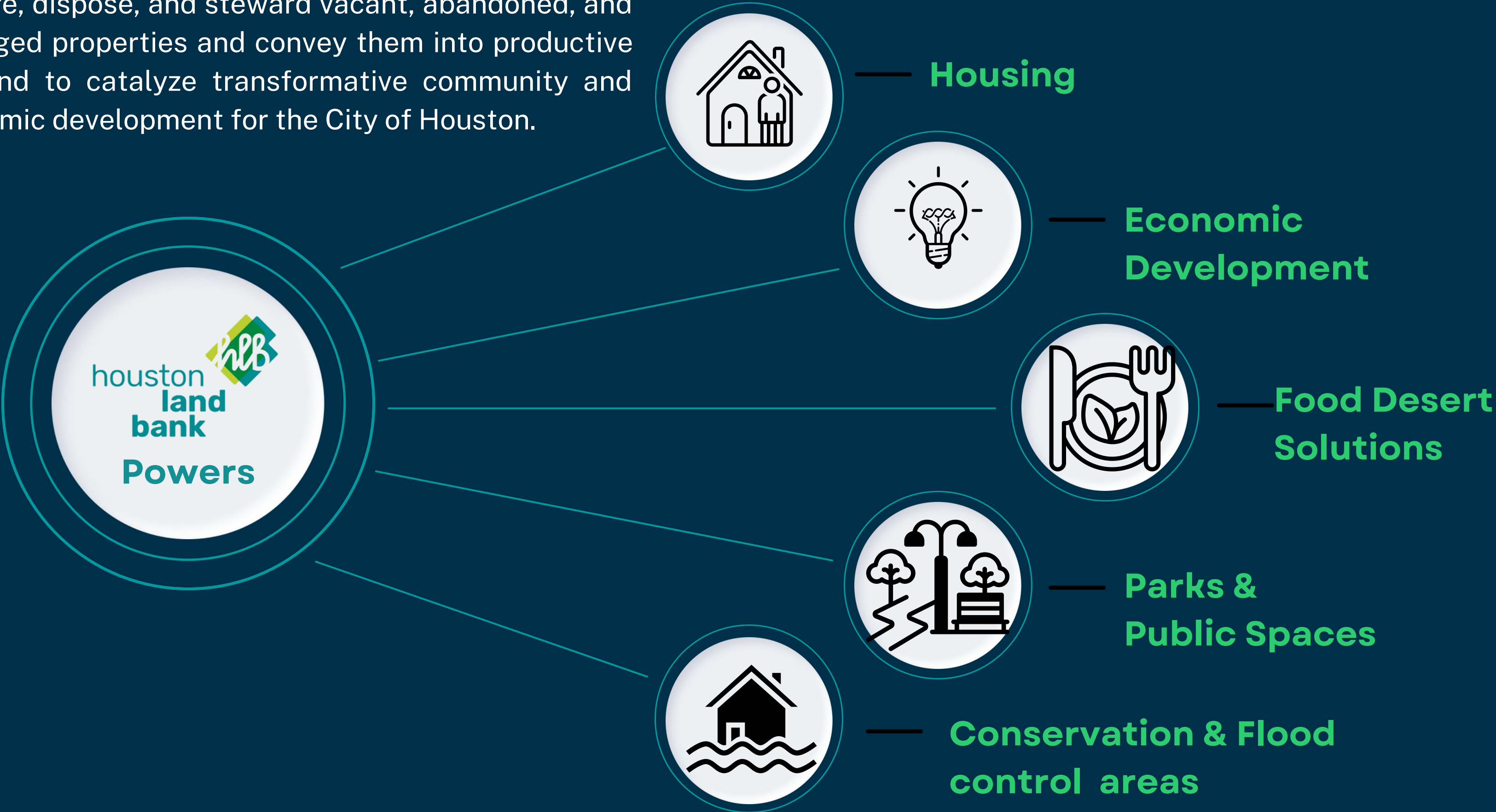
'18 Houston Land Bank (HLB) Created

Land Assemblage Redevelopment Authority is reorganized and changes name to Houston Land Bank with an expanded mission and scope of work and hired independent staff to support

'20-'22 HLB Builders construct affordable homes for Houston Families

After HLB kicked off the traditional home program, HLB builders began providing affordable housing to Houston:
2020: 20 homes
2021: 40 homes
2022: on track to reach 100 homes

The Houston Land Bank mission is to strategically acquire, dispose, and steward vacant, abandoned, and damaged properties and convey them into productive use and to catalyze transformative community and economic development for the City of Houston.



HOUSTON LAND BANK BOARD OF DIRECTORS

A 13-member board of directors governs the Houston Land Bank (HLB). Board members are appointed by the Mayor of Houston, Houston City Council, Harris County Commissioners Court, and the Houston Independent School District Board of Trustees.

The HLB Board's expertise includes subject matter experts in affordable housing policies, architecture, real estate development, banking, and engineering. In addition to community advocates, lawyers, and faith-based leaders.

The Board of Directors purpose is to govern and guide the reactivation of vacant properties in Houston's neighborhoods, especially tax delinquent, abandoned, and damaged, and:

- 1) Provide opportunities for single-family housing, and housing as needed by the neighborhood and local market.
- 2) Promote small businesses and neighborhood reinvestment by area stakeholders
- 3) Support Mayoral neighborhood-based initiatives such as Complete Communities

CITY OF HOUSTON MAYORAL APPOINTEES



CITY OF HOUSTON COUNCIL APPOINTEES



HISD APPOINTEES



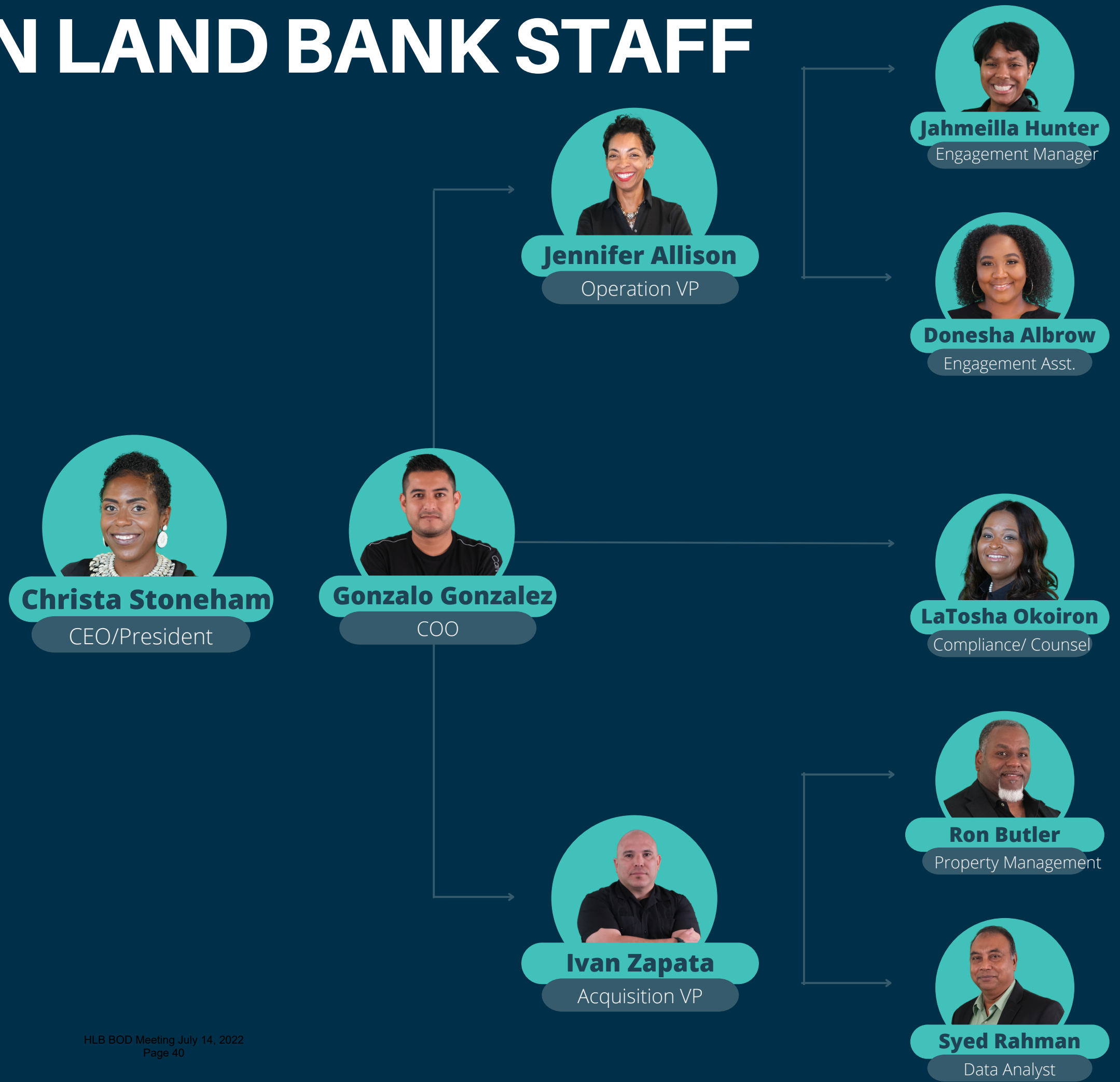
HARRIS COUNTY APPOINTEES

HOUSTON LAND BANK STAFF

The HLB team is focused on becoming a key resource within our communities, a reliable and supportive voice for our homeowners as they invest in their futures, and an indispensable partner to the City of Houston. We work hard to achieve these goals and have fun along the way. Our company culture is the single most important contributor to making HLB a unique and special place to work.

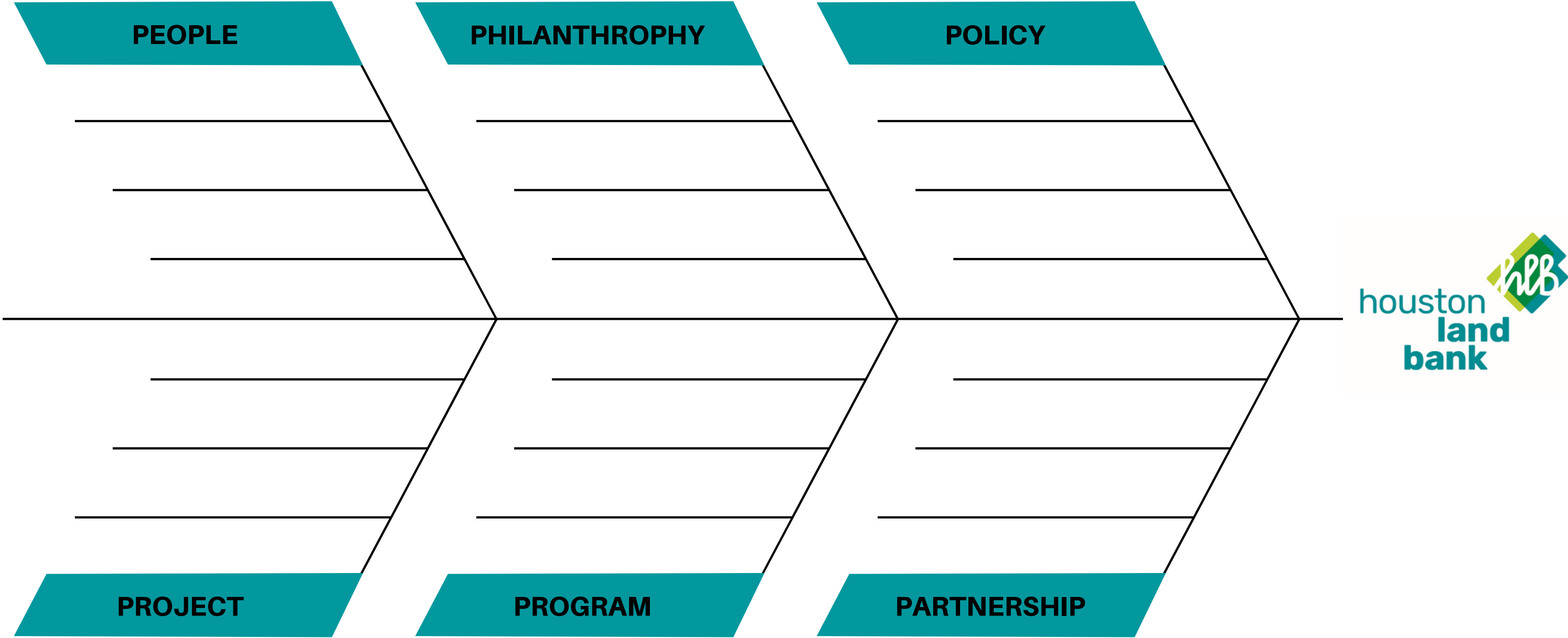
We have cultivated a creative, hardworking team of professionals that invoke collaboration, compassion, and dedication. Every day offers rewarding opportunities to engage with a vast array of community members, from elected leaders to our local urban garden harvester.

The organization has a commitment to communities and incorporates T.O.E.S. (Transparency, Ownership, Equity, and Stewardship) as guiding principles to ensure this commitment to our communities.



PLAN OF ACTION

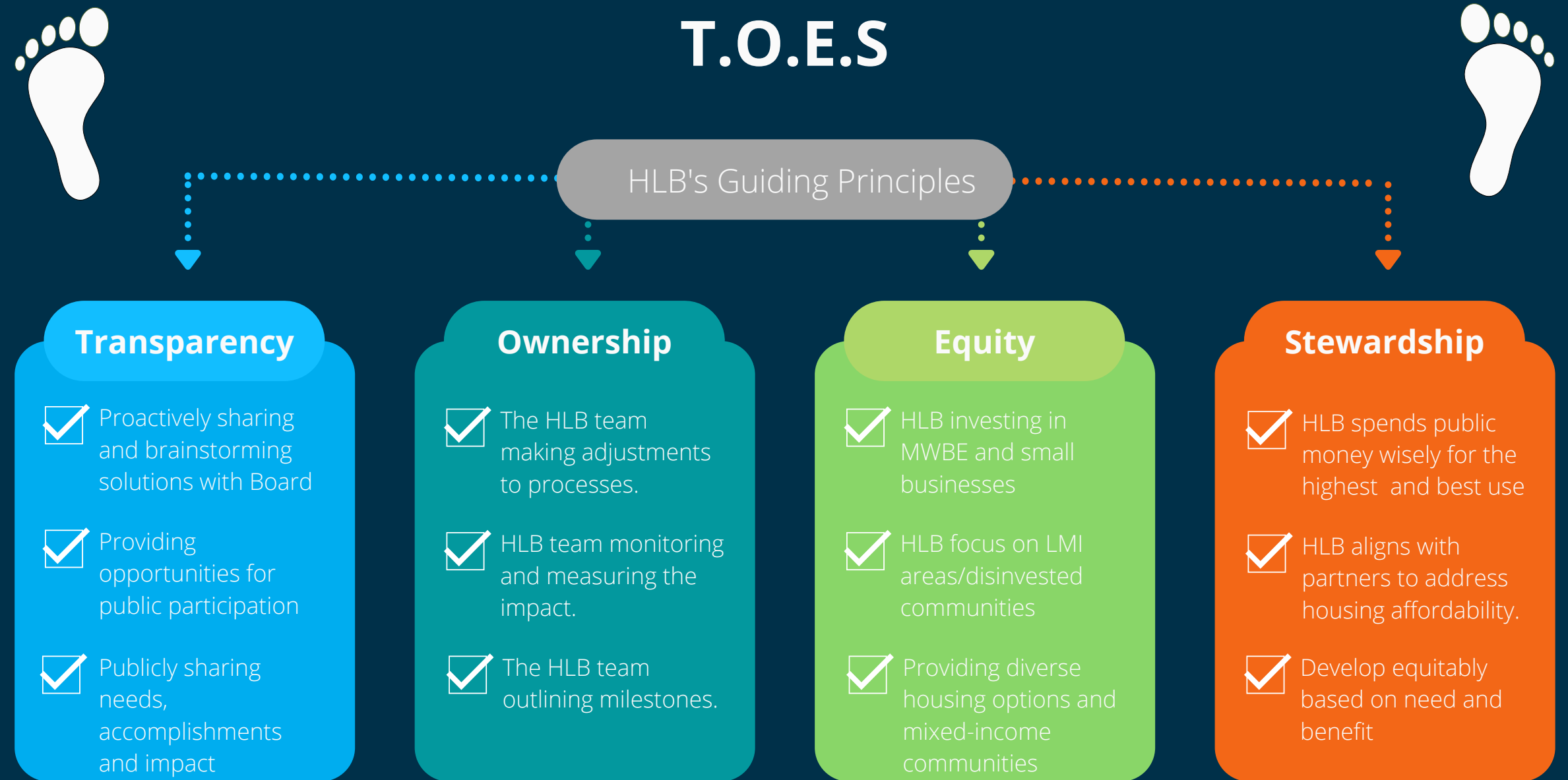
The Houston Land Bank' serves as a convener and implementer to promote and provide community and economic development in Houston's low-to-moderate income communities. HLB takes pride in engaging residents at all levels of community revitalization, in addition to strategically acquiring properties to address community priorities. HLB creates policies and programs to stimulate the development of affordable housing, workforce housing, grocery stores, retail space, and other community amenities. HLB builds a collaborative of cross-sector partners to support integration, coordination and ongoing communication



GUIDING PRINCIPLES

The Land Bank has four key guiding principles incorporated into all projects, projects, and policies to ensure the long-term commitment to improving the lives of Houston's neighborhoods.

T.O.E.S. (Transparency, Ownership, Equity, and Stewardship) builds on community assets, increases capacity to address challenges, and provides system-level change for the organization. T.O.E.S. is a holistic approach to ground the Houston Land Bank's approach to community engagement and community development.



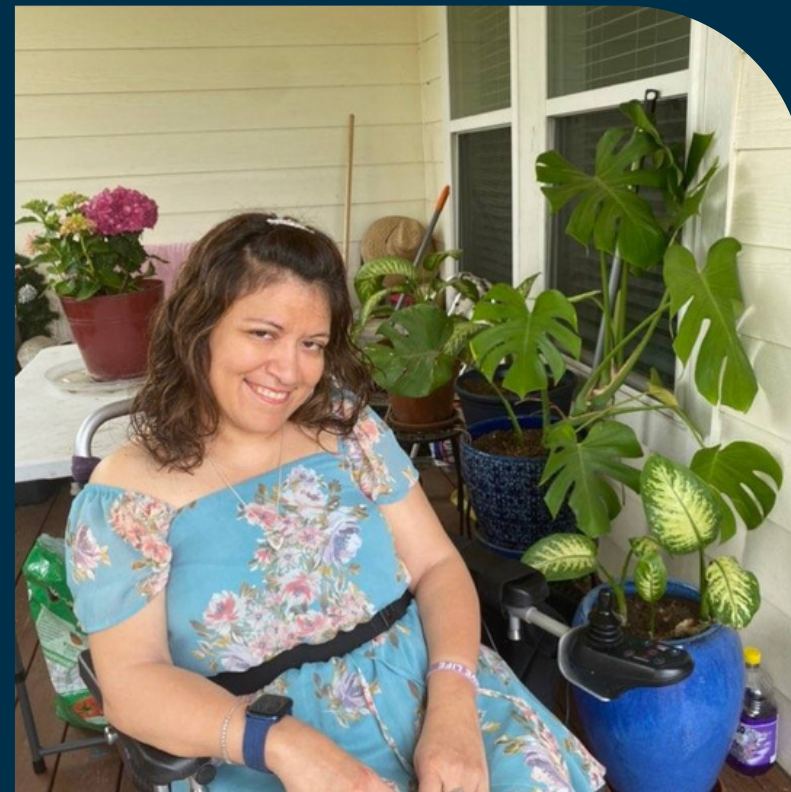
WHO DOES HLB SERVE?

120% AMI AND BELOW HOMEOWNER HIGHLIGHTS

The Houston Land Bank believes all neighborhoods are communities of opportunity and strategically focuses on revitalizing aging areas and eliminating slums and blight.

Redevelopment requires improving critical elements of neighborhoods and creating opportunities for a range of housing types to meet neighborhood needs, emphasizing affordable housing for families of low and moderate incomes.

The Houston Land Bank works with income-eligible Houstonians who are either 120% AMI or 80% AMI through the New Home Development Program or the Traditional Home Development Program.



Anabel, Guidance Counselor
Purchase Date: April 24, 2020

"I love the idea that my doors and hallways are wide enough for my wheelchair and when my friends with disabilities come over. Having my home means having the independence and the ability to move around freely, doing the things I enjoy! Having a good time with friends and family in my happy place is the ultimate!"

HLB BOD Meeting July 14, 2022
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LaShundria, Social Worker
Purchase Date: May 13, 2022

"Today, I am grateful to say I love my new home especially the backyard privacy and patio deck! The fact that my daughters and I can build equity, personalize our home, and have space to celebrate the holidays with our family and friends comfortably brings much joy to me and my girls. Thank God and the whole team involved!"



Zach and Annie, Oil Field Sales
Purchase Date: October 29, 2021

"Our home is where we brought our first baby home from the hospital, and where we have watched her grow. We're so happy to have a home for her to explore and feel comfort in, run up and down the long hallways, play in the yard one day & pick fresh veggies from our new garden!"

HOW DOES HLB WORK?



RESILIENT HOUSTON GOALS AND ACTIONS

Resilient Houston provided a framework for collective action for every Houstonian and was developed in partnership with hundreds of diverse stakeholders who determined goals and targets in 2020. The Houston Land Bank aligns with five goals and fifteen actions to support equitable development to create additional living and job opportunities in urban core neighborhoods.

The Houston Land Bank will work with community and industry partners to develop and prioritize specific preventive and protective actions to ensure every resident has a safe and healthy environment. HLB will also work with these partners to create specific program and policy solutions to address development needs in pilot and future neighborhoods and advance public trust and community partnerships.

HLB has initiated several projects, programs, and partnerships to advance equity, empower public participation, and provide opportunities



The Houston Land Bank approved the creation of a 501c-3 named the HLB Fund in February 2022 and HLB is 501 c-3 pending as of July 2022. HLB Fund will provide funds to support affordable housing and neighborhood development in neighborhoods of need. HLB Fund will align with Resilient Houston's strategy to:



BROWNFIELDS & ENVIRONMENTAL JUSTICE

The U.S. Environmental Protection Agency (EPA) defines a brownfield as land for which expansion, redevelopment, or reuse may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. The Houston Land Bank was awarded \$600,000 in the Fall of 2020 to fund site assessments, cleanup planning, reuse strategies, and related community engagement and public education toward advancing revitalization and environmental justice projects.

The Brownfields Activation Committee led by HLB will build healthier communities by addressing environmental issues is to focusing on Houston's underserved communities, with 70 percent of the grant targeting four Complete Community neighborhoods.



HLB Strategy

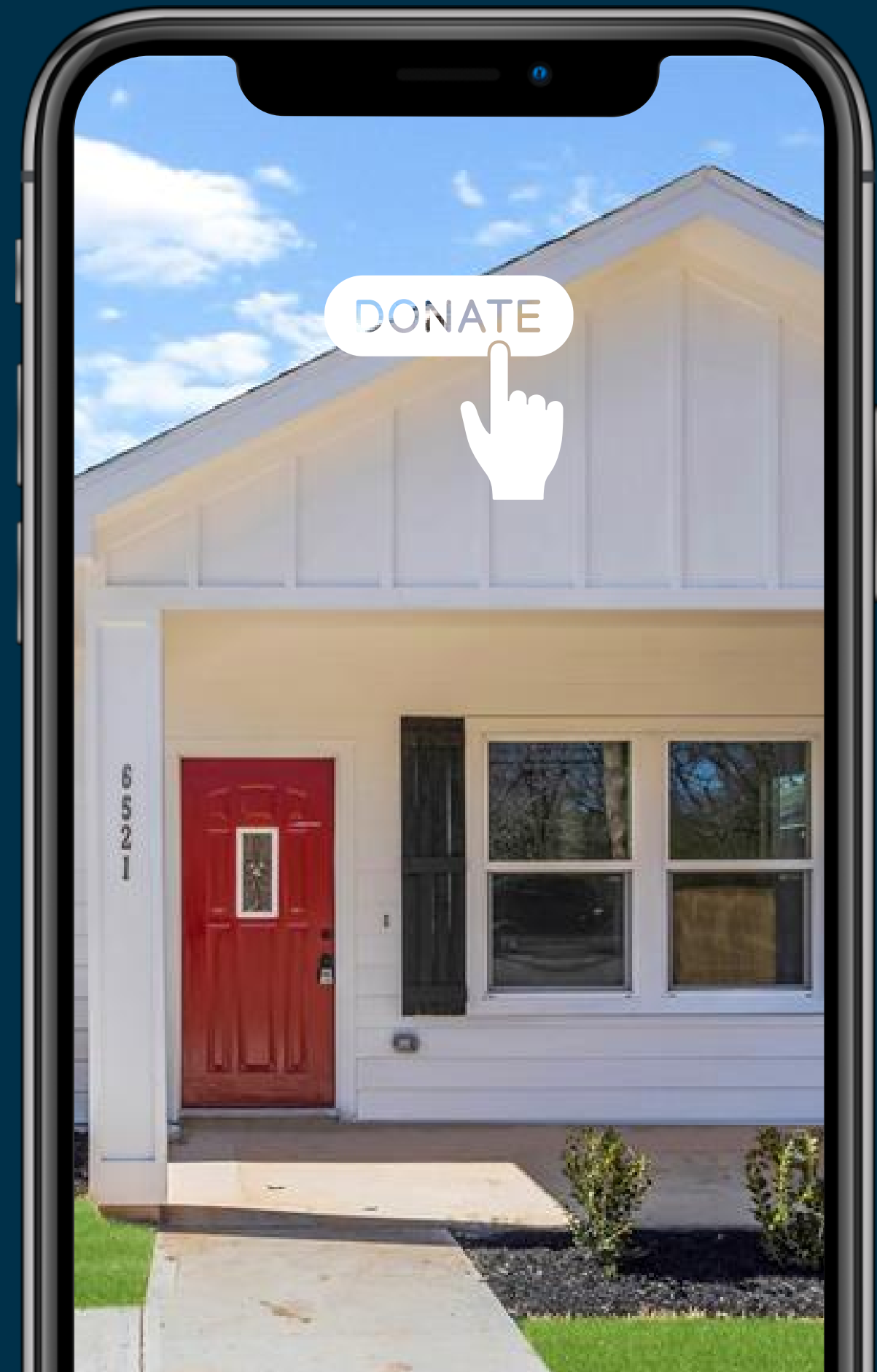
- Step 1** ● Investing in Impactful Solutions
- Step 2** ● Align with Strategic Partners & Stakeholders
- Step 3** ● Develop continuous flow of properties and single-family homes in the pipeline
- Step 4** ● Integrate and educate community stakeholders and residents

Investing in Impactful Solutions



Sharing purposeful content and accomplishments enables our audience the ability to connect with the HLB mission. Openly sharing accomplishments and content leads to honest, heartfelt communication and ensures long-term success

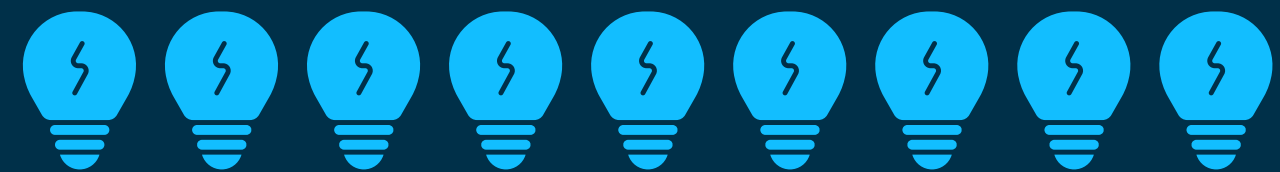
- Create and market HLB Fund to complement and accelerate investments in housing, neighborhoods, and additional community development needs such as downpayment assistance.
- Promote investment and share impact of donor's support in targeted areas publicly
- Share information and educational multi-media like videos to engage current and prospective future donors.
- Start a mission-affiliated blog and reoccurring promotion on tools such as Houston Business Journal
- Hire a Chief Development Officer to fundraise full time



Engage Strategic Partners & Stakeholders

Partnering with non-profits, community leaders, and private corporations who believe in the HLB cause, appreciate HLB's forward-thinking approach, and want to align themselves with an organization that will still be impacting change for years to come play a critical role in improving the quality of life in neighborhoods throughout the city:

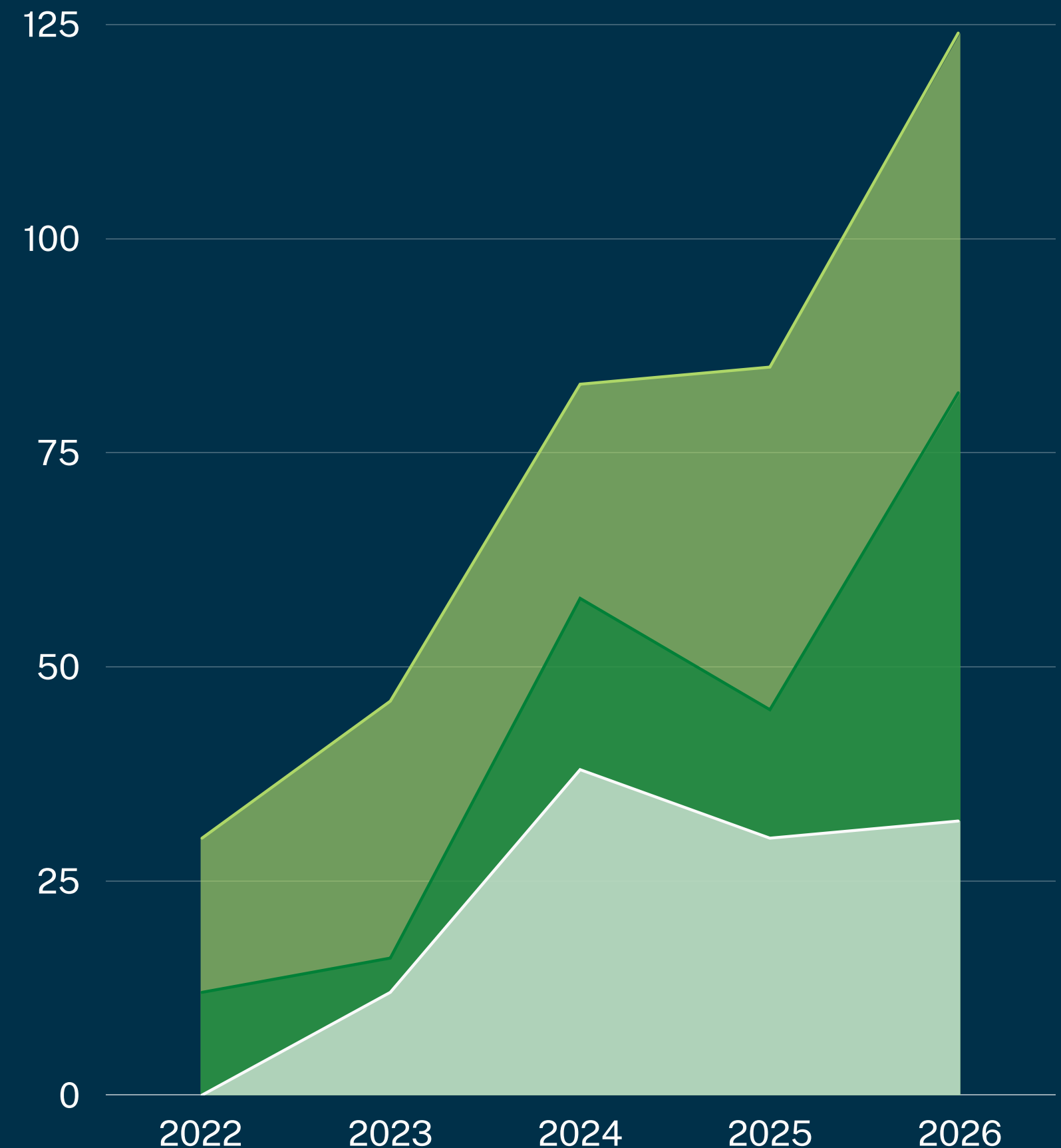
- Works with the development community to procure in-house floor plans for HLB builders and properties
- Refer homeowners from homebuyer education classes and LMI area banking products and incentives
- Partner with financial institutions to enable the leveraging of dollars put aside for growing an affordable housing market
- Prepare proposals, grant applications and presentations to partners in real estate development, environmental justice, resiliency, climate justice and health equity
- Apply for federal grants and partner with the philanthropic and financial institutions to assemble more land and develop



Develop Continuous Flow of Properties and Single-Family Homes in the Pipeline

Publicly-owned and tax delinquent properties can be developed to result in additional revenue-generation potential for the public. HLB will

- Renew an interlocal agreement for vacant and tax-delinquent properties
- Increase the speed and lower the cost of development; by fast-tracking permits and floor plans
- Acquire dangerous buildings and vacant properties by partnering Harris County and the City of Houston
- Partner with public land owners like the City, regional counties, METRO, Houston Housing Authority, area school districts, and other public agencies to leverage these land resources for public benefits, including economic development and housing opportunities.
- Acquire large tracts (2 acres or more) to master plan and replat
- Encourage accessory dwelling units (ADUs) as second houses — garage apartments, granny flats, backyard houses — built alongside single-family homes.



Integrate and educate community stakeholders and residents

Increasing trust in community organizations and governance is essential to HLB. Accordingly, HLB will broaden the responsibilities to include roles as facilitator, supporter, collaborator, and empowerer of citizens and stakeholders. HLB will

- Create neighborhood and site redevelopment plans to reflect the character and history of neighborhoods
- Promote small businesses and neighborhood reinvestment by area stakeholders
- Support Mayoral, city and local neighborhood-based initiatives such as Complete Communities
- Work with neighborhoods to manage and promote the planning process, planning tools, and implementation resources
- Empower and integrate people from different backgrounds.
- Improve citizens' knowledge and skills in problem solving and real estate development
- Provide opportunities for single-family housing, and community assets as needed by the neighborhood and local market.



Houston Land Bank's Path to Success

By 2026

·Fundraise an additional \$3 million to the HLB Fund to acquire and develop at least 4.5 acres of land inclusive of mixed-use developments. Construct at least 194 new single-family homes



By 2023

Fundraise \$1.5 million to the HLB Fund to acquire and develop at least 2 acres of land inclusive of mixed-use developments. Construct at least 150 new single-family homes



By 2032

·Fundraise an additional \$5.5 million to the HLB Fund to acquire and develop at least 7 acres of land inclusive of mixed-use developments. Construct at least 250 new single-family homes



By 2036

Fundraise an additional \$9.5 million to the HLB Fund to acquire and develop at least 14 acres of land inclusive of mixed-use developments. Construct at least 500 new single-family homes



2040+

Limitless Opportunities





REQUEST FOR BOARD ACTION

Meeting Date: July 14, 2022

Agenda Item VIII.b.: Consideration and Possible Action to Award three New Lot Maintenance Contracts for Two-Year Terms not to exceed the FY2023 Budget, with opportunities to extend up to an additional option year.

ACTION SUMMARY

Approval of this agenda item will authorize the HLB staff to execute contracts for Lot Maintenance Providers for the new contract term (August 1, 2022-July 31st, 2024).

BACKGROUND/OVERVIEW

Houston Land Bank's current Lot Maintenance contracts end on June 30, 2022. The providers under that contract term are AD Construction & Development Inc., EA Professional Services Inc., Smartscaping and Trans Teq Environmental Solution, Inc. These providers began the contract term by servicing over 300 parcels. In order to facilitate new contracts, HLB had to issue a Request for Qualifications.

HLB issued a Lot Maintenance Services Request for Qualifications (RFQ) on March 25, 2022 (Exhibit A). Responses to the RFQ were due on March 25, 2022. There were seven (7) responsive companies as listed below:

- AD Construction & Development Inc.
- AW & D Construction and Maintenance Services, LLC
- Cortez Landscaping, LLC
- Evolution Alignment, Inc.
- Hardy & Hardy Property Maintenance
- Smartscaping
- Trans Teq Environmental Solution, Inc.

Upon the closing of the RFQ, a three-person HLB staff evaluation panel was instituted to evaluate the submittals. Each panel member graded each submittal based on a 100-point scale created from the submission requirements of the RFQ, for a total possible points of 300. The point allocation breakdown is as follows:

- Qualifications and Experience (65 points)
- Pricing/Rate Sheet (25 Points)
- Alignment with HLB's Mission (10 points)

After evaluation of all submissions by each panel member and review of all submissions as an entire panel, the submittals are scored in points as followed:

- AD Construction & Development Inc. (288)
- AW & D Construction and Maintenance Services, LLC (81.5)
- Cortez Landscaping, LLC (136)
- Evolution Alignment, Inc. (225.5)
- Hardy & Hardy Property Maintenance (227.5)
- Smartscaping (275.5)
- Trans Teq Environmental Solution, Inc. (248)

Based on the submissions of the companies and the scoring of the panel, HLB is recommending the following three (3) following companies move forward with contract execution for the new contract term:

1. AD Construction & Development Inc.
2. Smartscaping
3. Trans Teq Environmental Solution, Inc.

HLB proposes to reduce the lot maintenance provider number to three(3) instead of four (4) due to the decrease in lots that will need to be maintained forecasted during the new term. Upon approval of the proposed providers, HLB will engage them for contract execution.

Thank you.



**Lot Maintenance Services
Request for Qualifications
Issued RFQ on March 25, 2022**

**RESPONSES DUE BY 5 P.M. CENTRAL TIME, FRIDAY, MAY 13,
2022**

Houston Land Bank (HLB), a nonprofit local government corporation, seeks qualifications from vendors interested in providing lot maintenance services, including mowing, edging, and removal of trash and debris. It is HLB's intent to pre-qualify one or more vendors and then negotiate with each based on a pre-established fee schedule.

Background

Houston Land Bank (HLB) is the new name of the Land Assemblage and Redevelopment Authority (LARA), established in 1999 to facilitate the redevelopment of vacant, abandoned, deteriorated and/or tax-delinquent residential real estate in target Houston neighborhoods. In 2018, LARA realigned its strategic activities to better serve neighborhood revitalization activity in the City of Houston and changed its name to reflect its core function. Additionally, in 2018, the organization started with full time staff in an independent location.

The HLB mission and purpose is: ***Strategically acquire, dispose, and steward vacant, abandoned, and damaged property into productive use to catalyze transformative community and economic development for the City of Houston.***

We are committed to being a good neighbor in every community we serve – this includes making sure:

- **Our lots are clearly marked with signage as Houston Land Bank property;**
- **Our lots are well-maintained and free of trash and debris, weeds and undesirable trees or other woody plants, with grass generally no more than 6 inches tall and usually less; and**
- **The people who take care of our lots are polite, friendly, and lead others to have a positive opinion of the Houston Land Bank.**

We want to work with contractors who share our “good neighbor” commitment and help achieve our goal of building stronger communities across Houston. We are looking for contractors who can meet the requirements below and help us think of

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

houstonlandbank.org

creative ideas for improving performance and building strong community relationships as a good neighbor. This may include ideas for engaging community volunteers or neighborhood groups in keeping lots maintained properly. We will expect those who work with us to be open to such arrangements.

Intent and Expected Solicitation Schedule

Responses to this request for qualifications are to be used to pre-qualify Contractors for negotiation of fixed-price service agreements with HLB for mowing, as well as the pick-up and removal of trash, debris, rubbish, organic debris, and tires. These Items for pick-up will be on properties owned by the Houston Land Bank within the City of Houston. HLB may, from time to time, issue additional regulations to the Contractor as needed to provide clarity of contract services required as a result of changes in HLB policies or procedures or applicable law.

This procurement is expected to follow the schedule below (all dates are subject to change):

- RFQ posted: Friday, March 25, 2022
- Questions regarding RFQ must be submitted by April 11, 2022 by 5 p.m. Central time
- Responses due: Friday, May 13, 2022, by 5 p.m. Central time
- HLB staff evaluate responses: May 2022.
- HLB representatives contact selected vendors (those meeting minimum qualifications) to discuss contract negotiation: June 2022.
- HLB Board consideration, contract execution and notice to proceed are expected by early July 2022

SCOPE OF WORK

Statement of Work

The Contractor is to provide all supervision, labor, materials, supplies, tools and equipment necessary for the cleaning, clearing, loading and disposal of all trash, debris, rubbish, organic debris, other solid waste, and tires. The Contractor shall mow all grasses, weeds, under brush and remove debris associated with the mowing. Contractor may also be required to remove debris from locations where weed mowing is not required. The Contractor is required and expected to comply with all applicable laws regarding disposal of tires and other trash and debris removed from Houston Land Bank lots.

For the purpose of this mowing and debris removal contract, Contractors will be assigned lots in a pre-defined area representing a subset of the HLB Lot Inventory (described below). The HLB inventory will change as lots are acquired and/or sold, so Contractors may not mow the same lots routinely. Lots acquired may require additional attention beyond routine maintenance, and HLB will recognize the necessary effort with additional compensation as appropriate.

As indicated earlier, we are also interested in your creative ideas for how to provide the best service at the best value for Houston. Our contractors are partners in our work of helping Houstonians afford quality homes and strengthening neighborhoods, and we will expect those who work with us to be open to new ideas, and share their own for achieving our goals.

HLB Lot Inventory:

The Houston Land Bank (LARA) lot inventory includes about 400 single-family residential lots, most ranging from 5,000 to 8,000 square feet in size and maintained in a variety of conditions, including some that will have various heavy trash and debris and large woody plants requiring removal. Lots may be larger or smaller than the range indicated above. The inventory was assembled over the past 20 years, typically at auction and or by 'Strike Off' by the taxing entities represented on its Board. The lots are located throughout Houston, though most are in one of the following neighborhoods:

- Acres Home (Northwest Houston)
- Sunnyside (Southern Houston)
- Trinity Gardens (Northeast Houston)
- Settegast (Northeast Houston)

The lots may require any or all of the services described in the Statement and Scope of Work above.

A map of HLB's current inventory (as of March 2022) is available at <http://houstonlandbank.org/property-inventory-and-historical-lot-home-sale/>.

This data is routinely updated and is subject to change at any time as HLB acquires and disposes of property.

Process

Work orders will be issued by e-mail on a routine basis for lots requiring mowing, removal of trash and debris, or other related maintenance. Contractors will be expected to confirm receipt of all work orders within 48 hours of receipt. Work orders may be issued as "Normal" or "Priority" status. Contractors will be expected to fulfill "Priority" work orders within five working days of receipt, and to complete "Normal" work orders within 20 working days of receipt. Routine mowing of lots will be done an estimated 12 to 20 times per year as needed to comply with City ordinances and ensure the HLB is maintaining its lots as a good neighbor should. HLB will also require photographic evidence (before and after photos) of lot mowing and/or debris removal; these will be required by HLB before payment for maintenance of any lot. HLB may also consider enabling Contractor(s) to access its property management information system.

MINIMUM QUALIFICATIONS/REQUIREMENTS

We will need acceptable evidence of prospective Contractors' ability to obtain resources required and listed below. This evidence would normally consist of a commitment or explicit arrangement that will be in existence at the time of a contract award; the commitment or arrangement should provide for renting, purchasing, employing or otherwise acquiring the needed equipment, personnel and other resources. Prospective Contractors should have, or show acceptable evidence of ability to obtain, at the time of any contract award:

- Evidence demonstrating financial responsibility, including adequate financial resources and required insurance to fulfill contractual obligations;
- Ability to comply with performance and schedule requirements, taking into account all existing business commitments;
- Satisfactory record of safety, performance integrity and ethics, based on feedback from references;
- Necessary experience and operational skills to ensure the work required is performed properly and to HLB's satisfaction;
- Necessary equipment and personnel, or evidence of the ability to obtain same; and
- Qualifications and eligibility to receive an award under any applicable laws and regulations.
- Ability to send and receive electronic communications (e-mail) through computer software comparable to Microsoft Office 2016.

Equipment and Personnel

Contractors must be able to provide at least one standard crew of four people, including three workers and one supervisor/truck driver. The supervisor should carry a mobile phone for use in communicating with Houston Land Bank staff by telephone call, text or e-mail as needed.

In addition, **we suggest the following equipment per crew. HLB may accept reasonable substitutes for the recommended equipment** at its sole discretion. All equipment must be kept fueled, operable and maintained in good working order at the Contractor's expense (if the Contractor does not own the suggested equipment or comparable equipment, he or she must demonstrate an ability to lease or sub-contract it immediately):

- One white crew-cab truck, marked with magnetic signage bearing the HLB logo and name (signage to be provided by HLB), capable of hauling a trailer that grosses 15,000 pounds (Contractor will carry costs of insuring, fueling, and maintaining the truck);
- One tandem-axle heavy-duty trailer that grosses 15,000 pounds.
- Two (2) weed-eaters and two (2) leaf blowers;
- Two commercial-grade mowers, one zero turn (48"-52"Deck) and one walk behind mower.
- One tractor, OSHA-approved and minimum 55 HP engine with low profile to

ground, sheet metal fabrication around tractor for driver protection, puncture-proof tires (i.e., foam-filled or equivalent), and roll-over protection (R.O.P.S.) around driver;

- One tractor-mounted rotary mower, minimum 4-foot heavy-duty model with chain curtains;
- One truck-to-tow mower (minimum one-ton);
- One hydro-axe mower;
- One dump truck or high-sided trailer with at least eight (8) cubic yards of capacity for hauling vegetative material, trash, and/or debris;
- Safety equipment for all the personnel (eye protection, ear protection, gloves, first-aid supplies), safety cones, and safety signage appropriate for working in the right-of-way;

In addition to the above equipment guidelines, the Contractor must own, or have the ability to lease or sub-contract immediately, debris and trash loading equipment. It should be noted that lots with over 30 cubic yards of trash/debris might require more than the above-recommended minimum equipment per crew.

All equipment used for performance of services shall meet all applicable federal, state and local standards, including those of the federal Occupational Safety and Health Administration, and be licensed and inspected as may be required. The Contractor must also have a valid chemical applicators' license issued by the state if intending to utilize chemical control of grass growth between cuts.

All supplies, materials, repair or replacement parts, equipment or tools used or furnished by the Contractor to perform the work specified herein shall be of the type, quality, size, etc., customarily used in the trade of such work. The Contractor at the Contractor's expense will replace any such items deemed unsuitable by HLB. HLB will not be responsible in any way for damage to or loss of supplies, materials, tools, equipment or personal property belonging to the Contractor or his/her employees.

Hours of work

All services shall be provided between the hours of 7 a.m. and 7 p.m. local time Monday through Saturday, unless otherwise required by an emergency as determined by HLB or in order to encourage participation by neighborhood residents or groups in helping to keep lots well-maintained.

Uniforms

Contractor and Contractor's employees or subcontractors will wear appropriate attire while maintaining HLB properties. HLB will supply safety vests for wear by Contractor and Contractor's subcontractors or employees while maintaining HLB properties.

Safety Training

The Contractor shall provide to its employees at its expense regular safety training relating to performing the services sought under this solicitation.

Insurance

At minimum, the Contractor shall maintain in effect the following insurance policies during the Initial Term of any HLB contract issued as a result of this solicitation, and during any extensions thereto:

COVERAGE	LIMIT OF LIABILITY
Workers' Compensation	Statutory Limit for Workers' Compensation
Employer's Liability	Bodily Injury -- \$1,000,000
Comprehensive General, including Broad Form Coverage, Contractual Liability, Bodily and Personal Injury, Loss of Life and Completed Operations	Combined limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate
Automobile Liability Insurance (for automobiles used by the Contractor in the course of performing services under an HLB contract issued as a result of this solicitation, including employer's non-owned and hired auto coverage)	\$1,000,000 combined single limit per occurrence

Taxes

The Contractor shall be responsible for paying all payroll-based taxes affecting its employees.

Independent Contractor

Any respondents to this RFQ who are contracted to perform work for the HLB will do so as an independent contractor, and all persons employed by the Contractor to furnish services hereunder will be employees of Contractor and not of HLB.

Additional Requirements

Contractor shall have at all times during the term of any HLB contract a business-dedicated phone number, email address and mailing address. Such contact information shall be provided to HLB, and any changes shall be provided immediately to HLB.

Requested Structure of Responses

If you are interested in this opportunity, please e-mail your response in PDF format to procurements@houstonlandbank.org by 5 p.m. on May 13, 2022. Please put “HLB Lot Mowing Services” in the subject line of your e-mail. We cannot accept incomplete responses, so please make sure to include the following:

- Cover letter including contact name, company name, phone, address, email, website (if website is available);
- Required resources: How many crews you can provide, and evidence that you have or can provide the necessary equipment – this may include letters of intent or documents showing you can get the equipment and personnel you need to perform the necessary services;
- Submission of Exhibit A – Rate Sheet with pricing amounts by category (last page of document);
- Evidence or documentation of any certification you or your company have as an Historically Underutilized Business, M/WBE designation, or similar issued by the State of Texas or other public-sector entity in the Houston metropolitan area;
- Evidence or documentation that you have or can obtain the required insurance;
- Information above for any subcontractors you plan to employ in performing services requested by this solicitation;
- Names and contact information (phone number, and e-mail if available) of at least three references who can confirm your record of safety, ethics, customer service and responsiveness – you must have done work for your references in 2021 and/or 2022 for them to be accepted.
- Any creative ideas you would like to suggest for helping us be a good neighbor in the communities we serve, including ways to involve neighborhood residents, groups, and or nonprofit agencies in keeping HLB lots well- maintained. These may include hiring employees or subcontractors who live in areas designated as Complete Communities by the City of Houston or using local non-profit or community organizations as subcontractors;
- Any experience you have in working with community volunteers, neighborhood organizations, or similar groups to make your city a better place.

We are sorry, but we cannot accept responses received after the deadline, no matter what the reason they were late. The e-mail time stamp representing time of receipt will determine whether responses were received by the deadline.

If you have any questions about this request for qualifications, please contact us at procurements@houstonlandbank.org. We will only accept questions submitted by e-mail or asked at the pre-submittal conference. We will post all questions received on our website along with answers to each. Questions will be accepted until three days before responses are due.

Shortly after the deadline for receiving proposals, HLB staff will review all proposals received for completeness and identify all Contractors who meet minimum qualifications. This may include follow-up discussions to confirm any pending commitments or letters of intent for resources/insurance mentioned in Contractor's response. HLB will select no more than six Contractors for initial negotiation of fixed-price agreements, with preference given to those who demonstrate strong customer service records and generate positive references, are based in the City of Houston, and/or have an acceptable certification as a HUB or M/WBE enterprise from a public-sector entity as noted above. Additional Contractors may be contacted as needed should the first six Contractors contacted be unable or unwilling to agree to HLB's specifications as outlined above, along any other legally required contractual terms, including agreement on a reasonable fixed-price structure for services rendered by Contractor as a result of this solicitation.

Thank you for your interest. We look forward to your response.

EXHIBIT A – RATE SHEET
PLEASE FILL IN PRICE FOR EACH CATEGORY

Line Item	Category and Description	Price
A-1	*First cut -- Mowing and debris removal up to five cubic yards	0-5,000 sq ft \$XXX/sq ft
A-2	First cut -- Mowing and debris removal up to five cubic yards	More than 5,000 sq ft \$XXX/sq ft
A-3	First cut – Debris removal ONLY over five cubic yards	Any lot size \$XXX/cubic yard
B-1	*Routine cut – Mowing and debris removal up to three cubic yards	0-5,000 sq ft \$XXX/sq ft
B-2	Routine cut – Mowing and debris removal up to three cubic yards	More than 5,000 sq ft \$XXX/sq ft
B-3	Routine cut – Debris removal ONLY over three cubic yards	Any lot size \$XXX/cubic yard
C-1	Debris removal ONLY – (no cutting or mowing)	Any lot size \$XXX/cubic yard
D-1	*Priority cut surcharge (lot must be mowed within 72 hours of HLB request to contractor)	Any lot size \$XXX
D-2	Community organization cut surcharge	0-5,000 sq ft \$XXX
E-1	Tire removal	Any lot size \$XXX/tire

*First Cut– shall mean cutting of grass/weeds taller than 9”.

*Routine Cut– shall mean cutting of grass/weeds less than 9”.

*Priority Cut – shall mean any work must be completed within 72 hours of having received such direction from HLB.

As of March 2022



REQUEST FOR BOARD ACTION

Meeting Date: July 14, 2022

Agenda Item VIII. c.: Consideration and Possible Action Regarding to Accept Real Estate Acquisitions and Development (READ) Committee Recommendations of Contract Amendments for Maximum Sales Price Increase Requests under the Houston Land Bank Builder Traditional Program.

ACTION SUMMARY

Approval of this item will authorize staff to amend existing contracts to reflect the recommended sales prices. This application has been reviewed, analyzed, and recommended by both READ and Executive Committees. The table below denotes the details of each request and the new recommended sales price.

BACKGROUND/OVERVIEW

Given the continued increase in both land and construction costs in Houston, several HLB approved builders have requested sales price increases based on the newly approved sales price framework. As both material and labor costs remain volatile, SXG Capital d/b/a Green Home Builders, has requested to revise their previously proposed plans and corresponding prices so that the same model is built on all lots as opposed to differing models. This request, like all other requests, was measured against the newly approved sales price frameworks of Low, Med, High pricing. Based on the size [2 story, 3 bed/2.5 bth, 1629 SF] and specifications of the house, it fell into the High price range—which is from \$225 up to \$285k. As shown in the table below these homes will be sold for \$264,488. This request and its supporting documentation were reviewed by staff and assessed against both current construction costs per square foot and the recently approved pricing ranges. The READ Committee met on 6/29/2022 to discuss the request and its recommendation was made to the Executive Committee which met on 07/07/2022 and conducted its analysis which made the final recommendations below:

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No.	Builder	HCAD	Address	Area	Initial Price	Revised Price	Home Size (SF)	Approve
1	Green Home Builders	0361190 070034	8000 Phillips	Acres Homes	\$212,000	\$264,488	1,629	Yes
2	Green Home Builders	0731320 000453	7800 Beckley	Acres Homes	\$212,000	\$264,488	1,629	Yes
3	Green Home Builders	0731320 000453	7312 Shotwell	Trinity Gardens	\$212,000	\$264,488	1,629	Yes

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REQUEST FOR BOARD ACTION

Meeting Date: July 14, 2022

Agenda Item VII. d.: Consideration and Possible Action to Approve the Pricing Methodology for the Lot Prices under the Houston Land Bank Traditional Homebuyer Program .

ACTION SUMMARY

Approval of this item will authorize staff to revise pricing methodology for Round 7 and future rounds of Traditional Program Lot Sales to Approved Builders as proposed below.

BACKGROUND/OVERVIEW

Given the continued increase in both land and construction costs in Houston, in March 2022 HLB Board of Directors approved a new or revised final home sales price framework for Approved Builders using Low, Med, High pricing ranges. Price ranges were based on the sizes and set construction specifications of each category of proposed homes. Despite the expansion of the sales price framework, current construction costs continue to make it difficult for builders to produce the required specifications within the required price ranges. As such, HLB staff proposed a new pricing methodology for its lots as well. This will help to alleviate the pressure on costs for builders and more importantly home prices for income qualified buyers.

In previous rounds of lot sales (Rounds 1-6) HLB lot pricing to builders was based on the current Price per Square Foot values for that specific neighborhood* or sub-market as its starting point. Based on the size of a particular lot and its current sub-market price per square foot a base market value was assigned. From that base market value, each lot was discounted based its particular measures of construction or 'shovel readiness' and 'sale-ability' of a new home on that lot. Final lot sales prices to approved builders were on average approximately 40% less than market value.

Starting with Round 7 and going forward HLB proposed to use a set amount per lot as its starting point regardless of its size or current neighborhood price per square foot. The discounting measures and methodology would remain the same, but the starting point would change to a flat fee of \$15,000 per lot based on the average current construction costs per square foot of \$155/square foot. $\$155 \times 1400$ square foot home = \$217,000 plus \$15,000 lot equals sales price of \$227,000 or just over the maximum price for Med range homes. As such HLB is confident this a good starting point from which to discount based

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on the individual shovel readiness and new home 'sale-ability' conditions of each particular lot.

In Settegast ONLY, round 3 final homes sales prices were limited to \$180,000. In exchange for the maximum home sales price requirement, HLB sold its lots at a flat rate of \$6500 per parcel regardless of size, construction readiness, or new home 'sale-ability.' However, due to market forces starting with Round 7 and going forward HLB proposed to lower that set amount to \$1 and increase the final sales price to \$190,000 and an option for a carport to keep the new homes in that area as affordable as possible.

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REQUEST FOR BOARD ACTION

Meeting Date: July 14, 2022

Agenda Item VIII. e.: Consideration and Possible Action to Purchase One Property Located in Fifth Ward in the Amount of \$6,000 under the Traditional Homebuyer Program (3309 Farmer, HCAD# 021-144-006-0004, 1,875 sq.ft.).

ACTION SUMMARY

Approval of this item will authorize staff to execute the contract to purchase approximately 1875 Square Feet of land that is adjacent to HLB properties in 5th Ward.

BACKGROUND/OVERVIEW

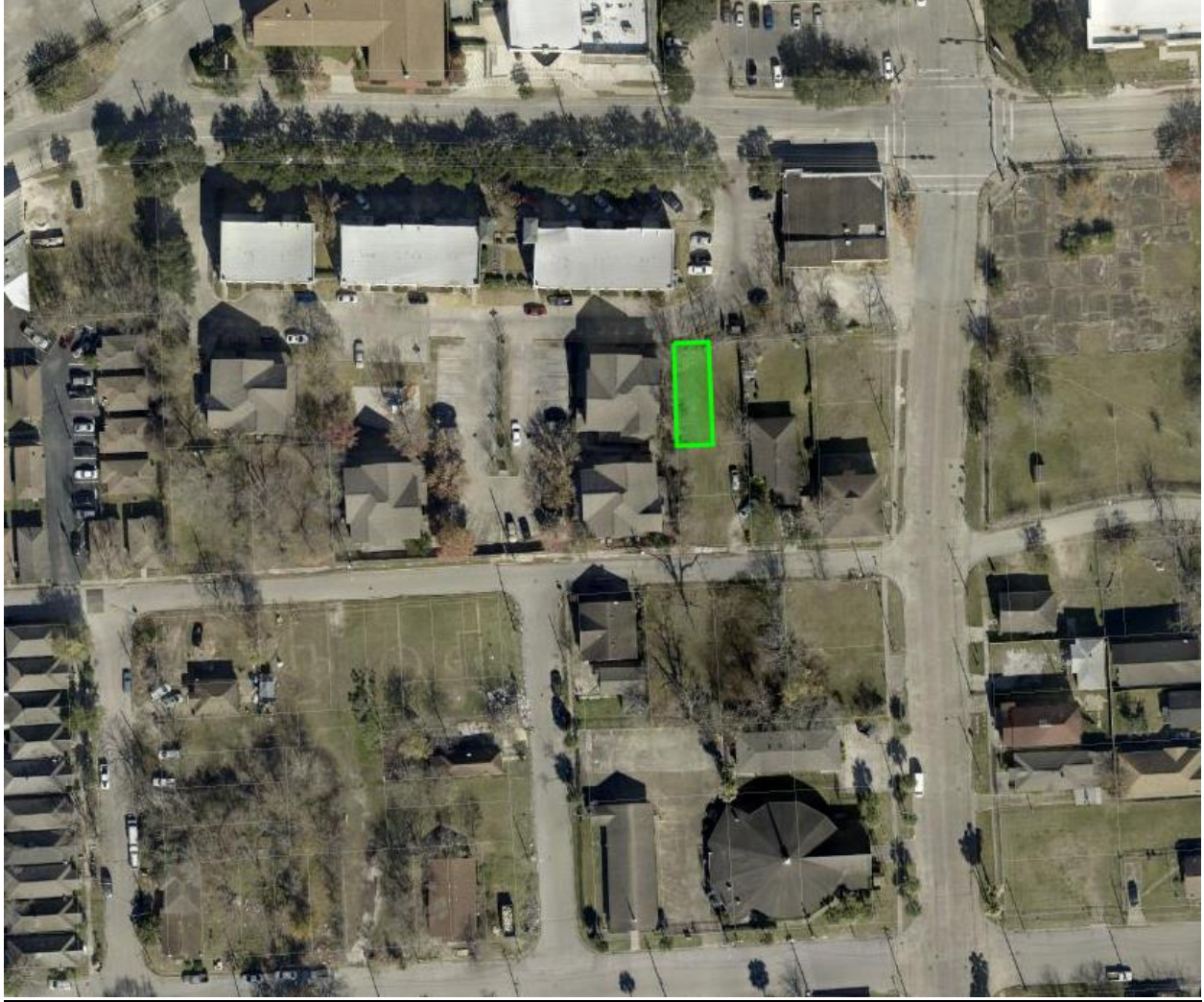
The owner of this lot approached HLB to potentially sell this lot which is in 5th Ward. However, the manner in which these lots were platted gave this lot no Right of Way or street access. As such it is land locked. HLB pointed out the developmental difficulties with their property and therefore its value. Ultimately the Seller and HLB reached an agreement to purchase this land for \$6,000. Below are some details of the deal, an aerial map of the sites, and attached is the sales contract for your reference.

Additional expenses anticipated because of the proposed acquisition include approximately \$1,500 in due diligence costs (\$1,000 for surveying, \$350 for legal fees, \$150 in closing costs).

Property Information:

- Address: 3309 Farmer
- Legal Description: TRS 4A & 15C Block 6 Ingraham
- HCAD ID#: 021 144 006 0004
- Size: 1,875 Square Feet (SF)
- Purchase Price: \$6,000 (\$3.20/SF)

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The items listed below are the products of Houston Land Bank's staff review of the following documents:

1. NHDP amended guidelines.
2. Tri-Party Agreement (TPA)
3. Master Contract Agreement (MCA)

New Home Development Program Amended Guidelines:

Definitions:

- **First Time Homebuyer** - Is it possible to revise the actual term (that correlates more with the definition as opposed to updating the definition which appears aligns with HUD. This being done for those that are not knowledgeable of 24 CFR 92.2. Also, the possibility of extended the time lapse from 30 days to 60 or 90 days.
- **Grant Agreement** – Is there a need to update the amended date which currently reads as August 31, 2018.
- **Post Completion Agreement** – HCDD has removed themselves from the oversight of post-completion agreements. The relationship with the builder has customarily been between the builder and HCDD.
- **Project Documents** – HLB would like to see “warranty documents” added to the list.

Introduction & Authority:

- **First Time Homebuyers** – Once again the term First Time Homebuyers implicates to most that the buyer is purchasing a home for the very first time (suggest is to update the term to fit the definition)

Acquisition Process:

- **A.** In this scenario, HLB is being charged with purchasing deteriorated homes in exchange for a home out of NHDP.
----this action would contradict the “First Time Homebuyer”
- **B.** What are the expectations for HLB acquisitions under the NHDP within this scope?
- **C.** HLB suggests removing the word “transfer” regarding constructed property and CLT/HCLT
- **D.** Timeframe for HCDD's reimbursement to HLB (suggest: 30 days from date invoice received)

Construction of Homes:

- **A.** This section suggests the builder will have the option to pay expenses such as lighting and security while the home is being constructed. As a reminder, for the past homes sold under this program, the builder is responsible for utilities that will be needed to complete construction including electricity, water, natural gas, and security. Once home is Key Exchanged HLB is responsible for utilities and security thereafter. HLB suggest that we strike this language and revise accordingly.

Pricing of Homes & Homebuyer Assistance Programs:

- **Final sales price** of homes is no longer able to be Market Price due to the robust community development in areas being constructed. Historically the sales prices are below market value to maintain affordability (p. 17)
- Discussion surrounding increase of the **\$50k subsidy per home purchase**? And/or no reduction in subsidy even in cases whereby buyers are receiving additional subsidies outside of NHDP (p. 18)
- Please confirm the new **maximum sales price of homes**. Currently HLB's Traditional Builder Program is operating at sales prices ranging from \$200k-225k (p. 18).
- Adding the **formula/algorithm that CLT utilizes** to dictate the land price and the improvement price

Homebuyer Eligibility:

- Was **Child Support** struck through intentionally (p. 22). If so, this may cause a buyer to face financial obstacles in the future if we are not mandating that the buyer is not at least with payment plan
- **Sex Offender?** (p. 22)
- **Liquid Assets:** Will 401k's and IRA's (at retirement age) be considered liquid assets? Please clarify on document either way
- HLB suggests **Inheritance language under eligibility** should be updated for cases whereby buyers will not have the right to reside in as Minority Interest Heirs (p. 22)

THE ABOVE CONCLUDES HOUSTON LAND BANK'S COMMENTS ON AMENDED GUIDELINES

NHDP Construction Tri-Party Agreement:

Definitions:

- **Change Order** – Can HLB be notified of any Change Orders?

- **Master Contract Agreement** – Is the date currently listed need to be updated to reference the revised MCA (currently September 4, 2018)

Section III – Covenants and Agreements by Landowner:

- **B, D** – “qualified” was removed from the description of the type of homebuyer. HLB suggests that it be added back, replaced with another adjective, or removed throughout for cohesion.

Section VI - Contractor’s Duties:

- Section E – Shouldn’t the wording be “and” versus “or” considering HLB is the Landowner.

Sales Facilitation:

- Section B – More parameters to determine at what point during the construction phase is it safe for a home to begin to be marketed and site visited if it will be available for pre-sale(pre-completion). HB suggests 66% complete as sheetrock should be up. Also, times will need to be adjusted.

Miscellaneous:

- Section B – Revocation: What is NI-IDP(p. 15)

THE ABOVE CONCLUDES HOUSTON LAND BANK’S COMMENTS ON THE NHDP CONSTRUCTION TRI-PARTY AGREEMENT

Master Contract Agreement - New Home Development:

- Section II
2.01 General – “including **but not limited to** any Work Write-up or Plans and Specifications attached thereto.” Is it feasible for the highlighted language to be added?

- Section IV
4.02 **Bid Price** – Can a Maximum timeframe be inserted here?
4.03 **Change Orders** – Can Change Orders be submitted with an expected turn around time(ETA) to the City’s comfort level upon determination of need and assurance as to the time of review on the City’s part?
4.05 **Payment and Performance Bonds** – If the contractor cannot retain a payment and/or performance bond will a decision be made to choose another contractor?

- Section V
5.03 Final Inspection and Payment –
(A) “outstanding issues with the **Landowner and** Homebuyer”
(B) -Also consider **penalty for non-completion of agreed Punch List** Items in a timely manner
-**Reservation Period** is not defined within Definitions

- Section VII
Contractor Warranties
7.01(F) – HLB would like to see language added here to highlight that **initial appliance at Key Exchange are to be new and free from dents and scratches** (issues of this in the recent past).
➤ Correction of Work Under Warranty
7.02 – A **decrease in completion time** from 10 business days to 5(specifically surrounding HVAC claims).

- Section X
Contract Term
10.04 – Acceptance of Inferior Work – HLB would like to have “**and in agreement with the Landowner**”? Added to the language.

PROMISSORY NOTE:

Please advise as to why document states that HLB agrees and promises to pay to the order of City of Houston.

THE ABOVE CONCLUDES HOUSTON LAND BANK’S COMMENTS ON THE NHDP MASTER CONTRACT AGREEMENT.