



BOARD OF DIRECTORS REGULAR MEETING

JULY 13, 2023

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BOARD OF DIRECTORS REGULAR MEETING
AGENDA

Thursday, July 13, 2023 – Noon Central Time

United Way of Greater Houston

50 Waugh Drive, Houston, Texas 77007

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

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

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

AGENDA

- I. Call to Order and Roll Call
- II. Public Speakers & Registered Attendees

Speakers must be registered by 5 p.m. on Wednesday, July 12, 2023. To register, please use the online form at www.houstonlandbank.org/resources, e-mail info@houstonlandbank.org or call 281-655-4600. The Chair will call on speakers and allow three minutes per speaker.
- III. Consideration and Adoption of Meeting Minutes
 - a. June 13, 2023 Board Meeting
- IV. Chairman's Greeting: Matt Zeis
- V. Committee Reports:
 - a. Executive Committee: Matt Zeis, Chair
 - b. Finance Committee: Laurie Vignaud, Chair
 - c. Partnership and Program Development: Commissioner Janae Ladet, Chair
 - d. Real Estate Acquisition and Disposition: Victor Mondragón, Chair
 - e. Procurement and Oversight: Jesus DeAnda, Chair
- VI. President's Report: Christa Stoneham, CEO/President
- VII. Board Action Items
 - a. Consideration and Possible Action to Approve Houston Land Bank to submit application and proposal for the 2023 Jacob & Terese Hershey Foundation.
 - b. Consideration and Possible Action to create a Community Purpose Lot Program.
- VIII. Executive Session

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

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

IX. Board Member Comments

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

houstonlandbank.org

X. Adjournment

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

June 8, 2023

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 50 Waugh Drive, Houston, Texas, on Thursday, June 8, 2023 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 (remote)
David Collins	Victor A. Mondragón
Danielle Keys Bess	Marilyn Muguerra
Elaine Morales	

Board directors absent were: Matt Zeis, Antoinette Jackson, Janae Ladet, Chrishelle Palay, Dwantrina Russell, and Laurie Vignaud. Others in attendance included: Christa Stoneham, Chief Executive Officer/President of the HLB; Donald Hughes, Acquisition and Development Director for the HLB; LaTosha Okoiron, In-house Legal Counsel and Compliance Director for the HLB; Isai Mendez, Finance Director; Mark Glanowski (Paralegal) of Winstead PC, outside legal counsel for the HLB; Lindsey Williams, Director of Community Development for the HLB; Donesha Albrow, Administrative Manager for the HLB; Ron Butler, Director of Lot Maintenance for the HLB; Gracie Saenz, outside legal counsel for the HLB, Er"Ron Robinson, and Theresa Anthony.

I. Call to Order and Roll Call

Acting Chairman Collins called this regular meeting to order at 12:08 p.m. A roll call of the Board members attending in person immediately followed. Acting Chairman Collins then announced that an in-person quorum of the Board was not present for this meeting, therefore the Board will not be able to vote on the Board Action Items on today's Agenda.

II. Public Speakers

Nothing to report.

III. Consideration and Adoption of Meeting Minutes

a. May 11, 2023 Board Meeting

Acting Chairman Collins announced that without an in-person quorum of the Board the minutes cannot be approved at this time.

IV. Chairman's Greeting: Matt Zeis

Acting Chairman Collins informed the Board that Matt Zeis is attending a funeral today and therefore could not be present for this meeting.

V. Committee Reports:

a. Executive Committee: Matt Zeis, Chair

Nothing to report.

b. Finance Committee: Laurie Vignaud, Chair

Mr. Mendez reported that the Finance Committee did not meet. He noted that the Fiscal Year 2024 Budget has been revised since the preliminary version was initially discussed at the March 2023 Board meeting.

c. Partnership and Program Development: Janae Ladet, Chair

Ms. Williams reported that a Builders Forum is scheduled for June 30, 2023, at the Federal Reserve Bank building which will include representatives of the Houston Housing Collaborative and the HLB approved home builders to discuss construction financing and services for affordable houses. Also, this forum will provide an opportunity to connect developers with land and educating home builders who are interested in joining the HLB Builders program.

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

Director Mondragón reported that the READ Committee met on May 31, 2023 to discuss the sale price increases requested by Education Based Housing, Inc., the status of development of the Yellow Cab site, and the status of acquisition of additional lots to add to the HLB inventory.

e. Procurement and Oversight: Jesus DeAnda, Chair

Director DeAnda remotely reported that the Procurement and Oversight Committee met last week to discuss the 31 submissions received as a result of the RFQ for various professional services which was posted in March, amended in April, and closed on May 26, 2023. He noted that these submissions are now under review by HLB staff. He then mentioned that the Committee also discussed the part-time contract for lot maintenance services with Cash Out Equity Solutions, a one-time HLB website project with Debs Webs for \$3,000.00, and a contract with Alpha Omega LLC.

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

Ms. Stoneham thanked those that attended the Board Retreat held on May 19, 2023 to discuss the powers and authority granted to HLB and the strategies and priorities for the Fiscal Year 2024. She then reported on the progress of the HLB Strategic Plan which focuses on the acquisition of land and redeveloping such land for affordable housing and establishing a program for removing environmental hazards found on the land to be redeveloped. She noted that the

Strategic Plan will be accelerated to develop a continuous flow of land into the inventory held by the HLB, expediate the permit process with the city of Houston to assist the home builders, and educate stakeholders in the community.

Ms. Stoneham announced that a builders' forum is scheduled for June 30th in conjunction with the Houston Housing Collaborative at the Federal Reserve Bank building in Houston to provide an opportunity for the HLB approved home builders to meet representatives of the banks with regard to financial services available for affordable housing development.

Ms. Stoneham then discussed the status of the development data and the need to add more builders to the program. She noted that there are 65 houses in development, however 54 builders are out of compliance with regard to the progress to completion status. Seven builders which are out of compliance concerning their contracts will be conveying the affected lots back to the HLB.

Ms. Stoneham next reported that the HLB provided 32 lots located in the Settegast neighborhood to the Community Housing Development Organization for \$1.00 each to support the affordability of the houses to be constructed there. A ribbon cutting ceremony celebrating this Shuttle Program event was attended by Mayor Turner and representatives of the Houston Housing Department. These houses will serve those in the 80% area median income and below status. Director Morales recommended that the sale of 32 lots at \$1.00 each should be shared with the community. Lastly, Ms. Stoneham mentioned that the HLB Round 8 Lot Sale will begin in about one week, and Round 9 Lot Sale will be scheduled to occur in the Fall of 2023.

VII. Board Action Items

- a. **Consideration and Possible Action to Approve Houston Land Bank to submit application and proposal for the 2023 Rockwell Fund Grant.**

Nothing to report due to the lack of an in-person quorum of the Board.

- b. **Consideration and Possible Action to Approve Houston Land Bank to submit application and proposal for the 2023 Yield Open Call Giving.**

Nothing to report due to the lack of an in-person quorum of the Board.

- c. **Consideration and Possible Action to Approve and Adopt the Houston Land Bank Proposed Fiscal Year 2024 Budget.**

Nothing to report due to the lack of an in-person quorum of the Board.

- d. **Consideration and Possible Action to Approve the maximum home sales price increase request submitted by Education Based Housing, Inc. from \$180,000.00 (\$136/SF) to \$190,000.00 (\$144/SF).**

Nothing to report due to the lack of an in-person quorum of the Board.

- e. **Consideration and Possible Action to Approve the Acquisition of Property in the Second Ward Neighborhood at Auction or through Purchase.**

Nothing to report due to the lack of an in-person quorum of the Board.

- f. **Consideration and Possible Action to Approve the Acquisition of Two Properties Totaling Approximately 31,000 Square Feet in the City of Houston.**

Nothing to report due to the lack of an in-person quorum of the Board.

VIII. Executive Session

Nothing to report.

IX. Board Member Comments

Nothing to report.

X. Adjournment

Acting Chairman Collins asked if there were any additional matters to be discussed or considered by the Board. Hearing none, this regular Board meeting then adjourned at 12:25 p.m.

Minutes Prepared By:

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

Signed on the ____ day of _____, 2023.

Secretary

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

June 15, 2023

A special 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 Sunnyside Health & Multi-Service Center located at 4410 Reed, Room 2127, Houston, Texas, on Thursday, June 15, 2023 at 12:00 p.m. Written notice of the special meeting, which included the date, hour, place and agenda for the special meeting, was posted in accordance with the Texas Open Meetings Act.

Board members in attendance were:

Tonzaino Bailey	Matt Zeis
Danielle Keys Bess	Victor A. Mondragón
Elaine Morales	Janae Ladet
Chrishelle Palay	

Board directors absent were: David Collins, Jesus DeAnda, Antoinette Jackson, Marilyn Muguerza, Dwantrina Russell, and Laurie Vignaud. Others in attendance included: Christa Stoneham, Chief Executive Officer/President of the HLB; Donald Hughes, Acquisition and Development Director for the HLB; LaTosha Okoiron, In-house Legal Counsel and Compliance Director for the HLB; Isai Mendez, Finance Director; Mark Glanowski (Paralegal) of Winstead PC, outside legal counsel for the HLB; Lindsey Williams, Director of Community Development for the HLB; Donesha Albrow, Administrative Manager for the HLB; Jen Allison, Chief Operations Officer for the HLB; and Graciela Saenz, outside legal counsel for the HLB.

I. Call to Order and Roll Call

Chairman Zeis called this special meeting to order at 12:19 p.m. A roll call of the Board members in attendance immediately followed. Chairman Zeis then announced that a quorum of the Board is present for this meeting.

II. Public Speakers

Nothing to report.

III. Consideration and Adoption of Meeting Minutes

a. May 11, 2023 Board Meeting

Chairman Zeis noted that the minutes for the May 11, 2023 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, Chairman Zeis then requested a motion to approve and adopt such minutes as written.

Director Mondragón made a motion to approve the minutes of the Board of Directors meeting held on May 11, 2023 as written, which motion was then duly seconded by Director Bess and passed with the unanimous vote of the Board.

IV. Chairman's Greeting: Matt Zeis

Chairman Zeis thanked the Directors for attending this special meeting in-person.

V. Committee Reports:

a. Executive Committee: Matt Zeis, Chair

Nothing to report.

b. Finance Committee: Laurie Vignaud, Chair

Nothing to report.

c. Partnership and Program Development: Janae Ladet, Chair

Nothing to report.

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

Nothing to report.

e. Procurement and Oversight: Jesus DeAnda, Chair

Nothing to report.

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

Nothing to report.

VII. Board of Directors Fiscal Presentation: HLB 2024 Budget: Isai Mendez, Accounting Manager and Director of Finance

Mr. Mendez addressed the Board to review the highlights of the changes to the Proposed Budget for Fiscal Year 2024 that supplements the preliminary version of the budget which was reviewed at the March 2023 regular Board meeting. He mentioned that this Proposed Budget will be need to be revisited later in the year once the final TIRZ allocation funding and the HCDD support is confirmed.

Mr. Mendez noted that the HLB is projecting 100 lot sales under its Traditional Builder program and 30 house sales under the NHDP program for Fiscal Year 2024. Also, the expense for salaries was increased from the 2023 budget due to the change in the number of staff employees.

The Fiscal Year 2024 Budget reflects eight full time staff employees. He explained that legal fees are expected to increase from the prior year’s budget due to additional administrative and real estate services, and that expenses for professional services are expected to increase including those for accounting, auditing, design services, paralegal support, grant consulting, office support, IT services, and market studies. Therefore, the Fiscal Year 2024 Budget provides for an increase of \$208,000 for operational expenses.

Mr. Mendez stated that the proposed Fiscal Year 2024 budget is dependent on funding to be provided by the Houston Housing Department. Mr. Mendez then reported that HLB has recently received a communication from the Houston Housing Department that its budget will be decreasing soon and therefore it will need to decrease the funding it provides to the HLB. The proposed budget for Fiscal Year 2024 HLB Budget includes significant expenses and revenues that are projected based on the activity controlled by the City. Therefore, expenses and revenues in the NHDP program activity will be subject to change.

Once the Board approves the Fiscal Year 2024 Budget, the budget will then be submitted to the HCDD for approval as required by the agreement between HLB and the City regarding Operational Agreement funding. It may be necessary to make adjustments to the budget based on input to be received from the City, or in response to unanticipated circumstances during the fiscal year. In such event, the budget can be amended by the Board.

The highlights of the Fiscal Year 2024 Proposed Budget are summarized below:

- Total projected revenues are \$5,362,856.
- Total projected expenditures are \$5,009,106.
- Projected change in net assets or increase in fund balance is \$353,750.

Director Mondragón asked why the amount budgeted for lot maintenance was decreased. He was informed that the decrease was a result of having fewer lots in the HLB lot inventory to maintain.

VIII. Board Action Items

- a. **Consideration and Possible Action to Approve Houston Land Bank to submit application and proposal for the 2023 Rockwell Fund Grant.**

Ms. Williams announced that the HLB is seeking a grant of \$200,000 from the Rockwell Fund for HLB’s operations and acquisitions needs. She stated that approval of this item will allow HLB to accept the grant funds upon its application being approved.

The Rockwell Fund was organized to promote positive community change by supporting nonprofits located in the Greater Houston area with grants supporting affordable housing. The Rockwell Fund grants include funds for the construction, acquisition, or rehabilitation of land designated for affordable housing. The Rockwell Fund's mission aligns closely with HLB's goals and would provide a significant opportunity to advance its mission.

HLB staff have thoroughly reviewed the fund's guidelines and believes that HLB's work and the proposed project meet the criteria and objectives of The Rockwell Fund. HLB will be applying for \$200,000 to assist with operations and land acquisition support.

The grant proposal to be submitted outlines a transformative project that will address a critical need within the community and highlight HLB's innovative approach to deliver measurable outcomes in line with the Rockwell Fund's goals. Ms. Williams noted that the final grant application must be submitted to The Rockwell Fund by June 30, 2023.

Director Mondragón made a motion to approve the submittal of the final grant application in the amount of \$200,000 for operations and land acquisition funds to The Rockwell Fund, which motion was duly seconded by Director Morales and passed with the unanimous vote of the Board.

b. Consideration and Possible Action to Approve and Adopt the Houston Land Bank Proposed Fiscal Year 2024 Budget.

Mr. Mendez stated that approval of this item will allow HLB to adopt the Houston Land Bank's Proposed Fiscal Year 2024 Budget, which anticipates expenditures of \$5 million against projected revenues of \$5.36 million, generating an expected \$353,750 increase to the fund balance. He noted that it will be necessary to revisit the budget again once the final TIRZ allocation funding, and HCDD support is confirmed, in the Fall of 2023.

Director Morales made a motion to approve and adopt the proposed Fiscal Year 2024 Budget, which motion was duly seconded by Director Bailey and passed with the unanimous vote of the Board.

c. Consideration and Possible Action to Approve the maximum home sales price increase request submitted by Education Based Housing, Inc. from \$180,000.00 (\$136/SF) to \$190,000.00 (\$144/SF).

Approval of this item will authorize HLB staff to amend the existing construction contracts to reflect the recommended new sales prices. The READ and Executive Committees have reviewed, analyzed, and recommended these new sales prices. The table below denotes the details of each request and the new recommended sale price.

These requests are the result of the continued increase in land and construction costs in Houston. As both material and labor costs remain volatile and have recently increased significantly, builders have asked to increase the sales prices of houses under construction. **According to Education Based Housing Inc staff, "The request comes as a result of unexpected increases in framing and foundation materials. All supplies have been paid for and installed. No further increases are expected. The houses are 90% complete."** The READ Committee met on May 31, 2023 to discuss these sales price increase requests and made its recommendations to the Executive Committee.

The details for each house are listed below:

Address - 5705 Haight (Settegast)

Sold to builder on June 10, 2022 (Round 6 Lot Sale) for \$6500. Original house sales price was \$180,000 (\$136/square feet)

Builder requesting new price of \$190,000 @ 1321 Square Feet (\$144/square feet)

Permitting was approximately 4-5 months

Anticipated completion date is May 23, 2023

Address - 5709 Haight (Settegast)

Sold to builder on June 10, 2022 (Round 6 Lot Sale) for \$6500. Original house sales price was \$180,000 (\$136/square feet)

Builder requesting new price of \$190,000 @ 1321 Square Feet (\$144/square feet)

Permitting was approximately 4-5 months

Anticipated completion date is May 23, 2023

Address – 7958 Kenton (Settegast)

Sold to builder on June 10, 2022 (Round 6 Lot Sale) for \$6500. Original house sales price was \$180,000 (\$136/square feet)

Builder requesting new price of \$190,000 @ 1321 Square Feet (\$144/square feet)

Permitting was approximately 4 months

Anticipated completion date is May 23, 2023

Director Mondragón made a motion to approve each of these house sales price increase requests submitted by Education Based Housing, Inc., which motion was duly seconded by Director Palay and passed with the unanimous vote of the Board.

Chairman Zeis then requested that the Board vote on items VIII(d) and VIII(e) after the Executive Session.

d. Consideration and Possible Action to Approve the Acquisition of Property in the Second Ward Neighborhood at Auction or through Purchase.

Chairman Zeis announced that approval of this item will authorize the HLB staff to pursue the acquisition of a lot located at 4815 Harrisburg Blvd. in the Second Ward neighborhood either through the Harris County Tax Foreclosure Sale process or directly from the owner for a price not to exceed an amount established by the Board. He noted that the subject land is adjacent to land the HLB purchased in November 2021 and to land owned by the Metropolitan Transit Authority.

The Second Ward neighborhood has experienced significant growth and increased land values in recent years, leading to challenges in maintaining affordable housing options for the residents in this area of Houston.

Acquiring land in the Second Ward neighborhood aligns with HLB's mission of preserving and expanding affordable housing opportunities within the city. HLB needs to acquire parcels of land that can be consolidated, replatted, and subdivided to create and expand affordable housing options for low-to moderate-income residents.

The subject land was identified through thorough research and due diligence, considering its location, size, condition, and potential for development. The purchase price cannot exceed an amount established by the Board, so to ensure that HLB operates within its budgetary constraints. HLB staff will attempt to negotiate with the current landowner to purchase the land at a fair market price after the Probate Court proceedings have concluded.

This proposed acquisition's financial cost will depend on the negotiated purchase price and any and all associated costs, such as closing costs, survey costs, due diligence expenses, and potential rehabilitation or development costs. The final financial details will be presented to the Board for approval before the purchase is closed.

Director Mondragón made a motion to approve the purchase of the subject land on Harrisburg Blvd. in the Second Ward at either a delinquent tax foreclosure sale or directly from the landowner which motion was duly seconded by Director Palay and passed with the unanimous vote of the Board.

e. **Consideration and Possible Action to Approve the Acquisition of Two Properties Totaling Approximately 31,000 Square Feet in the City of Houston.**

Chairman Zeis announced that approval of this item will initiate execution of agreements for the purchase of two tracts of unimproved land from the City of Houston.

During recent discussions with the City regarding the City of Houston's disposition of properties, City staff informed HLB staff that two properties owned by the City of Houston are available for purchase. These properties present an opportunity for HLB to expand its inventory of developable land for affordable housing in areas outside of HLB's traditional neighborhoods.

The properties for acquisition are as follows:

Property 1:

Address: Southeast corner of Elmtex Drive and Old North Belt Drive

Legal Description: Lot 58, Block 1 of Eastex Oaks Village Section 2

Size: 16,391 Square Feet

Property 2:

Address: Eastside of Donegal Way at the intersection with Hifrod Drive

Legal Description: Lot 3, Block 16 of Shamrock Manor Addition

Size: 14,632 Square Feet

In addition to the purchase price, HLB staff informed the Board that additional expenses for the proposed acquisition will include due diligence costs, such as surveying, environmental reports, and legal fees.

Director Mondragón made a motion to approve the acquisition of the subject two tracts of land from the City of Houston, which motion was duly seconded by Director Bess and passed with the unanimous vote of the Board.

IX. Executive Session

Director Ladet made a motion for the Board to meet in Executive Session to discuss real estate matters which motion was duly seconded by Director Bailey and passed with the unanimous vote of the Board. Chairman Zeis announced that the Board will now meet in Executive Session beginning at 12:33 p.m. Director Mondragón then made a motion to return to the special meeting at 12:46 pm, which motion was duly seconded by Director Ladet and passed with the unanimous vote of the Board. Chairman Zeis announced that the Board will now return to its special meeting session.

X. Board Member Comments

Nothing to report.

XI. Adjournment

Chairman Zeis asked if there were any additional matters to be discussed or considered by the Board. Hearing none, this special meeting then adjourned at 12:48 p.m. upon motion by Director Mondragón and duly seconded by Director Bailey 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 _____, 2023.

Secretary

Houston Land Bank
Balance Sheet
As of May 31, 2023

	Total
	As of May 31, 2023
ASSETS	
Current Assets	
Bank Accounts	
10100 Chase - Operating 8465	334,809
10101 Cash Clearing	200,000
10200 UNB - Operating MM 4992	187,419
10300 Chase - Lot Acquisition MM 7058	254,635
10400 Chase - Unrestricted MM 7066	2,850,668
10500 Chase - Unrestricted Reserve 5577	18,159
10600 Susser Bank - MM 7878	250,531
10700 Susser Bank - Savings Sweep 78781	53,444
10800 Petty Cash	13
Total Bank Accounts	\$ 4,149,678
Accounts Receivable	
12100 Accts Receivable	740,916
Total Accounts Receivable	\$ 740,916
Other Current Assets	
Prepaid Expenses	
14100 Prepaid Acquisition Costs	5,500
14200 Prepaid Insurance	27,465
14300 Prepaid Rent	3,689
14400 Prepaid Security Deposit	3,839
14500 Prepaid Subscription Services	16,566
Total Prepaid Expenses	\$ 57,058
Total Other Current Assets	\$ 57,058
Total Current Assets	\$ 4,947,653
Fixed Assets	
15100 Equipment	13,495
15900 Accum. Depreciation	-9,828
Total Fixed Assets	\$ 3,667
Other Assets	
16100 Earnest Fee	132,224
17100 Investments Held For Sale	9,684,385
Total Other Assets	\$ 9,816,609
TOTAL ASSETS	\$ 14,767,928
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	

20100 Accounts Payable	78,452
Total Accounts Payable	\$ 78,452
Other Current Liabilities	
21100 Liabilities Due to HCDD	252,806
Total Other Current Liabilities	\$ 252,806
Total Current Liabilities	\$ 331,258
Total Liabilities	\$ 331,258
Equity	
30100 Unrestrict (retained earnings)	14,227,620
Net Income	209,051
Total Equity	\$ 14,436,671
TOTAL LIABILITIES AND EQUITY	\$ 14,767,928

Houston Land Bank
Profit and Loss
July 2022 - May 2023

	TOTAL
Income	
40100 Acquisition and Development Agreement	136,635
40200 Administrative Fees	15,000
40300 HLB Program Revenue	179,966
40400 Operations Agreement	1,335,467
40500 Outside Sources Contributions	99,592
Total Income	\$ 1,766,660
Gross Profit	\$ 1,766,660
Expenses	
60100 Salaries & Fringe	797,033
60200 Legal Fees	43,488
60300 Professional Services	179,423
60400 Property Cost - Lot Maintenance	318,496
60500 Software and Subscriptions	36,780
60600 Rent Expense	47,490
60800 Bank Fees	7,753
60900 Conference and Meetings	4,877
61000 Depreciation Expense	2,300
61100 Filing Fees	74
61200 Insurance	25,118
61300 Membership and Dues	6,346
61400 Office Expense	11,052
61500 Phone and Internet	6,704
61600 Training and Development	1,035
61700 Travel Expense	16,770
62200 Property Cost Disposition - HLB Traditional	47,001
63200 Property Cost Disposition - NHDP	44,523
Total Expenses	\$ 1,596,262
Net Operating Income	\$ 170,397
Other Income	
70100 Interest Income	38,654
Total Other Income	\$ 38,654
Net Other Income	\$ 38,654
Net Income	\$ 209,051

Annual Developer & Builder Procurement

Houston Land Bank is excited to announce that we have posted our newest RFQ for builders and developers to participate in our Traditional Homebuyer Program.

To view the RFQ, please visit our website
<https://houstonlandbank.org/resources/procurements>

- July 3, 2023: RFQ open for responses
- July 24, 2023: Optional Virtual Builders Forum/ Q&A Session 2 pm-3 pm:
- August 7, 2023: Deadline for submitting questions
- August 18, 2023: RFQ closes at 5 pm CST

Request for Qualifications: Builders & Developers

HOUSTON LAND BANK IS REQUESTING QUALIFICATIONS (RFQ) FROM BUILDERS/DEVELOPERS WISHING TO ACQUIRE LAND FROM HLB FOR DEVELOPMENT OR REDEVELOPMENT UNDER OUR TRADITIONAL PROGRAM.

Traditional Homebuyer Program



Discounted land sold

+



Home is constructed

+

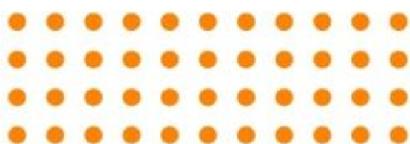


HLB helps steward home sale

=



Eligible homeowner purchases home (120% of AMI)



To view the full RFQ, visit
www.houstonlandbank.org/Resources>Procurements

HLB Builder Categories



Master Community Builder: Capacity to support development of small to mid-size development districts in larger geographic areas or on larger parcels, based on track record of completed clusters of single-family homes, and demonstrated business



Established Builder: Capacity for building on 5-10+ units on separate land parcels at the same time, based on track record, and demonstrated business experience of more than five years with the applying company and at least ten (10) successfully completed "ground up" residential projects.



Startup Builder: Capacity for building on 1-4 units on separate land parcels at a time. Demonstrated successful business experience of completing At Least three (3) "ground up" residential construction projects (or of comparable size and scope subject to review) and at least two years with the applying company or entity. If "Start-Up Builder" is a new entity or partnership one of the managing partners, responsible for construction operations, will be required to clearly demonstrate the same required experience.



Non-Traditional Builder: Capacity and demonstrated experience building with alternative building methods that differ from mainstream residential or commercial construction. Including but not limited to using natural building materials, environmental sustainability designs, construction of manufactured or "tiny homes."



Rehab/Reconstruction services: Capacity and demonstrated experience for rehabbing & reconstructing of single family and multi-family homes.

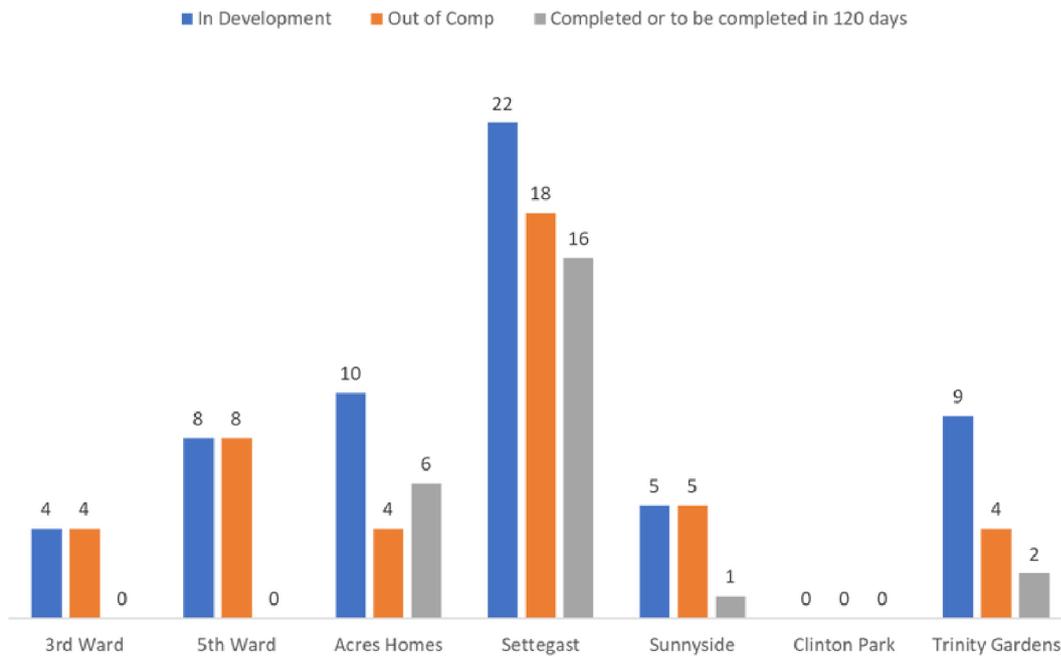


Neighborhood Commercial Builder: Capacity to build smaller-scale commercial development and be responsive to community needs and plans.

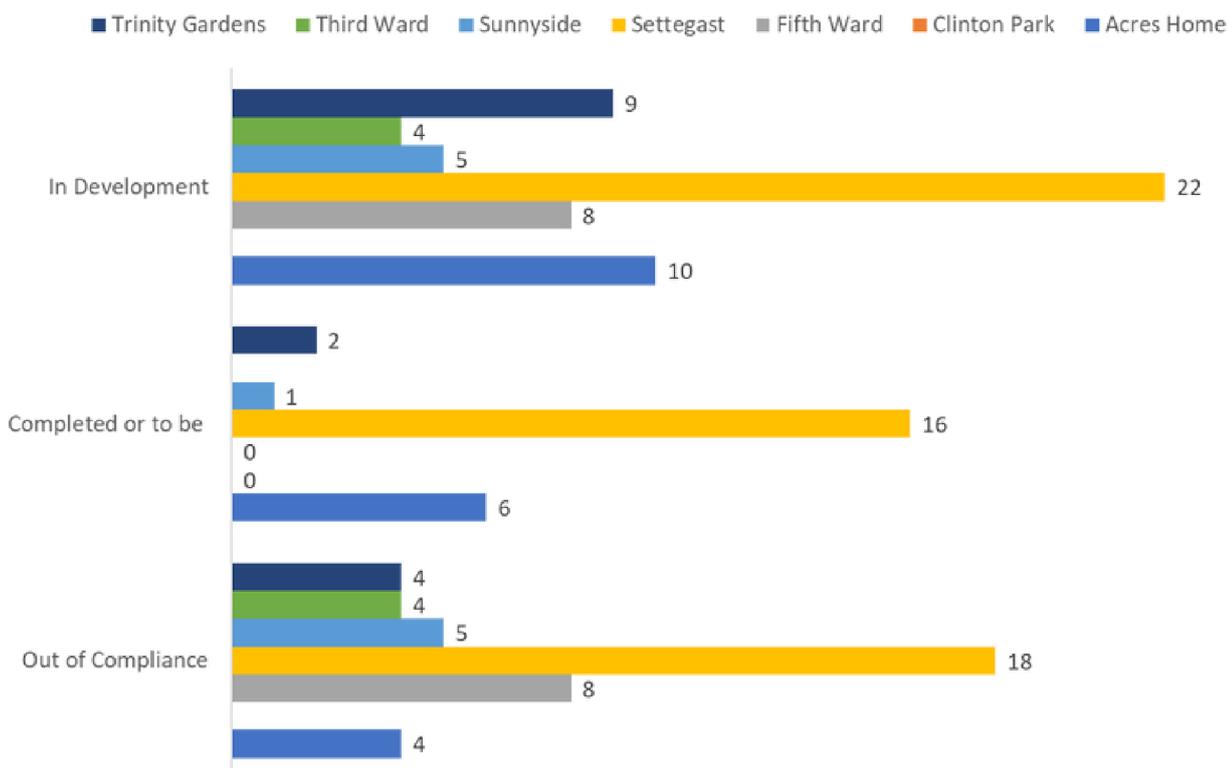


HLB DEVELOPMENT

Development by Neighborhood



There are 65 properties in development and 54 properties out of compliance. Out of the 54 properties that are out of compliance, 7 are currently being purchased back from the builders



HLB IN THE COMMUNITY



The Banker's Fair event, hosted by The Houston Housing Collaborative and Houston Land Bank, was a resounding success. Held at the Federal Reserve Bank of Dallas Houston Branch, the event provided an excellent platform for financial lenders to showcase their services to Houston nonprofits and local developers focused on affordable housing. With over 200 registered participants, developers and partners were able to directly connect with opportunities to access Houston Land Bank properties and explore other avenues for development in underserved areas. Additionally, the event proved to be a remarkable networking opportunity for businesses seeking to expand their reach in the rapidly growing housing market. With seven lending institutions and five additional vendor sponsors, the Banker's Fair further strengthened the collaborative efforts toward creating affordable housing solutions in Houston. A special thank you to District D Council Member Tiffany Thomas, chair of the Housing and Community Affairs Committee, for her inspiring words and partnership in moving our collective missions forward.



HLB IN THE COMMUNITY

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HLB IN THE COMMUNITY

The Houston Land Bank recently organized its second Juice and Justice event, which brings together various community leaders, resilience stakeholders, and brownfield practitioners. One particularly impactful event highlight was the presentation the esteemed organization GROW - Green Resources & Opportunities Workforce delivered. Through their enlightening talk, they shed light on the importance of sustainable practices and their countless benefits to communities. This presentation catalyzed inspiring change and motivated individuals and organizations to work towards a greener and more resilient future. Another notable aspect of the event was the soft launch of the Hidden Gems program. The Houston Land Bank introduced this innovative initiative to uncover and promote the untapped potential of neglected spaces within the city. By highlighting these hidden gems, the program aims to revitalize underutilized areas and create vibrant community spaces.





Save the Dates



BUILDERS RFQ OPENS

JULY 3, 2023



OPTIONAL VIRTUAL BUILDER FORUM/Q&A SESSION

MONDAY, JULY 24 2023,
2 P.M. TO 3 P.M. CENTRAL TIME



BUILDERS RFQ CLOSES

AUGUST 18, 2023
5 P.M. CENTRAL TIME



HLB LOT SALES

FALL 2023





Thank You

HLB collaborates and convenes cross agencies and partners working together to maximize land use and impact. Thank you to all of the vendors, consultants and HLB Team for continued service to accelerate our impact.

Acres Home Town Center Project Site Visit



Phone Number:
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CONTACT US





REQUEST FOR BOARD ACTION –Apply for \$150,000 from Jacob & Terese Hershey Foundation
Meeting Date: July 13, 2023

Agenda Item VII a: Consideration and Possible Action to Approve Houston Land Bank to submit application and proposal for the 2023 Jacob & Terese Hershey Foundation.

ACTION SUMMARY

HLB (Houston Land Bank) is seeking to submit a grant for \$150,000 to the Jacob & Terese Hershey Foundation for operations support to expand the Houston Land Bank's Brownfields Program and perform comprehensive environmental testing on potential properties before acquiring for our portfolio. The Foundation invests in efforts to mitigate climate change and reduce harmful emissions and values work that centers the vision and voices of those most impacted.

BACKGROUND/OVERVIEW

The Jacob and Terese Hershey Foundation is a private philanthropic grantmaking foundation dedicated to environmental justice; the health of the public, climate, air, water, and nature; reproductive justice; and the interdependent relationship between humans, public parks and open spaces, nature, and the environment. The Foundation supports work in and around the Houston and Austin regions, and across Texas on statewide issues. They support organizations in several ways, including operating, project and capital grants, and are open to providing operating and project grants for terms of up to two years at a time. They invest in environmental justice & conservation, reproductive rights & justice, parks & open space, environmental literacy, and animal care facilities.

HLB has thoroughly reviewed the foundation's mission and funding guidelines and believes that our organization's work and proposed project meet the criteria and objectives. HLB will seek \$150,000 for operations support to expand the Houston Land Bank's Brownfields Program and perform comprehensive environmental testing on potential properties before acquiring our portfolio.

The grant proposal we intend to submit highlights Houston's considerable number of potential brownfield sites - abandoned properties with real or perceived environmental contamination and addresses a critical injustice within our most underserved communities. It highlights our innovative approach to reclaim and revitalize abandoned and contaminated properties and turn them into productive and sustainable assets for the community. Through the proposed submission HLB will aim to address the environmental risks associated with vacant and abandoned properties in the city and demonstrate our capacity to deliver measurable outcomes in line with the Jacob & Terese Hershey Foundation mission. This grant opportunity can significantly enhance our objective to reduce environmental risks, improve the quality of acquired properties, and catalyze sustainable development in disinvested neighborhoods our impact and advance our mission.

Overall, the Jacob and Terese Hershey Foundation serves as a catalyst for a healthy, harmonious world for people and nature. HLB passionately believes this grant will better equip us to rehabilitate contaminated properties and foster sustainable development practices allowing HLB to play a significant role in transforming blighted spaces into thriving community assets, benefiting all residents of Houston.



REQUEST FOR BOARD ACTION

Meeting Date: July 13, 2023

Agenda Item VII b: Consideration and Possible Action to create a Community Purpose Lot Program

ACTION SUMMARY

Approval of this agenda item will authorize HLB (Houston Land Bank) staff to create a 'Community Purpose' program initiative focused on community led activation of HLB's undersized, inaccessible, & flood plain parcels

BACKGROUND/OVERVIEW

The community purpose lot program is an innovative initiative designed to activate small, underutilized lots in communities for community purposes and organizations. This program aims to bring together community members and organizations to transform these small lots into vibrant spaces that serve the needs and interests of the local community.

The program encompasses newly identified HLB lots for community purposes and parcels currently activated for community use by organizations, individuals, or nonprofits. The process will be public and welcome proposals from interested organizations, individuals, or nonprofits. Those submitting proposals will complete applications for identified available inventory and submit proposals for activating these lots. In addition to internal review, the neighborhood activation committee will review applications and evaluate the proposals based on their community-oriented focus. The chosen community proposals will then enter a 2-year lease with the Houston Land Bank and take on the responsibility of property maintenance during this time. Permanent infrastructure additions will not be allowed during the 2-year lease period to ensure the program remains flexible and adaptable to changing community needs. Temporary enhancements and improvements are encouraged to maximize the lot's potential. A Quarterly update requirement will be implemented for all participants within the program to allow the Houston Land Bank to stay informed about the progress and impact of the community-purpose lots and ensure accountability and transparency. Program participants will undergo a review process at the end of each lease term to determine the possibility of renewing the lease, expanding the partnership, or ending the enrollment in the program. HLB aims for the program to remain dynamic and reflective of the evolving needs and interests of the community.

An essential requirement for participation in the program is that all proposed uses must include a community-oriented focus element to ensure Community Purpose Lot activation benefits and enhances the local community.

At the core of the Community Purpose Lot Program is a community-driven approach that emphasizes collaboration, inclusivity, and sustainability. The program works closely with local organizations and leaders to identify opportunities and barriers to activation and to leverage local resources and expertise. It also prioritizes engaging underrepresented groups and addressing systemic inequalities. Should the Board of Directors approve this item, HLB staff will fully launch the Community Purpose Lot Program in the Fall of 2023.

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