



**BOARD OF DIRECTORS REGULAR MEETING
May 13, 2021**

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Board of Directors Regular Meeting Agenda

Thursday, May 13, 2021

Noon Central time

Note: This meeting will be held by videoconference due to City of Houston Stay Home Work Safe Order, and Governor Abbott's Executive Order regarding Public Meetings during the time of COVID-19. To access and view the meeting online, please go to:

<https://us02web.zoom.us/j/83062769648>

Or join by phone by calling:

877-853-5247 or

888-788-0099

Meeting ID: 830 6276 9648

The recording will be posted online after the meeting. 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 in advance by 5 p.m. on Wednesday, May 12, 2021. To register, please use our online form at www.houstonlandbank.org/resources, e-mail info@houstonlandbank.org or call us at 281-655-4600. The Chair will call on speakers and allow three minutes per speaker.
- III. Consideration and Adoption of Meeting Minutes
 - a. April 8, 2021 Board Meeting
- IV. Chairman's Greeting: Matt Zeis
- V. Committee Reports:
 - a. Executive Committee: Matt Zeis, Chair
 - b. Finance Committee: Laurie Vignaud, Chair
 1. Monthly Financial Report
 - 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
- VI. President's Report: Anne Gatling Haynes, CEO/President

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- VII. Mayor's Office/Complete Communities Report: Ex Officio Director Christa Stoneham
- VIII. Legislative Update: Jeri Brooks and/or Joshua Sanders, Legislative Affairs Consultants
- IX. Board Action Items

- a. Consideration and Possible Action to increase FY 2021 Annual Expected Contract Amount for Pre-Qualified Planning Firm Asakura Robinson by \$75,000 to \$120,000
- b. Consideration and Possible Action to Accept Real Estate Acquisition and Disposition Committee and Staff Builder Lot Selection Recommendation for Round 4 Lot Sales Under the HLB Traditional Home Building Initiative [Address - Neighborhood - HCAD # - Proposed Price - Builder Listed Below]
 - 1. 8125 Attwater - Settegast - 0300170090019 - \$6,500 - Nelrod Homes
 - 2. 0 Attwater - Settegast - 0300170100006 - \$6500 - Nelrod Homes
 - 3. 5801 Haight - Settegast - 0300180400011 - \$6500 - Nelrod Homes
 - 4. 0 Haight - Settegast - 0300180400006 - \$6500 - Nelrod Homes
- c. Consideration and Possible Action to Purchase Two Properties [Address - Neighborhood - HCAD# - Proposed Price - Square Footage Listed Below]
 - 1. 0 Hanna - Settegast - 0121820000008 - \$22,500 - 13,500 SF
 - 2. 0 Yarmouth - Settegast - 0122300000013 - \$22,500 - 13,500 SF
- d. Presentation and Discussion Regarding FY 2022 Budget
- e. Housing Affordability Presentation

X. Executive Session

- a. Discussion Regarding the Value or Transfer of Real Property

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.

- XI. Action Items from Executive Session
- XII. Board Member Comments



XIII. Adjournment



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

April 8, 2021

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 by video conference due to the City of Houston Stay Home Work Safe Order, and Governor Abbott's Executive Order Regarding Public Meetings during the time of the COVID 19 pandemic, in Houston, Texas, on Thursday, April 8, 2021 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:

Matt Zeis	Janae Ladet
David Collins	Jesus DeAnda
Carol Galloway	Courtney Johnson Rose
Victor A. Mondragón	Antoinette Jackson
John David Vasquez	Juan Cardoza-Oquendo
Christa Stoneham	Tonzaino Bailey

Board members absent were: Laurie Vignaud and Pastor Steve Hall. Others in attendance included: Anne Haynes, the CEO/President for the Houston Land Bank; Jennifer Allison, Vice President of Operations and Programs for HLB; David Benson, Director of Organizational Excellence for HLB; Marye Barba, Manager–Inventory and Administration for HLB; Ivan Zapata, Manager of Real Estate and Acquisitions for HLB; Mark Glanowski (Paralegal) of Winstead PC, outside legal counsel for the HLB; Gonzalo Gonzalez, Vice President of Finance and Accounting for HLB; Sandy Gomez, In-house counsel for HLB; Darice Harris, Vice President, Legal Counsel and Program Director for HLB; Vincent Marquéz, of the HLB Advisory Board; Kellen Zale, of the HLB Advisory Board, Nicholas Foran of the HLB Advisory Board; Elijah Williams of the HLB Advisory Board; Anderson Stoute of the Houston Housing and Community Development Department; Ron Butler, Manager–Property Maintenance for HLB; Jeri Brooks and Joshua Sanders of One World Strategy Group; Lauren Avioli; and ToNhu Huynh.

I. Call to Order and Roll Call

Chairman Matt Zeis called the regular meeting to order at 12:03 p.m. A roll call of the Board members in attendance immediately followed. Chairman Zeis noted that a quorum of the Board was present.

II. Public Speakers

Chairman Zeis then requested Ms. Haynes to introduce any persons who registered to address the Board today. Ms. Haynes announced that no public speakers registered to attend today's meeting.

III. Consideration and Adoption of Meeting Minutes

a. March 11, 2021 Board Meeting

Chairman Zeis noted that the minutes for the March 11, 2021 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 Johnson Rose made a motion to adopt the minutes, as written, of the March 11, 2021 regular Board of Directors meeting, which motion was then duly seconded by Director Mondragón. The minutes were then passed with the unanimous vote of the Board.

IV. Chairman's Greeting: Matt Zeis

Chairman Zeis thanked the Board members in attendance for volunteering and being available for this meeting. He informed the Board that the land bank legislation passed through the Senate Committee on Tuesday and that additional progress will be discussed under item VIII of the Agenda later in this meeting. He then complimented Ms. Haynes regarding her testimony before the Senate Committee.

V. Committee Reports:

a. Executive Committee: Matt Zeis, Chair

Chairman Zeis announced that the Executive Committee met on April 4, 2021 to discuss the structure, responsibilities, and new chairs for the committees, the Limited Alternative Land Use Program, real estate brokerage services, general liability and property insurance, the Lot 4 Sales and Lot 3 Sales, and the planning services contract with APD Urban Planning and Management regarding the land in the Settegast area.

b. Finance Committee: Laurie Vignaud, Chair

Chairman Zeis noted that Ms. Vignaud was not present for today's meeting and therefore requested Mr. Gonzalez to report on the recent meeting of the Finance Committee.

1. Monthly Financial Report

Mr. Gonzalez addressed the Board and stated that at yesterday's meeting of the Financial Committee, the monthly financial position of the HLB was discussed and he noted that the cash balance has tripled in size. He informed the Board that City Council passed an ordinance approving the HLB Fiscal Year 2022 Budget.

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

Director Johnson Rose reported that the Partnership and Program Development Committee completed approval of the builders to receive a portion of the lumber subsidy funds. Approximately \$40,000 out of the \$60,000 allotted for this subsidy. She also stated that the grant with JPMorgan Chase Foundation is moving forward. The committee also reviewed the proposals from four real estate brokers to be employed to sell houses in the HLB programs.

Director Johnson Rose also mentioned that there have been meetings during the last 3-4 weeks with the owner of numerous lots in Settegast regarding the development and financing with the lots owned by HLB in Settegast

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

Director Mondragón announced that this Committee will now be referred to as READ. The Committee met to examine the current real estate programs and their associated guidelines. Also, the READ Committee reviewed the items on today's Agenda.

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

Director DeAnda reported that the committee had a brief meeting to review the procurement calendar.

VI. President's Report: Anne Gatling Haynes, CEO/President

Ms. Haynes stated that the HLB is continuing to place lots into production with about 111 properties between the two programs in development right now. Many of these properties are in the permitting process. She noted that 96 of these properties are in the HLB Traditional Program with the remaining properties in the City's New Home Development Program.

She then reported that the HLB Fiscal Year 2021 Budget was approved by City Council which will allow the flow of funds to continue as reimbursements occur.

HLB will be working with the HCDD to determine a method to obtain budget approval and allocation advisory a year in advance.

Ms. Haynes reported that there are currently 488 properties in the HLB lot inventory which is dropping because of the recent sales of lots in the Traditional Program. Of these properties, HLB is holding 221 lots for the Houston Housing Department. She noted that some lots have legal issues which need to be addressed before these lots can be moved into the production realm. Ms. Haynes mentioned HLB is investigating entering into a pilot relationship with HTX Made, a local company that does woodworking and carpentry to salvage the wood when HLB removes trees from its properties.

She then announced the launch of the Houston Community Land Trust's Homebuyer Choice Program to support homebuyers in HLB's Traditional Building Program. This new

program will provide a subsidy up to \$150,000.00 for certain houses if the homebuyers become a part of the Land Trust program. Ms. Haynes noted that the Houston Community Land Trust is one of the buyer's in the New Home Development Program.

VII. Mayor's Office/Complete Communities Report: Ex Officio Director Christa Stoneham

Director Stoneham reported that the Houston Chapter of AIA Design Workshop was rescheduled to Saturday, April 10, 2021 due to the winter storm in February. She noted that the workshop will include a breakout room for community members to inform the architects of their ideas to draft to take the next step. Currently, about 200 community members have signed up to attend the workshop along with 60 persons on the design teams.

Director Stoneham stated that the City will support the study for the Gulfton area and that she is looking into the potential to use solar panels on the affordable houses.

VIII. Legislative Update: Jeri Brooks and/or Joshua Sanders, Legislative Affairs Consultants

Joshua Sanders addressed the Board to present an update of the land bank legislation in Austin. The bill should be out of the Senate next week. He was excited to see the positive response from the Texas legislature, the local representatives, the Governor's Office, the Lt. Governor's Office, and the Speaker's Office. Next he will be obtaining letters of support from the city of Houston, Harris County, Harris County Flood Control District, and the Texas Association of Builders advocating for the same position as the land bank legislation for local control to better serve the community.

Mr. Sanders reported that the first hearing on the land bank bill was held this week before the Senate Local Government Committee. Jeri Brooks noted the testimony of Anne Haynes before this committee was very powerful. Mr. Sanders stated that next week the House Bill sponsored by Representative Jarvis Johnson will be discussed in the Texas House Urban Affairs Committee. He noted that Ms. Haynes may give additional testimony before the committee in Austin.

IX. Board Action Items

a. Consideration and Possible Action to Accept Real Estate and Development Committee and Staff Builder Lot Selection Recommendation for Round 4 and Round 3 Hold Lot Sales Under the HLB Traditional Home Building Initiative [Address - HCAD# - Proposed Price - Builder Listed Below]

1. 0 Dulcimer - 0810040000014 - \$17,491.00 - St. Bernard Parish, Inc.
2. 3718 Grassmere - 0771850100001 - \$18,281.00 - St. Bernard Parish, Inc.
3. 311 Tennessee - 0141180380007 - \$11,675.07 - St. Bernard Parish, Inc.
4. 0 Attwater - 0300170070003 - \$6,500 - Lawrence Builders

5. 0 Attwater - 0300170110008 - \$6,500 - Lawrence Builders
6. 0 Kenton - 0300170070012 - \$6,500 - Lawrence Builders
7. 0 Haight - 0300180410007 - \$13,000 - Lawrence Builders
8. 6920 Shotwell - 0660250070780 - \$15,055 - SXG Capital Group
9. 6924 Shotwell - 0660250070781 - \$15,055 - SXG Capital Group
10. 6521 Shotwell - 0660250030713 - \$16,028 - SXG Capital Group
11. 0 Touchstone - 0731320000453 - \$27,865 - Europa Homes

Ms. Harris reported that the Real Estate and Development Committee and HLB staff discussed the Round 4 Lot Sales out of HLB's inventory under the current Program Guidelines. The lots in Round 4 Sales will include 4 lots in Settegast, 3 lots in Trinity Gardens, 3 in Sunnyside, and one in Clinton Park. The approved builders were invited to attend a virtual builder forum where staff discussed the Program Guidelines and procedures for submitting applications to purchase lots to be available for the fourth round of lot sales. The approved builders were then sent an email informing them of the lots up for sale on the public website site, which listed 69 lots for sale. They were then allowed a specific amount of time to submit an application, including plans/specifications, pricing within a construction proforma, and a projected timeline to build for each lot they wished to purchase. During the submission period, staff held open houses each Wednesday for two weeks to answer any questions the builders had regarding the Program Guidelines and application submission process. After the submission period ended, the review period began. The multi-step review process included verification of submission of the required documents, such as evidence of entity formation, and a subsequent ranking of applications based on proposed price per square foot, neighborhood context, home enhancements, demonstrated track record, and proximity to other current developments, all as outlined in the program guidelines.

The review yielded a complete scoring of each lot application submitted by the builders. Each application was broken down into sections and each member on the review committee reviewed their assigned section, and the scores were compiled into a scoring matrix for each lot application with a final tally. Recommendations were then made to the Partnership and Program Development Committee, which reviewed the scoring process and recommendations.

Out of the 38 approved HLB builders, four builders submitted applications. The Real Estate and Development Committee recommends three builders to move forward for Board approval to purchase at least one lot. There will be 10 lots total sold, and one additional hold lot from Round 3, for an estimated total of \$153,950 of gross proceeds to HLB.

Director Mondragón noted the amount for the lot on Touchstone is greater than the others because it is a larger lot. Ms. Harris stated that two houses will be constructed on this lot.

Director Johnson Rose made a motion to approve the recommendations of the Real Estate and Development Committee for Round 4 and Round 3 Hold Lot Sales, which motion was duly seconded by Director DeAnda and passed with the unanimous vote of the Board.

b. Consideration and Possible Action to Accept Real Estate and Development Committee and Staff Builder Lot Selection Recommendation for a Round 3 Lot Sale Under the HLB Traditional Home Building Initiative [Address - HCAD# - Proposed Price - Builder Listed Below]

1. 8414 Safeguard - 0761490010003 - \$35,530 - SXG Capital Group

Ms. Harris next reported that HLB Staff recommends SXG Capital Group be approved to purchase the lot at 8414 Safeguard (the "Safeguard Lot") due to problems with a lot it purchased in the Round 1 Lot Sale.

She noted that SXG Capital Group has been part of the HLB program for over three years, is in good standing, and purchased a lot from Round 1 Lot Sale at 1221 Vera Lou (the "Vera Lou Lot") to build two affordable houses for the Program in the Sunnyside neighborhood. However, during the permitting process, the City of Houston placed a legal hold on the Vera Lou Lot and determined that no house could be built on the Vera Lou Lot based on its current configuration because it includes two halves of two different lots, and due to underlying deed restrictions required a public notice process to permit two houses to be built. This issue was not identified during the internal due diligence process prior to putting the lot up for sale, and if it had been identified would have resulted in a different sales price and/or legal clearance prior to sale. On good faith, the SXG Capital Group attempted to resolve the issue. Recently, the City of Houston informed the Houston Land Bank that there would have to be a full replatting process, which will include a public hearing and neighborhood notification, before being allowed to construct a house on the Vera Lou Lot. Ultimately the cost to resolve the issue, and the inability to accommodate two houses on the lot as proposed, results in houses that will not be able to be realized in a timely fashion, nor at the established price cap for affordability. Ms. Harris stated that HLB will need to handle the re-platting of the lots and has requested 3 vendors to provide bids to prepare the documentation and plans. Ms. Stoneham offered her assistance with the replatting process.

Since the Houston Land Bank is to provide lots which are development ready for its builders, Staff proposes that SXG Capital Group return the Vera Lou lot to HLB in exchange for a credit for the amount paid on the Vera Lou Lot towards the purchase price of the Safeguard Lot. The Safeguard Lot was previously approved to be sold to another pre-qualified builder, but that builder has since declined the lot. SXG Capital Group was the second proposal in line based on the prior review of Round 3 Sale lots. The Safeguard Lot is also located in the Sunnyside neighborhood and the SXG Capital Group has proposed to build five houses on the 21,798 square feet of land to sell at \$212,000 each. The proposed discounted price and details of the transaction have been provided to the Board. The resulting price of \$35,530 is net of the original approximately \$37,000 paid for the Vera Lou Lot, reassigned to the Safeguard Lot purchase, and therefore the original sale price of Safeguard Lot is consistent with the prior builder approval.

Director Collins asked if the cost of the platting process will exceed the price point of the houses. Ms. Haynes stated that HLB will need to review actions to be addressed with the lots not approved by the City of Houston.

Director Johnson Rose made a motion to approve the sale of the lot at 8414 Safeguard to SXG Capital Group, which motion was duly seconded by Director Bailey and passed with the unanimous vote of the Board.

c. **Consideration and Possible Action to Authorize the CEO/President to Execute a Contract with APD Urban Planning & Management in an Amount Not to Exceed \$83,918 for Urban Planning Services Related to Settegast Community Development**

Mr. Zapata addressed the Board and explained that approval of this agenda item will authorize HLB to execute the proposed contract with APD Urban Planning and Management for urban planning and market analysis services for the undeveloped area in Settegast. After discussion with the Board last August and September, the agreement was approved by the Board in January conditional on subsequent participation of prospective partners; this was accomplished via meeting with the Ad-Hoc Committee. The partners have committed to fund half the contract expense, yielding an anticipated cost to HLB of just under \$42,000. These expenses are to be incurred during the Fiscal Year 2021 and Fiscal Year 2022 budgets.

An RFQ (Part A) for Urban Planning and Market Analysis services was released and 14 responses were received. Within that RFQ an RFP (Part B) was presented specifically to provide planning and analysis services to a specific geographic area within the Settegast neighborhood in northeast Houston. HLB Selection Committee reviewed and scored the 14 responses according to the Evaluation Criteria set forth in the RFQ however, not all 14 responses to Part A submitted a response to Part B. The top 5 Part A scores, that also submitted a response to Part B, were selected to be scored according to the Evaluation Criteria by the Selection Committee. The Selection Committee was comprised of Courtney Johnson Rose of the Board of Directors, Christa Stoneham the Mayor's Ex Officio appointment to the Board of Directors, Lynn Henson of the City of Houston Planning Department, and Ron Butler and Ivan Zapata of Houston Land Bank staff.

After reviewing and scoring the 5 Part B responses, the Selection Committee met to discuss the collective results and scores. The committee's discussion ultimately led to a ranking of the top three collective selections. Each firm met with the Selection Committee in which a presentation by the firm was made and the committee asked each firm the same predetermined questions. Based on those interviews the committee again ranked the three firms and APD Urban Planning and Management, LLC was consistently ranked as the top choice by the committee members. As such a follow up interview was scheduled to discuss in more detail its planning capacities and proposed scopes of work.

Of the three highest ranked applicants consisting of APD Urban Planning, Asakura Robinson, and Utile, the Selection Committee recommended APD Urban Planning and Management, LLC be selected for the Settegast/East Houston Development Strategy.

APD Urban Planning and Management, LLC is based out of Atlanta, GA and has over 30 years of experience successfully planning and implementing community redevelopment initiatives. It has a successful track record working closely with local governments and their community partners through the completion of numerous assignments where it provided urban planning services similar to those requested through this RFP. Its recommendations are not only based on case studies and best practices but based on what has been successfully accomplished in other communities like Augusta, GA; Jacksonville, FL; Florence, SC; Kansas City, MO; Spartanburg, SC; Atlanta, GA; and the Historic Third Ward Strategic Implementation Framework in Houston.

Based on the scope of work provided in APD's response, HLB will seek to contract for the following proposed phased services and deliverables at a cost of approximately \$83,918 but not to exceed \$85,000. The contract value is well within the total annual budget for professional services of \$620,000, of which \$291,285 has been committed in either RFQ, existing or expected contracts.

These services will produce a vision and infrastructure development plan for the undeveloped area of Settegast that takes into consideration community and stakeholder input of the final design, infrastructure cost analysis plus financing options, and housing typology with site design and various options or layouts to assess yield and distribution of affordable housing and related community amenities.

The anticipated scope of work:

- Community Engagement and Neighborhood Vision
- Infrastructure Planning and Public Finance Feasibility
- Conceptual Development Plan-Scale and Phasing

Director Mondragón asked which entity will be in the driver's seat for this development. Director Johnson Rose stated that HLB will be the lead developer and Ms. Haynes noted that HLB will also be the manager of the project.

Director Mondragón made a motion to authorize the CEO/President to execute the contract with APD Urban Planning and Management for urban planning services related to Settegast community development which motion was duly seconded by Director Johnson Rose and approved by the majority vote of the Board. Director Collins abstained from voting on this Agenda item.

- d. **Consideration and Possible Action to Authorize and Direct Staff to Acquire 26,377 Square Feet of Property in the Second Ward/East End for a Purchase Price Not to Exceed \$620,000 (0 Harrisburg - HCAD# 0280120000007 - Oak Lawn Block 10, Tracts 7, 8 and 9)**

Director Cardoza-Oquendo made a motion to move this meeting into executive session to discuss this real estate acquisition Agenda item, which motion was duly seconded by Director Johnson Rose and passed with the unanimous vote of the Board.

Ms. Haynes moved the meeting into a breakout room at 12:55 pm to discuss this Agenda item in executive session.

Chairman Zeis made a motion to return the meeting to open session at 1:15 p.m.

X. Executive Session

a. Discussion Regarding the Value or Transfer of Real Property

The Board entered into an Executive Session at 12:55 p.m. to discuss Agenda item IX.d which ended at 1:15 p.m.

XI. Action Items from Executive Session.

Director Mondragón made a motion to authorize the acquisition of the 26,377 square feet of land at Harrisburg Boulevard and Burr for an amount not to exceed \$620,000, which motion was duly seconded by Director DeAnda and passed with the majority vote of the Board. Directors Collins and Galloway abstained from voting on the motion.

XII. Board Member Comments

Director Bailey complimented Ms. Allison for her recent presentation regarding the HLB programs to real estate brokers.

XIII. Adjournment

Chairman Zeis asked if there were any additional matters to be considered by the Board. Hearing none, the regular Board meeting adjourned at 1:18 p.m. upon the motion of Director Bailey, which was duly seconded by Director Galloway.

Minutes Prepared By:

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

Signed on the _____ day of _____, 2021.

Secretary



Houston Land Bank

Profit and Loss

July 2020 - March 2021

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	TOTAL
Income										
Acquisition and Development Agreement										\$0.00
Acquisition Proceeds	136,039.98	229,110.29	49,061.09	24,553.84	161,501.83	4,828,937.33	170,833.71	23,738.89	1,754,183.53	\$7,377,960.49
Disposition of Lots	76,150.00	15,000.00	15,000.00	115,000.00		15,000.00		376,200.00		\$612,350.00
Disposition Proceeds	17,769.76	3,838.88	7,627.83	53,474.36	50.00	4,628.58	8,707.00	0.00	18,142.19	\$114,238.60
Total Acquisition and Development Agreement	229,959.74	247,949.17	71,688.92	193,028.20	161,551.83	4,848,565.91	179,540.71	399,938.89	1,772,325.72	\$8,104,549.09
Administrative Fees	11,250.00	3,750.00	3,750.00	22,500.00	3,750.00	79,691.25			29,400.00	\$154,091.25
HLB Program Revenue										\$0.00
Disposition Proceeds	157,448.00	52,367.00	33,769.00	97,007.00	64,224.00	22,230.00	274,967.00	54,612.00	104,958.00	\$861,582.00
Total HLB Program Revenue	157,448.00	52,367.00	33,769.00	97,007.00	64,224.00	22,230.00	274,967.00	54,612.00	104,958.00	\$861,582.00
Operations Agreement	152,532.03	112,632.27	129,366.32	141,592.96	114,214.73	0.00	140,877.53	108,643.99	94,449.17	\$994,309.00
Total Income	\$551,189.77	\$416,698.44	\$238,574.24	\$454,128.16	\$343,740.56	\$4,950,487.16	\$595,385.24	\$563,194.88	\$2,001,132.89	\$10,114,531.34
GROSS PROFIT	\$551,189.77	\$416,698.44	\$238,574.24	\$454,128.16	\$343,740.56	\$4,950,487.16	\$595,385.24	\$563,194.88	\$2,001,132.89	\$10,114,531.34
Expenses										
Admin - Other										\$0.00
Advertising & Marketing		352.00	352.00	1,584.00						\$2,288.00
Bank Service Charges	216.14	312.27	177.50	244.90	239.77	340.87	152.83	290.70	421.17	\$2,396.15
Company Insurance										\$0.00
General Liability	1,633.67	1,633.67	1,633.67	1,633.67	1,633.67	1,633.67	1,633.67	1,633.67	1,633.67	\$14,703.03
Officers & Directors Liability			582.99	729.13	729.13	729.13	729.13	729.13	729.13	\$4,957.77
Property Insurance					-540.75		803.25		-1,022.90	\$ -760.40
Total Company Insurance	1,633.67	1,633.67	2,216.66	2,362.80	1,822.05	2,362.80	3,166.05	2,362.80	1,339.90	\$18,900.40
Computer and Internet Expenses	19.98	1,159.92	9.99	898.77	9.99	9.99	9.99	34.98	27.98	\$2,121.59
Conference & Meeting	250.00		100.00	150.00	25.00				100.00	\$625.00
Depreciation Expenses	200.09	200.09	200.09	200.09	200.09	200.09	200.09	200.09	200.09	\$1,800.81
Dues and Subscription	1,135.57	947.99	883.54	1,091.79	446.00	975.25	1,063.54	746.29	3,171.71	\$10,461.68
Filing Fees	63.36	23.50	47.00				132.05		23.75	\$289.66
Office Expenses	275.00			105.97	110.06					\$491.03
Leasing Office Equipment	229.00	229.00	470.25	482.50	408.81	314.31	241.25	241.25	321.12	\$2,937.49
Meals & Entertainment						140.00			205.62	\$345.62
Office Supplies	123.62						90.00			\$213.62
Postage and Delivery	16.65	26.01	31.94	226.00	11.67	115.53	8.65		130.00	\$566.45
Printing and Reproduction							131.75	32.74	40.99	\$205.48
Total Office Expenses	644.27	255.01	502.19	814.47	530.54	569.84	471.65	273.99	697.73	\$4,759.69
Rental and Lease Expense	4,875.00	4,875.00	4,875.00	4,875.00	4,875.00	4,875.00	4,875.00	4,875.00	4,875.00	\$43,875.00



Houston Land Bank

Profit and Loss

July 2020 - March 2021

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	TOTAL
Software Usage	1,509.40	1,509.40	1,509.40	1,509.40	1,509.40	1,509.40	1,509.40	1,502.22	1,502.22	\$13,570.24
Storage Rental	77.00	77.00	77.00	77.00	77.00	77.00	78.00	78.00	78.00	\$696.00
Telephone Expense	380.97	558.79	420.97	421.28	421.28	421.28	403.35	403.35	403.35	\$3,834.62
Travel and Lodging Expenses										\$0.00
Mileage Expense						194.00	52.61			\$246.61
Parking	35.64									\$35.64
Total Travel and Lodging Expenses	35.64					194.00	52.61			\$282.25
Total Admin - Other	11,041.09	11,904.64	11,371.34	14,169.50	10,156.12	11,535.52	12,114.56	10,767.42	12,840.90	\$105,901.09
Employee Cost										\$0.00
Health Insurance	5,772.67	6,522.22	6,241.68	5,336.36	6,622.25	6,632.67	6,632.67	6,632.67	6,632.67	\$57,025.86
Payroll Services Fee	173.17	188.25	128.22	135.24	126.88	188.29	237.27	122.82	122.82	\$1,422.96
Payroll Taxes	6,021.30	4,259.86	4,305.24	4,130.14	3,574.79	5,009.46	5,976.48	4,863.49	4,366.46	\$42,507.22
Retirement						8,862.78	1,349.14	1,349.14	1,349.14	\$12,910.20
Wages and Salary	80,028.93	56,928.33	57,238.72	56,478.72	57,974.87	85,269.09	56,996.14	57,956.14	58,036.14	\$566,907.08
Total Employee Cost	91,996.07	67,898.66	67,913.86	66,080.46	68,298.79	105,962.29	71,191.70	70,924.26	70,507.23	\$680,773.32
Legal Fees	11,965.50	10,672.30	11,721.90	14,116.70	33,750.55	9,104.20	13,397.97	5,868.60	10,648.41	\$121,246.13
Miscellaneous Expense	1,120.00	3,761.38	14,016.46	-18,897.84	0.00					\$0.00
Professional Services										\$0.00
Accounting Fee	10,100.00	9,475.00	7,975.00	9,350.00	8,350.00	7,850.00	7,220.00	7,220.00	7,220.00	\$74,760.00
Audit Fees	14,500.00		500.00							\$15,000.00
Consulting Fee	350.00	350.00	1,350.00	15,955.00	350.00	6,140.00	24,423.00	4,193.75	9,763.47	\$62,875.22
Total Professional Services	24,950.00	9,825.00	9,825.00	25,305.00	8,700.00	13,990.00	31,643.00	11,413.75	16,983.47	\$152,635.22
Property Cost - Maintenance										\$0.00
Property Expenses										\$0.00
Clearing of Land Cost								375.00		\$375.00
Special Lawn Mowing								1,700.00		\$1,700.00
Standard Lawn Mowing	45,102.33	43,693.54	44,488.39	45,121.19	38,546.25	38,042.60	42,282.12	12,954.58	559.00	\$310,790.00
Total Property Expenses	45,102.33	43,693.54	44,488.39	45,121.19	38,546.25	38,042.60	42,282.12	15,029.58	559.00	\$312,865.00
Total Property Cost - Maintenance	45,102.33	43,693.54	44,488.39	45,121.19	38,546.25	38,042.60	42,282.12	15,029.58	559.00	\$312,865.00
Property Cost - Disposition HLB										\$0.00
Closing Cost	17,093.23	8,562.68	2,883.22	8,635.58	14,603.76	1,076.33	29,100.67	4,494.40	10,581.10	\$97,030.97
Construction of House										\$23,219.98
Lots COGS	55,472.71	49,817.88	1,865.34	12,481.24	19,226.45	3,375.00	38,244.26	6,223.70	42,533.51	\$229,240.09
Property Taxes	3,854.95	491.99		643.54	234.32				19,381.58	\$24,606.38
Security and Surveillance Cost							39.00			\$39.00
Survey and Appraisal Expenses	112.64	3,795.97	392.61	1,250.00	2,073.28					\$7,624.50



Houston Land Bank

Profit and Loss

July 2020 - March 2021

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	TOTAL
Utilities and Drainage Expenses								245.66		\$245.66
Total Property Cost - Disposition HLB	76,533.53	62,668.52	5,141.17	23,010.36	36,137.81	4,451.33	70,603.91	10,963.76	92,496.19	\$382,006.58
Property Cost - Disposition NHDP	1,700.00	540.00	545.00	1,255.00	50.00	135.00	0.00			\$0.00
Cleaning and Supplies				500.00		100.00				\$4,175.00
Cleaning and Lawn Maintenance										\$650.00
Cleaning and Lawn Maintenance - NHDP	2,400.00	850.00	700.00				4.00			\$3,950.00
Closing Cost - NHDP										\$4.00
Land Trust Fee	7,000.00	3,500.00	3,500.00	17,500.00						\$28,000.00
Legal Fees - NHDP	10,239.10	23,466.00	24,924.70	18,884.70	4,233.00	1,520.00	75.00	2,240.00		\$85,582.50
Lots Sold - NHDP										\$0.00
Initial Cost of Lot	6,220.00		4,000.00	22,831.82		4,100.00				\$37,151.82
x Impairment on Lot Sold - (Contra)	-3,300.00		-3,560.00	-19,094.49		-3,649.00				\$ -29,603.49
Total Lots Sold - NHDP	2,920.00		440.00	3,737.33		451.00				\$7,548.33
Marketing and Showcase		742.50	742.50	872.25						\$2,357.25
Repair and Maintenance	273.76	115.00			162.13	3,649.00	7,596.43	6,896.76		\$18,693.08
Security and Secure Property Co		299.00		32.95		262.38		659.00		\$1,253.33
Soft Cost of Construction - NHDP	1,150.01	1,480.00		649.80		50.00	650.00	112.95		\$4,092.76
Water and Utilities	1,282.16	437.15	752.63	1,571.28	-105.57	130.75	-88.98		-383.69	\$3,595.73
Total Property Cost - Disposition NHDP	26,965.03	27,929.65	31,604.83	45,003.31	4,339.56	6,298.13	8,236.45	9,908.71	-383.69	\$159,901.98
Total Expenses	\$289,673.55	\$238,353.69	\$196,082.95	\$213,908.68	\$199,929.08	\$189,384.07	\$249,469.71	\$134,876.08	\$203,651.51	\$1,915,329.32
NET OPERATING INCOME	\$261,516.22	\$178,344.75	\$42,491.29	\$240,219.48	\$143,811.48	\$4,761,103.09	\$345,915.53	\$428,318.80	\$1,797,481.38	\$8,199,202.02
Other Income										
Interest Income	28.22	34.03	49.57	33.98	33.53	34.59	35.01	42.06	17.83	\$308.82
Total Other Income	\$28.22	\$34.03	\$49.57	\$33.98	\$33.53	\$34.59	\$35.01	\$42.06	\$17.83	\$308.82
NET OTHER INCOME	\$28.22	\$34.03	\$49.57	\$33.98	\$33.53	\$34.59	\$35.01	\$42.06	\$17.83	\$308.82
NET INCOME	\$261,544.44	\$178,378.78	\$42,540.86	\$240,253.46	\$143,845.01	\$4,761,137.68	\$345,950.54	\$428,360.86	\$1,797,499.21	\$8,199,510.84



Houston Land Bank

Budget vs. Actuals: Fiscal Year 2021 BAB - FY21 P&L Departments

March 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Acquisition and Development Agreement				
Acquisition Proceeds	1,754,183.53	366,767.08	1,387,416.45	478.28 %
Disposition Proceeds	18,142.19	51,708.54	-33,566.35	35.09 %
Total Acquisition and Development Agreement	1,772,325.72	418,475.62	1,353,850.10	423.52 %
Administrative Fees	29,400.00	11,250.00	18,150.00	261.33 %
HLB Program Revenue				
Disposition Proceeds	104,958.00	100,000.00	4,958.00	104.96 %
Total HLB Program Revenue	104,958.00	100,000.00	4,958.00	104.96 %
Operations Agreement	94,449.17	179,709.00	-85,259.83	52.56 %
Total Income	\$2,001,132.89	\$709,434.62	\$1,291,698.27	282.07 %
GROSS PROFIT	\$2,001,132.89	\$709,434.62	\$1,291,698.27	282.07 %
Expenses				
Acquisition Cost - NHDP		310,629.17	-310,629.17	
Admin - Other				
Advertising & Marketing		1,286.67	-1,286.67	
Bank Service Charges	421.17	300.00	121.17	140.39 %
Company Insurance				
General Liability	1,633.67	1,617.83	15.84	100.98 %
Officers & Directors Liability	729.13	286.98	442.15	254.07 %
Property Insurance	-1,022.90	3,439.52	-4,462.42	-29.74 %
Total Company Insurance	1,339.90	5,344.33	-4,004.43	25.07 %
Computer and Internet Expenses	27.98	589.94	-561.96	4.74 %
Conference & Meeting	100.00	45.00	55.00	222.22 %
Depreciation Expenses	200.09	2,388.51	-2,188.42	8.38 %
Dues and Subscription	3,171.71	1,305.00	1,866.71	243.04 %
Filing Fees	23.75	127.73	-103.98	18.59 %
Office Expenses		450.78	-450.78	
Leasing Office Equipment	321.12	234.71	86.41	136.82 %
Meals & Entertainment	205.62	123.47	82.15	166.53 %
Office Supplies		158.79	-158.79	
Postage and Delivery	130.00	16.46	113.54	789.79 %
Printing and Reproduction	40.99	162.42	-121.43	25.24 %
Total Office Expenses	697.73	1,146.63	-448.90	60.85 %
Rental and Lease Expense	4,875.00	4,875.00	0.00	100.00 %
Software Usage	1,502.22	9,000.00	-7,497.78	16.69 %
Storage Rental	78.00	77.00	1.00	101.30 %
Telephone Expense	403.35	611.84	-208.49	65.92 %
Travel and Lodging Expenses				
Lodging Expense		150.00	-150.00	
Mileage Expense		166.67	-166.67	



Houston Land Bank

Budget vs. Actuals: Fiscal Year 2021 BAB - FY21 P&L Departments

March 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Parking		49.70	-49.70	
Travel Expense		125.00	-125.00	
Total Travel and Lodging Expenses		491.37	-491.37	
Total Admin - Other	12,840.90	27,589.02	-14,748.12	46.54 %
Employee Cost				
Health Insurance	6,632.67	8,424.08	-1,791.41	78.73 %
Payroll Services Fee	122.82	223.79	-100.97	54.88 %
Payroll Taxes	4,366.46	14,002.39	-9,635.93	31.18 %
Retirement	1,349.14		1,349.14	
Wages and Salary	58,036.14	81,544.39	-23,508.25	71.17 %
Total Employee Cost	70,507.23	104,194.65	-33,687.42	67.67 %
Legal Fees	10,648.41	5,750.00	4,898.41	185.19 %
Professional Services				
Accounting Fee	7,220.00	8,921.67	-1,701.67	80.93 %
Consulting Fee	9,763.47	32,013.89	-22,250.42	30.50 %
Contract Work		9,166.67	-9,166.67	
Total Professional Services	16,983.47	50,102.23	-33,118.76	33.90 %
Property Cost - Maintenance		5,638.84	-5,638.84	
Property Expenses				
Standard Lawn Mowing	559.00	48,609.59	-48,050.59	1.15 %
Total Property Expenses	559.00	48,609.59	-48,050.59	1.15 %
Total Property Cost - Maintenance	559.00	54,248.43	-53,689.43	1.03 %
Property Cost - Disposition HLB				
Closing Cost	10,581.10	5,500.00	5,081.10	192.38 %
Construction of House	20,000.00		20,000.00	
Lots COGS	42,533.51	62,500.00	-19,966.49	68.05 %
Pesticide or Weed Treatment		11.37	-11.37	
Property Taxes	19,381.58		19,381.58	
Total Property Cost - Disposition HLB	92,496.19	68,011.37	24,484.82	136.00 %
Property Cost -Disposition NHDP				
Closing Cost - NHDP		12,000.00	-12,000.00	
Legal Fees - NHDP		11,666.67	-11,666.67	
Pesticide or Weed Treatment		11.37	-11.37	
Property Taxes - NHDP		107.34	-107.34	
Repair and Maintenance		4,666.67	-4,666.67	
Security and Secure Property Co		4,716.33	-4,716.33	
Soft Cost of Construction - NHDP		3,726.00	-3,726.00	
Water and Utilities	-383.69	1,646.67	-2,030.36	-23.30 %
Total Property Cost -Disposition NHDP	-383.69	38,541.05	-38,924.74	-1.00 %
Total Expenses	\$203,651.51	\$659,065.92	\$ -455,414.41	30.90 %
NET OPERATING INCOME	\$1,797,481.38	\$50,368.70	\$1,747,112.68	3,568.65 %



Houston Land Bank

Budget vs. Actuals: Fiscal Year 2021 BAB - FY21 P&L Departments

March 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Other Income				
Interest Income	17.83	219.51	-201.68	8.12 %
Total Other Income	\$17.83	\$219.51	\$ -201.68	8.12 %
NET OTHER INCOME	\$17.83	\$219.51	\$ -201.68	8.12 %
NET INCOME	\$1,797,499.21	\$50,588.21	\$1,746,911.00	3,553.20 %



PRESIDENTS REPORT

13 May 2021

General Activities/Announcements

- Program development: Staff is working on various proposals to increase our production of homes, consider additional ways to support affordability within neighborhoods, as well as increase cost and quality efficiencies within the New Home Development Program
- Progress on Legislation! After two visits to the House Urban Affairs Committee and Senate Local Governments Committee, to provide testimony, our enabling bill is making progress and at this writing is nearly on the floor of the House for final approval.
- FY22 Budget Development is in full swing—all staff is involved, and coordination with HCDD is refining preliminary budget presented to the BOD in June
- Builders Networking event scheduled for May 19, and Board of Directors event is in the planning stages for June.
- *Neighborhood planning efforts in Settegast and Gulfton are underway, as well as a community engagement scope for the Near Northside on behalf of HCDD.*
- May Dashboard:



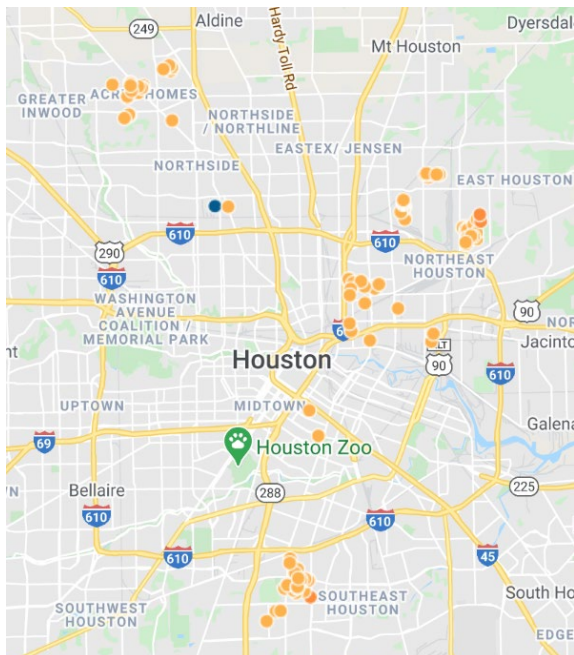
HLB Lot & Property Maintenance

- All lot maintenance contractors started their monthly activity starting at the beginning of last month.
- NHDP Weekly Home Verification for 8009 Virgil St. and 7906 Willow St, in inventory, and reviewed additional properties in pipeline to be received by HLB

- Provided and installed six additional No Trespassing Signs as per Legal/Compliance.
- Completed the visual inspections of the HLB Inaccessible Lots to advise on maintenance strategies if needed.
- Provided 28 Final Cuts for the Traditional Program Lot Sales.
- **Responded to 4 DON violations received. Status Complete**
- **Responded to 3 Concern Citizens Request. Status Complete**

HLB Inventory & Builders under Development

- As of May 1, 2021 :
 - 494 Properties/HCAD Parcels in Inventory**
 - 235 Holding for Housing**
- Current Monthly Talley of HLB Home Building Initiative-
 - **59 homes sold in 2019**
 - **21 homes sold in 2020**
 - **16 homes sold in 2021** to date, 8 in April.
- **91 homes are under development** (16 in 5th Ward; 2 in Denver Harbor; 21 in Acres Homes; 2 in 3rd Ward; 25 in Sunnyside; 2 in Independence Heights; 17 in Trinity Gardens; 6 in Settegast)
 - 64 lots are in permitting/pre construction
 - 22 in active construction
 - 5 are in marketing/sales



Map: HLB Lots under Development

NHDP-Highlights

- Letter of recommendations for program improvement, sent to HCDD for consideration
- NHDP in Acres Homes:
 - **3 Houses in inventory**—listed on HAR/Our Website/Active Marketing, 2 houses under contract
 - **38 Houses SOLD** to date (30 HCLT, 8 Standard Sales)
 - **14 NHDP Homes Under Construction**

Acquisitions & Development - HLB

- HLB Acquisitions: Work initiated to focus on single lot purchases in neighborhoods where we have existing lots, and consistent with the strategic plan, where we can develop increased 'clusters.'
- The property foreclosure auction has been closed since April 2020.

Acquisitions, City of Houston Partnership, NHDP

- All activities for new acquisitions, for the NHDP program, per the 'Acquisition and Development' Grant Agreement, approved by City Council on August 31, 2018, and Amended on April 1, 2020, and February 2021, are on hold as all monies have been assigned and/or contracted for at this point.
 - Progress to date:
 - Acquisitions: **350,200 SF Acquired**, which will provide estimated 195-280 units of single family homeownership depending on final layout of larger sites (10 HLB traditional, remainder NHDP). Development schedule depends on HCDD. **Another 67,900 SF acquired in FY20 = 30-35 units of housing.
 - 26,000 SF property, approved by BOD in April, to close by end of June 2021
 - 3.2 Acres in Near Northside remains under contract.

Operations & Finance

- Operations:
 - Working on the **return-to-work plan** by early July
 - Reviewed and revised the new scopes of works under the lot maintenance contracts. With the savings we've had during the year, we may be able to venture in clearing of lots and/or culverts as previously discussed.
 - Tolemi (Data research tool) kickoff during this month as we **revamp our data and inventory management systems**. Reimbursement is in process under our Gulfton Chase grant.



- Finance:
 - **FY22 Budget advancing** with further updates to be had at the Executive Committee and Finance Committee. Budget strategy meeting last Friday with HCDD with what's coming in the new fiscal year, and changes possibly come FY2023.
 - Now that ordinances are official with the City of Houston, we're now seeing reimbursements come thru under the A&D and Operations agreements.
- Procurements
 - We continue to work toward executing agreements with the pre-qualified planning vendors approved at January's board meeting.
 - Real estate brokerage and marketing contracts are being signed by the four service providers approved by the Board in March.
 - After receiving guidance from the City's procurement staff and HLB counsel, **we have issued RFQ's** for several construction- and development-related services deemed professional services under state law (which carry a specific procurement approach based on qualifications and experience). Our intent is to establish pools of pre-qualified vendors in key areas where services are used routinely, and pre-qualification can expedite work.
 - We are compiling a **procurement procedures manual** to complement the policies adopted by the board – this will highlight important legal and policy requirements for staff and provide guidance for ensuring compliance with applicable laws and ethical standards.
- Communications
 - Board member bios are drafted for posting on the HLB website.
 - **Press releases** are being drafted for the Harrisburg/Burr property acquisition, HLB's selection for a national grant, and the anticipated passage and signing of legislation that would expand HLB's revenue stream potential activities across Harris County.

Legal and Compliance, HLB Lot Disposition Program Management

- Facilitation of **Round 4 lot sales** (contracts, review and scoring of applications, builder correspondence, etc.)
- Facilitate **compliance with HCDD** regarding weekly reporting
- Facilitate income certifications for homes closing
- Review and draft vendor agreements
- Draft closing documents and facilitate lot purchases under traditional program
- Work with title company to **facilitate outstanding liens and title issues** on lots
- Facilitate compliance on houses under construction and builder monthly reporting
- Review procurement documents





REQUEST FOR BOARD ACTION

Meeting Date: May 13, 2021

Agenda Item IX.a.: Consideration and Possible Action to Increase FY 2021 Annual Expected Contract Amount for Pre-Qualified Planning Firm Asakura Robinson by \$75,000 to \$120,000

ACTION SUMMARY

Approval of this item will direct staff to approve an additional scope of work for Asakura Robinson, on behalf of HCDD, relating to preliminary design on the Hardy Yards site under consideration for acquisition by HCDD to support single family housing goals.

BACKGROUND/OVERVIEW

HLB Board of Directors approved the planning firm Asakura Robinson last year as a pre-qualified planning firm with an associated contract limit of \$45,000 for FY 2021. The firm has supported HLB in assessing feasibility on a number of acquisitions (on behalf of HCDD), as well as support an analysis effort regarding single family home affordability in our neighborhoods. Their current scope with HLB is to support a community engagement charrette (planning process) for Near Northside, in partnership with HCDD. Due to the property we purchased for HCDD, 'Yellow Cab', and 'Hardy Yards', a property under consideration by HCDD for purchase, being in the same neighborhood for similar stakeholder groups, the planning charrette will encompass both sites.

During the process of discussing the engagement, HCDD wanted to pursue some additional technical design work as feasibility for their potential purchase. Due to the ongoing community engagement work, and Asakura Robinson's familiarity with Near Northside, HLB and HCDD have determined that Asakura Robinson would be the appropriate firm to do the technical design work.

The attached scope of work encompasses all that is envisioned currently, but the contract limit has been increased to accommodate any other potential efforts on this site, if required, to fully assess the property feasibility.

HLB has conferred with outside Procurement Counsel, Husch Blackwell, to confirm that this procurement procedure is aligned with all policies, grant agreements and procedures in place, as well as procurement law for local government corporations.

P.O. Box 131106, Houston, Texas 77219
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05/07/2021

Proposal

Anne Gatling Haynes
Executive Director
Houston Land Bank
P.O.Box 131106,
Houston, TX 77219

Re: Hardy Yards Preliminary Design Schematic Plans

A. Project Description

The Hardy Yards site is one of the two sites included in the Near Northside Housing Engagement proposal. The Houston Land Bank has requested preliminary design schematic plans be created for Hardy Yards. The site comprises 10.697 acres of land located at 800 Burnett Street. Burnett Street has been designated as a primary TOD street by the City. The side street, Fulton, is designated as a secondary TOD street. As an extension of the existing Hardy Yards, the project will create more residential units and potential commercial development to increase the housing supply in Near Northside and assist people who lost their homes during Hurricane Harvey.

The project aims to develop preliminary design schematic plans with approximately 250 single family homes in a townhome configuration. The plan will include a site plan, floor plans, preliminary designs for utility connections, and a preliminary stormwater management plan. In addition, to account for specific HUD regulations, the plan will include a preliminary design for a Vapor Mitigation System and a technical memo on noise attenuation/mitigation on the site.

B. Scope of Work

AR along with its sub-consultant team will provide professional services to prepare preliminary design schematic plans with identified reports for future General Land Office review process. AR will provide services in accordance with the schedule provided by the client, with tasks divided as follows:

Task 0: Project Management

At the start of the project, Asakura Robinson will host a kickoff meeting to discuss project goals, milestones, deliverables, review and comment period, and protocols for project management and coordination. In consideration of the short timeline, AR proposes to set up weekly calls to report the project progress and get feedback from the client team.

Task I: Internal Charrettes

In May, after approval of the contract, the consultant team will host an internal charrette including Asakura Robinson and its subconsultants for initial discussion on draft concepts. The goal of the charrette is to ensure consensus for the project and create a vision by building upon our expert team's knowledge and experience. In late May, the consultant team will host another charrette to review the draft design.

Task II: Preliminary design schematic plans and Floor Plans

Asakura Robinson will review the previous and ongoing planning efforts and conduct the site analysis for landscape and urban design. With the comprehensive understanding of the site, the team will develop site plan scenarios with design recommendations including:

1. Access and connectivity
2. On-street parking and driveways
 - a. Building layout
 - b. Orientation and density
3. Fences and yards
4. Landscape and open space
5. Commercial development
6. Market rate and affordable ratio

The Architect will develop typical floor plans that include floor layout, dimension, and elevation for all site plan scenarios.

After client team review and the creation of a finalized site design, Asakura Robinson will prepare an illustrative plan and renderings to support future GLO review and guide future site plan developments.

Task III: Utility and Water Plan

The Civil Engineer will coordinate with Asakura Robinson and City of Houston Public Works on advising the site plan and creating a preliminary plan for water management and utility connectivity throughout the process. The plan will evaluate:

1. Runoff and drainage system
2. Detention/stormwater storage
3. Public utilities included but not limited to electric, gas, water, wastewater, and internet
4. Utility connections

Task IV: Environmental Assessment

1. HUD regulations mandate the consideration of potential VECs/VICs for residential properties. To meet the requirements, SQ Environmental will develop a preliminary design for Vapor Mitigation Systems that will be installed beneath the ground floor of the homes constructed at Hardy Yards. The preliminary design will include a drawing showing a generic layout of the system along with a description of the installation and products to be used. Typically, these systems are installed by specialty contractors, but there needs to be good coordination with the foundation construction company. SQ Environmental will describe the various tasks and responsibilities.

2. Arup, who have licensed acoustical engineering capacity, will create a Noise Attenuation Plan for the site. The work will include:
 - a. Participation in team internal design charrettes to provide feedback on noise attenuation strategies for preliminary site design options with regards to both current noise and future potential noise from I-45.
 - b. Provide feedback on additional iterations of the site design to assist the design team in following noise mitigation principles.
 - c. Issue (1) Acoustic Technical Note that documents the recommended noise mitigation strategies for the site.

Task V: Final Deliverables

After the final review and approval of deliverables for above tasks, Asakura Robinson will create a package that includes all the deliverables to share with the client team. The final deliverables will include:

1. Preliminary design schematic plans
2. Floor plans
3. Preliminary water management and utility plan
4. Preliminary design for Vapor Mitigation System
5. Noise mitigation and attenuation Technical Note

C. Project Schedule

Project schedule is anticipated to commence upon Notice to Proceed and is expected to be completed by the end of May 2021.

D. Compensation

	Asakura Robinson	Architect	Civil Engineer	Arup - Acoustics	SQ Environmental
Fee	\$ 25,000.00	\$ 12,000.00	\$ 6,000.00	\$20,000.00	\$ 2,000.00
Total					\$65,000.00

F. Jurisdiction and Termination

JURISDICTION – The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as landscape architects in Texas. The Board may be reached at the following address: Texas Board of Architectural Examiners, P.O. Box 12337 Austin, TX 78711-2337 Phone / (512) 305-8900

TERMINATION - If the Client should decide to terminate this Agreement, he or she shall give AR seven (7) days written notice and shall pay for all services rendered to the date of termination. AR reserves the right to terminate this contract upon fifteen (15) day notice if any amount billed to client is greater than ninety (90) days past due.

We appreciate your consideration of our firm, and we look forward to working with you. If this proposal meets your approval, please sign and return one (1) copy to our office at your earliest convenience.

Yours truly,



Keiji Asakura, Principal
Asakura Robinson Company, LLC

Anne Gatling Haynes
Houston Land Bank

Date: 05/07/2021

Date _____



REQUEST FOR BOARD ACTION

Meeting Date: May 13, 2021

Agenda Item IX.b.: Consideration and Possible Action to Accept Real Estate Acquisition and Disposition Committee and Staff Builder Lot Selection Recommendation for Round 4 Lot Sales Under the HLB Traditional Home Building Initiative

ACTION SUMMARY

Approval of this item will accept Real Estate Acquisition and Disposition Committee and staff builder lot selection recommendations for the HLB Traditional Home Building Initiative and initiate execution of contracts for sale of four lots to Nelrod Homes for construction of new affordable homes.

BACKGROUND/OVERVIEW

The Real Estate Acquisition and Disposition Committee and staff have engaged in an extensive collaborative effort to facilitate the fourth round of lot sales in HLB's inventory under the current Program Guidelines. The approved builders were invited to attend a virtual builder forum where staff discussed the Program Guidelines and procedures for submitting applications to purchase lots. The approved builders were notified of available lots by email and were invited to the public website which listed the 69 lots for sale. They were then allowed a specific amount of time to submit an application including plans and specifications, pricing within a construction pro forma, and a projected timeline to build for each lot they wished to purchase. During the submission period, staff held open houses each Wednesday for two weeks to answer any questions the builders had regarding the Program Guidelines and application submission process. Once the submission period ended, the review period began. The multi-step review process that first included verification of submission of the required documents, such as evidence of entity formation, and a subsequent ranking of applications based on proposed price per square foot, neighborhood context, home enhancements, demonstrated track record, and proximity to other current developments—all as were outlined in the board approved Program Guidelines.

This thorough review allowed for a complete scoring of each lot application from the builders. Each proposal was broken down into sections and each member on the review committee reviewed their assigned section, and the scores were compiled into a scoring rubric for each lot application with a final tally. Recommendations were then made to the

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Real Estate and Acquisition and Disposition Committee, which reviewed the scoring process and recommendations.

The Real Estate Acquisition and Disposition Committee recommends Board approval of one additional Round 4 builder, Nelrod Homes, to purchase four lots for construction of new affordable homes to be sold to income-qualified buyers. All four lots are located in the Settegast neighborhood and carry proposed purchase prices of \$6,500, yielding \$26,000 in gross proceeds to HLB.

Lots proposed for sale are listed below.

**PROPOSED ROUND 4 LOT SALES
FOR HLB HOUSING INITIATIVE
May 13, 2021**

Builder	HCAD	Address	Purchase Price	Home Sales Price	Neighborhood
Nelrod Homes	1. 0300180400011	1. 5801 Haight	1. \$6,500	1.\$179,990	1. Settegast
	2. 0300180400006	2. 0 Haight	2.\$6,500	2.\$179,990	2. Settegast
	3. 0300170090019	3. 8125 Attwater	3.\$6,500	3.\$179,990	3. Settegsat
	4. 0300170100006	4. 0 Attwater	4.\$6,500	4.\$179,990	4. Settegast

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REQUEST FOR BOARD ACTION

Meeting Date: May 13, 2021

Agenda Item IX.c.: Consideration and Possible Action to Purchase Two Properties

ACTION SUMMARY

Approval of this item will direct and authorize staff to acquire 27,000 square feet in the undeveloped Settegast area.

BACKGROUND/OVERVIEW

This acquisition will increase HLB's footprint in the Settegast 'forest' or undeveloped area. Doing so will maximize the benefit of the ongoing Settegast Planning Project by ultimately providing more affordable units in the future development of this neighborhood. Of the many neighborhoods and areas in Houston where HLB has inventory the Settegast area is probably one of ONLY three neighborhoods left where current market prices of land still sustain affordable housing pricing with little to no subsidy. As such HLB will acquire the following properties.

Property Information:

- Property 1
 - o Address: 0 Hanna
 - o Legal Description: Lots 8, 9 Block 9 East Houston
 - o HCAD ID#: 012 182 000 0008
 - o Size: 13,500 Square Feet (SF)
 - o Purchase Price: \$22,500
- Property 2
 - o Address: 0 Yarmouth
 - o Legal Description: Lots 13, 14 Block 57 East Houston
 - o HCAD ID#: 012 230 000 0013
 - o Size: 13,500 SF
 - o Purchase Price: \$22,500

Additional expenses anticipated as a result of the proposed acquisition include approximately \$4,500 in due diligence costs (\$3,000 for surveying, \$850 for legal fees, \$650 in closing costs).

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REQUEST FOR BOARD DISCUSSION

Meeting Date: May 13, 2021

Agenda Item IX.d.: Presentation and Discussion Regarding FY 2022 Budget

DISCUSSION SUMMARY

Further discussion of the Proposed HLB Fiscal Year 2022 Preliminary Budget based on updated terms with HCDD and current fiscal year activities leading into the new year. Presentation reflects updated information from the preliminary budget numbers discussed with the Board of Directors during the March meeting.

BACKGROUND/OVERVIEW

The information below offers a preliminary look at the Proposed FY 2022 Budget, which is to be presented for consideration at the Board's June meeting (the new fiscal year begins July 1). This information incorporates results of budget strategy discussions with the City's Housing and Community Development Department and conversations with the HLB Finance Committee and staff regarding HLB's goals; this feedback has led to updating of preliminary budget information shared with the Board in March 2021.

These changes to the proposed budget as of now are the following:

Revenue

- HLB Traditional Program dispositions will decrease from FY 2021 as fewer lots are available for sale due to the fact that the remaining inventory has a lack of infrastructure, need for significant clearing of property, and other reasons.
- The City's New Home Development Program (NHDP) anticipated 35 home sales for the fiscal year; the information below reflects a more conservative assumption of 25 home sales. Lots are to be reimbursed at market value along with the administrative fee per closing. We are still under discussion with HCDD regarding these projections.
- With no additional funding for property acquisition available through the Acquisition and Development (A&D) Agreement with the City, the budget does not anticipate additional acquisitions absent new TIRZ funding or identification of other suitable revenue streams (e.g., income from property sales and/or related development, or possible grant funding). Note that this relates only to property acquired for purposes other than HLB's Traditional Home Building Initiative; as indicated later in this memo, funding is likely to be proposed for purchase of additional to serve the traditional program in which builders acquire property from HLB for construction of affordable homes.
- Majority of the increase on the Operations Agreement versus prior year is mainly due to a proposed \$1.25 million for a down payment assistance (DPA) program for the HLB Traditional Program to target certain neighborhoods with affordability issues.

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Expenditures

- The budget is likely to include a request for an additional staff person as a result of HCDD's request that HLB expand its work with homebuyers on the City's behalf; the proposed budget is likely to include 11 full-time equivalents (FTEs), up from 10 in the current fiscal year.
- As previously discussed, with the A&D funds fully exhausted through FY 2021, the Operations Agreement is to fund 100 percent of personnel costs; this explains the related increase. Note again that the increase is driven not by an expansion of staff other than the single FTE mentioned above, but by a shift in funding streams.
- Legal fees are projected to increase slightly as a result of adding procurement and organizational development legal expertise, along with various property issues that may arise.
- The professional services line is anticipated to increase as a result of the planning and studies being requested by HCDD. These are to be fully funded by the City, will HLB serving as a pass-through source of payment (on a reimbursement basis) to vendors with which HLB contracts.
- Lot maintenance expenses are expected to decrease from the current fiscal year as reduced inventory yields less area to maintain. Staff also anticipates proposing up to \$80,000 in funding for installation of culverts to enable maintenance on currently inaccessible lots, along with clearing of heavy brush, trees and/or debris as needed. Any lot improvements are to be reflected on future lot sale pricing.
- A planned \$500,000 allocation toward an acquisitions pool for HLB's Traditional Home Building Initiative is intended to replenish inventory available for the organization's traditional program for home builders. This number will change as we get closer to the end of the fiscal year, anticipating this to be higher. The READ Committee is tasked with working with staff on the plan for these funds.

Regarding fund balance, note that this includes the value of property held by HLB and is not necessarily reflective of available cash.

Below is a table depicting the bullet points stated above.

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HOUSTON LAND BANK
Preliminary Draft Budget FY2022

Account	FY2021	FY2021	FY2022	FY2022
	Annualized	Approved Budget	Proposed Budget BOD March 2021	Proposed Budget Updates
HLB Traditional Disp Proceeds	1,203,449	1,200,000	840,000	840,000
A&D Disposition Proceeds	7,931,432	4,939,503	1,050,000	750,000
Operational Reimbursement	1,403,107	1,820,817	1,851,619	3,749,084
Administrative Fees	178,441	135,000	131,250	106,250
Interest Income	427	2,634	400	400
Outside Sources Other	64,000	-	100,000	64,000
Total Revenues	\$ 10,780,855	\$ 8,097,954	\$ 3,973,269	\$ 5,509,734
Salaries & Fringe	693,439	753,050	1,144,425	1,255,669
Legal Fees	179,536	113,836	180,000	180,000
Professional Services	197,602	284,798	289,798	464,131
Lot Maintenance	509,617	536,650	510,000	580,566
Software & Subscriptions	29,331	123,660	83,660	83,660
Office Rent	58,500	65,700	58,500	58,500
Other Administrative Costs	53,604	74,523	50,000	55,000
DPA Subsidy Traditional Program	-	-	-	1,250,000
HLB Traditional Acquisitions	49,850	250,000	500,000	500,000
HLB Traditional Disposition Cost	477,509	500,000	356,250	456,250
NHDP Disposition Cost	180,452	991,408	700,000	500,000
A&D Acquisitions	231,146	370,906	-	-
Total Expenditures	\$ 2,660,586	\$ 4,064,531	\$ 3,872,633	\$ 5,383,775
Excess (Deficit) of Revenues over Expenditures	\$ 8,120,269	\$ 4,033,423	\$ 100,636	\$ 125,959
Change in Fund Balance				
Estimated Beginning of Year	4,361,515	4,361,515	12,481,784	8,394,938
Estimated End of Year	\$ 12,481,784	\$ 8,394,938	\$ 12,582,420	\$ 8,520,897

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