



## **BOARD OF DIRECTORS REGULAR MEETING**

**May 11, 2023**

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BOARD OF DIRECTORS REGULAR MEETING  
AGENDA

Thursday, May 11, 2023 – Noon Central Time

United Way of Greater Houston

50 Waugh Drive, Houston, Texas 77007

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

The public meeting location will be 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; some Board members may also be physically present. Other Board members will be participating by videoconference in accordance with the provisions of Section 551.127 of the Texas Government Code applicable to a governmental body that extends into three or more counties. To join by videoconference, please go to: <https://us02web.zoom.us/j/83294085722> Or join by phone by calling:

1-346-248-7799

1-669-900-6833

Meeting ID: 832 9408 5722

**Please contact [info@houstonlandbank.org](mailto: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, May 10, 2023. To register, please use the online form at [www.houstonlandbank.org/resources](http://www.houstonlandbank.org/resources), e-mail [info@houstonlandbank.org](mailto: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

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

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[houstonlandbank.org](http://houstonlandbank.org)

- a. April 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 the Interlocal Agreement and corresponding Administrative Procedures between the Houston Land Bank, The City of Houston and Harris County reflecting the authorization of the collection of taxes on property conveyed by the Land Bank under Texas Senate Bill 1679 ("SB 1679").
  - b. Consideration and Possible Action to Approve The amendment of the HLB contract with Community Lattice facilitating the expansion of the scope of work to accommodate additional services needed.
  - c. Consideration and Possible Action to Approve Houston Land Bank to submit application for the 2023 Union Pacific Foundation Grant.
- VIII. Executive Session

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

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

IX. Board Member Comments

X. Adjournment

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

**April 13, 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, April 13, 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	Matt Zeis
David Collins	Chrishelle Palay
Jesus DeAnda	Victor A. Mondragón
Danielle Keys Bess	Dwantrina Russell
Elaine Morales	Marilyn Mugerza

Board directors absent were: Antoinette Jackson, Janae Ladet, and Laurie Vignaud. Others in attendance included: Christa Stoneham, Chief Executive Officer/President of the HLB; Jennifer Allison, Chief Operations Officer for 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; Graciela Saenz, outside legal counsel for the HLB; Ron Butler, Director of Maintenance for the HLB; Kellen Zale of the HLB Advisory Board; Lindsey Williams, Director of Community Development for the HLB; Donesha Albrow, Administrative Manager for the HLB; and Er'Ron Robinson.

**I. Call to Order and Roll Call**

Chairman Zeis called this regular 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. March 9, 2023 Board Meeting**

Chairman Zeis noted that the minutes for the March 9, 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 March 9, 2023 as written, which motion was then duly seconded by Director Bailey and passed with the unanimous vote of the Board.

**IV. Chairman's Greeting: Matt Zeis**

Chairman Zeis thanked the Directors for attending this Board meeting.

**V. Committee Reports:**

**a. Executive Committee: Matt Zeis, Chair**

Chairman Zeis reported that the Executive Committee met last week to discuss the agenda items for this meeting, the continued negotiations of the draft property tax agreement with the City of Houston which will divert a portion of the ad valorem taxes on land the HLB develops is now under review by the City's legal department and the Mayor's office, the EPA grant for brownfields land, and an update on the Yellow Cab site which is still awaiting the clearance letter from the TCEQ to close on the remaining tract.

**b. Finance Committee: Laurie Vignaud, Chair**

Mr. Mendez reported that the Finance Committee met last month to discuss SB 7069 and any conflicts with current contracts, updates to the Fiscal Year 2024 preliminary budget, policy updates, and changes to the employee handbook. He then mentioned that Tax Form 990 was prepared for the 501(c) Fund which will need its own bank account.

**c. Partnership and Program Development: Commissioner Janae Ladet, Chair**

Ms. Williams reported that the Committee met March 29, 2023 and discussed the Black Women Development Program and the new Home Equity Legacy Program for the purpose of instructing community members on affordable housing. She mentioned that the Committee also discussed acquisition funding with Harris County and met with Metro to discuss surface lots and transit oriented development.

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

Director Mondragón reported that the READ Committee met on March 29, 2023 to discuss certain matters on today's meeting agenda, including the Yellow Cab site, the results of the homebuilder RFQ, possible revisions to the process of approving prospective home builders to obtain a greater rate of acceptance, and progress of the Acres Home Town Center.

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

Ms. Okoiron reported that the Procurement Committee met last week to discuss concerns regarding the pool of services which will be included in the RFP for professional services that is

scheduled to close on May 4, 2023. The Committee also had its kickoff meeting with The Goodman Company to sign the contract and discuss relationships with the Settegast neighborhood.

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

Ms. Stoneham reported that the HLB is now focusing on more development projects and revamping portions of the HLB website to make the site more user friendly and explain “what is the HLB”. She then reported that the RFQ for 10 professional and technical support services is now open which will provide more capacity for HLB’s development projects. The real estate brokerage services included in this RFQ will be for HLB’s acquisition needs rather than for sales transactions. This RFQ is scheduled to close on May 4, 2023. She noted that there is a session scheduled for April 14, 2023 for any submitters to ask questions. The final list of vendors to provide support services will be presented to the Board for approval at its June meeting.

Ms. Stoneham announced that four applications have been submitted by the HLB Fund for funding opportunities with one such application moving to the next level. A new round of lot sales will occur on May 1, 2023 which will close on July 1, 2023 for the new home builders. A builders’ forum will be scheduled on June 9, 2023 for the new home builders to discuss the HLB updated guidelines and to educate builders on how to submit a RFQ which will hopefully add more builders to the program. She noted that the Round Nine Lot Sale will occur in the Fall of 2023.

Ms. Stoneham then discussed the status of the development data and the need to add more builders to the program. She noted that the Board Action item on today’s Agenda recommends six new home builders for the Board’s approval and will schedule a forum to assist builders who are not familiar with the process to submit an RFQ submission.

Director Mondragon asked if the bank where a new account will be opened for the HLB Fund will be favorable to working with homebuilders. Ms. Stoneham stated that Mr. Mendez is tasked with leading the conversation with the banks for the new bank account. Mr. Mendez indicated that the banks being considered are experienced with working with home builders.

Director Collins asked how many builders are out of compliance with regard to house construction contracts in Settegast. Ms. Stoneham reported that there are 26 houses out of compliance under the construction contracts. Director Collins then asked how will HLB get them back in compliance. She will be looking into revising the form of construction contracts to include a clawback clause and have conversations with these builders to address the compliance problem. Mr. Hughes stated that he will be part of the conversation with the builders to get them back into compliance. There are currently three NHDP houses for sale in Acres Home, one of which is under contact for with a home buyer. She mentioned that Director Russell and Director Palay will attend the next "Juice in Justice" event to be held on June 2, 2023 at the East River Nine development concerning environmental issues because the East River Nine project was part of a brownfield development. Lastly, Ms. Stoneham reported that she has seven speaking engagements scheduled for this month.

## VII. Board Action Items

- a. **Consideration and Possible Action to Approve the 2022-2024 Houston Land Bank Recommended Builders. Approval of this action item would officially induct these builders into the standing Houston Land Bank Approved Builder List, allowing them to purchase lots for construction of affordable homes through the HLB Traditional Homebuyers Program.**

Chairman Zeis announced that approval of this item will accept the READ Committee's proposed selection of the 2022-2024 HLB Recommended Builders. Upon approval by the Board these home builders will then be included on the Houston Land Bank Approved Builders List permitting them to apply to purchase lots for construction of affordable homes through the HLB Traditional Homebuyers Program.

Chairman Zeis noted that the HLB received eighteen responses to the 2022-2024 RFQ for Builders with 14 being from new home builders to the program and 4 from current builders wishing to renew their status as required every two years. HLB Staff conducted an examination all statements of qualifications and recommended renewing one of the four current builders and three of the 14 new applicants who scored high enough in the evaluation process (as conducted by three HLB staff members) to be proposed for approval to the HLB Traditional Homebuyers Program.

He mentioned that there was also one submission from Setex Constructionas for the Master Community Builder Category. HLB Staff recommended that this construction company be included as an approved Master Community Builder, through the end of 2024.

HLB staff proposed the home builders listed below to the READ Committee for consideration, recommending that such builders be approved to participate in the HLB Traditional Homebuyers Program through the end of 2024:

1. American Builder Group
2. Equivest Professionals
3. Europa Homes
4. Five Wood Realty

Upon approval of the above listed home builders, the HLB Traditional Home Buyer Program will have a total of 17 approved home builders, down from the current 19 approved builders. Additionally, five currently approved builders will be dropped from the Houston Land Bank Approved Builders List. Three of the five builders did not apply to renew. Those three builders were identified as Nelrod Homes, St Bernard Project and Lawrence Builders. Also, two current builders submitted renewal applications but were not approved. Those two builders were Excello Homes and L.I.Z.

Director Mondragón asked if HLB staff conducts exit interviews or debriefs the home builders when they leave the Traditional Homebuyer Program. He explained that this is a good way to determine if changes are needed when selecting builders or that changes may be needed to



the program. Ms. Okoiron and Mr. Mendez each responded that exit interviews are conducted when home builders withdraw from the Traditional Homebuyer Program. Director Mondragón then made a motion to approve the 2020-2024 Houston Land Bank Recommended Builders listed above for acceptance onto the Houston Land Bank Approved Builder List, which motion was then duly second by Director Bailey and passed with the unanimous vote of the Board.

**VIII. Executive Session**

Nothing to report.

**IX. Board Member Comments**

Nothing to report.

**X. Adjournment**

Chairman Zeis asked if there were any additional matters to be discussed or considered by the Board. Hearing none, this regular Board meeting then adjourned at 12:49 p.m. upon motion by Director Bailey and duly seconded by Director Russell 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.

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Secretary

**Houston Land Bank**  
**Balance Sheet**  
As of March 31, 2023

	<b>As of Mar 31, 2023</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1040 Petty Cash	13
Chase-Operations - 8465	148,471
Money Market - Lot Acquisition - 7058	114,694
Money Market Unrestricted - 7066	3,194,669
MoneyMarket-Unrstr.C Resev 5577	18,123
Susser Money Market - 7878	250,329
Susser Savings Sweep - 78781	52,492
Unity National Bank PMM - 4992	199,546
<b>Total Bank Accounts</b>	<b>\$ 3,978,336</b>
<b>Accounts Receivable</b>	
Accts Receivable	673,784
<b>Total Accounts Receivable</b>	<b>\$ 673,784</b>
<b>Other Current Assets</b>	
<b>Prepaid Expenses</b>	
Prepaid Acquisition Costs	5,500
Prepaid Insurance	556
Prepaid Rent	7,377
Prepaid Subscription Services	17,696
<b>Total Prepaid Expenses</b>	<b>\$ 31,129</b>
<b>Total Other Current Assets</b>	<b>\$ 31,129</b>
<b>Total Current Assets</b>	<b>\$ 4,683,250</b>
<b>Fixed Assets</b>	
Equipment	12,005
xAccum. Depreciation	-9,329
<b>Total Fixed Assets</b>	<b>\$ 2,676</b>
<b>Other Assets</b>	
Earnest Fee	132,224
<b>Total Investments Held For Sale</b>	9,684,385
<b>Total Other Assets</b>	<b>\$ 9,816,609</b>
<b>TOTAL ASSETS</b>	<b>\$ 14,502,535</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2010 Accounts Payable	45,439
<b>Total Accounts Payable</b>	<b>\$ 45,439</b>
<b>Other Current Liabilities</b>	

**Houston Land Bank**  
**Balance Sheet**  
As of March 31, 2023

	<u>As of Mar 31,</u> <u>2023</u>
Liabilities Due to HCDD	113,114
Payroll Liability	53
<b>Total Other Current Liabilities</b>	<b>\$ 113,168</b>
<b>Total Current Liabilities</b>	<b>\$ 158,607</b>
<b>Total Liabilities</b>	<b>\$ 158,607</b>
<b>Equity</b>	
3010 Unrestrict (retained earnings)	14,227,620
Net Income	116,308
<b>Total Equity</b>	<b>\$ 14,343,928</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 14,502,535</b>

**Houston Land Bank**  
**P&L Summary**  
July 2022 - March 2023

	<b>Actual</b>
<b>Income</b>	
Acquisition and Development Agreement	104,765
Administrative Fees	11,250
HLB Program Revenue	179,966
Operations Agreement	1,013,892
Outside Sources Contributions	15,562
<b>Total Income</b>	<b>\$ 1,325,434</b>
<b>Gross Profit</b>	<b>\$ 1,325,434</b>
<b>Expenses</b>	
6100 Personnel	634,984
6200 Legal Fees	30,221
6300 Professional Services	98,726
6400 Property Cost - Maintenance	257,905
6500 Software and subscriptions	27,159
6600 Office space rental	35,874
6700 Admin - Other	73,424
6800 Acquisition Costs - HLB	
6900 Property Cost - Disposition HLB	45,385
7000 Property Cost -Disposition NHDP	33,927
Uncategorized Expense	
<b>Total Expenses</b>	<b>\$ 1,237,605</b>
<b>Net Operating Income</b>	<b>\$ 87,830</b>
<b>Other Income</b>	
Interest Income	28,479
<b>Total Other Income</b>	<b>\$ 28,479</b>
<b>Net Other Income</b>	<b>\$ 28,479</b>
<b>Net Income</b>	<b>\$ 116,308</b>



# MAY 2023 PRESIDENT'S REPORT

Restoring vacant, abandoned, damaged, and contaminated properties to catalyze community transformation.



Housing



Parks &  
Public Spaces



Conservation &  
Resiliency



Economic  
Development



Food Access  
Solutions



# HLB TEAM

The Houston Land Banks support community development by facilitating programs to transform properties that have become community liabilities because their condition reduces the quality of life for neighbors and burdens taxpayers with community assets that provide opportunities for affordable homeownership and amenities that support community needs.

## OPERATIONS



Legal



Finance



Relationship Management



Land Assemblage



Lot Disposition



Land Banking

## SUPPORTIVE SERVICES



Proforma Analysis



Market & Feasibility Studies



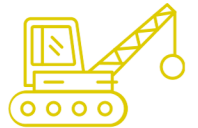
Environmental Review & Screening



Data Management



Community Engagement



Blight Elimination

We take our role as good neighbors seriously. We maintain our properties regularly and visit the sites under construction. We work closely with our partners at the Department of Neighborhoods and Public Works, the Constables Offices, the Policy Department, and neighbors in the community to keep a safe and supportive environment.

## ASSET MANAGEMENT



Lot Maintenance



Property Management



Platting Master Planning



Construction Administration



Home Sale Stewardship



Procurement

# HLB TEAM: CAPACITY-BUILDING

## Request for Qualifications:

# UPDATE

Houston Land Bank is seeking Professional and Technical Real Estate Development Services in:



MARKET & FEASIBILITY STUDIES



URBAN PROGRAMMING & COMMUNITY ENGAGEMENT SERVICES



MASTER URBAN PLANNING SERVICES



ARCHITECTURAL DESIGN SERVICES



ENGINEERING SERVICES



HISTORIC PRESERVATION SERVICES



ENVIRONMENTAL & BROWNFIELD CONSULTANTS



CONSTRUCTION ESTIMATION SERVICES



TACTICAL URBANISM SERVICES



REAL ESTATE BROKERAGE



FUNDRAISING SERVICES



To view the full RFQ, visit

[www.houstonlandbank.org/Resources>Procurements](http://www.houstonlandbank.org/Resources>Procurements)

Our community partners supplement our community-focused approach, which requires empathy and understanding of disinvested neighborhoods' unique challenges and opportunities. Additionally, HLBs align with the goals and objectives of the City of Houston's Complete Communities Plans, which center around a healthy, economically thriving, equitable, and sustainable Houston for everyone. HLB welcomes respondents certified as HUBs or MWBEs (Minority Women, Business Enterprise) by the City of Houston or comparable public entities.

**Note: Some of the prior requirements listed in the RFQ have been updated.**

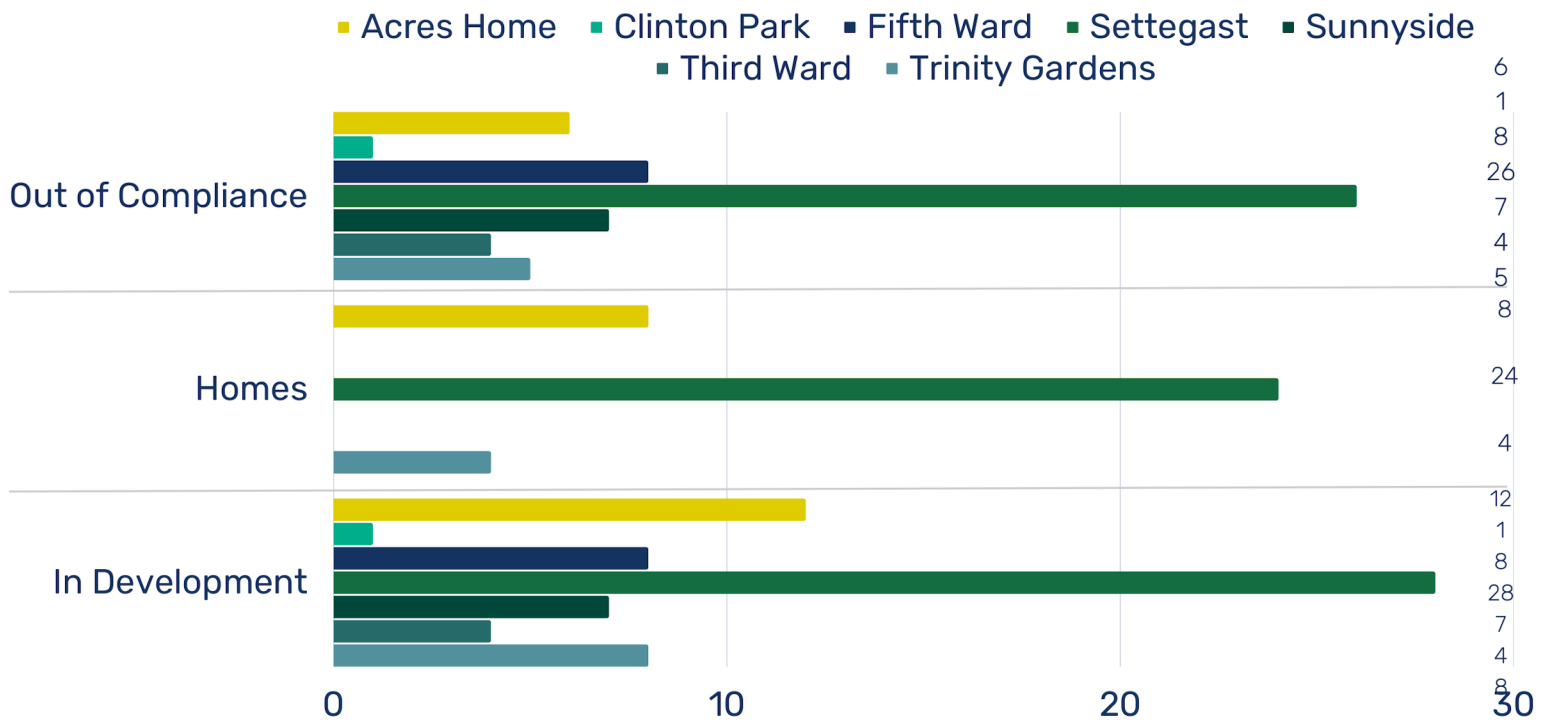
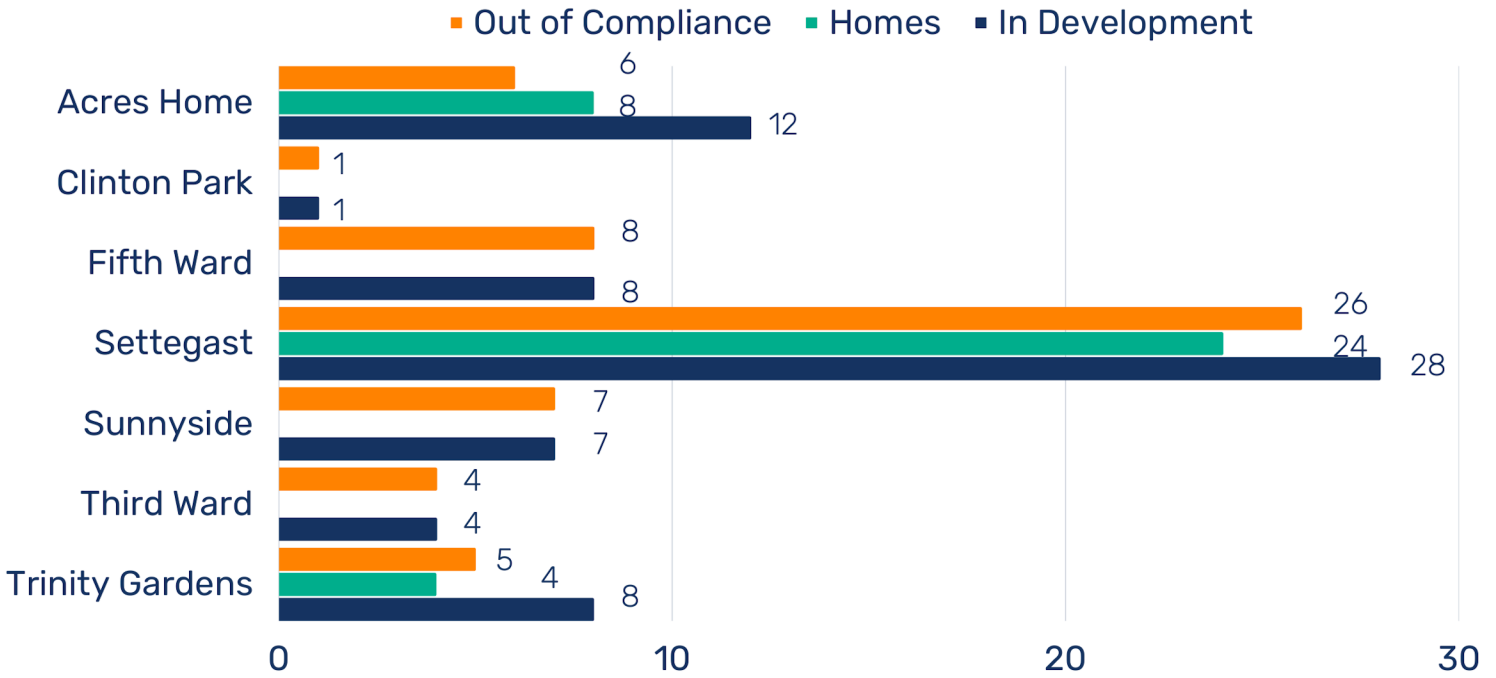


### PROCESS AND SCHEDULE TIMELINE (SUBJECT TO CHANGE):

Deadline for submitting questions - May 12, 2023, at 5 p.m. Central  
RFQ / RFP Responses Due - May 26, 2023, at 5 p.m. Central  
Notification to Qualified Firms - July 2023

# HLB DEVELOPMENT

## Development by Neighborhood



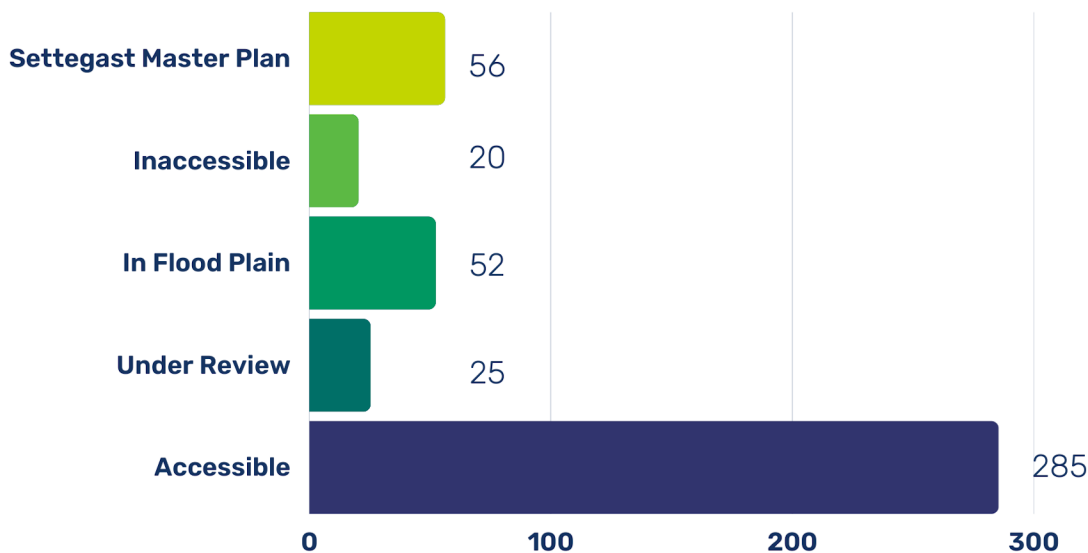


# HLB DEVELOPMENT

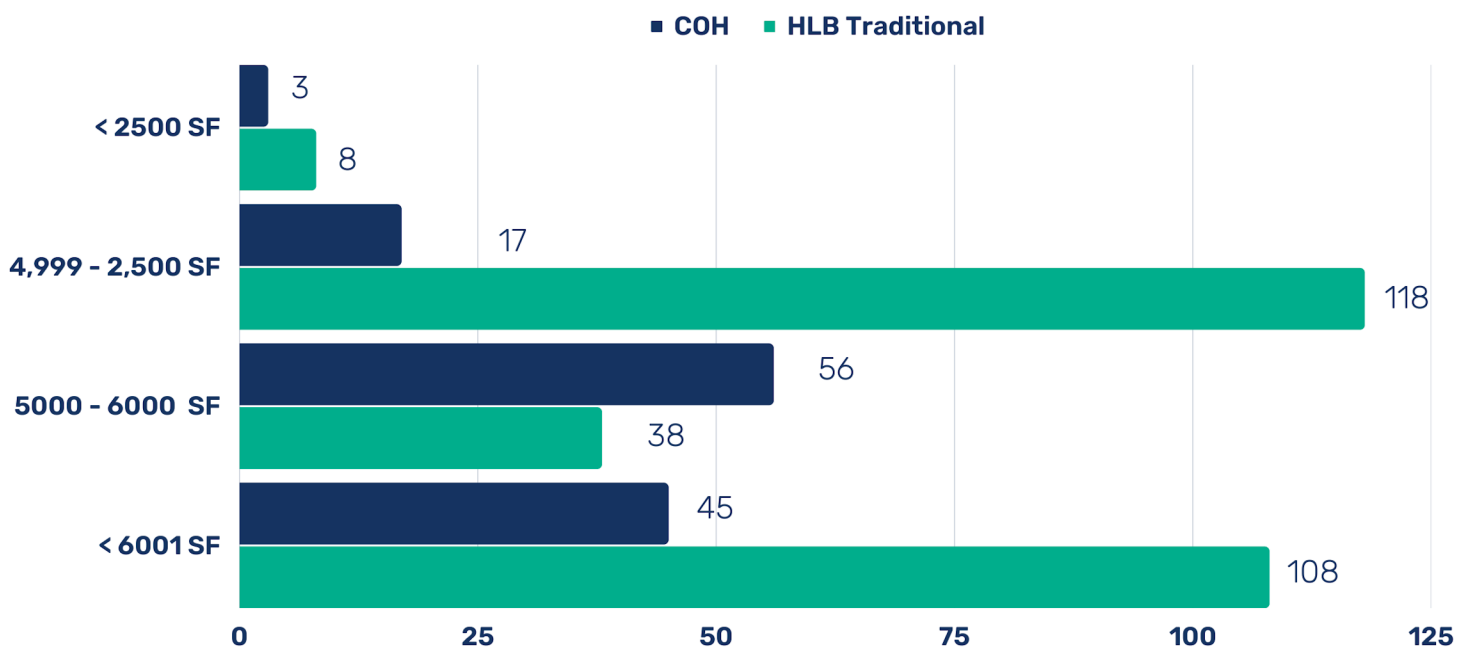
Recently staff preformed an internal anylasis of our current banked inventory. According to HCAD, the Houston Land Bank owns 413 properties. Of the 413 properties, 56 properties are set aside for the Settegast master plan leaving 357 remaining lots. 52 of the remaining lots are in the 100 or 500-year floodplain, and 20 additional lots are currently inaccessible due to the lack of direct road access. When all of these factors are accounted for there are 285 lots remaining.

A majority of the 285 available lots 91 (31.9 percent) fall into the Small Parcel category under 5,000 SF, 87 lots (30.5 percent) are Large Tract/Oversized Lots over 6,000 SF, and 77 lots (27 percent) fall into the Traditional Lots category between 5,000 and 6,000 SF.

## Lot Inventory



## Lot Inventory by Square Footage



# HLB DISPOSITION

Our current listings of beautiful and fairly priced homes. Start your journey to home ownership with Houston Land Bank! Since 2019 we have helped more than 110 Houstonians buy quality affordable homes through our two programs. Visit: [www.Houstonlandbank.org/homes](http://www.Houstonlandbank.org/homes)



This advertisement features a white, single-story house with a grey roof and a small porch. A large graphic of a contract with a pencil is overlaid on the house. The text 'CONTRACT' is written on the contract graphic. The Houston Land Bank logo is in the top right corner. Two small inset photos show the interior of the house, including a hallway and a kitchen. The text 'NHDP For Sale' is in the bottom left, and '\$207,000' is in the bottom right.

**7817 DYER (NHDP)**  
**SALES PRICE: \$207,000**  
**SQUARE FOOTAGE OF LOT: 6,000**  
**SQUARE FOOTAGE OF HOUSE: 1,703**  
**BED/BATH: 3/2**



This advertisement features a light blue, single-story house with a white roof and a covered porch. A large graphic of a contract with a pencil is overlaid on the house. The text 'CONTRACT' is written on the contract graphic. The Houston Land Bank logo is in the top right corner. Two small inset photos show the interior of the house, including a kitchen and a living area. The text 'NHDP For Sale' is in the bottom left, and '\$210,000' is in the bottom right.

**7816 CORA (NHDP)**  
**SALES PRICE: \$210,000**  
**SQUARE FOOTAGE OF LOT: 9,000**  
**SQUARE FOOTAGE OF HOUSE: 1,516**  
**BED/BATH: 3/2**



This advertisement features a red, single-story house with a white roof and a wooden deck. A large graphic of a contract with a pencil is overlaid on the house. The text 'CONTRACT' is written on the contract graphic. The Houston Land Bank logo is in the top right corner. Two small inset photos show the interior of the house, including a kitchen and a living area. The text 'NHDP For Sale' is in the bottom left, and '\$206,000' is in the bottom right.

**7709 CORA (NHDP)**  
**SALES PRICE: \$206,000**  
**SQUARE FOOTAGE OF LOT: 6,000**  
**SQUARE FOOTAGE OF HOUSE: 1,496**  
**BED/BATH: 3/2**

# HLB IN THE COMMUNITY



Administrative Manager Donesha Albrow at Financial Literacy & Homeownership Symposium



LaTosha Okoiron, Counsel and Compliance Director, at Commercial Real Estate Women (C.R.E.W.) Luncheon



**12 HLB SPEAKING ENGAGEMENTS**  
**10 LOCAL PRESENTATIONS**  
**3 NATIONAL CONFERENCES**



# Save the Dates



**RFQ RESPONSE DEADLINE: 5 P.M.  
CENTRAL TIME MAY 26, 2023.**



**JUICE & JUSTICE  
QUARTERLY NETWORKING BREAKFAST ON  
ENVIRONMENTAL JUSTICE  
JUNE 2, 2023**



**BUILDERS FORUM & BUILDERS RFQ  
JUNE 2023**



**HLB LOT SALES - ROUND 9  
FALL 2023**

# Q1 UPDATE

## Timeline for 2023

 In-Progress

 Complete

 Not-yet started

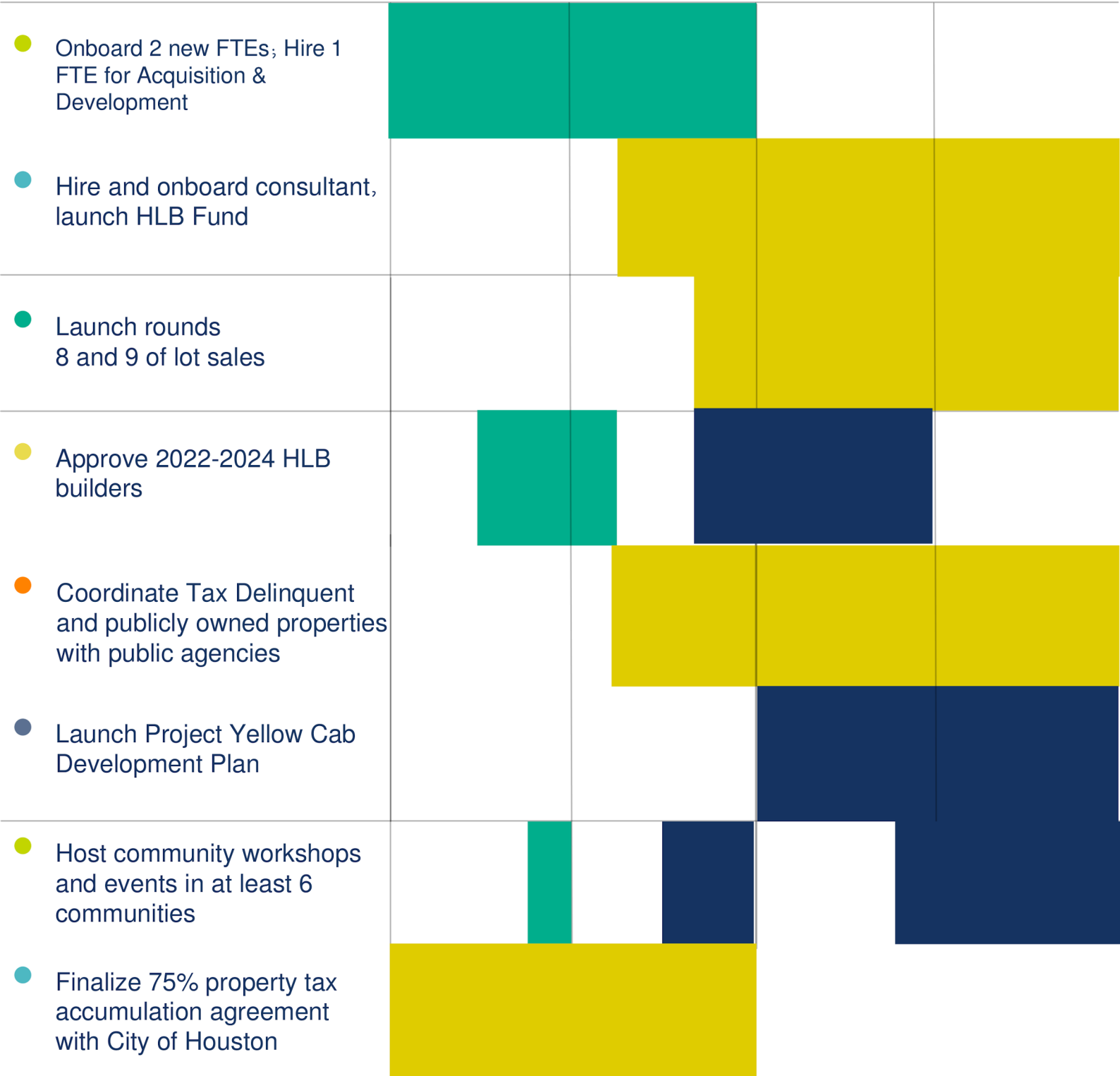
Tasks

Q1

Q2

Q3

Q4



Fundraise \$1.5 million to the HLB Fund to acquire and develop at least 2 acres of land inclusive of mixed-use developments. Construct at least 150 new single-family homes: HLB FY 2023 Strategic Plan



# 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:  
281-655-4600  
Email Address:  
[info@houstonlandbank.org](mailto:info@houstonlandbank.org)  
Website:  
[www.houstonlandbank.org](http://www.houstonlandbank.org)

## CONTACT US





## **REQUEST FOR BOARD ACTION**

**Meeting Date: May 11, 2023**

**Agenda Item VII. a. Consideration and Possible Action to Approve the Interlocal Agreement and corresponding Administrative Procedures between the Houston Land Bank, The City of Houston and Harris County reflecting the authorization of the collection of taxes on property conveyed by the Land Bank under Texas Senate Bill 1679 (“SB 1679”).**

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### **ACTION SUMMARY**

Approval of this agenda item will authorize HLB Board of Directors to execute the following agreement and administrative procedures (***The Interlocal Agreement between Houston Land, The City of Houston and Harris County and the Administrative Procedures to Remit Collection Data to the Houston Land Bank and City of Houston***); all of which are necessary in order for the Houston Land Bank to avail itself to the collection of taxes on property conveyed by the Land Bank under the authorization of Texas Senate Bill 1679 (“SB 1679”).

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

#### **The Interlocal Agreement: Background**

Pursuant to the 87<sup>th</sup> Texas State Legislature, Texas Senate Bill 1679 (“SB 1679”), passed on June 16, 2021, and became effective September 1, 2021. SB 1679 relates to the creation of urban land banks for certain municipalities. HLB qualifies as an urban land bank under SB 1679. The purpose of this Agreement is to memorialize the collection of taxes on real property conveyed by HLB pursuant to SB 1679, which was formally enacted under Section 379H.203 of the Texas Local Government Code.

#### **The Interlocal Agreement: Summary**

The agreement is a ten year fixed term agreement that provides that the City of Houston will remit to HLB 75% of the real property taxes collected on the property conveyed by the Houston Land Bank, per the Administrative Procedures.

#### **Administrative Procedures: Background**

In accordance with with Section 379H.203, certain City of Houston real property tax revenue owed to the Houston Land Bank are to remitted in accordance with the administrative procedures established by the Tax Assessor-Collector of the county in which the land bank is located. The HLB is located within Harris County.

#### **Administrative Procedures: Summary**

The procedures provide that by 02/01 of each year, HLB will send a list of properties that have been conveyed by them to the Harris County Tax Assessor-Collector’s Office. The City of Houston’s Mayor’s Offices of Economic Development (MOED) will review the accounts by 03/01

of that same year to ensure that none of the property on this list is in a Tax Increment Reinvestment Zone and report those findings to the Harris County Tax Assessor-Collector's Office. By 04/01 Harris County Tax Assessor-Collector's Office will provide the collection data to the City of Houston and HLB. The first year of collection data will be for Tax Year 2023. By 06/01 the MOED will remit payment of the real property tax revenue to HLB.

Should the Board of Directors approve this item, agreement will be fully executed and implemented by all parties.





## **REQUEST FOR BOARD ACTION**

**Meeting Date: May 11, 2023**

### **Agenda Item VII B : Consideration and Possible Action to Authorize the CEO/President to Execute Amended Contract with Community Lattice**

#### **ACTION SUMMARY**

Community Lattice is assisting HLB with Brownfields Inventory, Phase II ESAs, RAPs, Reuse Planning, and Community Outreach. The current contract has a not to exceed the amount of \$49,566 by September 30, 2023. With HLB Board approval, the contract will be increased not to exceed the amount of \$98,216. To build more capacity for stakeholder engagement in neighborhoods and partnerships. Community Lattice will hire additional contractors to build capacity and exclusively work with HLB Staff

#### **BACKGROUND/OVERVIEW**

Under the current work plan, Community Lattice is focused on target neighborhoods identified in the EPA grant; however, as more partnership opportunities and neighborhoods are identified; additional capacity was requested to identify resources and partners for community engagement, acquisition strategies, and component of that resource roadmap for any “catalyst brownfield” site HLB intends to redevelop. Brownfields redevelopment planning will help HLB, and communities make informed decisions about where to direct scarce resources to benefit the existing community. Area-wide planning can also help implement locally driven initiatives, such as housing, parks, environmental improvement, community wealth building, and equitable and environmentally-just economic development. The amended contract will

- Identify resources or leveraging opportunities to implement the plans, including specific strategies for public and private sector investments necessary to help with cleanup and area revitalization.
- Condense the brownfields project into distinct, fundable components and assign lead responsibilities.
- Develop a multi-layered funding plan to support brownfields cleanup and reuse.
- Create a timeline for pursuing grants, loans, private and other sources of funds related to our brownfield project.
- Work with HLB and key stakeholders, including the newly established HLB Fund, to develop strategies for leveraging public and private sector investments necessary to help with brownfields cleanup and area revitalization.
- Support brownfield reuse planning efforts with market analysis, test fit evaluations, conceptual site reuse, and federal resource road mapping.

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## **REQUEST FOR BOARD ACTION**

**Meeting Date: May 11, 2023**

**Agenda Item VII C: Consideration and Possible Action to Approve Union Pacific Foundation Grant Submission**

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### **ACTION SUMMARY**

Approval of this agenda item will authorize HLB staff to submit a grant proposal to the Union Pacific Foundation requesting \$25,000 to fund the HLB 'Community Purpose' program initiative focused on activating HLB's smallest parcels under 2500 sqft. The proposed funding is to be used and governed in ways outlined in the grant proposal.

### **BACKGROUND/OVERVIEW**

The community purpose lot program is an innovative initiative designed to activate small, underutilized lots in communities for community purpose 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.

With funding from Union Pacific Foundation, community members and organizations can access resources, technical assistance, and funding to develop and implement projects on these small lots. This might include creating community gardens, urban farms, public art installations, or pop-up markets. The program is designed to be flexible and responsive to the unique needs and interests of each community, ensuring that the projects developed reflect the vision and values of concerned community members.

At the core of the Small Lots Activation 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, staff will submit the grant proposal and the grant is anticipated to be distributed in September/October 2023. HLB will present the formal community purpose lot program to the Board in the summer of 2023 and launch the Community Purpose initiative in the Fall of 2023.