

Notice of Meeting

Galveston Island Redevelopment Authority (RDA)

Galveston Housing Finance Corporation (GHFC)

Galveston Property Finance Authority (GPFA)

Tuesday - March 14, 2023 - 10:00 a.m.

City Hall - Room 204

823 Rosenberg, Galveston, Tx

409.797.3510

Agenda

1. Declaration Of A Quorum And Call Meeting To Order
2. Roll Call
3. Conflicts Of Interest
4. Public Comments (Limited To Three Minutes Each)
5. Consider For Approval Minutes Of The January 10, 2023 Meeting

Documents:

[JAN 10 2023 DRAFT MINUTES.PDF](#)

6. Discuss And Consider Treasurer's Report
7. Discuss And Consider Approval Of Invoices
  - a. TIRZ 13
  - b. RDA
  - c. GHFC/GPFA

Documents:

[GHFC AND CGPFA.JAN 2023 BILLING STATEMENTS.PDF](#)  
[CGFA-GHCF. DECEMBER 2022.BILLING STATEMENTS.PDF](#)

8. Discuss And Consider An Amendment To The Program Development And Procedures For Property Acquisition (R. Bastein)

Documents:

[PROPOSED PURCHASE PROGRAM\\_2023.01\\_REV TF.PDF](#)

9. Discuss Plan Of Work In Preparation For Council Workshop On March 23, 2023
10. Real Estate Committee (J. Lightfoot/M. McCutcheon)
  - a. Receive an update and discuss available properties
11. Future Agenda Items

12. Adjourn

I certify that the above Notice of Meeting was posted in a place convenient to the public in compliance with Chapter 551 of the Texas Government Code on March 10, 2023 at 4:25 P.M.

Janelle Williams, City Secretary

\*City Council Members may be attending and participating in the discussions

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), PERSONS IN NEED OF A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHALL, WITHIN THREE (3) DAYS PRIOR TO ANY PROCEEDING, CONTACT THE CITY SECRETARY'S OFFICE, SUITE 201, 823 ROSENBERG, GALVESTON, TEXAS 77550 (409-797-3510).

**Galveston Island Redevelopment Authority (RDA)  
Galveston Housing Finance Corporation (GHFC)  
Galveston Property Finance Authority (GPFA)  
Regular Meeting - January 10, 2023**

1/10/2023 - Minutes

1. Declaration Of A Quorum And Call Meeting To Order

**John Lightfoot declared a quorum and called the meeting to order at 10:05 a.m.**

2. Roll Call

**Present: Maureen McCutchen, Mark McKenna, Leon Phillips, Sam Dell'Olio, and John Lightfoot.**

**Absent: Patricia Bolton-Legg and Chris Robb.**

3. Conflicts Of Interest

**None.**

4. Public Comments (Limited To Three Minutes Each)

**None.**

5. Consider For Approval Minutes Of The November 8, 2022 Meeting

**Sam Dell'Olio made a motion to approve the November 8, 2022 meeting minutes, with Mark McKenna seconding the motion. Unanimously approved by those present.**

6. Discuss And Consider Treasurer's Report (C. Robb)

7. Discuss And Consider Approval Of Invoices

**GHFC/GPFA - Mark McKenna made a motion to approve Robert Bastien's invoices in the amount of \$181.00 and \$230.00 (GHFC), and \$181.00 and \$230.00 (GPFA), with John Lightfoot seconding the motion. Unanimously approved by those present.**

8. Real Estate Committee (J. Lightfoot/M. McCutchen/S. Dell'Olio)

**John Lightfoot reported that there are no vacant properties currently on the market that qualify for the program. The lots discussed at last month's meeting are either pending or sold, and there are currently only four active lots that qualify in 77550 and 77551. He discussed with the board perhaps looking at acquiring single family homes in the \$250,000 to \$350,000 price range currently on the market and offering down payment assistance, zero down payment assistance, or assistance with homes needing remodeling.**

9. Discuss And Receive Update Regarding Program Development And Procedures For Property Acquisition (R. Bastien)

Robert Bastien discussed with the board options for the corporation's real estate committee members to acquire properties, get a contract signed, and have a meeting for the board to ratify or not. He stated that the corporation could be building houses as they have done in the past. John Lightfoot stated that the cost for materials are much higher than they were two years ago, but the corporation could acquire land and hold onto it until the time is right.

Maureen McCutchen made a motion to approve the amended Purchase Program, with Sam Dell'Olio seconding the motion. Unanimously approved by those present.

10. Future Agenda Items

Discussion of down payment assistance, a zero down payment program, and assistance for homes needing remodeling.

Discussion of a letter from Texas Bank related to an email sent to Sam Dell'Olio from Frank Security Safekeeping to the Galveston Property Finance Authority requesting signatures on a release.

11. Adjourn

The meeting was adjourned at 11:15 a.m.

DRAFT

**Robert E Bastien**

Tramonte, Tramonte & Bastien, P. C.  
1605 23rd Street  
Galveston, TX 77550

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February 15, 2023

Invoice submitted to:

GHFC

2020-10

c/o Michele Hay  
Economic Development Coordinator  
3015 Market St.  
Galveston, TX 77550

Period ending 1/31/2023

In Reference To: General - 2020

	<u>Amount</u>
<b>Previous balance</b>	<b>\$450.00</b>
Balance due	<u>\$450.00</u>

**Robert E. Bastien**  
Tramonte, Tramonte & Bastien, P. C.  
1605 23rd Street  
Galveston, TX 77550

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February 15, 2023

Invoice submitted to:

GHFC

2022-14

c/o Michele Hay  
Economic Development Coordinator  
3015 Market St  
Galveston, TX 77550

Period ending 1/31/2023

In Reference To: General: 2022

Invoice #15265

Professional Services

	<u>Hours</u>
1/6/2023 REB Received e-mail from Michelle Hay; Sent e-mail to Board, etc.	0.10
1/10/2023 REB Attendance at Board Meeting; Post-meeting conference with Christine Bryant of Vision Galveston	1.00
REB Instructed assistant regarding revisions to Plan; Reviewed draft	0.05
1/11/2023 REB Composed e-mail to J. Lightfoot; Directed assistant to attach Program draft; Sent e-mail	0.05
1/20/2023 REB Called City Hall; Conferred by phone with Michele Hay; delivered Program documents to City Secretary's office	0.10

	<u>Amount</u>
<b>For professional services rendered</b>	<b>1.30</b> <b>\$260.00</b>
<b>Previous balance</b>	<b>\$1,858.00</b>
Balance due	<u><u>\$2,118.00</u></u>

**Robert E. Bastien**  
Tramonte, Tramonte & Bastien, P. C.  
1605 23rd Street  
Galveston, TX 77550

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February 15, 2023

Invoice submitted to:

City of Galveston Property Finance Authority, Inc.  
c/o Michele Hay  
Economic Development Coordinator  
3015 Market St  
Galveston, TX 77550

2022-09

Period ending 1/31/2023  
In Reference To: General:2022  
Invoice #15259

Professional Services

	<u>Hours</u>
1/6/2023 REB Received e-mail from Michelle Hay; Sent e-mail to Board, etc.	0.10
1/10/2023 REB Attendance at Board Meeting; Post-meeting conference with Christine Bryant of Vision Galveston	1.00
REB Instructed assistant regarding revisions to Plan; Reviewed draft	0.05
1/11/2023 REB Composed e-mail to J. Lightfoot; Directed assistant to attach Program draft; Sent e-mail	0.05
1/20/2023 REB Called City Hall; Conferred by phone with Michele Hay; delivered Program documents to City Secretary's office	0.10

	<u>Amount</u>
<b>For professional services rendered</b>	<b>1.30</b>
<b>Previous balance</b>	<b>\$1,507.00</b>
Balance due	<u><u>\$1,767.00</u></u>

**Robert E. Bastien**

Tramonte, Tramonte & Bastien, P. C.  
1605 23rd Street  
Galveston, TX 77550

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January 20, 2023

Invoice submitted to:

GHFC

2020-10

c/o Michele Hay  
Economic Development Coordinator  
3015 Market St  
Galveston, TX 77550

Period ending 12/31/2022

In Reference To: General - 2020

	<u>Amount</u>
<b>Previous balance</b>	<b>\$450.00</b>
Balance due	<u><u>\$450.00</u></u>

**Robert E. Bastien**  
Tramonte, Tramonte & Bastien, P. C.  
1605 23rd Street  
Galveston, TX 77550

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January 20, 2023

Invoice submitted to:

City of Galveston Property Finance Authority, Inc.  
c/o Michele Hay  
Economic Development Coordinator  
3015 Market St  
Galveston, TX 77550

2022-09

Period ending 12/31/2022  
In Reference To: General:2022

	<u>Amount</u>
Previous balance	<b>\$1,507.00</b>
Balance due	<u><u>\$1,507.00</u></u>

**Robert E. Bastien**

Tramonte, Tramonte & Bastien, P. C.  
1605 23rd Street  
Galveston, TX 77550

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January 20, 2023

Invoice submitted to:

GHFC

2022-14

c/o Michele Hay  
Economic Development Coordinator  
3015 Market St  
Galveston, TX 77550

Period ending 12/31/2022

In Reference To: General: 2022

Invoice #15231

Additional Charges :

	<u>Amount</u>
12/21/2022 Web Inquiry	\$1.00
<b>Total additional charges</b>	<u>\$1.00</u>
<b>Previous balance</b>	<b>\$1,857.00</b>
Balance due	<u><u>\$1,858.00</u></u>

Pursuant to Article IV of the Articles of Incorporation or Restated Certificate of Formation of the City of Galveston Property Finance Authority, Inc. and under Chapter 394 of the Texas Local Government Code, the Board of Directors of the City of Galveston Property Finance Authority, Inc. and Galveston Housing Finance Corporation request approval by the Galveston City Council of the following proposed program:

**GALVESTON HOUSING FINANCE CORPORATION AND CITY OF GALVESTON  
PROPERTY FINANCE AUTHORITY, INC. PROPOSED EXPERIMENTAL PROGRAM  
FOR PROPERTY ACQUISITION AND DEVELOPMENT**

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Galveston Housing Finance Corporation (“GHFC”) and The City of Galveston Property Finance Authority, Inc. (“GPFA”) propose to conduct an experimental program for the acquisition, by purchase or donation, of vacant properties or properties in need of rehabilitation, in the City of Galveston for the purpose of holding such properties for the development of new construction of single-family homes or rehabilitation of existing single-family homes by GPFA, GHFC, other community-based non-profit organizations, or private developers. The Program will have the following features:

a) Properties will be located or solicited through the efforts of GHFC/GPFA’s Board members. The services of licensed real estate brokers may be obtained to assist in this process. Consideration will be given to the purchase of properties at tax foreclosure sales, and to the purchase of properties owned by local governmental entities and deemed by them to be surplus to their needs.

b) The identity of properties to be purchased and the purchase price thereof will be at the discretion of GHFC/GPFA’s Board.

c) In view of the perceived need for immediate action in regard to submitting online bids for the purchase of properties being foreclosed upon for ad valorem taxes, the GHFC/GPFA Board proposes to vest two Board members with the authority to submit bids up to a specific dollar

figure without the convening of a Board meeting for approval of the bid. This amount will be set by Board resolution from time-to-time.

d) Title to acquired properties will be initially vested in GHFC or GPFA, at the discretion of GHFC/GPFA's Board.

e) Acquired properties may be developed by GHFC, GPFA, other community-based non-profit organizations, or private developers, to be sold after development as housing for current residents of the City of Galveston, for families in which at least one member works in the City of Galveston, or for families whose primary residence will be in the City of Galveston.

f) Properties on which GHFC itself constructs or rehabilitates homes shall be sold to persons or heads of household meeting the requirement of subparagraph (e). In addition, consistent with the statutory purposes of Texas housing finance corporations, persons living in households in which the household income exceeds 140% of Galveston County 2020 median household income (which at present would equal \$104,486.20) shall not be eligible for the purchase of such homes.

g) GHFC/GPFA's Board shall establish any other terms and conditions for the sale of housing built or rehabilitated on GHFC or GPFA property as the Board shall determine to be reasonable and consistent with the goals of GHFC and GPFA, including restrictions on resale for a period of five years.

h) Properties acquired during the program which are deemed by GHFC/GPFA's Board (at its sole discretion) to be unsuitable for development as housing or surplus to GHFC/GPFA's own efforts to develop housing (due to changing markets, unexpected increases in the costs of construction, or other conditions arising subsequent to the original acquisition of a property), may be sold by GHFC or GPFA, or retained for possible later use or disposition.

*During 1/10/2023 meeting, made the following changes:*

i) The Program shall expire on December 31, 2024, but may be extended by action of the City of Galveston for two one-year successive terms. The development or resale of properties acquired during the Program's initial term may continue until all such properties have been disposed of, and provided further that undeveloped or unsold properties may be retained by GHFC or GPFA for subsequent use by GHFC or CGPFA, or disposition to third-parties.

APPROVED by the Board on November 8, 2022

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PATRICIA BOLTON-LEGG, President