

Notice of Meeting

Galveston Island Redevelopment Authority (RDA)

Galveston Housing Finance Corporation (GHFC)

Galveston Property Finance Authority (GPFA)

Tuesday - September 13, 2022 - 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 June 7, 2022 Meeting
6. Discuss And Consider Hiring A Bookkeeper For Galveston Housing Finance Corp/Galveston Property Finance Authority (P. Bolton-Legg)
7. Discussion Items To Determine Plan Of Work

1. Draft Property Inquiry Letters (R. Bastien)

Documents:

[SAMPLE PROPERTY INQUIRY LETTERS_RB.PDF](#)

8. Discuss And Consider Approval Of Invoices

- a. TIRZ 13
 - b. RDA
 - c. GHFC/GPFA

Documents:

[CGFA-GHCF MAY-JULY 2022 BILLING STMTS_COMBINED.PDF](#)

9. Discuss And Consider Treasurer's Report/Bank Statements (C. Robb)
10. Real Estate Committee (J. Lightfoot/M. McCutcheon)
11. Future Agenda Items
12. Adjournment

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 September 9, 2022 at 2:45 P.M.

Janelle Williams

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).

EXAMPLE 1

TRAMONTE, TRAMONTE & BASTIEN

A PROFESSIONAL CORPORATION
ATTORNEYS AT LAW
1605 23RD STREET
GALVESTON, TX 77550

ROBERT E. BASTIEN
Board Certified in Civil Trial Law
Texas Board of Legal Specialization

TELEPHONE
(409) 763-2454 Ext. 10
FAX (409) 763-4309

(Date)

(Name)
(Address)
(City, State, Zip)

Re: (Property Address), Galveston, Texas

Dear M_____:

I have noticed that both houses on the property you own at (Property Address) have been condemned by the City as uninhabitable. I have a client who is interested in purchasing vacant land in that area, and although the houses on your property would need to be demolished, my client has asked me to contact you to find out if you would be interested in selling your property, and at what price.

The Central Appraisal District has appraised the land at \$_____, and the structures at only \$_____. For our purposes, of course, the structures have no value, and it will actually cost money to have them torn down. Nevertheless, I am willing to discuss a fair price if you are interested in selling.

Please contact me when you receive this letter, even if you are not interested in selling at this time.

Very Truly Yours,

Robert E. Bastien

REB/lg

TRAMONTE, TRAMONTE & BASTIEN

A PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

1605 23RD STREET

GALVESTON, TX 77550

ROBERT E. BASTIEN*

Board Certified in Civil Trial Law

Texas Board of Legal Specialization

TELEPHONE

(409) 763-2454 Ext. 10

FAX (409) 763-4309

(Date)

(Name)

(Address)

(City, State, Zip)

Re: (Property Address), Galveston, Texas

Dear M_____:

I have a client interested in purchasing your grandfather's property at (Property Address) in Galveston. The property tax account is in the name of (Name), and my office was able to discover that she was your aunt. I do not know who else to contact regarding the property, and am hoping you can contact your relatives to discuss this matter with them.

The Galveston Central Appraisal District has appraised the land at \$_____, and the structures at only \$_____. However, I recently noticed that both of the houses had been condemned by the City of Galveston as uninhabitable, and therefore (since it will cost money to carry out the demolition), I do not believe the structures have any remaining value. Nevertheless, I am willing to discuss a fair price if you think your family might be interested in selling.

Please contact me when you receive this letter to discuss this matter.

Very Truly Yours,

Robert E. Bastien

REB/lg

EXAMPLE 3

TRAMONTE, TRAMONTE & BASTIEN

A PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

1605 23RD STREET

GALVESTON, TX 77550

ROBERT E. BASTIEN
Board Certified in Civil Trial Law
Texas Board of Legal Specialization

TELEPHONE
(409) 763-2454 Ext. 10
FAX (409) 763-4309

(Date)

(Name)

(Address)

(City, State, Zip)

Re: (Property Address)

Dear M_____:

I have a client who is interested in purchasing property you own at (Property Address), and who has asked me to contact you to find out if you would be interested in selling, and at what price. I have not checked the property tax status. There are no structures on the property and the Galveston Central Appraisal District has appraised the land at only \$_____.

I would appreciate an opportunity to discuss the purchase of the property with you. Please call me.

Very Truly Yours,

Robert E. Bastien

REB/lg

Robert E. Bastien

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

June 9, 2022

Invoice submitted to:

GHFC

2020-10

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

Period ending **5/31/2022**

In Reference To: General - 2020

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

Robert E. Bastien

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

June 9, 2022

Invoice submitted to:

GHFC

2022-14

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

Period ending 5/31/2022

In Reference To: General: 2022

Invoice #15049

Professional Services

		<u>Hours</u>
5/10/2022	REB Attendance at joint Board meeting	0.65
5/11/2022	REB Attendance at Board meeting	0.80
5/12/2022	REB Drafted Program for property acquisition; Reviewed drafts; Composed cover e-mail to P. Bolton-Legg	0.50
		<u>Amount</u>
	For professional services rendered	1.95 \$390.00
	Previous balance	\$1,451.00
	Accounts receivable transactions	
5/18/2022	Payment - Thank You	(\$1,271.00)
	Total payments and adjustments	(\$1,271.00)
	Balance due	<u>\$570.00</u>

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

July 5, 2022

Invoice submitted to:

City of Galveston Property Finance Authority, Inc.

2022-09

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

Period ending **6/30/2022**

In Reference To: General:2022

Invoice #15066

Professional Services

	<u>Hours</u>
6/7/2022 REB Reviewed Agenda, prepared revised version of proposed Program	0.10
REB Attended Board meeting at City Hall	0.65
6/10/2022 REB Adapted prior letter drafts to generic form; Reviewed new drafts; composed e-mail to M. Hay and P. Bolton-Legg; Directed assistant to attach drafts to e-mail; Sent e-mail	0.20

	<u>Amount</u>
For professional services rendered	0.95 \$190.00
Previous balance	\$570.00
Balance due	\$760.00

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

July 5, 2022

Invoice submitted to:

GHFC

2020-10

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

Period ending 6/30/2022

In Reference To: General - 2020

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

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

July 5, 2022

Invoice submitted to:

GHFC

2022-14

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

Period ending 6/30/2022

In Reference To: General: 2022

Invoice #15071

Professional Services

			<u>Hours</u>
6/7/2022	REB	Reviewed Agenda, prepared revised version of proposed Program	0.10
	REB	Attended Board meeting at City Hall	0.65
6/10/2022	REB	Adapted prior letter drafts to generic form; Reviewed new drafts; composed e-mail to M. Hay and P. Bolton-Legg; Directed assistant to attach drafts to e-mail; Sent e-mail	0.20
			<u>Amount</u>
For professional services rendered			0.95 \$190.00
Previous balance			\$570.00
Balance due			\$760.00

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

August 4, 2022

Invoice submitted to:

GHFC

2020-10

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

Period ending **7/31/2022**

In Reference To: General - 2020

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

Robert E. Bastien

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

August 5, 2022

Invoice submitted to:

GHFC

2022-14

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

Period ending 7/31/2022

In Reference To: General: 2022

Invoice #15107

Professional Services

		<u>Hours</u>
7/8/2022	REB Magnolia Holding: Received forwarded e-mails from J. Lightfoot to P. Bolton-Legg; Sent e-mail to J. Lightfoot and received reply, sent e-mail; Checked for Magnolia Holding Company online; Sent e-mail to J. Lightfoot (xc to P. Bolton-Legg)	0.15
7/11/2022	REB Magnolia Holding: Drafted letter to Magnolia Holding; Reviewed drafts	0.30
	REB Magnolia Holding: Online property search regarding Magnolia Holding property (Appraisal, tax accounts, tax maps, aerial photos)	0.35
	REB Magnolia Holding: Composed cover e-mail to P. Bolton-Legg (N/C)	0.05
7/12/2022	REB Magnolia Holding: Re-did e-mail to P. Bolton-Legg; Directed assistant to attach draft letter to e-mail after review of final draft; Sent e-mail	0.10
7/14/2022	REB Magnolia Holding: Received e-mail from P. Bolton-Legg; sent reply e-mail (x2); Revised draft of Magnolia letter; Sent e-mail to J. , received reply; final revisions to letter	0.15
7/15/2022	REB Magnolia Holding: Reviewed final draft of letter; Sent e-mail to P. Bolton-Legg and J. Lightfoot regarding signature; Received e-mail replies; Conferred with assistant regarding obtaining signatures	0.10
7/29/2022	REB Magnolia Holding: Sent e-mail to P. Bolton-Legg regarding letter; Received reply; Obtained signature on letter; Directed assistant to mail letter	0.10

	<u>Amount</u>
For professional services rendered	1.30 \$260.00
Previous balance	\$760.00

	<u>Amount</u>
Accounts receivable transactions	
7/11/2022 Credit Adjustment: Property search and e-mail to P. Bolton-Legg 7/11 (.4 hrs)	<u>(\$80.00)</u>
Total payments and adjustments	<u>(\$80.00)</u>
Balance due	<u><u>\$940.00</u></u>

Robert E. Bastien

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

June 9, 2022

Invoice submitted to:

City of Galveston Property Finance Authority, Inc.

2022-09

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

Period ending 5/31/2022

In Reference To: General:2022

Invoice #15044

Professional Services

		<u>Hours</u>
5/10/2022	REB Attendance at joint Board meeting	0.65
5/11/2022	REB Attendance at Board meeting	0.80
5/12/2022	REB Drafted Program for property acquisition; Reviewed drafts; Composed cover e-mail to P. Bolton-Legg	0.50
		<u>Amount</u>
	For professional services rendered	1.95 \$390.00
	Previous balance	\$1,321.00
	Accounts receivable transactions	
5/18/2022	Payment - Thank You	(\$1,141.00)
	Total payments and adjustments	(\$1,141.00)
	Balance due	<u>\$570.00</u>

Robert E. Bastien

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

August 5, 2022

Invoice submitted to:

City of Galveston Property Finance Authority, Inc.

2022-09

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

Period ending 7/31/2022

In Reference To: General:2022

Invoice #15099

Professional Services

		<u>Hours</u>
7/8/2022	REB Magnolia Holding: Received forwarded e-mails from J. Lightfoot to P. Bolton-Legg; Sent e-mail to J. Lightfoot and received reply, sent e-mail; Checked for Magnolia Holding Company online; Sent e-mail to J. Lightfoot (xc to P. Bolton-Legg)	0.15
7/11/2022	REB Magnolia Holding: Drafted letter to Magnolia Holding; Reviewed drafts	0.30
	REB Magnolia Holding: Online property search regarding Magnolia Holding property (Appraisal, tax accounts, tax maps, aerial photos)	0.35
	REB Magnolia Holding: Composed cover e-mail to P. Bolton-Legg (N/C)	0.05
7/12/2022	REB Magnolia Holding: Re-did e-mail to P. Bolton-Legg; Directed assistant to attach draft letter to e-mail after review of final draft; Sent e-mail	0.10
7/14/2022	REB Magnolia Holding: Received e-mail from P. Bolton-Legg; sent reply e-mail (x2); Revised draft of Magnolia letter; Sent e-mail to J. Lightfoot, received reply; final revisions to letter	0.15
7/15/2022	REB Magnolia Holding: Reviewed final draft of letter; Sent e-mail to P. Bolton-Legg and J. Lightfoot regarding signature; Received e-mail replies; Conferred with assistant regarding obtaining signatures	0.10
7/29/2022	REB Magnolia Holding: Sent e-mail to P. Bolton-Legg regarding letter; Received reply; Obtained signature on letter; Directed assistant to mail letter	0.10

	<u>Amount</u>
For professional services rendered	1.30 \$260.00
Previous balance	\$760.00

	<u>Amount</u>
Accounts receivable transactions	
7/11/2022 Credit Adjustment: Property search and e-mail to P. Bolton-Legg 7/11 (.4 hrs)	<u>(\$80.00)</u>
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Balance due	<u><u>\$940.00</u></u>