

Board of Directors Meeting

July 14, 2016

3:30 p.m.

Agenda

1. Roll Call
2. Public Comment
3. Approval of Minutes for the Meeting of June 9, 2016
4. Appointment of Interim Executive Director
5. Updates
 - Mercadien, P.C., Certified Public Accountants
 - Pricing Model
 - Property Transfers
5. Extension of JMT Contract
6. Extension of Contract with Drexel University – Andrea Saah
7. Amendment to Contract with Drexel University – Fellows Program
8. Adjournment

This meeting is open to the public

PHILADELPHIA LAND BANK

BOARD MEETING MINUTES

A meeting of the Board of Directors of the Philadelphia Land Bank was held on Thursday, June 9, 2016 commencing at 3:30 p.m. in the offices of the Philadelphia Housing Development Corporation, being its regular meeting place, 17th Floor, 1234 Market Street, Philadelphia, Pennsylvania, pursuant to proper notices.

CALL TO ORDER

Ms. Rashid called the meeting to order at 3:30 p.m.

Agenda Item 1

Roll Call

The following members of the Board of Directors reported present: Majeedah Rashid, Chair; Paul L. Badger, Jr., Vice Chair; Jennifer Kates, Secretary; Deborah McColloch, Treasurer; Anjali Chainani; Nora Lichtash; and Courtney Voss (arriving 4:00 p.m.).

The following members of the Board of Directors were not present: Christian Dunbar, Jennifer Rodriguez and Herbert Wetzel.

The following staff members were present: Nicholas Scafidi, Esq., John Carpenter, Christi Jackson, William Bradley, Victoria Welch and Paul Chrystie.

Public Attendees: The list of public attendees is attached to these minutes.

A quorum of directors was present and the meeting, having been duly convened, was ready to proceed with business.

Agenda Item 2

Public Comment

Ms. Rashid asked if any member of the public wished to comment upon any item on the Board's agenda.

Ms. Rashid recognized Ms. Dianne Munroe who represents West Poplar Neighbors. Ms. Munroe raised her objections to the sale of 1140 Mt. Vernon Street. This neighborhood group has been maintaining the parcel for thirty years and would like to see it remain a garden. There is a mural on the property located at 1136 Mt. Vernon Street and construction on 1140 Mt. Vernon would

block the mural. 1138 Mt. Vernon has been sold and plans are being developed for the construction of a house. This would totally block the mural.

Ms. Munroe also requested that we assist in the preservation of the Dr. J mural located on Ridge Avenue. Deborah McColloch requested that the Land Bank staff obtain information.

Agenda Item 3

Approval of Board Minutes

Board Action

Ms. Rashid called for a motion to approve the minutes of the Board meeting of May 12, 2016.

Upon motion made and duly seconded, the minutes of May 12, 2016 were approved as presented.

Agenda Item 4

Updates

JMT Project

Mr. Bradley reported that only \$25,000 of the JMT contract has been spent to date. He will ask the Board at the July meeting to extend the contract. The initial contract was supposed to end in June.

Tax Sale Acquisitions

Mr. Carpenter reported that 13 properties were acquired at the May 24th Tax Sale. We anticipate another fifty-five properties within the next several months.

Property Transfers

Ms. Saah reported that over 1,100 properties have been transferred to the Land Bank. In addition, it is anticipated that another 800 deeds will be recorded by the end of August.

Agenda Item 5

Approval to Convey

Mr. Carpenter requested approval of the conveyance of 1140 Mt. Vernon Street to Gary R. Clarke and Rachel S. Collins for the construction of an owner occupied single family home. The sale price, based on an appraisal, is \$130,000.

Deborah McColloch requested that pictures of the mural located on 1136 Mt. Vernon be taken and memorialized for the community in the form of a plaque or framed presentation. Further, it was recommended that the Land Bank consult with the Mural Arts Program on the sale of a property that will impact the visibility of a mural.

Upon motion made and duly seconded, the sale of 1140 Mt. Vernon Street was approved as follows:

RESOLUTION NO. 2016 – 8

**RESOLUTION AUTHORIZING CONVEYANCE OF 1140 MT. VERNON STREET
TO GARY R. CLARKE AND RACHEL S. COLLINS**

WHEREAS, Section 16-707 of the Philadelphia Code authorizes the Philadelphia Land Bank (“Land Bank”) to convey, exchange, sell, transfer, lease, grant or mortgage interests in real property of the Land Bank, subject to review of the Vacant Property Review Committee and resolution by City Council, and subject further to certain stated terms and conditions; and

WHEREAS, the Vacant Property Review Committee reviewed the transfer of 1140 Mt. Vernon Street at its public meeting held on April 12, 2016 and City Council approved this conveyance by resolution adopted on April 28, 2016.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Philadelphia Land Bank that:

1. The Land Bank determines that conveyance of 1140 Mt. Vernon Street (the “Property”) to Gary R. Clarke and Rachel S. Collins for the consideration of One Hundred Thirty Thousand Dollars (\$130,000) to be in the best interests of the Land Bank.
2. The conveyance of the Property complies with all terms and conditions of Section 16-707 of the Philadelphia Code.
3. The Executive Director is authorized to prepare, execute and deliver an agreement, deed and all other documentation necessary to effectuate the purposes of this Resolution which shall contain such terms and conditions as the Executive Director and General Counsel shall deem necessary or appropriate to protect the interests of the Land Bank.
4. The Executive Director with the advice of General Counsel may allow modifications to this Resolution necessary or desirable to carry out its purposes and intents.

Agenda Item 6

Adoption of Disclosure and Disqualification Policy to Land Bank Staff

Mr. Carpenter requested the Board to extend the Land Bank's Disclosure and Disqualification Policy, as applicable to Board members, to all staff members.

A motion was made and approved to amend the proposed resolution to state that the policy would take effect provided it did not violate any collective bargaining unit contract.

Upon motion made and duly seconded, the amended Resolution was approved as follows:

RESOLUTION NO. 2016 - 9

RESOLUTION EXTENDING LAND BANK PUBLIC DISCLOSURE AND DISQUALIFICATION PROCEDURE FOR CONFLICT ISSUES TO LAND BANK STAFF

NOW THEREFORE, BE IT RESOLVED by the Philadelphia Land Bank that:

1. The Public Disclosure and Disqualification Procedure for Conflict Issues adopted by the Board as Resolution No. 2015 - 21 shall be applicable to those employees who perform work on behalf of the Land Bank upon the condition that these procedures do not violate any contract with bargaining unit employees.

2. As applicable, the use of the term "Member" in the Policy shall be read to include any person who is considered Land Bank staff.

Other Business

Ms. Kates asked about status of the FY 17 budget. She requested an update on staffing, outstanding MOU's, cash flow and projected inventory and sales. She further requested that the Finance Committee meet prior to the next Board Meeting.

The Board thanked John Carpenter for his years of service and dedication to the creation, operation and success of the Philadelphia Land Bank.

There being no further business to come before the Board, Ms. Rashid declared the meeting adjourned at 4:350 p.m.

SECRETARY TO THE BOARD

PHILADELPHIA LAND BANK

Board of Directors Meeting

Thursday, June 9, 2016

3:30pm

GUEST SIGN-IN SHEET

NAME

1) Diane Mowbray

2) Eric Borzini

3) Vandelya Leach

4) _____

5) _____

6) _____

7) _____

8) _____

9) _____

10) _____

11) _____

E-MAIL ADDRESS

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COMPANY

Philadelphia Land Bank

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RSVIP Productions

Andrea Saah

From: Arthur Czapka <amczapka@gmail.com>
Sent: Tuesday, April 26, 2016 7:44 PM
To: Land Bank
Subject: public comments regarding the sale of the property located

To whom it may concern,

As a long time resident of 1128 Mount Vernon Street Philadelphia PA 19123, I implore the Philadelphia Land Bank not to sell the property located at 1140 Mount Vernon Street Philadelphia 19123. Doing so would remove the last green space on the block and obscure a beautiful mural on the adjacent property.

r/s

Arthur Czapka
267 342 1675

RESOLUTION NO. 2016 -

**RESOLUTION APPOINTING AN INTERIM EXECUTIVE DIRECTOR
OF PHILADELPHIA LAND BANK**

WHEREAS, the Pennsylvania Land Bank Act, 68 Pa. C.S.A. § 2101, *et seq.*, provides that a land bank may employ or enter into a contract for an executive director; and

WHEREAS, the Board wishes to appoint an individual to replace Nicholas J. Scafidi as the Land Bank's Interim Executive Director.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Philadelphia Land Bank that Tania Nikolic shall serve as Interim Executive Director of the Land Bank until such time as the Board identifies and appoints a successor Executive Director.

MEMORANDUM

Date: July 6, 2016
To: Board of Directors
From: Beau Bradley
Re: Contract Extension for Technical Services Contract with JMT Technology Group

The JMT contract for technical services provides a series of resources to achieve specific technical and business goals integral to supporting the Philadelphia Land Bank. The project's deliverables are comprised of three main areas: (1) user needs assessments, (2) infrastructure redesign and enhancement and (3) an improved public web application and reporting warehouse.

To date the project has been moving along and is preparing initial deliverables but will require an amendment to the contract for a time extension in order to meet all deliverables for this phase of the project.

The Contract has an effective date of January 7, 2016 with a termination date of June 30, 2016. It will require an extension until December 31, 2016 to complete the stated deliverables.

The project has not been able to gain full momentum for a host of administrative and business reasons. While there have been challenges, the project team has been able to chart a course to maximize the project success and deliver a series of recommendations, user interface wireframes, along with functional requirements and plans for the infrastructure upgrades.

Over the next few months, the team projects the delivery of an alpha site based on the current user interface designs as a new public web application. In order to support the alpha site, required improvements to the current infrastructure and the implementation of a new commercial cloud platform will be completed. Additional functional requirements and a preliminary budget for next phase implementation will be discussed.

RESOLUTION NO. 2016 –

RESOLUTION AUTHORIZING A FIRST AMENDMENT TO PROFESSIONAL SERVICES CONTRACT WITH JOHNSON, MIRMIRAN & THOMPSON, INC.

WHEREAS, on December 10, 2015, the Board adopted Resolution No. 2015- 28 which authorized a professional services contract with Johnson, Mirmiran & Thompson, Inc. (“JMT”) to provide technical resources for the next phase of development for the Land Bank’s GIS system architecture, web map applications and spatial tools, with an initial maximum compensation, including out-of-pocket expenses, not to exceed One Hundred Thousand Dollars (\$100,000).

WHEREAS, the Land Bank and JMT executed an Agreement For Professional Services with an effective date of January 7, 2016 and a termination date of June 30, 2016;

WHEREAS, the parties wish to extend the termination date of the Contract to allow completion of all services required thereunder, but without any change to compensation; and

WHEREAS, the Land Bank has determined that a time extension of the Contract is in the best interest of the Land Bank.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Philadelphia Land Bank that authorization is hereby given for the Land Bank to enter into a First Amendment to the Agreement For Professional Services with Johnson, Mirmiran & Thompson, Inc. to extend the termination date of the Contract from June 30, 2016 to December 31, 2016 without change to any other term or provision of the Contract.

FURTHER RESOLVING, that the Interim Executive Director of the Land Bank is authorized to prepare, execute and deliver an Agreement necessary to effectuate the purposes of this Resolution which shall contain such terms and conditions as the Interim Executive Director and General Counsel shall deem necessary or appropriate to protect the interests of the Land Bank.

MEMORANDUM

Date: July 7, 2015
To: Board of Directors
From: Guy Thigpen
Re: Proposed Amendment for Drexel Fellows Contract

The Land Bank has an existing contract with Drexel University to provide staff for technical assistance in our deed reconciliation project and pricing model work. The Redevelopment Authority has asked for the Land Bank's assistance in pricing its assets for financial reporting purposes - work that can be done by expanding the staff support under the existing Drexel contract.

The Board is asked to approve an amendment to the Drexel contract by increasing compensation by \$22,000 which will allow the Drexel Fellows to perform the PRA work.

PRA's inventory valuation has been static for many years. This has created an audit exception. In order to correct this exception, the value of the properties at the time of acquisition needs to be determined. Through a spatial regression technique, PRA's consultant, Kevin Gillen, can identify the value of the property at the time of acquisition.

The Fellows will perform the research needed by Dr. Gillen. The type of research is very similar to the research conducted for the parcel reconciliation project.

We request that the Board consider and approve the contract amendment.

RESOLUTION NO. 2016 -

**RESOLUTION AUTHORIZING A THIRD AMENDMENT TO
PROFESSIONAL SERVICES CONTRACT WITH DREXEL UNIVERSITY**

WHEREAS, on May 14, 2015, the Board adopted Resolution No. 2015-14 which authorized a Professional Services Contract with Drexel University (the "Initial Drexel Contract") for the purpose of providing student assistance and research for (i) the transfer of property from the City land-holding agencies to the Land Bank, (ii) geospatial analysis necessary to support the land pricing model which the Land Bank was developing, and (iii) development of a Structure Hedonic Model for pricing of vacant structures;

WHEREAS, the parties entered into an amendment of the Initial Drexel Contract, effective December 17, 2015 and designated Amendment No. 1, for the sole purpose of extending the Term of the Initial Drexel Contract;

WHEREAS, by Resolution No. 2016 – 1 adopted January 14, 2016, the Land Bank approved a second amendment to the Initial Drexel Contract to increase compensation by an additional \$126,500 for a total maximum compensation not to exceed \$236,500 and extend the contract term to September 30, 2016 in order to allow completion of work undertaken in the Initial Drexel Contract;

WHEREAS, the Philadelphia Redevelopment Authority has requested the Land Bank's assistance by providing research necessary to perform a proper valuation of its land assets;

WHEREAS, the work requested by the Redevelopment Authority can be performed by the staff now working with the Land Bank pursuant to the Drexel Contract, as amended; and

WHEREAS, the Land Bank desires to provide this assistance to the Redevelopment Authority.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Philadelphia Land Bank that:

1. Authorization is hereby given for the Land Bank to enter into a Third Amendment to Professional Services Contract with Drexel University ("Third Amendment") to permit performance of the services requested by the Redevelopment Authority.
2. The Third Amendment shall provide for additional compensation of \$22,000, for a total maximum compensation not to exceed \$258,500, with a termination date of September 30, 2016.

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3. The Interim Executive Director is authorized to prepare, execute and deliver a Second Amendment necessary to effectuate the purposes of this Resolution which shall contain such terms and conditions as the Interim Executive Director shall deem necessary or appropriate to protect the interests of the Land Bank.