

Philadelphia Land Bank

Board Meeting

February 12, 2015 3:30 p.m.

1234 Market Street, 17<sup>th</sup> Floor Boardroom

Agenda

1. Roll Call
2. Public Comment (Three minutes per speaker)
3. Approval of minutes from January 26, 2015 meeting
4. Progress Report
5. Approval of Revised budget for fiscal year ending June 30, 2015
6. Contract for services: Micro Implementation Training, Inc.
7. Adoption of Open Records/Right to Know Policy - See Attached
8. Adoption of Public Comment Policy - See Attached
9. Adjourn

## Open Records Policy— Philadelphia Land Bank

Effective January 2015

The Philadelphia Land Bank (the “Land Bank”) has adopted a policy to comply with the Commonwealth's Act 3 of 2008, 65 P.S. §§ 67.101 *et seq.*, commonly known as the "Right to Know Law." With certain exceptions, members of the public have the right to inspect and/or copy such records upon request.

### 1. Definitions

- a. Right to Know Law (or Open Records Law).** Act 3 of 2008, 65 P.S. §§ 67.101 *et seq.*, commonly known as the Right to Know Law ("Law").
- b. Business day.** Monday through Friday during regular business hours<sup>1</sup>, except those days when the offices of the Land Bank are closed for all or part of a day:
  - i. due to a federal/state/city holiday;
  - ii. due to natural or other disaster; or
  - iii. due to the request or direction of local, state, or federal law enforcement agencies or officials.
- c. Public Record.** Any document that satisfies the general definition of "public record" set forth in the Law and does not fall within any of the exceptions set forth therein, as the definition and exceptions are amended from time to time and as the definition and exceptions are interpreted by state, federal and/or local courts.
- d. Open Records Officer.** Any official or employee of the Land Bank who is officially assigned responsibility for receiving, tracking and responding to requests for information under the Right to Know Law. The Land Bank may designate a Deputy or Secondary Open Records Officer to act in the absence of an Open Records Officer.
- e. Requester.** A person who requests a record under the Right to Know Law.
- f. State Office of Open Records.** The State Office, under the Department of Economic and Community Development, as explained in §1310 of the Right to Know Law. The Office of Open Records shall be responsible for many duties, which include (but are not limited to): issuing advisory opinions, training agencies and public employees, assigning appeals officers to review decisions and conducting a biannual review of fees allowed under the Law.

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<sup>1</sup> 8:30 AM – 5:00 PM

## 2. Open Records Officer

The Open Records Officer for the Land Bank is:

Nicholas J. Scafidi, Esquire  
General Counsel  
Philadelphia Land Bank  
1234 Market Street, 17th Floor  
Philadelphia, PA 19107

215.448-3115 (t)  
[nicholas.scafidi@phila.gov](mailto:nicholas.scafidi@phila.gov)

The Secondary Open Records Officer for the Land Bank is:

John Carpenter  
Philadelphia Land Bank  
1234 Market Street, 17th Floor  
Philadelphia, PA 19107

215.209-8630 (t)  
[john.carpenter@phila.gov](mailto:john.carpenter@phila.gov)

Please note that the City of Philadelphia and some independent elected officials, including the District Attorney's Office and City Controller's Office, may have their own separate and distinct policies. You should contact their respective websites for information specific to their offices, including information concerning their respective open records officers.

## 3. Procedure

The Law requires that the Land Bank act upon each non-anonymous written request when such request is made in person, by mail, by facsimile or by e-mail. The Law does not require that the Land Bank act upon an oral request, and the Land Bank shall refuse to accept oral requests. Furthermore, the Law does not require that the Land Bank act upon an anonymous request, and the Land Bank will refuse to honor an anonymous request.

Pursuant to the Law, the State Office of Open Records has created and published on its website a standard statewide form which must be accepted by the Land Bank for the filing of a request. (<http://openrecords.state.pa.us/portal/server.pt>). Effective February 1, 2012, the Land Bank will require the standard statewide form be used for the submission of Right to Know requests, and will not consider a request to be a written request pursuant to the Right to Know Law unless the request is submitted on or with the standard statewide form. Beginning February 1, 2012, the Land Bank will consider any request not submitted on or with the standard statewide form to be an informal request not subject to the Right to Know Law<sup>2</sup>. If a requester submits a request on or with the standard statewide form after submitting an informal request for the same (or similar) records, the Land Bank will

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<sup>2</sup> The Land Bank reserves the right, at its sole discretion, to use the Right to Know Law as guidance in responding to informal requests for records and/or information.

consider the informal request to have been withdrawn. The Land Bank reserves the right, at its sole discretion, to require a written request pursuant to the Right to Know Law before releasing records. A copy of the standard statewide form appears at the end of this policy.

The Law sets forth various specifications for the contents of a written request. To qualify as a written request under the Right to Know Law and the Land Bank Open Records Policy the request must (a) be directed to the appropriate Open Records Officer designated above, (b) be submitted on or with the standard statewide form, and (c) contain, at a minimum, the following information:

- i. name of requester;
- ii. address of requester; and
- iii. records being sought, identified or described with sufficient specificity to allow the Land Bank to ascertain which records are being requested.

Under the Law, the Land Bank has a duty to make a good faith effort to determine if the record(s) requested is a public record and to respond as promptly as possible under the circumstances existing at the time of the request; this time shall not exceed five (5) business days from the date the request is received by the Land Bank's Open Records Officer. The Law provides that either a final or interim response be provided to the requester within five (5) business days from the date of receipt by the Land Bank. If the Land Bank fails to respond within this five (5) day time period, the Open Records Request is deemed denied.

The Law and the Land Bank's policy contemplate that requesters will receive a response within five (5) business days. The Law, however, does provide the Land Bank with specific reasons that may be invoked to receive a single extension of time which shall not exceed thirty (30) calendar days. If an extension is invoked and no response is provided to the requester within the thirty (30) day time period, the Open Records Request is deemed denied. Additionally, should the Land Bank notify the requester it needs more than the maximum thirty (30) day extension, the request is deemed denied unless the requester has agreed in writing to an extension to the date specified in the notice. If the requester agrees to the extension, the request shall be deemed denied on the day following the date specified in the notice if the Land Bank has not provided a response by that date.

The Land Bank's final response to a request will do one of the following:

- i. grant the request;
- ii. deny the request;
- iii. grant the request in part and deny the request in part; or
- iv. grant the request and redact part of the information provided pursuant to the Law and/or other applicable federal, state and local law.

#### 4. Appeals of Denied Requests

If a request for access to a record is denied (in whole or in part) or deemed denied, the requester may file an appeal with the State Office of Open Records within fifteen (15)

business days of the mailing date of the Land Bank's denial. The appeal should state the grounds upon which the requester asserts the items requested are public and/or financial records under the Law; the appeal shall also address any grounds stated by the Land Bank for denying the request. Appeals to the State Office of Open Records should be directed to the following address: Commonwealth of Pennsylvania, Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120-0225.

Unless the requester agrees otherwise, the State Office of Open Records Appeals Officer shall make a final determination which shall be mailed to the requester and the Land Bank within thirty (30) days of receipt of the appeal. Should the Appeals Officer fail to issue a ruling within thirty (30) days, the appeal is deemed denied.

Before a final determination is issued, a hearing may be held. The determination by the Appeals Officer shall be a final order. The Appeals Officer shall provide a written explanation of the reasons for the decision to the requester and the Land Bank.

Within thirty (30) days of the mailing date of the final determination of the Appeals Officer, a requester or the Land Bank may file a petition for review or other document(s) as required by rule of court with the Philadelphia Court of Common Pleas.

#### 5. Fees and Charges

Fees for duplication of records have been established and posted by the State Office of Open Records. The Land Bank will charge fees consistent with the State Office of Open Records regulations.

The Land Bank reserves the right to impose additional fees if it incurs costs for complying with a request pursuant to the Right to Know Law; such additional fees, when charged, must be reasonable. This includes, but is not limited to, fees for enhanced electronic access and certified copies of documents.

#### 6. Written Policies and Regulations

The Land Bank shall retain the discretion and authority to adopt any other written policies that are consistent with the Right to Know Law, as amended from time to time, that it deems to be necessary or prudent.



**Pennsylvania**  
OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: \_\_\_\_\_

REQUEST SUBMITTED BY:  E-MAIL  U.S. MAIL  FAX  IN-PERSON

REQUEST SUBMITTED TO (Agency name & Address): \_\_\_\_\_  
\_\_\_\_\_

NAME OF REQUESTER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/COUNTY (Required): \_\_\_\_\_

TELEPHONE (Optional): \_\_\_\_\_ E-MAIL (Optional): \_\_\_\_\_

RECORDS REQUESTED: *\*Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DO YOU WANT COPIES?                      YES or                      NO  
DO YOU WANT TO INSPECT THE RECORDS?                      YES or                      NO  
DO YOU WANT CERTIFIED COPIES OF RECORDS?                      YES or                      NO

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***  
**\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\***

***FOR AGENCY USE ONLY***

RIGHT TO KNOW OFFICER: \_\_\_\_\_

DATE RECEIVED BY THE AGENCY: \_\_\_\_\_

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: \_\_\_\_\_

\* Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)

**PHILADELPHIA LAND BANK**  
**POLICY ON PUBLIC COMMENT**

The Board recognizes its obligation under the Commonwealth’s Sunshine Act to allow public comment on matters under deliberation at each public Board meeting and welcomes and encourages such public comment. The Board also recognizes its responsibility for proper governance of the Land Bank and the need to conduct its business in an orderly and efficient manner. Accordingly, the Board hereby adopts this Policy to govern public participation in Board meetings.

1. At each meeting of the Board, opportunity shall be provided for residents of the City of Philadelphia (the “City”), taxpayers of the City and other interested parties to comment on actions and resolutions that are listed on the agenda for that meeting of the Board prior to official action by the Board.
2. Those who wish to provide public comment shall be limited to three (3) minutes, or such other time period as the Chair may announce. The Chair may place additional reasonable limitations on public comment to permit the Board to conduct its meetings and to maintain order, including limiting repetitious comments.
3. Land Bank staff shall maintain a list of persons who have requested the opportunity to provide comment at the next scheduled meeting of the Board. Persons wishing to be placed on the list should provide notice using the Land Bank’s website. Anyone may ask to be added to the list on the day of a Board meeting. Generally, public comment shall be received in the order in which persons appear on the list; however, depending on the topic to be addressed, the Board Secretary may place the individual either at the beginning or end of the agenda.

4. Once the list is exhausted, the Chair shall ask if any other person wishes to provide public comment, and if there is no response, the opportunity for public comment at that meeting shall be closed.
5. Individuals seeking to speak must be recognized by the Chair. Before providing comment, the individual shall state his or her name, address, group affiliation, if applicable, and the subject to be addressed.
6. If in the Chair's judgment there is not sufficient time at a meeting for public comment, the Chair may announce that the public comment period will be deferred to the next Board meeting, provided that no action shall be taken on a resolution unless there was an opportunity for public comment prior to official action on that resolution.
7. The Board shall provide an opportunity at the end of each open meeting for public comment on other Land Bank matters that are not scheduled for official action. This segment of each Board meeting shall be a maximum of thirty (30) minutes per public meeting.



## BOARD MEETING MINUTES

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A meeting of the Board of Directors of the Philadelphia Land Bank was held on Monday, January 26, 2015 commencing at 10:36 a.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**

Mr. Badger called the meeting to order at 10:36 a.m.

### **OVERVIEW OF MEETING**

Mr. Badger announced that the Mayor and City Council have each made their appointments to the Land Bank Permanent Board of Directors and that today's meeting will be the Land Bank's Annual Meeting in accordance with its by-laws. Today, the Board will appoint its eleventh member and elect officers, and then continue with its remaining agenda items.

Next, Mr. Badger on behalf of the Mayor, City Council and the Land Bank Board acknowledged and thanked Brian Abernathy, Don McGrogan, Michael Koonce, Bill Salas, Rick Sauer and Ken Scott for their service as Directors on the Land Bank's Interim Board. Under their supervision and direction, the Interim Board was incorporated, adopted by-laws, approved an operating budget, engaged staff and drafted a Strategic Plan, which was approved by City Council.

At Mr. Badger's request, the members of the Permanent Board of Directors introduced themselves.

Mr. Badger announced that the proposed contract with Micro Implementation which was listed on the published agenda has been tabled and will not be presented at today's meeting.

### **ROLL CALL**

The following members of the Board of Directors reported present: Paul L. Badger, Jr., Anjali Chainani, Jennifer Kates, Nora Lichtash, Deborah McColloch, Angel Rodriguez, Jennifer Rodriguez, Courtney Voss and Herbert Wetzel.

The following member of the Board of Directors was not present: Majeedah Rashid.

The following members of PHDC and OHCD staff were present: Michael Koonce, John Carpenter, Nicholas Scafidi, Esquire, Christi Jackson, 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 5**  
**Public Comment**

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

No attendee responded to Mr. Badger's invitation to comment.



**Agenda Item 6**  
**Appointment of Eleventh Board Member**

Mr. Badger noted that the Land Bank Ordinance directs the ten Board members appointed by the Mayor and City Council to appoint by majority vote one additional member to the Board. Mr. Badger opened the floor to nominations for this Board position.

The name of Mr. Christian Dunbar was placed in nomination. Mr. Badger asked if there were further nominations. Hearing no other nominations, Mr. Badger called for a vote on the nomination of Mr. Christian Dunbar.

**Board Action**

By unanimous voice vote of the Board, the Board appointed Mr. Dunbar as a member of the Board as follows:

**RESOLUTION NO. 2015 - 1**

**RESOLUTION APPOINTING ELEVENTH MEMBER OF PHILADELPHIA LAND BANK BOARD OF DIRECTORS**

**WHEREAS**, on December 18, 2013, the Mayor of the City of Philadelphia signed Bill No. 130156-A as previously adopted by Philadelphia City Council and codified at Chapter 16-700 of the Philadelphia Code, which authorized the creation of the Philadelphia Land Bank (the "Land Bank Ordinance");

**WHEREAS**, the Land Bank Ordinance states that the Land Bank shall be governed by a Board of Directors comprised of eleven members, five of whom shall be appointed by the Mayor, five of whom shall be appointed by City Council and one member who shall be appointed by majority vote of the other members;

**WHEREAS**, the Mayor and City Council have each appointed five members to the Land Bank Board of Directors and the Board now desires to appoint the eleventh member of the Board; and

**WHEREAS**, the Board has accepted nominations for individuals to serve as its eleventh member and has approved the appointment of Christian Dunbar as a member of the Board.

**NOW THEREFORE, BE IT RESOLVED** by majority vote of the Board of Directors of the Philadelphia Land Bank that Christian Dunbar is hereby appointed as the eleventh member of the Board to serve a term concurrent with, and at the pleasure of, the appointing authority, or until his successor is duly elected and has qualified.



**Agenda Item 7**  
**Election of Officers**

Mr. Badger asked the Board for nominations of officers.

Deborah McColloch made a motion to nominate Majeedah Rashid as Chair, Paul Badger as Vice Chair, Jennifer Kates as Secretary and Deborah McColloch as Treasurer. The motion was duly seconded.

**Board Action**

Upon vote of the Board, each of these Board members was unanimously elected to his/her respective office as follows:

**RESOLUTION NO. 2015 - 2**

**RESOLUTION ELECTING OFFICERS OF PHILADELPHIA LAND BANK**

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Philadelphia Land Bank that the following members of the Board are elected as Officers of the Philadelphia Land Bank in the following capacities, to hold office for the later of one year or until their successors are duly elected and have qualified:

Chair	Majeedah Rashid
Vice Chair	Paul Badger
Secretary	Jennifer Kates
Treasurer	Deborah McColloch



**Agenda Item 8**  
**Approval of Board Minutes**

Mr. Badger called for a motion to approve the minutes of the Board meeting of December 18, 2014.

**Board Action**

Upon motion made and duly seconded, the minutes of December 18, 2014 were approved as presented.



**Agenda Item 9**  
**Progress Report**

Mr. Badger requested Mr. Carpenter to present a progress report outlining recent and prospective activities for the Land Bank. A copy of Mr. Carpenter's report is attached to these Minutes.



**Agenda Item 10**  
**Appointment of Executive Director and General Counsel**

Mr. Badger asked John Carpenter to present this item. Mr. Carpenter referred to the Land Bank by-laws which provide that the Land Bank may engage an Executive Director and a General Counsel and Mr. Carpenter recommended that Michael Koonce and Nicholas J. Scafidi, respectively, be appointed to fill those positions.

**Board Action**

Mr. Badger called for a motion on the resolution. Upon motion made and duly seconded, the resolution was approved by unanimous voice vote of the Board as follows:

**RESOLUTION NO. 2015 - 3**

**RESOLUTION APPOINTING AN EXECUTIVE DIRECTOR AND GENERAL COUNSEL FOR  
PHILADELPHIA LAND BANK**

**WHEREAS**, on December 2, 2012, the Commonwealth of Pennsylvania enacted legislation commonly referred to as the Pennsylvania Land Bank Act, 68 Pa. C.S.A. § 2101, *et seq.* ("Land Bank Act") which, among other things, authorized a city of the first class to create a land bank by adopting an ordinance in accordance with the Land Bank Act.

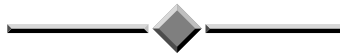
**WHEREAS**, on December 18, 2013, the Mayor of the City of Philadelphia signed Bill No. 130156-A, as previously adopted by Philadelphia City Council, which authorized the creation of the Philadelphia Land Bank and which has been codified at Chapter 16-700 of the Philadelphia Code;

**WHEREAS**, the Land Bank Act provides that a land bank may employ or enter into a contract for an executive director and legal counsel;

**WHEREAS**, the Land Bank anticipates that it will enter into an agreement with the Philadelphia Housing Development Corporation (“PHDC”) through which PHDC staff will manage Land Bank operations; and

**WHEREAS**, the Land Bank desires to identify and appoint those individuals who will serve as Executive Director and General Counsel to the Land Bank, having determined that these individuals possess the knowledge, skill and experience necessary to serve in such capacity.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Philadelphia Land Bank that Michael Koonce shall serve as Executive Director of the Land Bank and that Nicholas J. Scafidi, Esquire, shall serve as General Counsel of the Land Bank until such time as the Board identifies and appoints a successor to either.



**Agenda Item 11**  
**Appointment of Finance Committee**

Mr. Carpenter asked the Board to appoint a Finance Committee to work with Land Bank staff to oversee its fiscal operations.

The following Board members were nominated to serve on this Committee: Anjali Chainani, Deborah McColloch, Angel Rodriguez, Courtney Voss and Christian Dunbar.

Mr. Badger called for a motion on the resolution to establish the Finance Committee and to appoint those individuals as members.

**Board Action**

Upon motion made and duly seconded, the resolution was approved by unanimous vote of the Board as follows:

**RESOLUTION NO. 2015 - 4**  
**RESOLUTION APPOINTING A STANDING FINANCE COMMITTEE**

**WHEREAS**, the Bylaws of the Philadelphia Land Bank authorize the Board, by a majority vote of the entire Board of Directors, to designate one or more standing advisory and ad hoc committees, whose members may be comprised of both Board members and other individuals; and

**WHEREAS**, the Board desires to appoint a standing committee to review and analyze the financial matters, performance and operations of the Land Bank.

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

1. A Standing Finance Committee is appointed with the following members:

Anjali Chainani  
Deborah McColloch  
Angel Rodriguez  
Courtney Voss  
Christian Dunbar

2. The Finance Committee shall:

- (i) Meet as often as it deems necessary or appropriate;
- (ii) Stay informed of the Land Bank's financial status and operations;
- (iii) Assist Land Bank staff in developing and implementing financial policies and practices and its banking relationships;
- (iv) Assist Land Bank staff with selection of auditors and preparation of annual audits;
- (v) Assist Land Bank staff with preparation of an annual budget and conduct quarterly review of current year budgets;
- (vi) Request and review reports on financial performance and such other matters as necessary to assure the financial well-being of the Land Bank.



**Agenda Item 12**  
**Appointment of Ad Hoc Strategic Plan Committee**

Mr. Carpenter asked the Board to appoint an ad hoc committee to oversee the selection of a consultant and preparation of the Land Bank's FY 2016 Strategic Plan. This committee was initially formed in October 2014 and staffed with Interim Board members. This Committee should be re-constituted with members from the Permanent Board.

The following Board members were nominated to serve on this Committee: Paul L. Badger, Jr., Jennifer Kates, Nora Lichtash, Majeedah Rashid and Jennifer Rodriguez, with Angel Rodriguez serving as an alternate member.

Mr. Badger called for a motion on the resolution to establish the Ad Hoc Strategic Plan Committee and to appoint those individuals as members.

**Board Action**

Upon motion made and duly seconded, the resolution was approved by unanimous vote of the Board as follows:

**RESOLUTION NO. 2015 - 5**

**RESOLUTION APPOINTING AN AD HOC COMMITTEE TO OVERSEE PREPARATION OF STRATEGIC PLAN FOR FISCAL YEAR 2016**

**WHEREAS**, Chapter 16-700 of the Philadelphia Code, entitled “Philadelphia Land Bank,” requires the Board of Directors of the Land Bank to develop annually a strategic plan to guide the acquisition, maintenance and disposition of Land Bank properties;

**WHEREAS**, the Bylaws of the Philadelphia Land Bank authorize the Board, by a majority vote of the entire Board of Directors, to designate one or more standing advisory and ad hoc committees, whose members may be comprised of both Board members and other individuals; and

**WHEREAS**, the Board desires to appoint an ad hoc committee to coordinate and guide the preparation of an updated Fiscal Year 2016 Strategic Plan for submission to City Council.

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

1. An Ad Hoc Strategic Planning Committee is appointed with the following members:

Paul L. Badger, Jr.  
Jennifer Kates  
Nora Lichtash  
Majeedah Rashid  
Jennifer Rodriguez  
Angel Rodriguez (Alternate Member)

2. The Ad Hoc Strategic Planning Committee shall (i) assist in the development of a Request for Proposals (“RFP”) seeking a qualified consultant to assist in preparation of the updated Strategic Plan, (ii) assist in the review of the RFP and recommend for selection by the Board a consultant; (iii) work with the selected consultant to prepare the Land Bank’s updated Strategic Plan, and (iv) perform such other actions necessary to assure compliance with Chapter 16-700 of the Philadelphia Code and approval of the Strategic Plan by City Council.



**Agenda Items 13 and 14**  
**Discussion of Public Comment and Right To Know Policies**

Mr. Badger announced that proposed policies on Right To Know and Public Comment had been circulated to Board members. He solicited comments from Board members for the purpose of revising the policies before their consideration for adoption at the February Board meeting. The

Board also wanted the public to have the opportunity to consider these policies before the Board's official action in February.

After a general discussion among Board members, the Board asked that the Public Comment policy be revised to encourage public participation and that the policy be expanded beyond the legal requirement that only residents or taxpayers of the City be permitted to address the Board. The Board also wished to allow a public comment period at the conclusion of each meeting for matters of interest to the Land Bank, but not scheduled for official action.

Staff stated the policy would be revised according, distributed to Board members and posted on the Land Bank's website.



**Agenda Items 15**  
**Schedule of Board Meeting for 2015**

Mr. Badger suggested that the Board establish a schedule of its meeting for the 2015 calendar year. The Board determined that it will meet on the following dates:

- February 12, 2015
- March 12, 2015
- April 9, 2015
- May 14, 2015
- June 11, 2015
- July 9, 2015
- August 13, 2015
- September 10, 2015
- October 8, 2015
- November 12, 2015
- December 10, 2015

Each meeting will be held at 1234 Market Street, 17<sup>th</sup> Floor, Philadelphia, PA beginning at 3:30 p.m. Proper notice of this schedule will be published in accordance with the Sunshine Act.



**Adjournment**

. Badger informed the public that the Board will hold its next meeting on February 12, 2015.

There being no further business to come before the Board, Mr. Badger declared the meeting adjourned at 11:06 a.m.

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SECRETARY TO THE BOARD



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## MEMORANDUM

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Date: January 26, 2015  
To: Board of Directors  
From: John Carpenter  
Re: Progress Report

**Strategic Plan:** Last week the Philadelphia City Planning Commission accepted the Land Bank's 2015 strategic plan, making it part of the of the City's formal planning environment. We will begin working on the 2016 update in the coming weeks once we have formed a board committee to help guide this effort.

**Information Systems and Analytics:** Over the past few weeks we have been developing and refining content for the land bank's new website. The Office of Innovation and Technology has developed a template for our new website using Word Press technology. We also have begun the process of posting updated prices for property on our website using the results of an automated valuation model developed by a partnership of Kevin Gillen, Econsult, and our own Guy Thigpen. We expect to need some additional supportive services to refine the mapping, lists, and property search tools for our website, and hope to bring a proposal to the board in February or March.

**Acquisition:** We are working with the city's departments of finance, revenue, and law to begin to develop an approach to the use of tax foreclosure as an acquisition tool for the land bank. We hope to have one or two batches of test cases moving through the system during the course of 2015.

**Marketing:** We issued our first requests for proposals at the beginning of January for a collection of properties on North Bodine Street. We offer the briefing to prospective buyers last week and hope to receive proposals toward the end of February. We expect this to be the first of many marketing efforts this year.

**Administrative matters:** We expect to issue requests for proposals for several services in the next couple of months:

- An insurance broker to help us procure our future insurance products including general liability
- Appraisal services
- Strategic Planning Services

We are continuing to work with PHDC and OHCD on agreements regarding staffing and administrative support services, and we expect to present these agreements in draft to the board in the coming months.

PHDC's finance director is in the final stages of procuring a consultant to help us build a new accounting system to support the land bank's operations. We expect to present a proposal for licensing and supportive services next month. We also expect to present a revised budget for the rest of Fiscal Year 2015 at our next meeting.

**PHILADELPHIA LAND BANK**

**Board of Directors**

**Monday, January 26, 2015**

**10:30am**

**GUEST SIGN-IN SHEET**

**NAME**

**E-MAIL ADDRESS**

**COMPANY**

Nicole Hostetter  
Christin Jackson

Nicole.hostetter@phila.gov

PLB