

ANNUAL MEETING**Board of Director's Meeting****December 14, 2017****3:30 PM****Agenda**

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11. Resolution for Appointment to the Strategic Plan Committee	(33)
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This meeting is open to the public

PHILADELPHIA LAND BANK

BOARD MEETING MINUTES

A Regular Meeting of the Board of Directors of the Philadelphia Land Bank was held on Thursday, November 9, 2017 commencing at 3:41 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

Mr. Dunbar called the meeting to order at 3:41 p.m. Mr. Dunbar then welcomed new Board member, Blane Stoddard, to the Board.

ANNOUNCEMENT

Steve Cusano, Senior Counsel, announced that prior to today's Public Session, the Board held an Executive Session regarding that certain litigation matter entitled "Ori C Feibush and OCF Holdings LLC v. Kenyatta Johnson, the Philadelphia Land Bank, and the City of Philadelphia", filed in the U.S. District Court for the Eastern District of Pennsylvania, case number 2017-CV03134 WB. During the Executive Session, the Board also received (i) information from the Land Bank's auditors, Mercadien, P.C., regarding the 2017 audited financial statements, and (ii) information regarding personnel and potential sheriff sale acquisitions from the Executive Director.

Agenda Item 1 **Roll Call**

The following members of the Board of Directors reported present: Jennifer Kates, Christian Dunbar, Michael Koonce, Rick Sauer, Majeedah Rashid, Lauren Vidas, Dominique Casimir, Courtney Voss, and Blane Stoddard.

The following members of the Board of Directors were not present: Paulette Adams and Richard DeMarco.

The following staff members were present: Angel Rodriguez, Steve Cusano, Esq., Christi Jackson, Andrea Saah, Brian Romano, Jamila Davis, Darren Williams, Cristina Martinez, Alex Sharshniov, and Anne Fadullon.

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, proceeded with business.

Agenda Item 2
Public Comment

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

Mr. Dunbar recognized Mr. Jihad Ali representing the Guardian Civic League. Mr. Ali asked about the marketing plan and Equal Opportunity Plan in connection with the proposed disposition to WP Homes, LLC. He expressed his concern that it is difficult for the public to fully comment on dispositions without having reviewed the marketing plan and Equal Opportunity Plan. Mr. Cusano responded that any questions regarding the marketing plan and Equal Opportunity Plan for WP Homes, LLC can be answered when the Board considers the disposition to WP Homes, LLC. Mr. Ali then asked if a copy of the Land Bank's bylaws and enabling ordinance were on the Land Bank's website. Mr. Cusano responded that they were not, but that the enabling ordinance is in the Philadelphia Code which can be accessed online. Mr. Cusano also responded that he would look into whether a copy of the bylaws can be provided. Mr. Ali further asked if a list of all Land Bank properties are on the Land Bank's website. Christi Jackson responded that all properties are listed on the website.

There were no other comments from the public.

Agenda Item 3
Approval of Board Minutes

Mr. Dunbar called for a motion to approve the minutes of the Board meeting of October 12, 2017.

Majeedah Rashid made a motion to approve the minutes of the Board meeting of October 12, 2017. The motion was seconded by Rick Sauer. Lauren Vidas and Dominique Casimir abstained from voting due to not having attended the Board meeting on October 12, 2017.

Upon motion made and duly seconded, the Board approved the minutes of the October 12, 2017 Board meeting as presented.

Agenda Item 4
Executive Director Report

Mr. Rodriguez updated the Board on staffing. Mr. Rodriguez indicated that (i) the real estate specialist position has been filled; (ii) that the Land Bank will start to transition staff on loan from PRA back to PRA in the near future; and (iii) the bi-lingual specialist is expected to be on board by the end of the month. Mr. Rodriguez then informed the Board about last week's LAMA training. Lastly, Mr. Rodriguez informed the Board that since the last Board meeting the Land Bank acquired 19 properties at sheriff's sale and explained the mechanism for sheriff sale

acquisitions under the Memorandum of Understanding with the School Reform Commission and the City.

Agenda Item 5
Resolutions Approving Conveyance of Properties

Mr. Dunbar asked the Board to consider certain resolutions for the conveyance of Land Bank property.

2933 Diamond Street

The first property considered for conveyance was 2933 Diamond Street. Brian Romano, Project Manager, requested the Board to authorize the disposition of 2933 Diamond Street to Kornegay Properties, LLC for \$14,826.00 to develop two units for rental. Mr. Romano then informed the Board of the following: (i) that Kornegay Properties was the only Expression of Interest when the property was initially transferred to the Land Bank; (ii) that two additional Expressions of Interest came in after the developer signed the Purchase and Development Agreement; (iii) that MBE/WBE does not apply since the total for the property and the rehabilitation costs is under \$100,000.00; (iv) that VPRC recommended this conveyance on July 11, 2017 and City Council adopted a resolution in favor of this conveyance on September 21, 2017; (v) that Kornegay Properties LLC is compliant with the City of Philadelphia Revenue Department and has experience rehabilitating properties throughout Philadelphia; and (vi) that Brian Kornegay of Kornegay Properties LLC is present to answer any questions the Board may have.

The Board asked various questions regarding the development which a representative of Kornegay Properties answered.

Mr. Dunbar called for a motion to approve the resolution authorizing conveyance of 2933 Diamond Street to Kornegay Properties, LLC.

Lauren Vidas made a motion to approve this resolution. Dominique Casimir seconded the motion.

Upon motion made and duly seconded, the Board approved the resolution authorizing conveyance of 2933 Diamond Street to Kornegay Properties, LLC as follows:

RESOLUTION NO. 2017 – 49
RESOLUTION AUTHORIZING CONVEYANCE OF CERTAIN PROPERTY TO
KORNEGAY PROPERTIES, LLC

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 approval of the Vacant Property Review Committee and resolution by Philadelphia City Council, and subject further to the terms and conditions of Section 16-707; and

WHEREAS, the Vacant Property Review Committee reviewed the proposed transfer of 2933 Diamond Street (the "Property") at its public meeting held on July 11, 2017 and

Philadelphia City Council approved conveyance of the Property by Resolution No. 170737, adopted on September 21, 2017.

WHEREAS, the Board of Directors has determined that it is in the best interest of the Land Bank to convey the Property; and

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

1. The conveyance of the Property to Kornegay Properties, LLC for Fourteen Thousand Eight Hundred Twenty Six Dollars (\$14,826.00) is in the best interests of the Land Bank and is hereby approved;
2. The conveyance of the Property complies with all terms and conditions of Section 16-707 of the Philadelphia Code;
3. The Executive Director, Director of Property Management, and Senior Counsel are each hereby authorized, in the name of and on behalf of the Land Bank, to prepare, execute, deliver, and perform any and all agreements, deeds, and other documents as may be necessary or desirable to consummate the conveyance of the Property, which shall contain such terms and conditions as the Executive Director and Senior Counsel shall deem necessary or appropriate, and, when so executed and delivered by the Land Bank shall constitute the valid and binding obligations of the Land Bank; and
4. The Executive Director with the advice of Senior Counsel may modify this Resolution as may be necessary or desirable to carry out its purposes and intents.

2544 N. Marston Street

The next property considered for conveyance was 2544 N. Marston Street. Mr. Romano requested the Board to authorize the conveyance of 2544 N. Marston Street to One Better, LLC for \$6,042 to develop a single family homeownership unit. Mr. Romano then informed the Board of the following: (i) that One Better, LLC was one of two Expressions of Interest on the property, but that the other was not tax compliant and unresponsive; (ii) that MBE/WBE do not apply since this is a single-family home; (iii) that VPRC recommended this conveyance on July 11, 2017 and City Council adopted a resolution in favor of this conveyance on September 21, 2017; (v) that One Better LLC is compliant with the City of Philadelphia Revenue Department and has experience rehabilitating properties throughout Philadelphia; and (vi) that Keah Johns and Terence Jones of One Better LLC are present to answer any questions the Board may have.

Discussions were held regarding the developer's capacity and seemingly low development costs. Representatives from One Better, LLC advised the Board that they had completed the renovations of other properties on the same block and their costs were accurate based on past experience. In addition, One Better stated they generally sell to first time homebuyers currently residing in the community. Their target sales price has been between \$80,000 and \$85,000.

Mr. Ali questioned whether a Marketing Plan had been submitted for this property. Brian Romano, Project Manager advised the board that it had been submitted.

Mr. Dunbar called for a motion to approve the resolution authorizing conveyance of 2544 N. Marston Street to One Better, LLC.

Dominique Casimir made a motion to approve this resolution. Lauren Vidas seconded the motion.

Upon motion made and duly seconded, the Board approved the resolution authorizing conveyance of 2544 N. Marston Street to One Better, LLC as follows:

RESOLUTION NO. 2017 – 50
RESOLUTION AUTHORIZING CONVEYANCE OF CERTAIN PROPERTY TO
ONE BETTER, LLC

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 approval of the Vacant Property Review Committee and resolution by Philadelphia City Council, and subject further to the terms and conditions of Section 16-707; and

WHEREAS, the Vacant Property Review Committee reviewed the proposed transfer of 2544 N. Marston Street (the "Property") at its public meeting held on July 11, 2017 and Philadelphia City Council approved conveyance of the Property by Resolution No. 170739, adopted on September 21, 2017.

WHEREAS, the Board of Directors has determined that it is in the best interest of the Land Bank to convey the Property; and

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

1. The conveyance of the Property to One Better, LLC for Six Thousand Forty Two Dollars (\$6,042.00) is in the best interests of the Land Bank and is hereby approved;
2. The conveyance of the Property complies with all terms and conditions of Section 16-707 of the Philadelphia Code;
3. The Executive Director, Director of Property Management, and Senior Counsel are each hereby authorized, in the name of and on behalf of the Land Bank, to prepare, execute, deliver, and perform any and all agreements, deeds, and other documents as may be necessary or desirable to consummate the conveyance of the Property, which shall contain such terms and conditions as the Executive Director and Senior Counsel shall deem necessary or appropriate, and, when so executed and delivered by the Land Bank shall constitute the valid and binding obligations of the Land Bank; and
4. The Executive Director with the advice of Senior Counsel may modify this Resolution as may be necessary or desirable to carry out its purposes and intents.

Various Properties to WP Homes, LLC

The final properties considered for conveyance were 623 N. 11th Street, 625 N. 11th Street, 627-629 N. 11th Street, 632 N. 11th Street, 634 N. 11th Street, 640 N. 11th Street, 645-647 N. 11th Street, 655 N. 11th Street, 659 N. 11th Street, 661 N. 11th Street, 663 N. 11th Street, 1022 Melon Street, 1019 Wallace Street, 1021 Wallace Street and 1110-1114 Wallace Street. Mr. Romano requested the Board to authorize the conveyance of the above referenced properties to WP Homes, LLC.

Mr. Romano then informed the Board of the following: (i) that the Land Bank issued a Request for Proposals ("RFP") on March 17, 2017 for fifteen scattered-site properties located in the West Poplar neighborhood to be developed into workforce housing homeownership units; (ii) that the RFP stipulated that these homes are to be sold to households with incomes at or below 120% AMI with a maximum sales price of \$230,000; (iii) that the RFP generated three responses all of which met initial thresholds and were evaluated by a selection committee; (iv) that all proposals were evaluated and scored in the following categories: financial feasibility, developer experience, financial strength of offer (access to capital), proposed scope and timeline, design quality, and responsiveness to EOP goals; (v) that WP Homes, LLC ranked the highest of all applicants; (vi) that WP Homes, LLC demonstrated extensive development experience and access to capital in the form of developer equity and a letter of intent for construction financing from Royal Bank; (vii) that WP Homes, LLC proposes to build twenty-six single family workforce housing units consisting of three-bedrooms/two-bathrooms, with twenty-four units will be two-story and two units will be three-story; (viii) MBE/WBE will apply with goals of 18% MBE and 7% WBE; (ix) that VPRC recommended this conveyance on August 8, 2017 and City Council adopted a resolution in favor of this conveyance on September 21, 2017; (x) that WP Homes, LLC is compliant with the City of Philadelphia Revenue Department and has experience rehabilitating properties throughout Philadelphia; and (xi) that Max Frankel and Zachary Frankel from WP Homes, LLC are present to answer any questions the Board may have.

The Board asked various questions regarding the development which representatives of WP Homes answered.

Dominique Casimir expressed concern over the discounted sales price provided to workforce housing projects. Anne Fadullen provided clarity on the subsidy side of workforce housing.

Mr. Dunbar called for a motion to approve the resolution authorizing conveyance of the above referenced properties to WP Homes, LLC.

Lauren Vidas made a motion to approve this resolution. Blane Stoddard seconded the motion.

Upon motion made and duly seconded, the Board approved the resolution authorizing conveyance of the above referenced properties to WP Homes, LLC as follows:

RESOLUTION NO. 2017 – 51 RESOLUTION AUTHORIZING CONVEYANCE OF CERTAIN PROPERTIES TO WP HOMES, LLC

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 approval of the Vacant Property Review Committee and resolution by Philadelphia City Council, and subject further to the terms and conditions of Section 16-707; and

WHEREAS, the Vacant Property Review Committee reviewed the proposed transfer of 623 N. 11th Street, 625 N. 11th Street, 627-629 N. 11th Street, 632 N. 11th Street, 634 N. 11th Street, 640 N. 11th Street, 645-647 N. 11th Street, 655 N. 11th Street, 659 N. 11th Street, 661 N. 11th Street, 663 N. 11th Street, 1022 Melon Street, 1019 Wallace Street, 1021 Wallace Street and 1110-1114 Wallace Street (collectively, the "Properties") at its public meeting held on August 8, 2017 and Philadelphia City Council approved conveyance of the Properties by Resolution No. 170736, adopted on September 21, 2017.

WHEREAS, the Board of Directors has determined that it is in the best interest of the Land Bank to convey the Properties; and

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

1. The conveyance of the Properties to WP Homes, LLC for Five Thousand Two Hundred Dollars (\$5,200.00) is in the best interests of the Land Bank and is hereby approved;
2. The conveyance of the Properties complies with all terms and conditions of Section 16-707 of the Philadelphia Code;
3. The Executive Director, Director of Property Management, and Senior Counsel are each hereby authorized, in the name of and on behalf of the Land Bank, to prepare, execute, deliver, and perform any and all agreements, deeds, and other documents as may be necessary or desirable to consummate the conveyance of the Properties, which shall contain such terms and conditions as the Executive Director and Senior Counsel shall deem necessary or appropriate, and, when so executed and delivered by the Land Bank shall constitute the valid and binding obligations of the Land Bank; and
4. The Executive Director with the advice of Senior Counsel may modify this Resolution as may be necessary or desirable to carry out its purposes and intents.

Agenda Item 6
Resolution Approving the Philadelphia Land Bank Audited Financial Statements
for Year Ending June 30, 2017

Mr. Dunbar called for a motion to approve the resolution approving the Philadelphia Land Bank Audited Financial Statements for Year Ending June 30, 2017.

Courtney Voss made a motion to approve this resolution. Majeedah Rashid seconded the motion.

Upon motion made and duly seconded, the Board approved the resolution approving the Philadelphia Land Bank Audited Financial Statements for Year Ending June 30, 2017 as follows:

RESOLUTION NO. 2017 - 52

**RESOLUTION APPROVING PHILADELPHIA LAND BANK
AUDITED FINANCIAL STATEMENTS FOR YEAR ENDING JUNE 30, 2017**

WHEREAS, the Land Bank Act, 68 Pa.C.S.A. § 2101, *et seq.*, requires the Philadelphia Land Bank to prepare an annual financial audit for submission to the Department of Community and Economic Development and Philadelphia City Council;

WHEREAS, the Land Bank has engaged the audit firm of Mercadien, P.C., Certified Public Accountants, to audit the Land Bank's financial statements for Fiscal Year 2017;

WHEREAS, Mercadien has issued its Independent Auditor's Report; and

WHEREAS, the Land Bank Board has reviewed, and desires to accept, the Independent Auditor's Report.

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

1. The Independent Auditor's Report of the Philadelphia Land Bank issued by Mercadien, P.C., Certified Public Accountants for Year Ended June 30, 2017 is hereby accepted.
2. Land Bank staff is directed to submit the Auditor's Report to the Department of Community and Economic Development and to Philadelphia City Council as required by the Land Bank Act.

Agenda Item 7

**Resolution Granting Authorization to Acquire Tax Delinquent Property
Through Sheriff Sale, Subject to Certain Terms and Conditions**

Mr. Rodriguez explained that this resolution is needed to increase the amount previously approved by the Board in Resolution 2017-43, but asked that this resolution be tabled until the December Board meeting.

Mr. Dunbar made a motion to table the resolution to grant authorization to acquire tax delinquent property through sheriff sale until the December Board meeting. Lauren Vidas seconded the motion.

Upon motion made and duly seconded, the Board tabled the resolution granting authorization to acquire tax delinquent property through sheriff sale until the December Board meeting.

Agenda Item 8

**Resolution Delegating Authority to Issue and Execute Certificates of Completion, Garden
Leases, and License Agreements, Subject to Certain Terms and Conditions**

Mr. Cusano requested approval of a resolution delegating authority to issue and execute certificates of completion, garden leases, and license agreements. Mr. Cusano explained that the purpose of this resolution is to grant the Executive Director the authority to approve, enter into, and grant leases, license agreements, and certificates of completion, subject to certain terms and conditions. With respect to leases and license agreements, this authority is subject to the following:

1. Leases and License Agreement are for no more than one (1) year including any extensions.
2. License Agreements must be terminable upon no more than thirty (30) days written notice.
3. The Land Bank shall comply with 16-707(1)(a), 16-707(1)(b), and 16-707(1)(c) of the Code.
4. This authority is limited by section 108 of the Bylaws.
5. The Land Bank's Senior Counsel has approved the form and substance of each Lease and License Agreement.

With respect to Certificates of Completion, this authority is subject to the following:

1. The Executive Director must receive a completed inspection report.
2. The Executive Director may, in his sole discretion, grant a Certificate of Completion if the developer/purchaser guarantees, with adequate assurance, that all defaults under the PDA and all outstanding issues noted by the Department of Licenses & Inspections will be promptly addressed.
3. The Land Bank's Senior Counsel has approved the form and substance of each Certificate of Completion.

Mr. Cusano further stated that either the Executive Director or Senior Counsel will report to the Board any and all leases, license agreements, and certificates of completion approved, entered into, or granted pursuant to this resolution.

Mr. Dunbar called for a motion to approve the resolution delegating authority to issue and execute certificates of completion, garden leases, and license agreements.

Courtney Voss made a motion to approve this resolution. Jennifer Kates seconded the motion.

Upon motion made and duly seconded, the Board approved the resolution delegating authority to issue and execute certificates of completion, garden leases, and license agreements as follows:

RESOLUTION NO. 2017 – 53
RESOLUTION DELEGATING AUTHORITY TO ISSUE AND EXECUTE
CERTIFICATES OF COMPLETION, GARDEN LEASES, AND LICENSE
AGREEMENTS, SUBJECT TO CERTAIN TERMS AND CONDITIONS

WHEREAS, Section 16-707(6) of the Philadelphia Code (the "**Code**") provides that, notwithstanding the provisions pertaining to approvals by City Council and the Vacant Property Review Committee, the Land Bank is authorized, without further approvals, to lease out any

property owned by the Land Bank for a lease term of one year or less; provided that the Land Bank complies with subsections 16-707(1)(a), 16-707(1)(b), and 16-707(1)(c) of the Code.

WHEREAS, pursuant to the Land Bank's Disposition Policy, individual garden leases, community garden leases, and community-managed open space leases (the "**Lease(s)**") are required to have a term of no more than one (1) year.

WHEREAS, the Board recognizes the need for prompt and timely management decisions and believes that the efficiency of the Land Bank's operations will be enhanced if the Board, in a single resolution, delegates to the Executive Director the authority of the Board to approve, enter into, and grant Lease(s) to an individual or entity, subject to certain terms and conditions.

WHEREAS, the Board understands that the development of real estate often requires various governmental and quasi-governmental approvals including, without limitation, zoning approval and that in connection with such approvals various property reports, plans, studies, and surveys are also often required including, without limitation, an ALTA survey and a geotechnical report.

WHEREAS, the Land Bank may desire to grant to an individual or entity the right to access Land Bank property to perform certain tests, studies, and surveys and, in certain instances, store materials pursuant to a written agreement (the "**License Agreement(s)**").

WHEREAS, the Board recognizes the need for prompt and timely management decisions and believes that the efficiency of the Land Bank's operations will be enhanced if the Board delegates to the Executive Director the authority of the Board to approve, enter into, and grant License Agreement(s) to allow an individual or entity the right to access Land Bank property to perform tests, studies, and surveys and, in certain instances, store materials, subject to certain terms and conditions.

WHEREAS, the Land Bank's Purchase and Development Agreement (the "**PDA**") provides that after completion of the improvements and compliance with the terms of the PDA by the developer/purchaser, the Land Bank shall record a certificate of completion ("**Certificate(s) of Completion**"), subject to certain terms and conditions.

WHEREAS, the Board recognizes the need for prompt and timely management decisions and believes that the efficiency of the Land Bank's operations will be enhanced if the Board delegates to the Executive Director the authority of the Board to approve, enter into, and record Certificate(s) of Completion.

WHEREAS, Section 108 of the Bylaws of the Philadelphia Land Bank (the "**Bylaws**") provides that the Board may delegate its authority to dispose of interests of the Land Bank in real property to staff of the Land Bank, except in the following circumstances: (a) the proposed terms of the transaction conflict with the Land Bank's published policies or procedures; (b) the transferee has a significant history of tax or water delinquencies; owning property maintained in a condition that violates the Code; or failing to redevelop properties previously acquired from the City of Philadelphia or other local public agencies; (c) the value of the property is in excess of \$50,000; or (d) when otherwise required by state law.

WHEREAS, Section 108 of the Bylaws further provides that the Board may delegate to staff, through resolutions with proper oversight, the performance of Land Bank functions and operations, including the powers and responsibilities assigned to the Officers of the Land Bank.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors of the Philadelphia Land Bank (the "**Board**") that:

1. Subject to the terms and conditions set forth in this Resolution, the Board hereby delegates to the Executive Director the authority, without Board approval, to: (i) approve, enter into, and grant Lease(s) to an individual or entity; (ii) approve, enter into, and grant License Agreement(s) to allow an individual or entity the right to access Land Bank property to perform tests, studies, and surveys and, in certain instances, store materials; and (iii) approve, enter into, and record Certificate(s) of Completion,
2. With respect to Lease(s) and License Agreement(s), the authority granted to the Executive Director in this Resolution is subject to the following:
 - a. Lease(s) and License Agreement(s) shall be for a term of no more than one (1) year including any extensions. Any and all extensions after the expiration of the initial (1) year period requires Board approval.
 - b. License Agreement(s) must be terminable by the Land Bank upon no more than thirty (30) days written notice.
 - c. The Land Bank shall comply with subsections 16-707(1)(a), 16-707(1)(b), and 16-707(1)(c) of the Code, as applicable.
 - d. The authority granted to the Executive Director in this Resolution is limited by section 108 of the Bylaws.
 - e. The Land Bank's Senior Counsel has approved the form and substance of each Lease(s) and License Agreement(s).
3. With respect to Certificate(s) of Completion, the authority granted to the Executive Director in this Resolution is subject to the following:
 - a. The Executive Director must receive a completed inspection report signed off by, at least, the inspector; the projector manager; and the Land Bank legal department indicating, at a minimum, (i) whether all improvements have been completed in accordance with the PDA; (ii) whether there are any defaults by the developer/purchaser under the PDA or any other document applicable to the Land Bank; and (iii) whether any outstanding issues were noted by the Department of Licenses & Inspections with respect to the improvements.
 - b. The Executive Director may, in his sole discretion, grant a Certificate(s) of Completion if the developer/purchaser guarantees, with adequate assurance, that all defaults under the PDA and all outstanding issues noted by the Department of Licenses & Inspections will be promptly addressed.
 - c. The Land Bank's Senior Counsel has approved the form and substance of each Certificate(s) of Completion.
4. The Executive Director or Senior Counsel shall report at each regular Board meeting, on a cumulative basis, any and all Lease(s), License Agreement(s), and Certificate(s) of Completion approved, entered into, or granted pursuant to this Resolution since the immediately preceding regular Board meeting.

5. Once approved by the Executive Director, those Land Bank staff authorized to execute and deliver documents on behalf of the Land Bank pursuant to Resolution 2017-43, and any applicable future resolution, are hereby authorization to execute and deliver any and all Lease(s), License Agreement(s), and Certificate(s) of Completion and any other documents necessary or convenient to carry out the purpose and intent of this Resolution.
6. The Executive Director with the advice of Senior Counsel may allow modifications to this Resolution necessary or desirable to carry out its purposes and intents.
7. The authority delegated in this Resolution shall not be sub-delegated without Board approval.

Agenda Items 9 and 10
Update on Property Transfers and Land Bank Acquisition and Sale Report

Andrea Saah reported that the Land Bank acquired 11 properties via tax lien sale in October and that the properties acquired at November tax lien sales are not reflected on the report included in the board packet. In addition, one City-owned property was transferred to the Land Bank upon receipt of a new survey for the property. The transfer status of the remaining publicly owned properties approved for transfer into the Land Bank will not likely be resolved for several more months.

A board member requested clarification on the status of Land Bank discussions with Council members regarding the transfer of additional properties in the City's inventory into the Land Bank. Mr. Rodriguez reported that the Land Bank's current focus is on ensuring consistency between the Department of Public Property's inventory in LAMA and the database used by the VPRC to track its inventory. Once this process is completed, he will meet with Council members to discuss the transfer of additional properties into the Land Bank.

Ms. Saah also reported that the VPRC approved five properties owned by the DPP for disposition in October. The Land Bank did not approve any properties for disposition in October. Mr. Rodriguez indicated that beginning with the 17 properties approved for disposition at today's board meeting, he intends to rapidly increase the number of dispositions processed by the Land Bank in the coming months.

Agenda Item 11
Old Business

LAMA

Mr. Rodriguez informed the Board that beta training for Land Bank staff was held on November 2nd and 3rd. The intended goal is to have the power users currently on the Land Bank staff provide the technical support that is needed for future LAMA trainings and users.

Land Bank Staffing

Mr. Rodriguez provided the Board with an update on Land Bank staffing. Mr. Rodriguez stated that the bilingual clerk testing has taken place, and interviews will be scheduled soon. Next, Mr. Rodriguez stated that an existing employee applied for the position of Real Estate Specialist III and meets the qualifications. The position will likely be offered to that applicant. Finally, Mr.

Rodriguez stated that the Senior Development Specialist position job description is being finalized and that he will provide it to the union for review.

Mr. Rodriguez informed the Board that Philadelphia Housing Authority has offered the Land Bank a total of two-hundred fifty (250) properties. Two-hundred forty-nine (249) properties are structures and one (1) is a vacant lot. Mr. Koonce stated that the Land Bank staff will need to check if these properties are affected by any HUD or other restrictions. Mr. Rodriguez stated that the Land Bank could consider taking these properties in batches depending on salability. Mr. Rodriguez also informed the Board of the impact these properties will have on the Land Bank's cash flow with respect to insurance and property management costs.

Mr. Rodriguez stated that the Land Bank has no capacity to inspect these properties and indicated that he has a meeting with Licenses & Inspections to discuss if they can perform inspections on these properties for the Land Bank. Ms. Kates asked if there were plans to conduct market studies for these properties. Mr. Rodriguez responded that the Land Bank staff is considering issuing an RFP to conduct market studies. Mr. Koonce asked if L&I is able to give a rehab estimate as part of their inspection. Mr. Rodriguez responded that he will ask L&I. Ms. Kates asked if anyone in attendance had any additional questions or concerns that they would like the Board to consider. No questions or concerns were presented to the Board.

Agenda Item 12
Adjournment

There being no further business to come before the Board, Mr. Dunbar called for a motion to adjourn the meeting.

Lauren Vidas made a motion to adjourn the meeting. Dominique Casimir seconded the motion.

Upon motion and duly seconded, the Board approved to adjourn the meeting.

Mr. Dunbar declared the meeting adjourned at 4:57 p.m.

SECRETARY TO THE BOARD

PHILADELPHIA LAND BANK

Board of Directors

Regular Scheduled Meeting Thursday, November 9, 2017

3:30 PM

GUEST SIGN-IN SHEET

NAME

- 1) Brian Korwegy
- 2) Linda Korwegy
- 3) Carmen Eley
- 4) Zachary Frankel
- 5) Max Frankel
- 6) ~~Frankel~~
- 7) JIHAD AZI
- 8) Keah Jones
- 9) Terence Jones
- 10) Dayanna Cardenas.
- 11) Oleg Sokolov

COMPANY

- Korwegy Properties
- "
- First Trust Bank
- Frankel Enterprises
- Frankel Enterprises
- Keller William R.E.
- JIHAD ALI/GUARDIAN
- ONE BETTER, LLC
- ONE BETTER, LLC
- BFW Group LLC.
- Sokolov Law

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- dayana@bfggroup.net.
- oleg@sokolovlawpc.com

NAME

E-MAIL ADDRESS

COMPANY

12) Julia Cohen

cohenj@design.nyasa.edu

UPenn

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MEMORANDUM

To: Board of Directors

From: Steve Cusano, Esq. 

Date: December 14, 2017

**Re: RESOLUTION REGARDING ELECTION OF SECRETARY AND TREASURER
OF THE PHILADELPHIA LAND BANK AND CORRECTION OF MINUTES OF
THE OCTOBER 12, 2017 BOARD MEETING**

Due to a typographical error, the minutes of the October 12, 2017 Board meeting and Resolution 2017-42 both incorrectly reflect that Lauren Vidas was nominated and elected Treasurer and Michael Koonce was nominated and elected Secretary.

In fact, Lauren Vidas was actually nominated and elected Secretary and Michael Koonce was actually nominated and elected Treasurer at the October 12, 2017 Board meeting.

The purpose of this Resolution is to correct this discrepancy. This Resolution is effective retroactive to October 12, 2017.

RESOLUTION NO. 2017 - ____

**RESOLUTION REGARDING ELECTION OF SECRETARY AND TREASURER
OF THE PHILADELPHIA LAND BANK AND CORRECTION OF MINUTES OF THE
OCTOBER 12, 2017 BOARD MEETING**

WHEREAS, a meeting of the Board of Directors of the Philadelphia Land Bank (the "**Board**") was held on October 12, 2017.

WHEREAS, due to a typographical error, the minutes of the October 12, 2017 Board meeting (the "**Oct. 2017 Minutes**") and Resolution 2017-42 both incorrectly reflect that Lauren Vidas was nominated and elected Treasurer and Michael Koonce was nominated and elected Secretary.

WHEREAS, notes taken by Steve Cusano - Senior Counsel and Christi Jackson – Director of Property Management all confirm that Lauren Vidas was actually nominated and elected Secretary and Michael Koonce was actually nominated and elected Treasurer at the October 12, 2017 Board meeting.

WHEREAS, in order to correct this discrepancy, the Board deems it necessary and in the best interest of the Philadelphia Land Bank to amend the Oct. 2017 Minutes and Resolution 2017-42 pursuant to the terms of this Resolution.

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

1. The Oct. 2017 Minutes and Resolution 2017-42 are hereby amended to correctly recognize that the following members of the Board of Directors were nominated and elected as Officers of the Philadelphia Land Bank on October 12, 2017 in the following capacities, to hold office for one year or until their successors are appointed and qualified:

Chair:	Christian Dunbar
Vice Chair:	Jennifer Kates
Secretary:	Lauren Vidas
Treasurer:	Michael Koonce

2. The Executive Director with the advice of Senior Counsel may modify this Resolution as may be necessary or desirable to carry out its purposes and intents.
3. This Resolution shall take effect retroactive to October 12, 2017 upon adoption by the Board.

ADOPTED ON _____

RESOLUTION NO. 2017 - ____

**RESOLUTION APPROVING PHILADELPHIA LAND BANK
OPERATING BUDGET FOR FISCAL YEAR ENDING 2018**

WHEREAS, the Board of Directors of the Philadelphia Land Bank (the "**Board**") was presented with the proposed budget for the fiscal year ending 2018 (attached to this Resolution), which itemizes the categories and amounts of expenses required to fund operations of the Philadelphia Land Bank ("**2018 Operating Budget**"); and

WHEREAS, section 309 of the Bylaws of the Philadelphia Land Bank ("**Bylaws**") requires that adoption or amendment of the annual budget be approved by a majority of the "entire Board of Directors" (defined in section 101 of the Bylaws as the total number of Directors that the Land Bank would have if there were no vacancies); and

WHEREAS, the Board deems it necessary and in the best interest of the Land Bank to approve and adopt the 2018 Operating Budget.

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

1. The 2018 Operating Budget, as presented to the Board and attached to this Resolution, is hereby approved and adopted by a majority of the "entire Board of Directors".
2. The Land Bank staff will provide the Board with quarterly financial reporting comparing actual expenditures to the fiscal year end 2018 budgeted expenses.
3. The Executive Director with the advice of Senior Counsel may modify this Resolution as may be necessary or desirable to carry out its purposes and intents.
4. This Resolution shall take effect immediately upon adoption by the Board.

ADOPTED ON _____

PHILADELPHIA LAND BANK DRAFT FISCAL 2018 OPERATING BUDGET @ 12/08/17
 JULY 1, 2017 TO JUNE 30, 2018

SALARIES	941,500	(1)
<i>Share of DHCD Support Salaries</i>	152,000	A
<i>Share of PHDC Admin Salaries</i>	206,500	B
<u>Fringe Benefits</u>		
FICA	72,000	
Pensions	145,000	(2)
Health Benefits		
Major Medical	237,200	(3)
Prescription Plan	84,000	(4)
Dental	15,900	
Vision	1,100	
Life Insurance	6,200	
Group Legal	2,700	
Worker's Compensation	11,300	
Unemployment Comp	14,600	
Total Fringes	570,000	
TOTAL LAND BANK SALARIES & FRINGES	1,870,000	
<u>Purchase of Services</u>		
Telephone	21,700	
Training, Travel & Conferences	15,000	
Parking, Gas & Mileage	5,200	
Postage	3,100	
Advertising	10,000	
<i>Professional Services</i>		
Legal Fees	30,000	
Parcel Reconciliation Consultant	30,000	
Audit and Accounting Consulting	42,000	
Payroll & Realist System	6,100	
Strategic Plan	75,000	(5)
Repair & Property Maintenance	6,100	
Rent of Office Space	40,000	
Insurance	264,219	(6)
Insurance broker fees	25,000	(7)
Total Purchase of Services	573,419	
<u>Materials & Supplies</u>		
Books, Publications, Dues	5,000	
Office Material & Supplies	5,000	
Printing	10,100	
Total Materials & Supplies	20,100	
<u>Equipment</u>		
Tools and Equipment	1,300	
Auto	5,000	(8)
Total Equipment	6,300	
<u>Information Services & Technology</u>		
Information Technology improvement	65,000	
Software licenses	30,500	
Purchase of data services	6,000	
Purchase and maintenance of equipment	3,900	
	105,400	
<u>Real Estate</u>		
Acquisition & Disposition		
City & SRC Lien Payments	2,069,400	(9)
Sheriff Sale Processing Fees	481,000	(10)
Appraisals	40,000	
Surveys	226,500	(11)
Filing Fees	123,500	(12)
Storm Water Management	530,000	
Emergency Property Maintenance	600,000	(13)
	4,070,400	
Total Costs All Categories	6,645,619	

**PHILADELPHIA LAND BANK
FISCAL 2018 OPERATING BUDGET
JULY 1, 2017 TO JUNE 30, 2018
12/8/2017**

Revenue

VPRC 2017 Net proceeds b/f	\$	595,619	(i)
PLB FY 2017 Direct Sales	\$	1,000,000	(ii)
PLB FY 2018 Direct Sales	\$	1,000,000	(iii)
General Fund Request	\$	850,000	(iv)
FY 2017 Land Bank Resources b/f	\$	2,700,000	(v)
Pending Transfer Ordinance request	\$	500,000	(vi)
	\$	<u>6,645,619</u>	

Assumptions

- (i) FY 2017 Net VPRC sales proceeds b/f
- (ii) Projected PLB sales through 06/30/2017.
- (iii) Projected PLB sales through 06/30/2018.
- (iv) General fund allocation received November 2017
- (v) Retained Cash balance brought forward @ 6/30/2017.
- (vi) Pending Transfer Ordinance request

MEMORANDUM

To: Board of Directors
From: Steve Cusano, Esq. 
Date: December 14, 2017
Re: **RESOLUTION GRANTING AUTHORIZATION TO ACQUIRE TAX DELINQUENT
PROPERTY, SUBJECT TO CERTAIN TERMS AND CONDITIONS**

The attached Resolution is substantially the same as Resolution 2017-44 previously adopted by the Board on October 12, 2017. The purpose of this Resolution is to extend the deadline of December 15, 2017, as specified in Resolution 2017-44, and to designate a spending limit.

Pursuant to the Memorandum of Understanding among the City of Philadelphia, the Philadelphia School District, Philadelphia Gas Works and the Philadelphia Land Bank (the "MOU"), the Land Bank expects to begin acquiring tax delinquent property placed for sale at the several monthly tax sales conducted by the Law Department and its outside counsel. Presently, there are 4 such sales each month.

Prior practice has been to obtain specific Board approval for each property that the Land Bank wished to acquire at tax sale. Going forward, the volume of acquisitions will increase significantly once the MOU is implemented. In many cases, the Land Bank must decide quickly whether it should bid for a property to prevent its sale to the public or to avoid additional expenses to postpone or stay the sale.

We propose that the certain Board Officers and the Executive Director be granted limited, controlled, and supervised authority to bid for those Tax Sale Properties which are eligible for acquisition and which support the goals of the Land Bank's Strategic Plan. The staff proposes to allow expenditure by these individuals of up to \$575,000 for these acquisitions.

There will be monthly reporting to the Board of properties acquired and payments made, along with how each property is intended to be used when conveyed, all in keeping with the Strategic Plan. In addition, upon request of a majority of the Board, Land Bank staff will provide information to allow the Board to properly supervise and control this delegation of authority.

Lastly, this Resolution shall not affect, or be deemed to reduce, any authority or amounts to acquire Tax Sale Properties which the Board has granted or authorized in any other resolution.

RESOLUTION NO. 2017 – ____

**RESOLUTION GRANTING AUTHORIZATION TO ACQUIRE TAX DELINQUENT
PROPERTY, SUBJECT TO CERTAIN TERMS AND CONDITIONS**

WHEREAS, the Commonwealth Land Bank Act, 68 Pa. C.S.A. §§ 2101, *et seq.*, ("**Land Bank Act**") authorizes a land bank to acquire property exposed for sale under the Municipal Claim and Tax Lien Law, 53 P.S. §§ 7101, *et seq.*;

WHEREAS, section 16-705(2) of the Philadelphia Code authorizes the Philadelphia Land Bank ("**Land Bank**") to acquire real property or interests in real property through all legal means, subject to certain stated terms and conditions;

WHEREAS, section 16-705(3)(b) of the Philadelphia Code authorizes the Land Bank to acquire tax delinquent properties at tax sales conducted by, or on behalf of, the City of Philadelphia ("**Tax Sale Properties**");

WHEREAS, the Land Bank finds the acquisition of Tax Sale Properties which meet the criteria of its Strategic Plan can be better managed by delegating the authority to bid for and acquire Tax Sale Properties.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors of the Philadelphia Land Bank (the "**Board**") that:

1. The Board Chair, the Board Vice-Chair and the Executive Director are each hereby authorized to bid for and acquire Tax Sale Properties in accordance with this Resolution, the Land Bank Act, the Philadelphia Code, and any Memorandum of Understanding to which the Land Bank is a party.
2. The maximum expenditure for acquisition of Tax Sale Properties authorized by this Resolution shall not exceed Five Hundred and Seventy Five Thousand Dollars (\$575,000) without further approval and authorization of the Board.
3. For all Tax Sale Properties acquired under this Resolution, the Executive Director shall report at each Regular Meeting of the Board on a cumulative basis: (a) the property address; (b) the amount paid; and (c) the proposed disposition use of the property in a category shown in the Strategic Plan.
4. Upon request of a majority of the Board, Land Bank staff shall provide such other information to allow the Board to properly supervise and control this delegation of authority.
5. Those Land Bank staff authorized to execute and deliver documents on behalf of the Land Bank under Resolution 2017-43 are hereby authorized to execute and deliver any and all applications, contracts, and other documentation necessary or desirable to carry out the purpose and intent of this Resolution.
6. This Resolution shall not affect, or be deemed to reduce, any authority or amounts to acquire Tax Sale Properties which the Board has granted or authorized in any other resolution, including, without limitation, Resolution 2017-_____.
7. The Executive Director with the advice of Senior Counsel may modify this Resolution as may be necessary or desirable to carry out its purposes and intents.
8. This Resolution shall take effect immediately upon adoption by the Board. The authorization provided in this Resolution shall expire on _____ unless extended by further action by the Board.

ADOPTED ON _____

MEMORANDUM

To: Board of Directors
From: Steve Cusano, Esq.
Date: December 14, 2017 
Re: **RESOLUTION AUTHORIZING ACQUISITION OF TAX DELINQUENT PROPERTIES**

One of the Land Bank's goals is to facilitate the acquisition and reuse of vacant, tax delinquent property using authority granted by the Pennsylvania Land Bank Act of 2012 and the Philadelphia Land Bank Ordinance of 2013 which allow a land bank to make a priority bid to acquire tax delinquent properties.

Coordinating with the Office of Planning and Development and the City's Finance, Revenue and Planning Departments, Land Bank staff has identified tax delinquent properties that the Land Bank should acquire to fulfill its mission. These properties are identified on the attachment to the Resolution.

We expect that these properties, once acquired, will be conveyed to meet the several uses identified in the Land Bank's Strategic Plan, including affordable housing, workforce housing, market rate development, business expansion, mixed-use development, community gardens, and open space, and side yards.

The timing for acquisition of these properties will be at the discretion of the Executive Director. Furthermore, the Executive Director will provide a monthly report as properties are acquired indicating the: (a) the property address; (b) the amount paid; and (c) the proposed disposition use of the property in a category shown in the Strategic Plan.

Any and all costs and expenses incurred to bid for and acquire any of these properties will not affect, or be deemed to reduce, any authority or amounts to acquire other tax sale properties which the Board has granted or authorized in any other resolution.

The Land Bank staff requests that the Board authorize the Land Bank to bid for and acquire those properties identified on the attachment to the Resolution.

RESOLUTION NO. 2017 - _____

**RESOLUTION AUTHORIZING ACQUISITION OF
TAX DELINQUENT PROPERTIES**

WHEREAS, the Commonwealth Land Bank Act, 68 Pa. C.S.A. §§ 2101, *et seq.*, ("**Land Bank Act**") authorizes a land bank to acquire property exposed for sale under the Municipal Claim and Tax Lien Law, 53 P.S. §§ 7101, *et seq.*;

WHEREAS, section 16-705(2) of the Philadelphia Code authorizes the Philadelphia Land Bank ("**Land Bank**") to acquire real property or interests in real property through all legal means, subject to certain stated terms and conditions;

WHEREAS, section 16-705(3)(b) of the Philadelphia Code authorizes the Land Bank to acquire tax delinquent properties at tax sales conducted by, or on behalf of, the City of Philadelphia ("**Tax Sale Properties**");

WHEREAS, the Land Bank desires to acquire certain tax delinquent properties at tax sale as identified on the list attached to this Resolution (collectively, "**Properties**"); and

WHEREAS, the Board of Directors of the Philadelphia Land Bank (the "**Board**") acknowledges that, the Land Bank may not have the ability to acquire all of the Properties if a property becomes ineligible for purchase under any law or any Memorandum of Understanding to which the Land Bank is a party.

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

1. The Land Bank is hereby authorized to acquire the Properties in accordance with the Land Bank Act, the Philadelphia Code, and any Memorandum of Understanding to which the Land Bank is a party.
2. The timing for acquisition of the Properties shall be at the discretion of the Executive Director. For all Properties acquired under this Resolution, the Executive Director shall report at each Regular Meeting of the Board on a cumulative basis: (a) the property address; (b) the amount paid; and (c) the proposed disposition use of the property in a category shown in the Strategic Plan.
3. Those Land Bank staff authorized to execute and deliver documents on behalf of the Land Bank under Resolution 2017-43 are hereby authorized to execute and deliver any and all applications, contracts, and other documentation necessary or desirable to carry out the purpose and intent of this Resolution.
4. Any and all costs and expenses incurred to bid for and acquire any of the Properties under this Resolution shall not affect, or be deemed to reduce, any authority or amounts to acquire Tax Sale Properties which the Board has granted or authorized in any other resolution, including, without limitation, Resolution 2017-_____.
5. The Executive Director with the advice of Senior Counsel may modify this Resolution as may be necessary or desirable to carry out its purposes and intents.
6. This Resolution shall take effect immediately upon adoption by the Board.

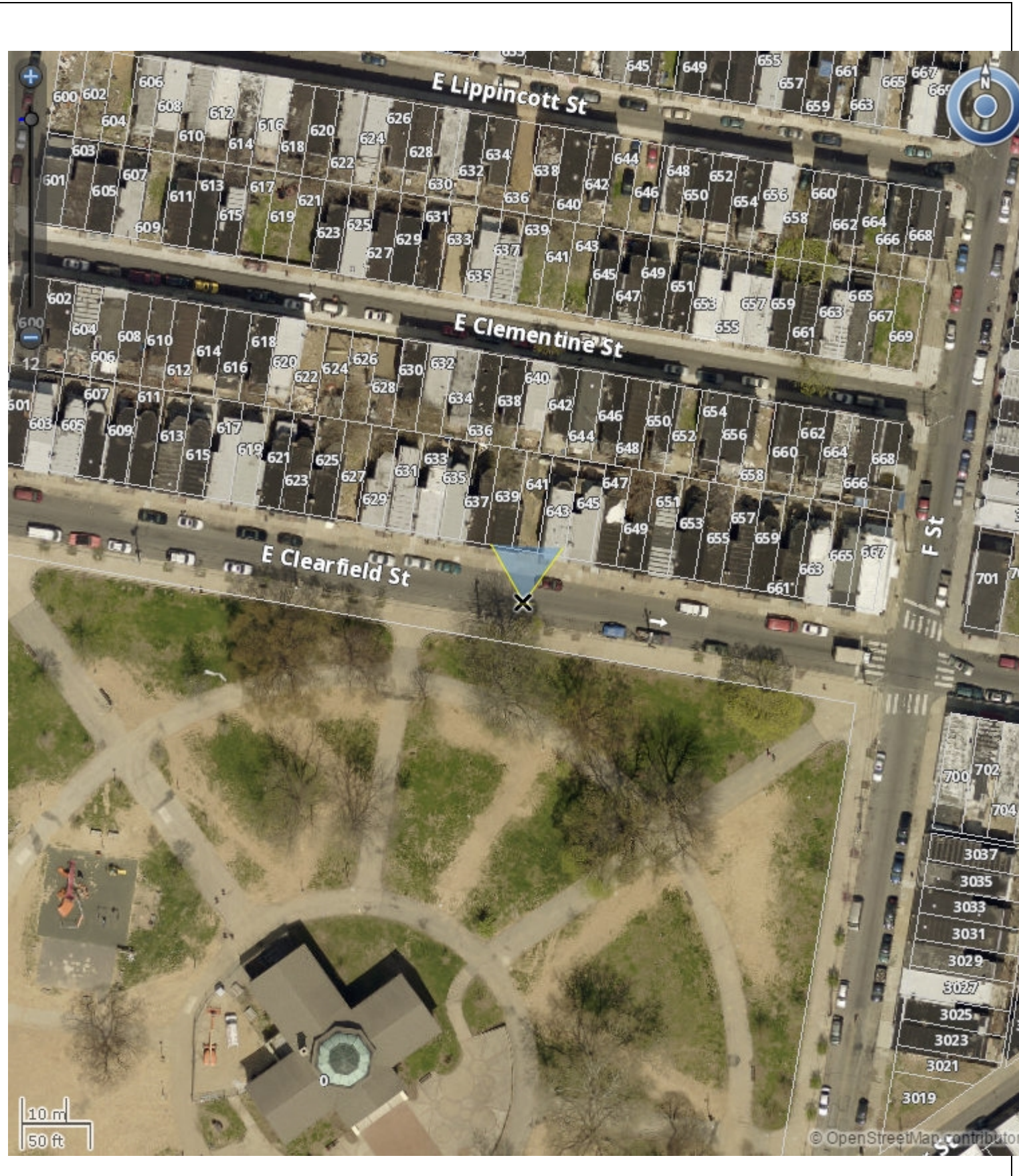
ADOPTED ON _____

	OPA NUMBER	TIC	PROPERTY ADDRESS	CC DISTRICT	LAND BANK DECISION	PROPOSED USE (subject to change)
1	243063600		3714 BROWN ST	3	Under Review	TBD - clarification requested from DCM
2	243085700		709 N DE KALB ST	3	Under Review	TBD - clarification requested from DCM
3	281411400	Yes	2653 W SILVER ST	4	Under Review	Community Garden
4	341219007	Yes	529 N 62ND ST	4	Under Review	Development of community center (nonprofit arm of church)
5	341219015	Yes	531R N 62ND ST	4	Under Review	Development of community center (nonprofit arm of church)
6	882967025	Yes	531 N 62ND ST	4	Under Review	Development of community center (nonprofit arm of church)
7	344193700		704 N 63RD ST	4	Under Review	Sideyard
8	371174400		2503 N WARNOCK ST	5	Under Review	Community Garden
9	371175300		2521 N WARNOCK ST	5	Under Review	Community Garden
10	371176600		2547 N WARNOCK ST	5	Under Review	Community Garden
11	371179400		2508 N WARNOCK ST	5	Under Review	Community Garden
12	371193900	Yes	2506 N 11TH ST	5	Under Review	Community Garden
13	371347800		1004 W ARIZONA ST	5	Under Review	Community Garden
14	371347900		1006 W ARIZONA ST	5	Under Review	Community Garden
15	371387300		1019 W CUMBERLAND ST	5	Under Review	Community Garden
16	371387500		1023 W CUMBERLAND ST	5	Under Review	Community Garden
17	321040100		1435 DIAMOND ST	5	Under Review	Community Garden
18	371165800		2318 N 10TH ST	5	Under Review	Community Garden
19	371165900		2320 N 10TH ST	5	Under Review	Community Garden
20	371166200		2326 N 10TH ST	5	Under Review	Community Garden
21	371166300		2328 N 10TH ST	5	Under Review	Community Garden
22	371166400		2330 N 10TH ST	5	Under Review	Community Garden
23	371174700		2509 N WARNOCK ST	5	Under Review	Community Garden
24	371174800		2511 N WARNOCK ST	5	Under Review	Community Garden
25	371383700	Yes	723 W CUMBERLAND ST	5	Under Review	Community Garden
26	371383800	Yes	725 W CUMBERLAND ST	5	Under Review	Community Garden
27	371383900	Yes	727 W CUMBERLAND ST	5	Under Review	Community Garden
28	471269800		1726 RIDGE AVE	5	Under Review	Economic Development Site
29	372444700		734 W ALLEGHENY AVE	5	Under Review	Garden/Open Space
30	292027800	Yes	2713 W FLORA ST	5	Under Review	Housing
31	372086100		2937 N 8TH ST	5	Under Review	Sideyard

32	471276010	Yes	1603 N BOUVIER ST	5	Under Review	Workforce Housing
33	152320200		1516 HARMER ST	5	Under Review	Workforce Housing
34	292097300		1537 N 28TH ST	5	Under Review	Workforce Housing
35	292097800		1545 N 28TH ST	5	Under Review	Workforce Housing
36	292113500	Yes	1463 N NEWKIRK ST	5	Under Review	Workforce Housing
37	202163000		1528 N 9TH ST	5	Under Review	TBD - clarification requested from DCM
38	202163400		1536 N 9TH ST	5	Under Review	TBD - clarification requested from DCM
39	291264100		2410 CLIFFORD ST	5	Under Review	TBD - clarification requested from DCM
40	291264700		2422 CLIFFORD ST	5	Under Review	TBD - clarification requested from DCM
41	291265300		2434 CLIFFORD ST	5	Under Review	TBD - clarification requested from DCM
42	291265400		2436 CLIFFORD ST	5	Under Review	TBD - clarification requested from DCM
43	291336100	Yes	1516 N 25TH ST	5	Under Review	TBD - clarification requested from DCM
44	291336300	Yes	1520 N 25TH ST	5	Under Review	TBD - clarification requested from DCM
45	321258300	Yes	2027 N 19TH ST	5	Under Review	TBD - clarification requested from DCM
46	322218100	Yes	2625 W MONTGOMERY AVE	5	Under Review	TBD - clarification requested from DCM
47	324001800	Yes	2533 W OXFORD ST	5	Under Review	TBD - clarification requested from DCM
48	324003300		2619 W OXFORD ST	5	Under Review	TBD - clarification requested from DCM
49	324003400		2621 W OXFORD ST	5	Under Review	TBD - clarification requested from DCM
50	324077400	Yes	2606 W MONTGOMERY AVE	5	Under Review	TBD - clarification requested from DCM
51	152286300		4R NOLANS CT	5	Under Review	TBD - clarification requested from DCM
52	202162900	Yes	1526 N 9TH ST	5	Under Review	TBD - clarification requested from DCM
53	292007300		2703 W GEORGE ST	5	Under Review	TBD - clarification requested from DCM
54	292018000		2718 W HARPER ST	5	Under Review	TBD - clarification requested from DCM
55	324053400		2913 CECIL B MOORE AVE	5	Under Review	TBD - clarification requested from DCM
56	183214600		258 DIAMOND ST	7	Under Review	Affordable Housing
57	183214700		260 DIAMOND ST	7	Under Review	Affordable Housing
58	183214900		264 DIAMOND ST	7	Under Review	Affordable Housing

59	183215200		270 DIAMOND ST	7	Under Review	Affordable Housing
60	183440200		2030 GERMANTOWN AVE	7	Under Review	Commercial
61	183440600		2038 GERMANTOWN AVE	7	Under Review	Commercial
62	885843560		2002 N RANDOLPH ST	7	Under Review	Commercial Site
63	885843640		2012 N RANDOLPH ST	7	Under Review	Commercial Site
64	885845180		2016 N RANDOLPH ST	7	Under Review	Commercial Site
65	885846420		2036 N RANDOLPH ST	7	Under Review	Commercial Site
66	885847320		2042 N RANDOLPH ST	7	Under Review	Commercial Site
67	192264400		2967 N FAIRHILL ST	7	Under Review	Community Garden
68	433390700		4213 N 9TH ST	7	Under Review	Community Garden
69	433390300		4205 N 9TH ST	7	Under Review	Community Garden
70	183030200	Yes	527 W MONTGOMERY AVE	7	Under Review	Development Site
71	313137300		1946 E YORK ST	7	Under Review	Sidyard
72	191399300	Yes	301 W SUSQUEHANNA AVE	7	Under Review	TBD - clarification requested from DCM
73	183218000		428 DIAMOND ST	7	Under Review	TBD - clarification requested from DCM
74	191403200		515 W SUSQUEHANNA AVE	7	Under Review	TBD - clarification requested from DCM
75	885327660		2751 KENSINGTON AVE	7	Under Review	TBD - clarification requested from DCM
76	324040300		2808 CECIL B MOORE AVE	5	Under Review	Affordable Housing
77	885198740		2013 GERMANTOWN AVE	7	Under Review	Commercial
78	292017200		2702 W HARPER ST	5	Under Review	Housing
79	292043700		2810 MASTER ST	5	Under Review	Workforce Housing
80	471038500		1534 W STILES ST	5	Under Review	Workforce Housing
81	885835100		1651 N 8TH ST	5	Under Review	TBD - clarification requested from DCM

Name of Applicant(s):	Guillermina Santos
Applicant's Primary Residency Address:	643 E. Clearfield Street
Application Date & Project Case #:	August 22, 2017
Number of EOIs Received:	4
Address of Property:	641 E. Clearfield Street
Zoning & Council District:	RM-1 CD# 7
Appraised Value:	\$ 12,000.00 (will pay nominal due to this being side yard eligible)
STRATEGIC PLAN GOAL:	<input type="checkbox"/> Housing <input type="checkbox"/> Business Expansion <input checked="" type="checkbox"/> Side yard <input type="checkbox"/> Garden/Open Space
PLANNED USE:	<input checked="" type="checkbox"/> Yard <input type="checkbox"/> Garden <input type="checkbox"/> Parking
ESTIMATED IMPROVEMENT COSTS:	\$800.00
<p><u>Staff Recommendation:</u></p> <p>This parcel is eligible under the side yard program as it qualifies as side yard eligible and the adjacent owner tries to maintain the parcel free from trash and debris.</p> <p>Improvements to the vacant lot will commence within 3 months of obtaining the property. Applicant is compliant and in good standing with the City of Philadelphia.</p> <p>Image and map attached.</p> <p>NOTE: This parcel was originally approved by VPRC in September 2015, but then the parcel was transferred to the Philadelphia Land Bank.</p> <p>Prepared by: Brian Romano Reviewed by: Christi Jackson</p>	





RESOLUTION NO. 2017 – _____

**RESOLUTION AUTHORIZING CONVEYANCE OF
641 E. CLEARFIELD STREET TO GUILLERMINA SANTOS**

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 approval of the Vacant Property Review Committee and resolution by Philadelphia City Council, and subject further to the terms and conditions of Section 16-707; and

WHEREAS, the Vacant Property Review Committee reviewed the proposed transfer of 641 E. Clearfield Street (the "Property") at its public meeting held on October 10, 2017 and Philadelphia City Council approved conveyance of the Property by Resolution No. _____, adopted on _____.

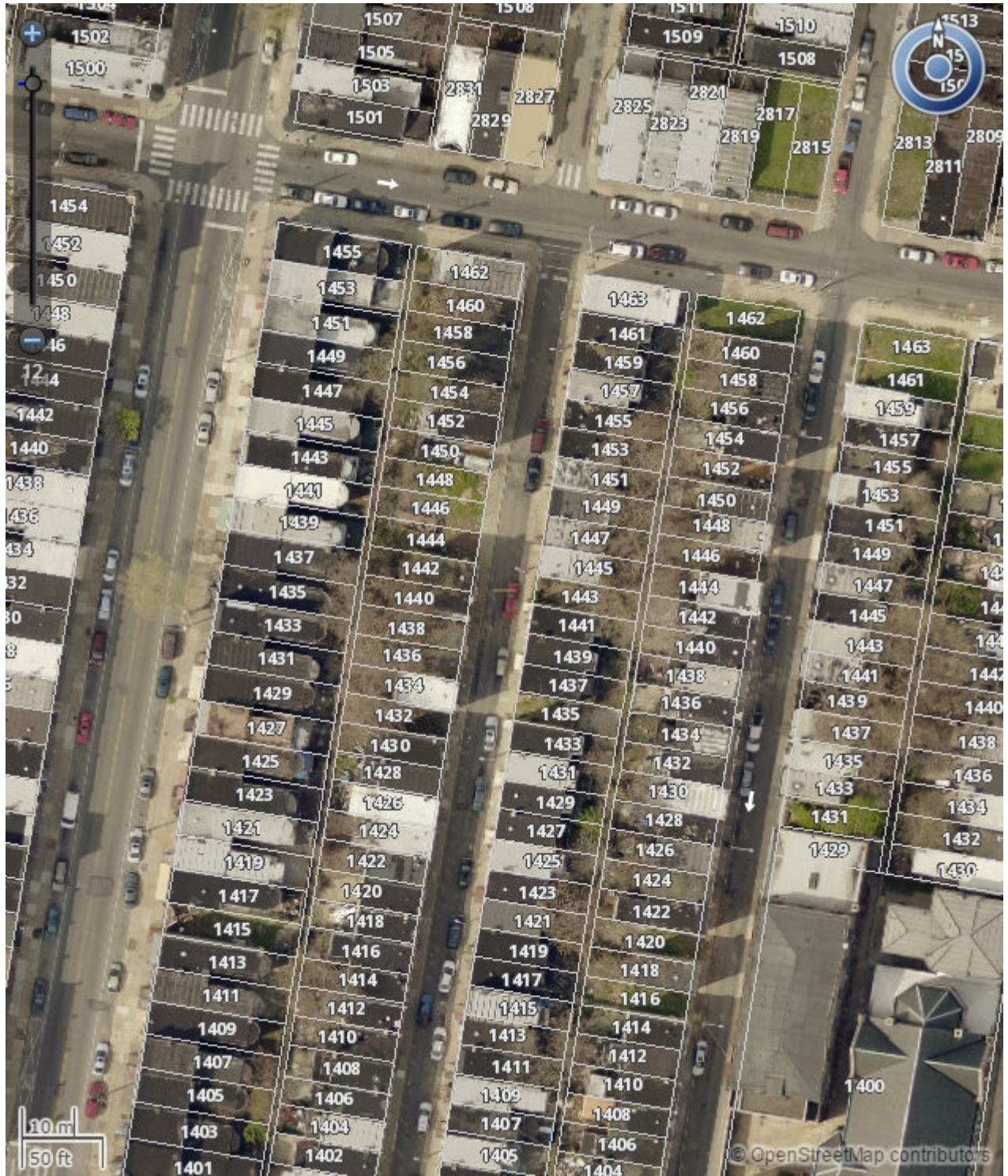
WHEREAS, the Board of Directors has determined that it is in the best interest of the Land Bank to convey the Property; and

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

1. The conveyance of the Property to Guillermina Santos for nominal consideration as a side/rear yard is in the best interests of the Land Bank and is hereby approved;
2. The conveyance of the Property complies with all terms and conditions of Section 16-707 of the Philadelphia Code;
3. The Executive Director, Director of Property Management, and Senior Counsel are each hereby authorized, in the name of and on behalf of the Land Bank, to prepare, execute, deliver, and perform any and all agreements, deeds, and other documents as may be necessary or desirable to consummate the conveyance of the Property, which shall contain such terms and conditions as the Executive Director and Senior Counsel shall deem necessary or appropriate, and, when so executed and delivered by the Land Bank shall constitute the valid and binding obligations of the Land Bank; and
4. The Executive Director with the advice of Senior Counsel may modify this Resolution as may be necessary or desirable to carry out its purposes and intents.
5. This Resolution shall take effect immediately upon adoption by the Board.

ADOPTED ON _____

Name of Applicant(s):	Oscar Johnson
Applicant's Primary Residency Address:	1441 N. Dover Street
Application Date & Project Case #:	September 8, 2017
Number of EOIs Received:	2 (one was closed out for being unresponsive)
Address of Property:	1443 N. Dover Street
Zoning & Council District:	RSA-5 CD# 5
OPA Value:	\$ 5,200.00 (will pay nominal due to this parcel being side yard eligible)
STRATEGIC PLAN GOAL:	<input type="checkbox"/> Housing <input type="checkbox"/> Business Expansion <input checked="" type="checkbox"/> Side yard <input type="checkbox"/> Garden/Open Space
PLANNED USE:	<input type="checkbox"/> Yard <input checked="" type="checkbox"/> Garden <input type="checkbox"/> Parking
ESTIMATED IMPROVEMENT COSTS:	Mr. Johnson is already maintaining the side yard as a garden
<p><u>Staff Recommendation:</u></p> <p>This parcel is eligible under the side yard program as it qualifies as side yard eligible and the adjacent owner has been taking care of and continually maintaining the parcel for a number of years.</p> <p>The applicant will continue to maintain the lot as a garden. Applicant is compliant and in good standing with the City of Philadelphia.</p> <p>Image and map attached.</p> <p>NOTE: Council District #5 (Councilman Clarke's) office has provided support for the applicant.</p> <p>Prepared by: Brian Romano Reviewed by: Christi Jackson</p>	





RESOLUTION NO. 2017 – _____

**RESOLUTION AUTHORIZING CONVEYANCE OF
1443 N. DOVER STREET TO OSCAR JOHNSON**

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 approval of the Vacant Property Review Committee and resolution by Philadelphia City Council, and subject further to the terms and conditions of Section 16-707; and

WHEREAS, the Vacant Property Review Committee reviewed the proposed transfer of 1443 N . Dover Street (the "Property") at its public meeting held on October 10, 2017 and Philadelphia City Council approved conveyance of the Property by Resolution No. _____, adopted on _____.

WHEREAS, the Board of Directors has determined that it is in the best interest of the Land Bank to convey the Property; and

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

1. The conveyance of the Property to Oscar Johnson for nominal consideration as a side/rear yard is in the best interests of the Land Bank and is hereby approved;
2. The conveyance of the Property complies with all terms and conditions of Section 16-707 of the Philadelphia Code;
3. The Executive Director, Director of Property Management, and Senior Counsel are each hereby authorized, in the name of and on behalf of the Land Bank, to prepare, execute, deliver, and perform any and all agreements, deeds, and other documents as may be necessary or desirable to consummate the conveyance of the Property, which shall contain such terms and conditions as the Executive Director and Senior Counsel shall deem necessary or appropriate, and, when so executed and delivered by the Land Bank shall constitute the valid and binding obligations of the Land Bank; and
4. The Executive Director with the advice of Senior Counsel may modify this Resolution as may be necessary or desirable to carry out its purposes and intents.
5. This Resolution shall take effect immediately upon adoption by the Board.

ADOPTED ON _____

RESOLUTION NO. 2017 - ____

**RESOLUTION APPOINTING BLANE STODDARD
TO THE STRATEGIC PLAN COMMITTEE**

WHEREAS, Section 310 of the Bylaws of the Philadelphia Land Bank authorizes the Board of Directors (the "**Board**"), by a majority vote of the entire Board, to designate one or more standing advisory and ad hoc committees, whose members may be comprised of both Board members and other individuals who are not Board members; and

WHEREAS, the Board desires to appoint Blane Stoddard to the Strategic Plan Committee pursuant to this Resolution.

NOW THEREFORE, BE IT RESOLVED by the Board that:

1. Blane Stoddard is hereby appointed a member of the Strategic Plan Committee.
2. This Resolution shall take effect immediately upon adoption by the Board.

ADOPTED ON _____

Philadelphia Land Bank

2017/18 General Liability

Insurance Proposal

presented 11/30/2017



Executive and Pricing Summary

General Liability

- Current policy written with Tokio Marine (Philadelphia Insurance), who provided a non-renewal;
- Obtained renewal quote with Western World Insurance Company;
- Exposure basis of units increased 43% compared to expiring units;
- Western World exceeded adjusted expiring by providing an 18% reduction in annual renewal premium;
- Obtained an option to short term policy to run 12/09/2017-07/01/2018 to run concurrently with the rest of the program; and
- Premium is due upon receipt, however Premium financing options are available upon request.

(1) Coverage	(2) 12/09/2016-2017		(3) 12/09/2017-2018		(4) 12/09/2017-2018 Annual Renewal Pricing	(5) 12/09/2017-2018 Difference in Cost between Expiring Rates and Renewal Rates (\$) Change from Expiring Rates (%)	(6) 12/09/2017- 07/01/2018 Short Term Renewal Pricing
	Exposure Basis	Expiring Annual Pricing	Exposure Basis	Expiring Rates applied to Renewal Exposures			
Commercial General Liability	Units: 1,369	Tokio Marine Specialty Insurance Company A++ ; XV \$239,575 \$7,190 \$0 \$7,187 <u>\$253,952</u>	Units: 1,949	\$341,075 \$10,236 \$0 <u>\$10,232</u> <u>\$361,543</u>	Western World Insurance Company A+ ; IX \$275,000 \$13,750 \$1,175 <u>\$8,270</u> <u>\$298,195</u>		Western World Insurance Company A+ ; IX \$137,500 \$6,875 \$1,175 <u>\$4,145</u> <u>\$149,695</u>
Subtotal Costs:						(\$63,348) (18)%	
GRAND TOTAL:					\$298,195	(\$63,348) (18)%	\$149,695

Notes:

1) All Premiums are net of Commission.

2) Annual premium shown in column F is for comparison purposes only. Policy will be bound expiring 07/01/2018 per column H.

Next Steps

General Liability Subjectivities

- Signed Terrorism Election/Rejection Form

Next Steps:

- **Verification of Information** - Our proposal is based on underwriting information submitted by you during our information gathering process. We encourage you to review the information used in the submission. These exposure schedules are based on the information provided by Philadelphia Land Bank. ***In the event that changes or modifications are required, we would need to know prior to binding the coverage as it may affect the pricing.***
- **Binding** – Pending your final decision, Conner Strong & Buckelew will bind the coverage terms, conditions, pricing, etc. outlined by this Proposal prior to the policy renewal date.
- **Confirmation of Binding** – We will provide you with a letter outlining the final terms and conditions with copies of the insurance carrier coverage binder.
- **Provide Policies** – When we receive your renewal policy from the insurance carrier, we will “checklist” the policy against the bound coverage to confirm the policies’ accuracy and send it to you via e-mail.

Disclosures

Proposal Terms and Exposure Bases

The Proposal is based on the exposure information and the loss data that was made known to Conner Strong & Buckelew during our preparations for your renewal. Any changes in these exposures, e.g., new operations, new products, additional states of hire, etc. must be reported to us in order for proper coverage to be put in place. It is important that you review the exhibits with underwriting data to ensure you agree with the exposure information that was provided to the insurance carriers and forms the basis of their quotes.

Terrorism

The Terrorism Risk Insurance Act, as amended by the Terrorism Risk Insurance Protection Act of 2007 (“TRIA”) is a federal law that requires commercial insurance companies to offer terrorism coverage (as defined by TRIA) and mandates that the US government provide certain reinsurance for such coverage.

TRIA coverage is provided in accordance with the TRIA’s provisions, and therefore is limited coverage. If at any time you would like to obtain a stand-alone Terrorism coverage quote, please let us know.

Non-Admitted Carriers

The premium quotation for your General Liability coverage has been provided by Western World Insurance Company, a “non-admitted” carrier in the Commonwealth of Pennsylvania. The insurer with whom the insurance is to be placed is not admitted to transact business in this State and is subject to limited regulation by the Pennsylvania Insurance Department. In the event of the insolvency of the insurer, losses will not be paid by the Pennsylvania Insurance Guaranty Association, and will be your responsibility.

The Pennsylvania Insurance Guaranty Association, which provides protection against insurer insolvency, applies to “admitted” carriers only; its protection does not extend to non-admitted or Surplus Lines carriers. However, although these carriers are non-admitted, their A.M. Best ratings as noted above provide an indication of the company’s solvency and ability to pay claims.

Discussion of Renewal Coverages

General Liability including Employee Benefits Liability

General Liability

The Commercial General Liability portion of City of Chester’s risk is a relatively large element of your overall Risk Management Program. A Commercial General Liability Policy responds to claims that arise from bodily injury, property damage, personal injury and advertising injury. Bodily injury and property damage claims could come from operations at your premises. Premises exposure would be limited to either bodily injury or property damage that occurs to a third party on your premises. The most typical type of claim would be a slip, trip or fall.

Employee Benefits Liability

Covers errors or omissions in the administration of an employee benefit program.

Coverage Highlights

Policy Limits and Retentions

Commercial General Liability	
\$1,000,000	Bodily Injury & Property Damage, per Occurrence
\$1,000,000	Personal & Advertising Injury, per Occurrence
\$100,000	Damage to Premises Rented, per Occurrence
\$5,000	Medical Expense, Any One Person
\$2,000,000	General Aggregate - Other Than Products & Completed Operations
\$2,000,000	Aggregate Limit - Products & Completed Operations
\$1,000	Deductible (BI/PD)
Employee Benefits Liability	
\$1,000,000	Each Claim
\$1,000,000	Aggregate

Discussion of Renewal Coverages

General Liability including Employee Benefits Liability

Key Policy Endorsements

Form Name	Explanation of Coverage
Independent Contractors Exclusion	Will not cover any claim arising out of the operations or any independent contractor
Injury to Contractors or Subcontractors and their Workers Exclusion	Will not cover any claim arising from injury to any contractor or subcontractor, hired by/through any insured or any employee, temporary worker or casual worker of any contractor or subcontractor
Total Construction Exclusion	Will not cover any claims arising out of or in connection with building: <ul style="list-style-type: none"> - Construction - Reconstruction - Demolition - <u>Repair</u> or - Erection

MEMORANDUM

To: Board of Directors
 From: Steve Cusano, Esq. 
 Date: December 14, 2017
 Re: **RESOLUTION AUTHORIZING THE PURCHASE OF COMMERCIAL GENERAL LIABILITY INSURANCE**

The PHDC, as agent for the Land Bank pursuant to Resolution 2017-28 and the Limited Power of Attorney, instructed Connor, Strong, and Buckelew ("Conner") to solicit quotes for commercial general liability insurance. Conner provided a quote for the purchase of commercial general liability insurance from Western World Insurance Company as follows:

	<u>Prior Insurer</u> Tokio Marine Specialty Insurance	<u>Proposed Insurer</u> Western World Insurance
Rating – Strength (highest A++)/Size (highest XV)	A++/XV	A+/IX
Commercial General Liability		
Bodily Injury and Property Damage	\$1,000,000/occurrence	\$1,000,000/occurrence
Personal and Advertising Injury	\$1,000,000/aggregate	\$1,000,000/occurrence
Damage to Premises Rented	\$100,000/occurrence	\$100,000/occurrence
Medical Expenses (Any One Person)	\$5,000/any one person	\$5,000/any one person
General Aggregate (not products/completed ops)	\$2,000,000/aggregate	\$2,000,000/aggregate
Products/Completed Operations	\$2,000,000/aggregate	\$2,000,000/aggregate
Policy Aggregate Limit Endorsement	Not Removed	Removed ¹
Independent Contractors Exclusion	Not Removed	Removed
Injury to Contractors or Subcontractors and their Workers' Exclusion	Not Removed	Removed
Total Construction Exclusion	Not Removed	Removed
Employee Benefits Liability		
Each Claim	N/A	\$1,000,000
Aggregate	N/A	\$1,000,000
Deductible	\$5,000/occurrence	\$1,000/occurrence
Term	12/9/16 to 12/9/17	12/9/17 to 7/1/18 ²
Term Premium	\$239,575	\$138,695
<i>Annualized Premium (comparison purposes only)</i>	<i>\$239,575</i>	<i>\$237,762</i>

The Land Bank staff requests the Board's approval of the attached resolution authorizing purchase of the insurance policy described above for the total partial year premium of \$138,695.

¹ Land Bank has a \$1M/\$2M limit at each location.

² The partial year is to allow the Land Bank's policy to run concurrently with PHDC's policy for convenience purposes.

RESOLUTION NO. 2017 - _____

**RESOLUTION AUTHORIZING THE PURCHASE
OF COMMERCIAL GENERAL LIABILITY INSURANCE**

WHEREAS, Resolution 2017-28 authorized the Land Bank to execute a Limited Power of Attorney appointing the Philadelphia Housing Development Corporation ("**PHDC**") to act as the Land Bank's agent to take all necessary and appropriate actions required to enter into a one (1) year contract with Connor, Strong, and Buckelew ("**Conner**") to provide insurance brokerage services for PHDC and the Land Bank;

WHEREAS, that certain Limited Power of Attorney dated June 12, 2017 ("**Limited POA**") authorizes PHDC to act for and on behalf of the Land Bank and to exercise all necessary and appropriate power, authority, and control to solicit, negotiate, execute documents, pay, and take other actions required to procure and maintain adequate insurance coverage for the Land Bank;

WHEREAS, pursuant to the Limited POA, PHDC instructed Conner to solicit quotes for commercial general liability insurance;

WHEREAS, Conner provided a quote for the purchase of commercial general liability insurance from Western World Insurance Company ("**WWIC**") with the following coverages, deductible, premium, and term:

Commercial General Liability

Bodily Injury and Property Damage	\$1,000,000/occurrence
Personal and Advertising Injury	\$1,000,000/occurrence
Damage to Premises Rented	\$100,000/occurrence
Medical Expenses (Any One Person)	\$5,000/any one person
General Aggregate (not products/completed ops)	\$2,000,000/aggregate
Products/Completed Operations	\$2,000,000/aggregate
Deductible	\$1,000 (BI/PD)

Employee Benefits Liability

Each Claim	\$1,000,000
Aggregate	\$1,000,000

Premium

\$138,695

Term

December 9, 2017 to July 1, 2018 ("**Partial Policy Year**")

CONTINUED ON THE FOLLOWING PAGE

WHEREAS, the purpose of the Partial Policy Year is to allow the Land Bank's policy to run concurrently with PHDC's policy for convenience purposes;

WHEREAS, as authorized under the Limited POA, after consultation with Land Bank staff, PHDC procured commercial general liability insurance for the Land Bank pursuant to this Resolution; and

WHEREAS, the Board of Directors of the Philadelphia Land Bank (the "**Board**") deems it necessary and in the best interest of the Land Bank to confirm and, as needed authorize, the purchase of commercial general liability insurance pursuant to this Resolution.

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

1. The purchase of commercial general liability insurance from WWIC for the Partial Policy Year with the coverages, deductible, and premium set forth in this Resolution is hereby confirmed and authorized.
2. Those Land Bank staff authorized to execute and deliver documents on behalf of the Land Bank pursuant to Resolution 2017-43 are hereby authorized to execute and deliver any and all applications, contracts, and other documentation necessary or desirable to carry out the purpose and intent of this Resolution.
3. That all actions previously taken and all agreements and documents executed and delivered by the Executive Director for the purchase of commercial general liability insurance pursuant to this Resolution prior to the date this Resolution is adopted by the Board are hereby approved, ratified and affirmed.
4. The Executive Director with the advice of Senior Counsel may modify this Resolution as may be necessary or desirable to carry out its purposes and intents.
5. This Resolution shall take effect immediately upon adoption by the Board.

ADOPTED ON _____

RESOLUTION NO. 2017 –

**RESOLUTION ADOPTING PHILADELPHIA LAND BANK SCHEDULE OF
REGULAR BOARD OF DIRECTORS MEETINGS FOR 2018**

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors of the Philadelphia Land Bank (the "**Board**") that:

1. For calendar year 2018, the regular meetings of the Board shall be held at 3:30 p.m. Eastern Prevailing Time on the following dates:

January 11, 2018
February 8, 2018
March 8, 2018
April 12, 2018
May 10, 2018
June 14, 2018
July 12, 2018
August 23, 2018
September 13, 2018
October 11, 2018
November 8, 2018
December 13, 2018

2. All regular meetings of the Board shall be held in the 17th Floor Boardroom at 1234 Market Street, Philadelphia, PA 19107.
3. Public notice of such schedule shall be given as required by the Pennsylvania Sunshine Act, 65 Pa.C.S.A. §§ 701, *et seq.*
4. The Executive Director with the advice of Senior Counsel may modify this Resolution as may be necessary or desirable to carry out its purposes and intents.
5. This Resolution shall take effect immediately upon adoption by the Board.

ADOPTED ON _____

Philadelphia Land Bank Parcel Reconciliation Report, December 1, 2017

Property Transfer Status for Properties Approved for Transfer/Acquisition	CITY	PHDC	PRA	TAX	PRIVATE	TOTAL
Properties Approved for Transfer/Acquisition	1230	775	297	45	1	2348
Properties Withheld from Transfer to PLB	67	11	96			174
Properties Under Review for Transfer to PLB	34	38	19			91
Properties In Process of Transfer to/Acquisition by PLB	18	4	11	0	0	33
Properties Transferred to/Acquired by PLB	1111	722	171	54	1	2059*
Properties Sold by PLB	52	37	4	0	0	93
Properties Remaining in PLB	1059	685	167	54	1	1966
Public Agency Properties Not Approved for Transfer, Possibly Available (Status: Available, Available (non-residential))	2485	0	668			3153

Milestones for Properties Still to be Conveyed to PLB	CITY 52	PHDC 42	PRA 30	TAX	PRIVATE	TOTAL
Properties under review for suitability for transfer	34	38	19			91
Waiting for surveys, corrective deeds, sheriff's deeds, or a resolution	18	4	7	0	0	29
Deed exhibit drafted, ready for City attorney review (PUB, PHDC)	0	0				0
Deed exhibit under DOR review (PUB, PHDC, PRA)	0	0	0			0
Deed exhibit has been reviewed by DOR (PUB, PHDC, PRA)	0	0	4			4
Second deed exhibit has been drafted (PUB ONLY)	0					0
Deed has been sent for execution (PUB/PRA, PHDC, PRA)	0	0	0			0
Deed in process of being recorded	0	0	0	0	0	0
Additional properties transferred to PLB since 11/01/17 (PUB/PRA, PHDC, PRA, TAX, PRIVATE)	0	0	0	9	0	9

* The total number conveyed to the land bank to date, including tax sale and private acquisitions. Properties sold have not been deducted from this total.

Philadelphia Land Bank Approved Dispositions Report (as of 12/1/2017)

Disposition Type	YEAR 1 7/1/2016 – 6/30/2017			YEAR 2 7/1/2017 – 6/30/2018			
	Strategic Plan Goals	No. of Lots Approved	No. of Units To Be Built	Strategic Plan Goals	No. of Lots Approved (YTD)	No. of Units To Be Built (YTD)	Increase Over Last Month
Side Yards	45 lots	4 lots		81 lots	1 lots		0 lots
Total Housing/Mixed Use	170 units	100 lots	155 units	205 units	17 lots	29 units	17 lots/29 units
20 % at 30% or below of AMI	34	6	9	41	0	0	0
30 % at 60% or below of AMI	50	54	80	62	0	0	0
25 % at 120% or below of AMI	43	24	37	51	15	26	15 lots/26 units
25 % non-income restricted	43	16	29	51	2	3	2 lots/3 units
Business Expansions	3 lots	2 lots		6 lots	0 lots		0 lots
Gardens/Open Space	33 lots	0 lots		33 lots	0 lots		0 lots
Total Disposition Approvals	251	106 lots*	155 units	325	18 lots	29 units	17 lots/29 units

*As of 12/1/2017, 93 lots approved for disposition in Year 1 have been conveyed.

*As of 12/1/2017, 0 lots approved for disposition in Year 2 have been conveyed.

VPRC Approved Sales Report (as of 12/1/2017)

Disposition Type	YEAR 1 7/1/2016 – 6/30/2017		YEAR 2 7/1/2017 – 6/30/2018	
	No. of Lots Sold	No. of Lots Sold (YTD)	Increase Over Last Month	
Side Yards	34	23	4	
Other Sales	38	13	1	
Nonprofit (Gardens/Open Space)	10	9	0	
Nonprofit (Other)	3	3		
Total Sales	85	48	5	