

Board of Director's Meeting**October 12, 2017****3:30 PM****Agenda**

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1. Roll Call	
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4. Executive Director Report	
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10. Update on Second Amendment to PRA Memorandum of Understanding	
11. Update on Insurance	
a. Directors' and Officers	
b. Liability	
12. Update and Approval on Memorandum of Understanding with the City of Philadelphia, SRC, and PGW	
13. Update on Property Transfers	(19)
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15. Old Business	
a. LAMA	
b. Land Bank Staffing	
16. Adjournment	

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, September 14, 2017 commencing at 3:33 p.m. in the offices of the Philadelphia Housing Development Corporation, being its regular meeting place, 17th Floor, 1234 Market Street, Philadelphia, Pennsylvania, pursuant to proper notices.

CALL TO ORDER

Ms. Kates called the meeting to order at 3:35 p.m.

CHAIRMAN'S ANNOUNCEMENT

The Vice-Chairman announced that prior to today's Public Session, the Board held an Executive Session to consider certain litigation, personnel and staffing issues.

Ms. Kates accepted the letter of resignation from Mr. Rodriguez. Ms. Kates congratulated Mr. Rodriguez on accepting the Executive Director's position at the Land Bank.

Agenda Item 1 **Roll Call**

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

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

The following staff members were present: Angel Rodriguez, Steven Cusano, Esq., Christi Jackson, Andrea Saah, Brian Romano, Jamila Davis, Cristina Martinez, Alex Sharshnirov, Elizabeth Bonaccorso, and Anne Fadullon.

Public Attendees: The list of public attendees is attached to these minutes. There were no public attendees

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

Agenda Item 2
Public Comment

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

There were no comments from the public

Agenda Item 3
Approval of Board Minutes

Ms. Kates called for a motion to approve the minutes of the Rescheduled Board meeting of August 22, 2017.

Upon motion made and duly seconded, the minutes were approved as presented.

Two (2) Abstentions: Ms. Vidas and Ms. Casimir.

Agenda Item 4
Approval of Second Amendment to Memorandum of Understanding Between the Philadelphia Land Bank and the Philadelphia Redevelopment Authority

Mr. Cusano requested approval of the Second Amendment to Memorandum of Understanding between the Land Bank and the Philadelphia Redevelopment Authority. Mr. Cusano stated that the Land Bank will reimburse the Authority for salary and fringe benefits on a monthly basis with appropriate invoicing from the Authority and that, upon request by the Land Bank, the Authority will provide documentation to support the invoice. Mr. Cusano stated that the Authority will account for the proceeds of sale of City properties via the VPRC and provide the Land Bank with a monthly report. These proceeds will be transferred from the Authority to the Land Bank. Mr. Cusano further stated that the Amended and Restated MOU is extended until June 30, 2018.

Ms. Kates asked if only salary and fringe benefits will be reimbursed and that the term has been extended. Mr. Cusano replied yes.

Mr. Koonce asked with regards to the Amended and Restated MOU is there any stipulations that the Authority submits invoices in a timely manner. Mr. Rodriguez responded that the Authority will be submitting monthly invoices and the Land Bank will send out reminders as well.

Mr. Koonce asked if the receipts will continue to go directly to the Authority and stated that a settlement clerk is on loan from the Authority. Mr. Cusano replied that the proceeds go directly to the Authority, but are then later transferred to the Land Bank. Ms. Kates stated this proceeds is not in line with the title. Mr. Cusano responded he is not sure. Ms. Fadullon informed the members of the Board that any proceeds to the Authority will go directly to the Land Bank.

Ms. Kates wanted clarification between PRA transferring the funds and the proceeds coming directly to the Land Bank. Ms. Fadullon replied that Land Bank is reimbursing the Authority's staff salaries and fringe benefits only. Mr. Koonce asked how many salaries. Mr. Rodriguez responded three (3).

Ms. Kates called for a motion to approve the Second Amendment to the Memorandum of Understanding between the Philadelphia Land Bank and the Philadelphia Redevelopment Authority.

Upon motion and duly seconded, the Second Amendment to the Memorandum of Understanding was approved as follows:

RESOLUTION NO. 2017 – 41

RESOLUTION AUTHORIZING A SECOND AMENDMENT TO AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING BETWEEN THE PHILADELPHIA REDEVELOPMENT AUTHORITY AND THE PHILADELPHIA LAND BANK

WHEREAS, the Philadelphia Redevelopment Authority and the Philadelphia Land Bank entered into a Memorandum of Understanding, effective as of October 3, 2014 (“Original Memorandum of Understanding”), through which the Redevelopment Authority agreed to: (i) provide staffing and funding support to the Land Bank; (ii) provide for the transfer of title to certain properties owned by the Redevelopment Authority to the Land Bank; and (iii) arrange for transfer of management and maintenance of certain software operational systems then controlled by the Redevelopment Authority;

WHEREAS, on July 1, 2015 the parties entered into an Amended and Restated Memorandum of Understanding (“Amended and Restated MOU”) which extended the agreements and conditions of the Original Memorandum of Understanding through Fiscal Year 2016;

WHEREAS, on July 1, 2016, the parties entered into a First Amendment to the Amended and Restated Memorandum of Understanding which extended the agreements and conditions of the Amended and Restated MOU through Fiscal Year 2017, among other things;

WHEREAS, the parties now desire to renew, extend and modify certain provisions of the Amended and Restated Memorandum of Understanding, as amended, as more specifically provided in the Summary of Major Terms (“Summary”) attached to this Resolution; and

WHEREAS, the Board of Directors of the Philadelphia Land Bank has considered the Second Amendment to the Amended and Restated Memorandum of Understanding and finds that its adoption is in the best interests of the Land Bank.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Philadelphia Land Bank that the Executive Director of the Land Bank may enter into a Second Amendment to the Amended and Restated Memorandum of Understanding with the Philadelphia Redevelopment Authority in form and substance acceptable to the Executive Director consistent with the terms and conditions stated in the Summary presented to the Board, attached to this Resolution.

Agenda Item 5
Finance Committee Report

Ms. Kates called for a motion to table the Finance Committee Report.

Upon motion and duly seconded, the Finance Committee Report was tabled.

Agenda Item 6
Approval of Land Bank Budget

This item was removed from the agenda prior to the meeting.

Agenda Item 7
Update on Property Transfers

Ms. Saah provided an update of property transfers. Ms. Saah stated that there have been no additional transfers. Eighty-nine (89) properties have been sold by the Land Bank. Ms. Saah stated that VPRC has not approved any additional properties. Ms. Saah further stated the Parcel Reconciliation Report dated September 6th indicates that 89 lots have been conveyed. Ms. Saah indicated that City Council is back in session.

Ms. Vidas asked about the properties that have not been approved. Ms. Jackson replied that each agency has its own inventory of properties in the City which are not in possession, such as bus depots, expressway entrances and libraries.

Ms. Kates stated the Board would like to have an understanding of the reasons that properties are being withheld universal. The Land Bank was preparing batches of deeds. Ms. Kates requested that staff present and show a list of properties that still need to go over to City Council. Ms. Jackson replied that some properties are flagged in the system. Ms. Saah stated that the report shows a universal number.

Ms. Kates requested that the report should include a line of the number of properties presented to Council.

Ms. Vidas pointed out that there is marketable land along with potential properties going into the Land Bank's inventory.

Ms. Kates stated that staff should update LAMA and code the properties that are in the park system. Ms. Vidas stated this would get a real number. Mr. Koonce replied that the Board is not going to get a true number.

Ms. Saah stated that parking lots, playgrounds and libraries are not completed as of yet. There are 2,300 properties that have been transferred.

Ms. Casimir stated that Parks & Recreations have some that are storm water on hold by City Council request. Ms. Jackson asked about scheduling a meeting with staff next month.

Agenda Item 8 **Land Bank Disposition and Sales Report**

Ms. Saah provided an update of property transfers. Ms. Kates asked about the number of properties not being approved; however, are vetted for various reasons.

Ms. Kates stated that the Land Bank is about one-third of the way in with potential transfers.

Mr. Koonce stated the number is large and the Authority is still in the evaluating process.

Ms. Vidas recommended that the Board set up goals.

Mr. Koonce asked about how long is the budget sustainable with regard to property transfers. Ms. Jackson replied that Ms. Saah's contract has been extended until December 31, 2018.

Ms. Vidas requested that a contact list of Land Bank staff be sent to the Board members.

Ms. Kates stated that training would be useful. Mr. Rodriguez stated that a training will be scheduled once all board members have been seated.

Agenda Item 9 **Old Business**

LAMA Training for Board and Council Members

Ms. Jackson advised the Board that she has been in contact with Davenport and training is behind schedule; however, training is being scheduled for October 4th and October 5th. Ms. Jackson stated that the LAMA upgrade was completed and we are still working on minor issues.

Ms. Jackson stated that the LAMA program has stopped working for Council members due to the 365 upgrade. She asked the Board to check with staff and determine who is experiencing issues with LAMA. Ms. Jackson stated that City Council members and staff have different needs for LAMA. She asked the board to identify the needs of their offices and to let her know. Ms. Jackson also asked the board members to identify which offices did not have LAMA.

Ms. Fadullon stated that MS. Jackson should speak with Ms. Patel and let her know who has access or who needs to get access to LAMA. Ms. Kates requested that Ms. Patel prepares a presentation for the Board and asked to include search capabilities, value and how the websites appears to the public.

Land Bank Staffing

Mr. Rodriguez informed the Board that the Land Bank is looking to hire certain positions. At this time, he is in the process of reviewing job descriptions. Mr. Rodriguez stated that the bi-lingual clerk position is moving forward, and the project manager positions are underway.

Ms. Kates asked if anyone in attendance had any additional questions or concerns that they would like the Board to consider. No questions and concerns were presented to the Board.

There being no further business to come before the Board, Ms. Kates declared the meeting adjourned at 4:04 p.m.

SECRETARY TO THE BOARD

PHILADELPHIA LAND BANK

Board of Directors

Regular Scheduled Meeting Thursday, September 14, 2017

3:30 PM

GUEST SIGN-IN SHEET

<u>NAME</u>	<u>COMPANY</u>	<u>E-MAIL ADDRESS</u>
1) ALEXANDER SHARSHNIOV	PHILA LAND BANK	ALEX.SHARSHNIOV@PHILA.GOV
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		

RESOLUTION NO. 2017 -

RESOLUTION ELECTING OFFICERS OF THE 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 of Directors 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 appointed and qualified:

Chair:

Vice Chair:

Secretary:

Treasurer:

ADOPTED _____

MEMORANDUM

To: Board of Directors
From: Steve Cusano, Esq.
Date: October 12, 2017
Re: Authority to Execute Documents

The attached Resolution is substantially the same as Resolution 2016-20 previously adopted by the Board on December 8, 2016. The purpose of this Resolution is to include Senior Counsel on the list of persons with the authority to execute certain documents.

In the routine business of the Land Bank, we are required to execute and attest certain documents that the Board has authorized, either by specific resolution or under the authority which the Board has delegated to the Executive Director. These documents would include deeds, the Land Bank's Purchase and Development Agreement, contracts, leases, rights of entry and Certificates of Completion, among similar documents. The proposed resolution identifies those staff positions within the Land Bank who would be granted the authority to execute such documentation, namely, the Executive Director, Senior Counsel, Director of Property Management, and Director of Real Estate. The proposed resolution would only permit these individuals to sign documents related to approved transactions.

RESOLUTION NO. 2017 --

**RESOLUTION AUTHORIZING PERSONNEL TO EXECUTE DOCUMENTATION
ON BEHALF OF PHILADELPHIA LAND BANK**

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Philadelphia Land Bank that the following Land Bank staff are authorized to execute and deliver on behalf of the Land Bank all deeds, leases, rights of entry, agreements, contracts, instruments, assignments, certifications, attestations, and other documents which have been authorized by the Board of Directors by specific resolution or pursuant to Board of Directors' action delegating certain authority to the Land Bank Executive Director:

Executive Director
Senior Counsel
Director of Property Management
Director of Real Estate

ADOPTED _____

MEMORANDUM

To: Board of Directors
From: Steve Cusano, Esq.
Date: October 12, 2017
**Re: Delegation of Limited Authority to Land Bank Board Officers and Executive Director
for Acquisition of Tax Delinquent Property**

The attached Resolution is substantially the same as Resolution 2017-33 previously adopted by the Board on June 27, 2017. The purpose of this Resolution is to extend the deadline of August 26, 2017, as specified in Resolution 2017-33.

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. Initially, we propose to allow expenditure by these individuals of up to \$250,000 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.

RESOLUTION NO. 2017 –

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

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

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

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

NOW THEREFORE, BE IT RESOLVED by the Board of Directors that (“Board”):

1. The Board Chair, the Board Vice-Chair and the Executive Director are each authorized, subject to the terms of this Resolution, to bid for and acquire Tax Sale Properties.
2. The maximum expenditure for acquisition of Tax Sale Properties as authorized by this Resolution shall not exceed Two Hundred Fifty Thousand Dollars (\$250,000) without further approval and authorization of the Board.
3. The Executive Director shall report at each Regular Meeting of the Board on a cumulative basis: (a) the address of all Tax Sale Properties acquired; (b) the amount paid to the City to satisfy or remove all municipal and School District charges; 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 documents on behalf of the Land Bank pursuant to any past or future Resolution are hereby granted authorization to execute and deliver all such contracts, instruments and documents, and to pay all amounts, necessary or convenient to carry out the purpose and intent of this Resolution.
6. The authorization provided in this Resolution shall expire on _____ unless extended by further action by the Board.

ADOPTED _____

MEMORANDUM

To: Board of Directors
From: Steve Cusano, Esq.
Date: October 12, 2017
Re: Resolution Authorizing Certain Authorized Persons to Sign Orders and Checks

The attached Resolution is needed to allow for the delegation of authority to sign orders and checks for the payment of money from the Land Bank. The Bylaws require that the Treasurer sign all orders and checks for the payment of money and that all such orders and checks be countersigned by the Chair or Vice Chair.

In order for the efficient operation of the Land Bank, it is necessary that (i) these powers be delegated to three (3) Authorized Persons being Angel Rodriguez as Executive Director, Steve Cusano as Senior Counsel, and Darren Williams as Finance Director and (ii) all orders and checks for the payment of money by the Land Bank must be signed by at least two (2) Authorized Persons.

The Resolution further authorizes the Authorized Persons to do all such further acts necessary or appropriate in order to carry out the intent and to accomplish the purposes of the Resolution which will include filing the appropriate documents with the bank.

This authority automatically terminates upon such Authorized Person voluntarily or involuntarily leaving their position with the Land Bank.

No sub-delegation of this authority is permitted without the approval of the Board.

Please note that pursuant to Resolution 2015-11, the Executive Director may enter into contracts for supplies, materials and services in amounts not to exceed \$50,000, inclusive of all amendments and extensions, which are consistent with the corresponding line item in the then current Land Bank Operating Budget. The Executive Director is obligated to report at the next scheduled meeting of the Board all contracts executed since their last report.

RESOLUTION NO. 2017 –

**RESOLUTION AUTHORIZING CERTAIN AUTHORIZED PERSONS TO SIGN
ORDERS AND CHECKS FOR THE PAYMENT OF MONEY BY THE
PHILADELPHIA LAND BANK**

WHEREAS, section 205 of the Land Bank's Bylaws provides, among other things, that the Treasurer, or such other person as authorized by resolution of the Board of Directors of the Philadelphia Land Bank (the "**Board**"), shall "sign all orders and checks for the payment of money, and shall pay out and disburse such monies under the direction of the Board" and "Except as otherwise authorized by resolution of the Board, all such orders and checks shall be countersigned by the Chair or Vice Chair";

WHEREAS, the Board has determined that it is necessary to delegate authority to sign and countersign any and all orders and checks for the payment of money by the Land Bank;

WHEREAS, the Board has determined that all orders and checks for the payment of money by the Land Bank must be signed by at least two (2) Authorized Persons, as defined below;

WHEREAS, the Board has determined that it is necessary to provide the Authorized Persons with the authority to do and cause to be done any and all such further acts and things and execute and deliver all such certificates, agreements, documents, statements, filings, and instruments necessary or appropriate in order to carry out the intent and to accomplish the purposes of this Resolution;

WHEREAS, the Board has determined that the authority granted to each Authorized Person in this Resolution shall automatically terminate upon such Authorized Person voluntarily or involuntarily leaving their position with the Land Bank; and

WHEREAS, the Board has determined that the authority delegated in this Resolution shall not be sub-delegated without the approval of the Board.

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

1. The requirement that all orders and checks for the payment of money by the Land Bank be signed by the Treasurer and countersigned by the Chair or Vice Chair is hereby delegated pursuant to the terms of this Resolution.

2. All orders and checks for the payment of money by the Land Bank must be signed by at least two (2) Authorized Person.

4. Angel Rodriguez as Executive Director, Steve Cusano as Senior Counsel, and Darren Williams as Finance Director are hereby each an "**Authorized Person**" and collectively, "**Authorized Persons**" under this Resolution.

5. The Authorized Persons are hereby authorized to do and cause to be done any and all such further acts and things and execute and deliver all such certificates, agreements, documents,

statements, filings, and instruments necessary or appropriate in order to carry out the intent and to accomplish the purposes of this Resolution;

6. The authority granted to each Authorized Person pursuant to this Resolution shall automatically terminate upon such Authorized Person voluntarily or involuntarily leaving their position with the Land Bank.

7. The authority delegated in this Resolution shall not be sub-delegated without the approval of the Board.

8. 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.

ADOPTED _____

RESOLUTION NO. 2017 - ____

**RESOLUTION ESTABLISHING A STANDING FINANCE COMMITTEE, AND
APPOINTMENT OF COMMITTEE MEMBERS, FOR THE PHILADELPHIA LAND
BANK**

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 a Standing Finance Committee pursuant to this Resolution.

NOW THEREFORE, BE IT RESOLVED by the Board that:

1. A Standing Finance Committee is hereby established with the following individuals being appointed to the committee to act in the capacity indicated below:

Committee Chair: _____

Members: _____

2. The Finance Committee shall:

- A. Meet as often as it deems necessary or appropriate;
- B. Stay informed of the Land Bank's financial status and operations;
- C. Assist Land Bank staff in developing and implementing financial policies and practices and its banking relationships;
- D. Assist Land Bank staff with selection of auditors and preparation of annual audits;
- E. Assist Land Bank staff with preparation of an annual budget and conduct quarterly review of current year budgets; and
- F. Assist Land Bank staff with reviewing reports on financial performance and such other matters to assure the financial well-being of the Land Bank.

3. Any and all prior resolutions regarding a Standing Finance Committee, including, without limitation, Resolution 2015-4 and Resolution No. 2017-8, are hereby null and void.

ADOPTED _____

RESOLUTION NO. 2017 - ____

**RESOLUTION ESTABLISHING A STANDING STRATEGIC PLAN COMMITTEE,
AND APPOINTMENT OF COMMITTEE MEMBERS, FOR THE PHILADELPHIA
LAND BANK**

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 a Standing Strategic Plan Committee pursuant to this Resolution.

NOW THEREFORE, BE IT RESOLVED by the Board that:

1. A Standing Strategic Plan Committee is hereby established with the following individuals being appointed to the committee to act in the capacity indicated below:

Committee Chair: _____

Members: _____

2. The Strategic Plan Committee shall:
 - A. Meet as often as it deems necessary or appropriate;
 - B. Assist the Land Bank staff with preparing and developing the Land Bank's annual Strategic Plan and Performance Reports (collectively, the "**Strategic Plan**");
 - C. Assist the Land Bank staff with coordinating the public hearing(s), as required by law, for the Strategic Plan;
 - D. Assist the Land Bank staff with coordinating and guiding the preparation of the Strategic Plan for submission to City Council; and
 - E. 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.
3. Any and all prior resolutions regarding a Standing Strategic Plan Committee, including, without limitation, Resolution 2014-8, Resolution 2015-5, and Resolution No. 2017-7, are hereby null and void.

ADOPTED _____

RESOLUTION NO. 2017 - ____

**RESOLUTION ESTABLISHING A STANDING POLICY COMMITTEE, AND
APPOINTMENT OF COMMITTEE MEMBERS, FOR THE PHILADELPHIA LAND
BANK**

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 a Standing Policy Committee pursuant to this Resolution.

NOW THEREFORE, BE IT RESOLVED by the Board that:

1. A Standing Policy Committee is hereby established with the following individuals being appointed to the committee to act in the capacity indicated below:

Committee Chair: _____

Members: _____

2. The Policy Committee shall:
 - A. Meet as often as it deems necessary or appropriate;
 - B. Assist the Land Bank staff with preparing and developing policies and rules required by legislation; and
 - C. Assist the Land Bank staff with preparing and developing other policies and rules that would best serve the public mission and operation of the Land Bank.
3. Any and all prior resolutions regarding a Standing Policy Committee, including, without limitation, Resolution 2014-9 and Resolution No. 2017-9, are hereby null and void.

ADOPTED _____

Philadelphia Land Bank Parcel Reconciliation Report, October 1, 2017

Property Transfer Status for Properties Approved for Transfer/Acquisition	CITY	PHDC	PRA	TAX	PRIVATE	TOTAL
Properties Approved for Transfer/Acquisition	1230	774	295	34	1	2334
Properties Withheld from Transfer to PLB	66	10	84			160
Properties Under Review for Transfer to PLB	37	36	25			98
Properties In Process of Transfer to/Acquisition by PLB	17	6	15	0	0	38
Properties Transferred to/Acquired by PLB	1110	722	171	34	1	2038*
Properties Sold by PLB	52	37	3	0	0	92
Properties Remaining in PLB	1058	685	168	34	1	1946
Public Agency Properties Not Approved for Transfer, Possibly Available (Status: Available, Available (non-residential))	2485	0	668			3153

Milestones for Deeds Remaining to be Transferred to PLB	CITY 54	PHDC 42	PRA 40	TAX	PRIVATE	TOTAL
Properties under review for suitability for transfer	37	36	25			98
Waiting for surveys, corrective deeds, sheriff's deeds, or a resolution	16	6	5	0	0	27
Deed exhibit drafted, ready for City attorney review (PUB, PHDC)	1	0				1
Deed exhibit under DOR review (PUB, PHDC, PRA)	0	0	5			5
Deed exhibit has been reviewed by DOR (PUB, PHDC, PRA)	0	0	5			5
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 8/7/2017 (PUB/PRA, PHDC, PRA, TAX, PRIVATE)	0	0	0	0	0	0

* 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 10/1/2017)

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	0 lots	0 units	0 lots/0 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	0	0	0
25 % non-income restricted	43	16	29		51	0	0	0
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 Dispositions	251	106 lots*	155 units		325	1 lot ⁺	0 units	1 lot/0 units

*As of 10/1/2017, 92 lots approved for disposition in Year 1 have been conveyed.

⁺As of 10/1/2017, 0 lots approved for disposition in Year 2 have been conveyed.

VPRC Sales Report – (as of 10/1/2017)

	YEAR 1 7/1/2016 – 6/30/2017	YEAR 2 7/1/2017 – 6/30/2018	
Disposition Type	No. of Lots Sold	No. of Lots Sold (YTD)	Increase Over Last Month
Side Yards	34	17	6
Other Sales	38	10	3
Nonprofit (Gardens/Open Space)	10	9	8
Nonprofit (Other)	3	2	2
Total Sales	85	38	19