

General Monthly Meeting LBA Board of Directors Thursday, January 31, 2019

**Place: 34 Peachtree St. NW
19th Floor, Large Conference Room
Atlanta, GA 30303**

Start Time: 11:00 a.m.

AGENDA

Mission: The mission of the Fulton County/City of Atlanta Land Bank Authority is to facilitate the transformation of the City and County into a vibrant community by:

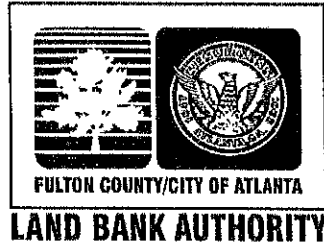
- Returning non-revenue generating, non-tax producing, or blighted property to an effective utilization status in order to provide market and affordable housing, public space, new industry and jobs for the citizens of the City and County.
- Extinguishing past due tax liens from property foreclosed upon by Fulton County and the City of Atlanta in their tax collection capacities.

Time	Item Description
11:00am	1. Welcome
11:02am	2. Adopt Agenda
11:04am	3. Introductions <ul style="list-style-type: none"> • New LBA Staff Members
11:14am	4. Mission Statement
11:17am	5. Ratify Minutes – October 25, 2018

Action Items	
11:20am	6. Approve Conveyance of 739 West Princeton Ave., College Park GA (Parcel ID # 14 0192-0003-007-1) to City of College Park
11:45am	7. Ratify Annual Directors & Officers Insurance
Information Items	
Time	Item Description
11:55am	8. Neighborhood Stabilization Program ("NSP") Update <ul style="list-style-type: none"> • NSP 1 & 3 Inventory/Conveyance Update

	i. Single family properties
12:05pm	9. Property Management RFQ Update
12:15pm	10. Financial Matters
12:20pm	11. Conley Road Project Update
12:25pm	12. HouseATL Update
12:35pm	13. Inventory and ePropertyPlus Info Update
12:45pm	14. Ga. Association of Land Bank Authorities Update
12:50pm	15. Review Proposed FY19 Board Meeting Calendar
12:55pm	16. Public Comments (Two-minute limit per speaker)

Action Item	
1:00pm	17. Adjourn



MINUTES OF THE MEETING

JANUARY 31, 2019

The meeting of the Fulton County/City of Atlanta Land Bank Authority, Inc. was held on Thursday, January 31, 2019, at 34 Peachtree St. N.W., Atlanta, GA 30303 in the conference room on the 19th floor. It was called to order at 11:07 A.M. by Attorney Melanie Cook-McCant – LBA Board Chairperson. Nia Knowles – LBA Board Treasurer, Michelle Nelson - LBA Board Vice Chairperson, Jane Bradshaw-Burnette – LBA Board Secretary, Attorney Jonathan Futrell – City of Atlanta Law Department, David Maher – LBA General Counsel, and Rodney Strong – LBA General Counsel.

1. Welcome: Chairperson Cook-McCant welcomed everyone to the meeting.
2. Adopt Agenda: Agenda was adopted as submitted.
3. Introductions: The Board members and attendees introduced themselves.

Jade Wiles, Asset Manager and Pamela Preston, Management Analyst were introduced as new hires.
4. Mission Statement: Ms. Nia Knowles read the LBA Mission Statement.
5. Ratify Minutes: The minutes were ratified as submitted for October 25, 2018.
Refer to Exhibit for voting results.

Action Items

6. **Approve Conveyance of 739 West Princeton Ave., College Park, Ga (Parcel ID# 14 0192-0003-007-1) to City of College Park.** Mr. Norman stated this property was part of the bulk conveyance in year 2000 of Sheriff/Marshal deed interests from Fulton County. Mr. Norman stated there was a bulk conveyance of Sheriff/Marshal properties between year of 1998-2001. This property falls outside the city of Atlanta limits. LBA has the ability move forward with the transaction and must rely on Fulton County appointees to act on this particular property. This property is on

739 West Princeton Ave and close to the College Park Municipal golf course which is off Camp Creek Parkway. The City of College Park Business and Industrial Development Authority ("BIDA") is interested in purchasing the interest of the LBA in the property.

The property would be part of a large redevelopment project in College Park referred to as the "Airport City Project". The project will span over 400+ acres of real estate. Artie Jones is the Executive Director of Clearly College Park aka BIDA. They are inquiring on this piece of the property because it would be part of a broader image. Mr. Jones was advised to present an application and to do a title search.

Mr. Norman stated that the LBA requires a Safe Harbor disclaimer on the Quit Claim limited deed and because of the Sheriff/Marshal interest. Mr. Jones is aware of it. Mr. Dan West also has an interest in the property. College Park obtained an appraisal of the property and it established a market value estimate of \$12,000.

Per the Sheriff/Marshal Deed Disposition Policy, the required purchase price of the LBA interest for non-owners is 40% of the appraised value. Therefore, the required purchase price is \$4,800.00.

The Board package has details of the quit claim deed, description of the project, scope of the project, golf course, landscape, etc.

Mr. Norman waived some components of the application because it is a municipal entity. The references, full detailed budget, and funding commitment letter were waived. No one else has petitioned the property.

Mrs. Cook-McCant asked if LBA has title to the subject property.

Mr. Norman confirmed that LBA does have the title.

Mrs. Cook-McCant asked Mr. Artie Jones about the status of the project that is showing on the map and information on the development of this project.

Mr. Artie Jones explained the history of this area in College Park. The Municipal College Park golf course used to be a residential community of 1000 single family homes, and 1400 multi-family homes. In the early 1980's, City of Atlanta Department of Aviation acquired 95% of the homes their demolished them. This area has been fenced off and the City of Atlanta purchased roughly 180 acres. In 1999, there was an agreement between City of College Park and City of Atlanta that was executed which allowed City of College Park to come back to acquire all the properties. City of Atlanta purchased the homes from the homeowners and not the lots that were on the side of the homes which caused a checkerboard of properties to be acquired. Over the last year, City of College Park acquired 25 vacant lots and

they found out the LBA has some interest in 739 West Princeton Ave. College Park. This area is under construction. City of College Park did not want to go to the general fund, so they set up a tax allocation in year 2016. A master plan was created in the area and by the end of this year, they intend to put in infrastructure. It will include residential and commercial office space.

Ms. Michelle Nelson commented that being a native of Atlanta she is so happy to see new development in the area because she has seen the ups and down in the area.

Mrs. Cook-McCant wanted to clarify her understanding that the approach of City of College Park will purchase properties then to build the infrastructure for development and she wants to know if they intended to sell all the properties.

Mr. Artie Jones stated they do not want to sell the properties to one developer and not have control because, if something happens to that developer then they do want to end up in litigation for months or years. He would rather sell it off in pieces and he would rather not sell it acre by acre

Mrs. Cook-McCant asked what is the timeline on this project?

Mr. Jones stated they are at the high end of the real estate development cycle and a future decline in the economy is possible. They are projecting 5 years to 7 years project for an aggressive build out. Hopefully, the construction will be in a good place and the economy gets better, then they will be able to finish.

Mrs. Cook-McCant questioned the road showing in the appraisal.

Mr. Jones replied that the area was residential, and they want to make the area into hotels, offices residential, and retail. The current 2 lane road will become a 4 lane road.

Mrs. Cook-McCant asked if LBA does not need to sign off or exercise a right of reverter.

Mr. Norman replied no because LBA is not conveying fee simple title and we really do not have the ability to control the other interest in these parcels. These are Sheriff-Marshal Deed properties.

Ms. Knowles made a motion to approve Conveyance of 739 West Princeton Ave., College Park, Ga (Parcel ID# 14 0192-0003-007-1) to City of College Park.

Ms. Bradshaw-Burnette seconded the motion. **MOTION APPROVED. Refer to Exhibit for voting results.**

7. **Ratify Annual Directors & Officers Insurance:** Mr. Norman mentioned that the previous Directors and Officers Insurance Policy with Cincinnati Insurance had an

expiration of January 15, 2019. We asked for a renewal quote from the existing broker, McGriff Insurance Services (formerly BB&T) ("McGriff"). The initial proposal from McGriff was for Cincinnati Insurance and had an annual premium of \$3,310. McGriff's proposal included potential coverage for the three additional items of Crime, Cyber Risk Liability, and Terrorism.

LBA Staff determined that Crime and Terrorism are already covered under the General Corporate Insurance Hartford policy and therefore, not needed under the proposed policy.

Mr. Norman reviewed the existing Hartford standard policy which showed covered items of Crime and Terrorism are covered. The coverage for Cyber Risk will require to have a longer conversation. Cyber Risk is excluded from this policy for renewal and it can be added or have a separate policy. The new quote has been reduced to \$2,811.00. The prior policy has an annual premium of \$2,466 and did not include the three additional items referenced above. There is a little bit of increase and the FTE count has increased. It is the same policy but an escalation in premium. The issue of Cyber Risk will need to be discussed

Ms. Nelson asked what type of coverage the City of Atlanta have for the Cyber Risk liability for the LBA?

Mr. Norman stated none, because we are not covered. LBA is a stand-alone entity and we are responsible for our own internal protection.

Mrs. Cook-McCant had a question not only about the coverage but is there a plan on how to protect ourselves from Cyber Risk?

Mr. Norman stated we have redundancy for our data. We have double back up that consists of an on premise and cloud based backup. Anything else, would be an a la carte type of deal based on what would happen.

Mrs. Cook-McCant was thinking about the IT perspective of what do we have in place to avoid a potential ransom attack because it can happen on any vulnerable type of system.

Mr. Norman stated, we have an IT vendor and we really need to have more professional assessment of our IT infrastructure to see what is needed and what are the recommendations. LBA put it off due to financial restrictions. We have an IT Provider but that is not his task.

Mrs. Cook-McCant asked if protection of the IT system part of their current scope of work?

Mr. Norman respond no, and we have the typical virus protection and there is no online monitoring engagement to that for us.

Mrs. Cook-McCant asked is there management services?

Mr. Norman stated no, we have a server inhouse and we run off our own system internally. LBA uses Microsoft 360.

Mrs. Cook-McCant asked if there are any questions about the ratification? No additional questions.

Mrs. Cook-McCant asked if E&O insurance was included in the insurance policy.

Mr. Norman replied no, that is not included in this policy. We might have E&O under the General Corporate document.

Ms. Bradford-Burnette to approve Ratify Annual Directors & Officers Insurance.

Ms. Nichols seconded motion. **MOTION APPROVED. Refer to Exhibit for voting results.**

INFORMATIONAL ITEMS

8. **Neighborhood Stabilization Program (“NSP”) Update:** Mr. Norman stated, it was no change. All the properties are pushed out except for 1 property remaining on Mary street and the LBA is working on the deconstruction on that particular property. That property is planned to be converted into a community garden. The property will need to be tested for asbestos and lead to determine if any materials from the house can be used for structural elements of the garden. If none are present, the property will be deconstructed, and materials salvaged. If they are present, then and the LBA will do a traditional demolition. LBA is working with city of Atlanta. A formal proposal with the COA will be presented to the LBA. Mr. Mario Cambardella, Urban Agriculture Director, will participate in a joint presentation to the Board about the plan and then he can explain more about the program and the goals.

11. **Conley Road Project Update:** Mr. Norman talked to the Developer and they are still committed to the project. They are considering a change in the scope in the development and they have demolished property down to the studs. They have not started for 2 reasons. One reason is LBA will need to give them approval to

modify the scope changes that were brought forward in January of 2018. The other reason is because the Developer is considering tweaking some of the designs. They are not in position to give us this information. It is forthcoming. The Developer has not walked away but is still engaged.

Mrs. Cook-McCant asked about description of the demolition on the right side of the street.

Mr. Norman stated the demolition is back to the sheetrock. You can see where it is gutted.

Mrs. Cook-McCant asked about the left side of Conley Rd. and if it would be demolished.

Mr. Norman stated that the properties are treated as one property and demolished in several stages. The left side is a larger tract with stucco finish and the right side are traditional veneer siding. There will be some new information coming.

Ms. Nelson asked if there is a required timeline?

Mr. Norman replied they are required to be done by next year. The original goal was 2.5 years build-out based on the current document. The Developer will be back to us with a revised timeline. Mr. Norman expects there will be some type of an extension. We do not know which phases are complete right now.

10. **Financial Matters:** Mr. Norman referred to the Resolution and agenda from City of Atlanta to provide funding to the LBA in the amount of One Hundred Twenty-Five Thousand Dollars and Zero Cents (\$125,000.00) in support of the LBA 2019 operations. Mr. Norman went to the City of Atlanta Finance Committee meeting on yesterday to answer any questions if they had any at all and the committee unanimously supported. This should go to City Council on Monday then Mr. Norman can officially move forward and to coordinate with the City for funding.

Mrs. Cook-McCant replied "excellent" and asked if this is additional?

Mr. Norman stated, this is the allocation for FY 2019 fiscal year and the last allocation was back in March 2018.

Ms. Bradshaw-Burnette asked if Mr. Norman got any indication that this will not pass?

Mr. Norman replied no because it passed through both Finance Committees and there were no objections.

Mrs. Cook-McCant asked would Mr. Norman be there on Monday?

Mr. Norman replied that he will be in the audience. This will be the consent agenda and they don't entertain and there will no dialogue questions. It should be a quick administrative matter.

9. **Property Management RFQ Update:** Mr. Norman stated the Property Management RFQ is a more pressing matter. Mr. Wiles has worked on the timeline the LBA is well past the need for a new procurement in property management. Mr. Norman stated the LBA will be bringing in new property management vendors.

A RFQ document will be presented to the Board next month. Based on Mr. Wiles' recommendation, the RFQ will split into different tasks types and have different vendors to do separate tasks.

Mrs. Cook-McCant asked Mr. Wiles about his recommendation to have a new different vendor for each task.

Mr. Wiles replied he wants to break the tasks down to specific vendors to separate task such as lawncare, large properties and single-family homes with board up jobs which need to have different vendors.

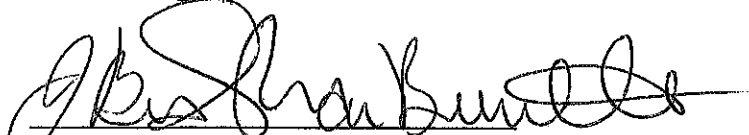
Mrs. Cook-McCant asked, how many separate contracts do you think we are looking at?

Mr. Wiles explained that we will need to have separate vendors for 1-4 units of single-family homes and larger ones up to 20 units. Also, there are small and large lots which a small vendor cannot complete both tasks.

Ms. Knowles asked who will monitor these vendors to make sure they are doing work on a timely basis on bi-weekly based on your outline? Is that part of your role as well?

Mr. Wiles said yes.

The meeting adjourned at 11:55 A.M.



Jane Bradshaw Burnette, LBA Board Secretary