

MINUTES
General Monthly Meeting
LBA Board of Directors
Thursday, June 27, 2019

Type of Meeting: Regular Monthly Meeting

Location: 34 Peachtree St. N.W., Atlanta, GA 30303, 19th floor Conference Room

Board of Directors			
Name:	Title:	Attendance:	
		Present	Not Present
Atty. Melanie Cook-McCant	LBA Board Chairperson	P	
Michelle Nelson	LBA Board Vice Chairperson	P	
Atty. Jane Bradshaw-Burnette	LBA Board Secretary	P	
Nia Knowles	LBA Board Treasurer		NP
Michael Davis, Jr.	LBA Board Member	P	
Kate Little	LBA Board Member	P	
Janis Ware	LBA Board Member		NP
Herb Joseph	Atlanta Public School Advisor		NP

Staff and Counsel			
Name:	Title:	Attendance:	
		Present	Not Present
Christopher Norman	Executive Director	P	
Rhonda Corporal	Office Manager	P	
Michael Nesbit	Program Manager	P	
Jade Wiles	Asset Manager	P	
Pamela Preston	Management Analyst	P	
Atty. Rodney Strong	LBA General Counsel		NP
Atty. David Maher	LBA General Counsel	P	
Atty. Tres Dye	LBA Real Estate Counsel	P	
Atty. Jonathan Futrell	City of Atlanta Law Department		NP

Call to Order: Mrs. Cook-McCant, Chairperson called the meeting to order at 11:07 A.M.

1. **Welcome:**

Mrs. Cook-McCant opened the meeting announcing that this is her last Board meeting and her Board term expires on August 8, 2019. She will be out of town for the next Board meeting. Mrs. Cook-McCant served 8 years on the Board, and served 4 years as Board Chairperson. She gave special thanks to Mr. Norman, Rhonda Corporal, Michael Nesbit, new and previous staff and to the public. She acknowledged Fulton County Commissioner Ms. Emma Darnell who appointed her and recently passed.

2. **Adopt Agenda:**

Mrs. Bradshaw-Burnette made motion:

Adopt Agenda with no changes.

Ms. Michelle Nelson seconded motion. **MOTION APPROVED UNANIMOUSLY.**

3. **Introductions:**

The Board Members, LBA staff and attendees introduced themselves. Mr. Norman presented an Appreciation Certificate of Service to Mrs. Cook-McCant and he mentioned Nia Knowles's term will be expiring on August 8, 2019.

4. **Mission Statement:**

Mr. Michael Davis, Jr. read the LBA Mission Statement.

5. **Ratify Minutes:**

Mrs. Cook-McCant asked from a legal prospective, are you required to keep the audio recordings from the Board meetings in case of needing to go back for details?

Attorney Maher recommended the recordings need to be retained and backed up in storage.

Mrs. Cook-McCant asked, how they are being saved?

Mr. Norman said, they are being saved on LBA computer system with backup.

Ms. Kate Little made a motion:

Ratify minutes as submitted for the meeting on Thursday, April 25, 2019, with no changes.

Mrs. Bradshaw-Burnette seconded the motion. **MOTION APPROVED UNANIMOUSLY.**

Action Items

6. Approve Qualified Vendors Finalists from Request for Qualifications for Asset Maintenance Services.

Mr. Wiles presented the Transaction Package for Board Action. LBA issued a Request for Qualifications (RFQ) on May 3, 2019, for Asset Maintenance Services, and it was advertised on the LBA and City of Atlanta Office of Housing and Community Development websites. The submissions of the Applicants were reviewed by a Committee of five evaluators consisting of LBA staff, LBA Board members, and Invest Atlanta staff.

The current Vendor will no longer participate with the LBA as of July 31, 2019. Three of the four Vendors met the minimum required average scores of 70 out of 100 points. Mr. Nesbit and Mr. Wiles will train new Qualified Vendors to perform the work.

The three Qualified Vendors will have the opportunity to bid on property portfolios in the next 30 days after Contract execution. The Contract will be for one year with an extension option for one additional year. The current primary vendor is Ms. Masharn Wilson with Synergy Real Estate and has done a great job with the LBA for over ten (10) years working in a capacity as a developer and in property management. Some Contract mechanics were discussed.

Ms. Little suggested giving a background of the Vendors in a paragraph for informational purposes for the Board.

Mr. Norman stated that it would be available for the upcoming meeting. There was a discussion of lessons learned that can be used for improvement with future vendors.

There was a general discussion regarding the portfolios bid process.

Mr. Davis made motion:

Approve Qualified Vendor finalists from Request for Qualifications for Asset Maintenance Services.

Mrs. Bradshaw-Burnette seconded the motion. **MOTION APPROVED UNANIMOUSLY.**

7. ePropertyPlus Demonstration and Approve Annual renewal of ePropertyPlus Subscription.

Mr. Norman explained the purpose of the ePropertyPlus program system which manages the LBA's property inventory and program applications. Mr. Norman and Mr. Nesbit provided a live ePropertyPlus demonstration and explained how the online system works. They additionally provided a review of the features of the software that included a mobile-phone app, filters, layers, areas, and how the public can navigate the website and view the LBA inventory.

The ePropertyPlus provides the following solutions for the LBA: Improve efficiency management of its property portfolio, allows for increased transparency on our status of the inventory with the stakeholders, improved ability to obtain accurate and timely reporting from vendors, allows for electronic submission of applications for programmatic initiatives, produces maps and reports of inventory and activities. Also create effective planning of subsequent acquisition and development activity.

Since the initial installation in 2013, the ePropertyPlus subscription has a typical 3% to 5% annual increase. The current renewal price is about \$800.00 more from last year's subscription and covers five staff members utilizing the program. The proposed 2018 renewal is from \$16,082 to \$16,855 per year for 2019.

Ms. Little made a motion:

Approve the ePropertyPlus subscription for 12 months for the proposed 2018 renewal amount of \$16,855 per year for 2019.

Ms. Nelson seconded the motion. **MOTION APPROVED UNANIMOUSLY.**

Information Items

8. Strategic Plan Update

In June 2018, YourCrescendo was engaged by the LBA for Strategic Planning. Mr. Reggie Hammond, the Managing Partner, provided an update of the 3 modules of the process. The first module is the stakeholder assessment with the current key stakeholder perspectives through interviews, surveys, and focus groups. The second module will be a strategic planning session with the Board and key stakeholders. The third module will be the Community Stakeholder Report Out Session. The final strategic plan will be completed in September.

Mr. Hammond introduced his partner Ms. Erica Williams. They have both worked together on strategic articulation plans with non-profit and for-profit organizations.

9. Conley Road Project Update

Mr. Norman, Mr. Nesbit, Mr. Hatcher (LBA Construction Consultant - Sovereign Construction), Ms. Shirley Nichols (South River Gardens Neighborhood Association), and Council Member Joyce Sheperd visited the 440 unit property on May 22nd. They met with the Owner and the Project Manager to discuss the expected deliverables and the project construction timeline that reflects the April 1, 2020 project deadline. Falcons GA Investments, LLC was asked to provide several items for review:

- Schedule of landscaping to include plants, shrubs and ground coverings.
- Updated project construction timeline that reflects a meeting on April 1, 2020.

- Updated renderings and plans to include turnaround lanes and gates on the north and south developments. This relates to item #5 on Exhibit G.

10. Neighborhood Stabilization Program (“NSP”) Update

Mr. Norman reviewed the NSP Update Report in the Board package. SL Renovations received the three properties from the LBA back in November 2018. The Development Agreements for two will need to be amended to extend the required completion dates from June 16, 2019. It has been determined by the OOH that the awarded property located at 1354 Memorial Drive is no longer eligible for the NSP program due to modified flood zone maps and now the City wants to cash out and recoup their Federal investment and then release it from NSP. The property will be directly purchased by SL, and the LBA is waiting for the City to sign off the deal.

Synergy Real Estate Developers LLC has begun renovations on 3 of the 18 properties that they were awarded. Synergy is waiting for instructions from the OOH on how to proceed with initiating construction on the other 13 properties. The Development Agreements on all 18 properties will need to be amended to extend the required completion dates from January 20, 2019. Environmental clearance from the City must be provided before proceeding.

11. Request from City of East Point and City of College Park to become Members of FCCALBA

Mr. Norman received a formal letter from Frederick Gardiner, City Manager, requesting for the City of East Point to become a Member of the Fulton County/City of Atlanta Land Bank Authority. In addition, City of College Park has expressed an interest in becoming a Member of the LBA. Mr. Norman met with Mr. Dick Anderson, County Manager of Fulton County, and Attorney Patrise Perkins-Hooker, Fulton County Attorney, to discuss the idea and they were supportive. They also suggested determining if other surrounding cities (Fairburn, South Fulton, Union City, and Hapeville) if they would like to join the LBA.

12. Request from DeKalb Regional Land Bank Authority to FCCALBA to Manage/Consult

Mr. Norman explained that over the past several years the Dekalb Regional Land Bank Authority has expressed interest in the LBA managing their entity. The Dekalb County Regional Land Bank has been awarded funds through the Dekalb County’s General Fund budget to revitalize the Land Bank operations.

13. Fulton County Funding Disbursement Change and Authorization

Fulton County Board of Commissioners approved and authorized the Director of the Department of Finance to disburse the remaining balance of appropriated funds for the fiscal year 2019 to the LBA in one lump sum amount. This eliminates having to send an invoice each month and receive funds in monthly payments for 12 months. LBA will now directly receive one lump sum payment at the beginning of the year.

14. **Public Comments (Two-minutes limit per speaker)**

Mr. Shola Olorunsola, Fulton County Tax Commissioner Office, gave thanks to the LBA for doing a good job.

EXECUTIVE SESSION

15. **Personnel Matters**

Action regarding personnel was taken by unanimous vote.

Ms. Michelle Nelson made motion:

Exit Executive Session.

Attorney Jane Bradshaw-Burnette seconded. **MOTION APPROVED UNANIMOUSLY.**

ACTION ITEM

16. **ADJOURN:** The Board Meeting was adjourned at 1:15 P.M.

A handwritten signature in black ink, appearing to read 'J. Bradshaw-Burnette', written over a horizontal line.

Jane Bradshaw-Burnette, LBA Board Secretary



Board Director Official Vote Record

Board Meeting Date: June 27, 2019

Action Item: Agenda				
Board Director Name	Yes	No	Abstain	No Vote
Melanie Cook-McCant - Chair	✓			
Michelle Nelson – Vice-Chair	✓			
Nia Knowles - Treasurer				ABSENT
Janice Ware				ABSENT
Jane Bradshaw Burnette	✓			
Kate Little	✓			
Michael Davis Jr.	✓			
Total				
Approved				

Attest:

Jane Bradshaw Burnette – Secretary

6-27-19

Date




Board Director Official Vote Record

Board Meeting Date: June 27, 2019

Action Item: Minutes April 25, 2019				
Board Director Name	Yes	No	Abstain	No Vote
Melanie Cook-McCant - Chair	✓			
Michelle Nelson – Vice-Chair	✓			
Nia Knowles - Treasurer				Absent
Janice Ware				Absent
Jane Bradshaw Burnette	✓			
Kate Little	✓			
Michael Davis Jr.	✓			
Total				
Approved				

Attest:



Jane Bradshaw Burnette – Secretary

6-27-19

Date




Board Director Official Vote Record

Board Meeting Date: June 27, 2019

Action Item: eProperty Demonstration and Approve Annual renewal of ePropertyPlus Subscription				
Board Director Name	Yes	No	Abstain	No Vote
Melanie Cook-McCant - Chair	✓			
Michelle Nelson – Vice-Chair	✓			
Nia Knowles - Treasurer				Absent
Janice Ware				Absent
Jane Bradshaw Burnette	✓			
Kate Little	✓			
Michael Davis Jr.	✓			
Total				
Approved				

Attest:


Jane Bradshaw Burnette – Secretary

6-27-19

Date



Board Director Official Vote Record

Board Meeting Date: June 27, 2019

Action Item: Qualified Vendors Finalists from Request for Qualifications for Assets Maintenance Services				
Board Director Name	Yes	No	Abstain	No Vote
Melanie Cook-McCant - Chair	✓			
Michelle Nelson – Vice-Chair	✓			
Nia Knowles - Treasurer				Absent
Janice Ware	.			Absent
Jane Bradshaw Burnette	✓			
Kate Little	✓			
Michael Davis Jr.	✓			
Total	5			
Approved				

Attest:

Jane Bradshaw Burnette
 Jane Bradshaw Burnette – Secretary

6-27-19
 Date