



Lucas County Land Reutilization Corporation

Board of Directors Meeting

Friday, October 21, 2011 at 1:00 p.m.

EMS Training Center, 2127 Jefferson Ave, Toledo, OH 43604

1. Call to order by the Chairman Kapszukiewicz
2. Additions/Deletions to Agenda
3. Approval of the September 16, 2011 Meeting Minutes
4. Action Items
 - a. Treasurer's Report
 - i. Presentation of draft 2012 / 2013 budget plan
 - b. **Resolution 2011-025: Authorizing the Purchase of Land Bank Management Tools from Avatar, LLC (a sole provider)**
 - c. **Resolution 2011-026: Ratifying an Agreement with Paxton Demolition, Inc. for the demolition of 531 Dexter (Parcel # 14-21847)**
 - d. Property Activity Report
 - i. Tour of Land Bank active properties
 1. 2402 Aberdeen
 2. 625 Ogden
 3. 509 Pulaski
 4. 1044 Lincoln
 5. 1917 Mulberry
 6. 2003 Consaul
5. New Business
6. Adjournment

Draft Budget Proposal 10/21/11

	2011 Final	2012 Budget	2013 Budget
<i>Income</i>			
Acquisition Reimbursement Income	\$1,466	\$2,000	\$2,000
Operating Income from Statutory DTAC	\$1,621,048	\$1,621,000	\$1,621,000
Property Sales Income	\$17,319	\$100,000	\$100,000
Carryover	\$0	\$713,211	\$140,846
<i>Total Income</i>	\$1,639,833	\$2,436,211	\$1,863,846
<i>Budget Stabilization Fund</i>	\$0	\$150,000	\$150,000
Net Income	\$1,639,833	\$2,286,211	\$1,713,846
<i>Expenses</i>			
Acquisition Costs	\$2,000	\$2,000	\$2,000
Advertising	\$1,500	\$1,500	\$1,500
Accounting	\$0	\$1,000	\$1,000
Information Technology	\$40,000	\$50,000	\$30,000
Conferences	\$1,650	\$2,000	\$2,000
County Administrative Services	\$71,160	\$91,484	\$91,484
Demolition	\$596,000	\$1,240,000	\$780,000
Dues & Subscriptions	\$0	\$0	\$0
Environmental Services	\$15,000	\$50,000	\$50,000
Field Services	\$30,000	\$221,250	\$250,000
Healthcare Expenses	\$4,799	\$20,523	\$20,523
Insurance	\$7,500	\$10,000	\$10,000
Professional & Testing Fees	\$12,000	\$20,000	\$10,000
Office Expenses	\$0	\$4,000	\$4,000
Payroll Expenses	\$13	\$1,000	\$1,000
Eer Taxes	\$10,000	\$12,908	\$13,000
Wages	\$117,500	\$157,000	\$159,000
Promotional Meals	\$500	\$0	\$0
Rent or Lease	\$13,500	\$6,200	\$6,200
Miscellaneous Charges	\$1,000	\$2,000	\$1,000
Title Work Fees	\$2,000	\$2,000	\$2,000
Travel & Mileage	\$500	\$500	\$500
Project Reinvestment Fund	\$0	\$150,000	\$150,000
Rehab Match Program	\$0	\$100,000	\$100,000
Total Expenses	\$926,622	\$2,145,365	\$1,685,207
Carry-Over	\$713,211	\$140,846	\$28,639



Date: October 21, 2011

Resolution No. 2011-025

Title: Authorizing the Purchase of Land Bank Management Tools from Avatar, LLC (a sole provider)

Summary/Background: The Lucas County Land Bank is seeking the development of software tools that will allow more public engagement with our program toolkit as well as better day-to-day management of our property acquisitions and dispositions. The Land Bank has partnered with Avatar, LLC, and Toledo-based software development firm, who has presented a proposal to accomplish the Land Bank's management needs.

Avatar, LLC is a sole provider of these customized development services and is exempted from the Land Bank's purchasing policy. The Land Bank staff is requesting authority to enter into an development agreement with Avatar, LLC in an amount not to exceed \$49,900, and additional authority to purchase ongoing hosting and maintenance services.

Authority: Purchasing Policy

Director Gerken offered the following resolution:

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED by the Board of Directors, Lucas County Land Reutilization Corporation, that:

Section 1. The President, or his designee, is authorized to negotiate and execute an agreement with Avatar, LLC for the development of management tools, as outlined in the attached proposal, in an amount not to exceed \$49,900, payable in the 2011 budget.

Section 2. The President, or his designee, is further authorized to enter into an agreement with Avatar, LLC for routine hosting and maintenance services as outlined in the attached proposal, payable in the 2012 budget or as the President determines in his sole discretion.

Section 3. The Board hereby ratifies the President's determination that Avatar, LLC is a sole supplier of these services, under Section 2.1 of the Purchasing Policy adopted in Resolution 2010-012.

Section 4. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law.

Section 5. This resolution shall be in full force and effect from and immediately upon its adoption.

Action Taken:

Director Kapszukiewicz voted yes

Director Wozniak voted yes

Director Gerken voted yes

Director Badik voted yes

Director DeWitt voted yes

Director Geronimo was absent

Director Stanbery voted yes

Director Furney was absent

Director Gardner voted yes



Karen Poore
Karen Poore, Secretary of the Board



Land Bank Management Tools Development Plan

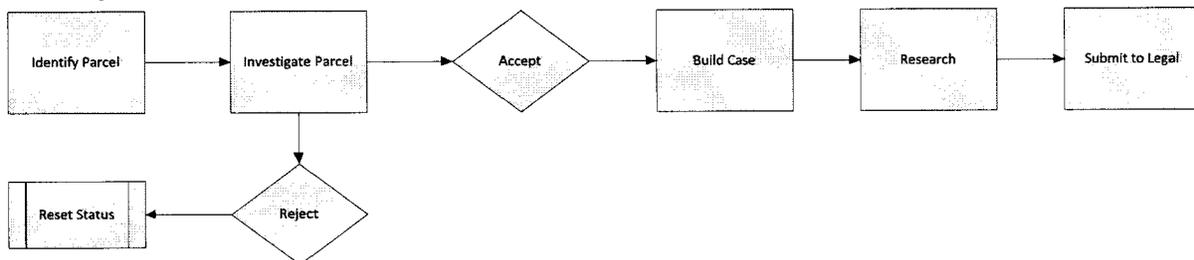
Summary

The Lucas County Land Bank is looking to develop a system to help support, identify and manage projects and property acquisitions. This system will include internal, external and mobile-friendly tools to collect, transfer and receive information about target properties, neighborhoods and processes. Target audiences include the general public, internal management, partner organizations, developers and other agencies. The goal of the system is to reduce or eliminate the challenges associated with administrative procedures, legal processes and project workflow.

Process

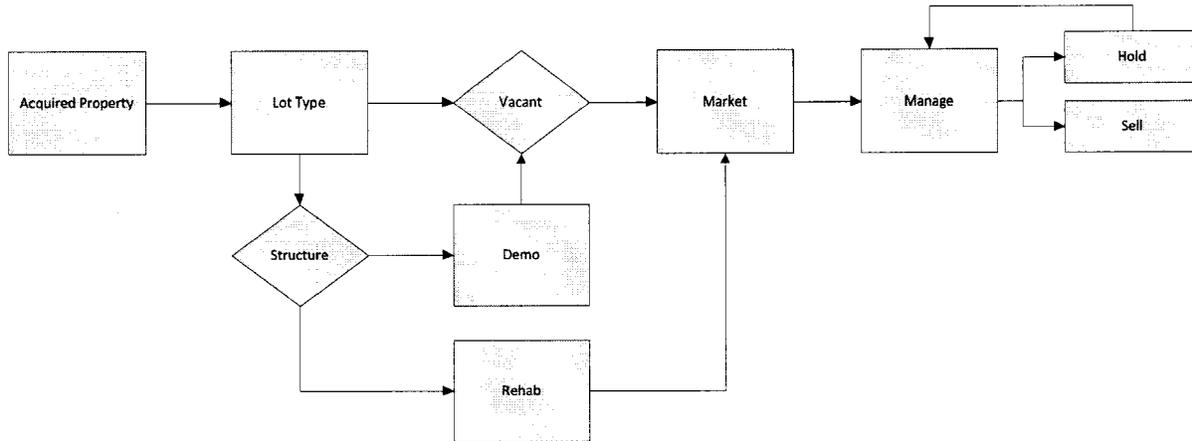
Properties go through two processes: Pre-Acquisition and Post-Acquisition.

Pre-Acquisition Process



The primary responsibilities during the Pre-Acquisition process are data collection, research and support to build the case for final acquisition. The goals for the management application will be to track progress, simplify management through process and automation, and enforce standard operating procedures.

Post-Acquisition Process



The primary responsibilities during the post-acquisition process are the management of acquired properties, management of maintenance and rehab, and streamlined entry into the market. The goals for the management application will be to manage regular tasks (such as maintenance), define procedures for any demolition, track progress, and support the marketing and sale of market-ready properties.

Management Tool: LAIN (Land Acquisition Information Network)

The central organization of the Land Bank's data management is the tool for searching, accessing and updating data on properties, projects associated with properties and data from partners. The tool's primary interface will be a mapping system and a search system.

Mapping

A mapping system will be integrated into the tool, using Google, Bing or ArcGIS, to help visualize the properties and provide geographic relevance while managing the projects. The map will automatically display properties that are active projects or on the watch list. Using icons, color coding and other visual cues, the map will allow for information on properties of interest to be access rapidly.

Search

A simple search that will allow parcel number, street number, street name, or other basic information about the property to be searched.

As properties are interacted with, tools will be integrated to assist with management and support.

Property Information

Basic information about a property and the data available from partnering organizations (see Data Acquisition). Management users will be able to create comments and notes about a particular property, upload photos and videos and attached documents or other supporting material to the record.

Project Pre-Acquisition Workflow

Each project will be processed through a workflow to assist in the management of tasks, documents and communications necessary. The Project Pre-Acquisition Workflow will be based on identifying tasks, documents and other resources.

Project Post-Acquisition Workflow

Each acquired property will be processed through a workflow to assist in the management of maintenance and selling. The Project Post-Acquisition Workflow will be based on identifying tasks, documents and other resources.

Communications

Any documentation or correspondence on a particular project will be able to be stored in the system and attached to a specific property. This will assist in creating a timeline and cross-referencing available materials.

Finally, the system will allow properties to be added to a Watch List that will help keep the focus on properties that have been manually identified or identified through modeling.

Watch List

Every morning the system will run a test of all properties and generate a "watch list" of properties of interest based on the Target Model. This list will be presented to the management users on login. In addition, users will be able to manually add properties to the Watch List or convert them to Pre-Acquisition items.

Reminders

The reminders will be timed updates assigned to staff members based on current process or pre-defined lists.

Forms

Forms will be filled out with information pre-populated to streamline the case transfer process.

Reporting

In order to exhibit work performance, several reports will be designed and accessible through the tool.

Public Website

Due to the nature of the organization, the public website will need to include information about the properties that are available as well as promote relationships with developers and other potential buyers. The public website should also provide information to the public on who the Land Bank is, its mission, and the laws that support it. In addition, providing education about how the Land Bank will help increase property value and specifics on how action is taken will help keep the public better informed and more comfortable.

Mapping

The primary interface for the public website will also be through a mapping system. The will allow users to immediately identify available properties and projects. Only those properties marked as “available” in the system will display on the public website.

Search

The public website will also include a search tool to help locate specific properties by entering various parameters.

Promotion

To keep properties in front of potential buyers, the public site will need to help promote available properties through organic search engine placement as well as displaying the information a buyer would expect from a real estate website. This includes photos, detailed description and other information. A “push” option for updates and available properties will be an effective tool to informing potential buyers of availability. For example, auto-publishing properties to Twitter or Facebook when they become available, setting up a RSS feed of available properties to allow potential buyers to more easily access the list. Or sending out an email to subscribers when a status changes.

Communications

The public website should be a resource for media, the public as well as government agencies to learn more about the Land Bank. Any references to news articles, press releases, photos – anything news worthy should be put on the public website for reference and credibility.

Legislation

The authority given to the Land Bank should be outlined on the public website to define authority and rights.

Overview

The board, related agencies and other information (address, phone number, contact email address, etc) should be easy to find for individuals.

Mobile

Although not a dedicated mobile app, the primary data management tools should be accessible by staff through mobile devices such as tablets or phones. Using appropriate security and encryption, the tools will be able to be accessed using standard mobile web browsers. This includes filling out information about a particular property or entering comments.

Data Acquisition

In order to build a more robust and automated solution that will support management with the identification of troubled properties, data will be acquired from third parties and government agencies. A majority of data will be based on address or parcel number of individual properties. Future

advancements may include more generalized data on the neighborhood, street or area. This could include school district, property values, crime records, etc. The initial phase of this project will focus on the following.

Taxes

Source: LCIS
 Transfer Method: TBD
 Frequency: TBD
 The tax records organized by property.

Forfeited Lands

Source: LCIS
 Transfer Method: TBD
 Frequency: TBD
 Lands marked as forfeited.

Property Information

Source: LCIS
 Transfer Method: TBD
 Frequency: TBD
 Parcel and property information for Lucas County.

Water Usage

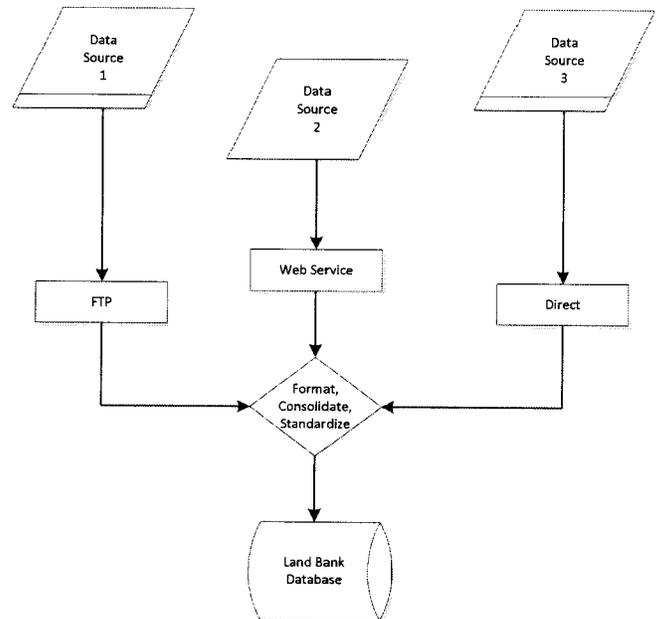
Source: City of Toledo Public Utilities
 Transfer Method: TBD
 Frequency: TBD
 All properties that do not have water service. The system will focus on changes in this list.

Housing Court Docket

Source: Toledo Housing Court/NORIS
 Transfer Method: Web Service
 Frequency: On Demand
 Properties/individuals showing up in the Housing Court docket.

Court Docket

Source: Toledo Municipal Court/NORIS
 Transfer Method: Web Service
 Frequency: On Demand
 Properties/people showing up in the Municipal Court docket.



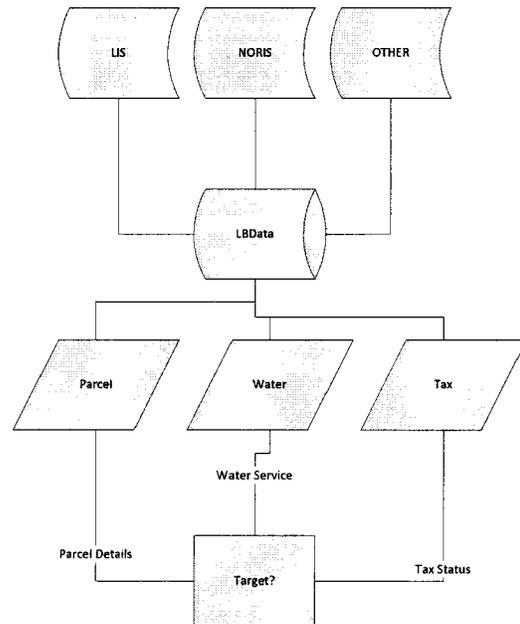
As data is imported into the primary database, it will be scrubbed and formatted for analysis and use within the Land Bank system. Ideally, each dataset will be acquired through the use of automated systems on a frequent (daily) basis.

Target Modeling

The system will use a define model and points system to determine if a property should be on the Watch List.

A target property will be reviewed and all relevant data points will be examined. Each data point will represent a value of 0-5. For example, a property with up-to-date taxes will have a 0 but a property with taxes overdue by 3 months will be given a value of 1, overdue by 2 years and the value will be 5. All data points will be summed and an overall score will be given. The higher the score, the more of a target property it becomes.

The sensitivity of the Watch List could be set at different times of the year based on project workload, available funds, or convenience. Determining the ideal baseline for the model will take some testing. But it can be safe to assume it will be 50% to 75% of the total number of points available. If there are 2 data points (taxes and water) then we have a total of 10 points available. The closer the property is to the maximum number of points, the higher priority it will be for acquisition or other action. But it will be the properties that first cross into the baseline that will be higher value targets.



Technology

The systems described in this document will be developed using Microsoft .NET Framework, Microsoft SQL Server and various other supporting systems, formats and technologies. The system will be hosted in a secure environment with necessary redundancy and monitoring. Further specifications will be defined during the Planning phases of the project.

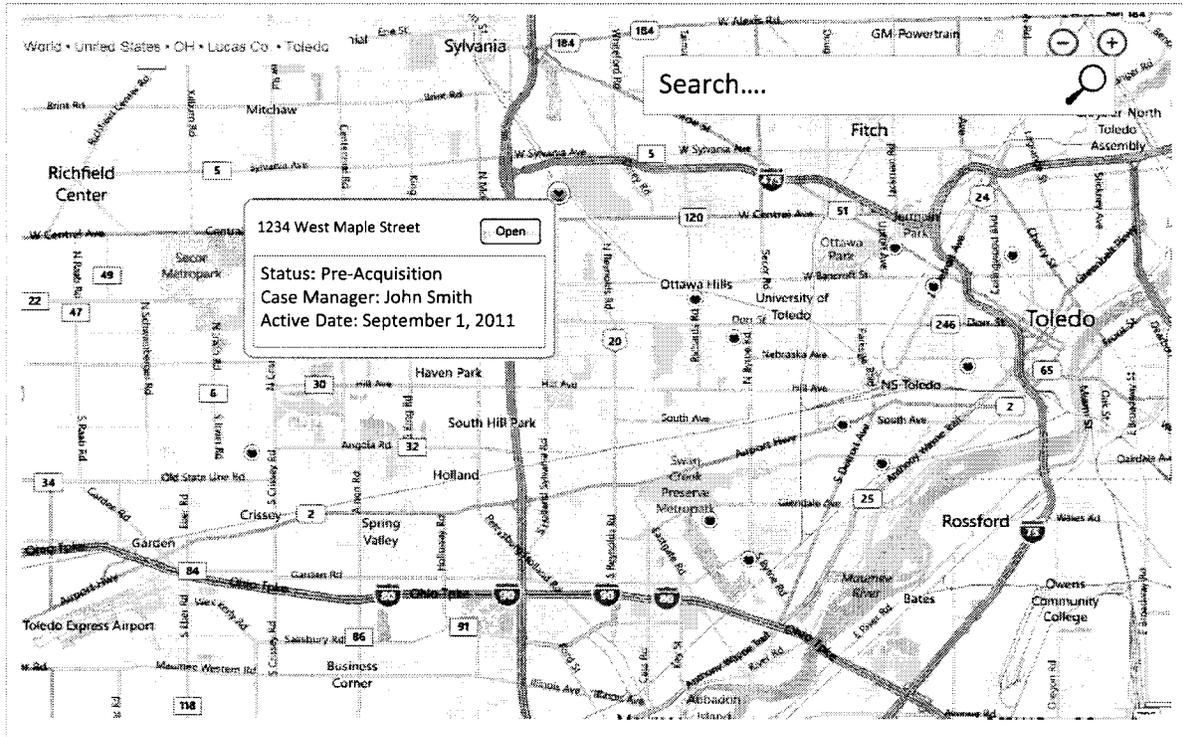
Wireframe

Throughout the Planning phase wireframes will be generated to plan out process and interfaces. The following wireframes define the initials versions of those wireframes.

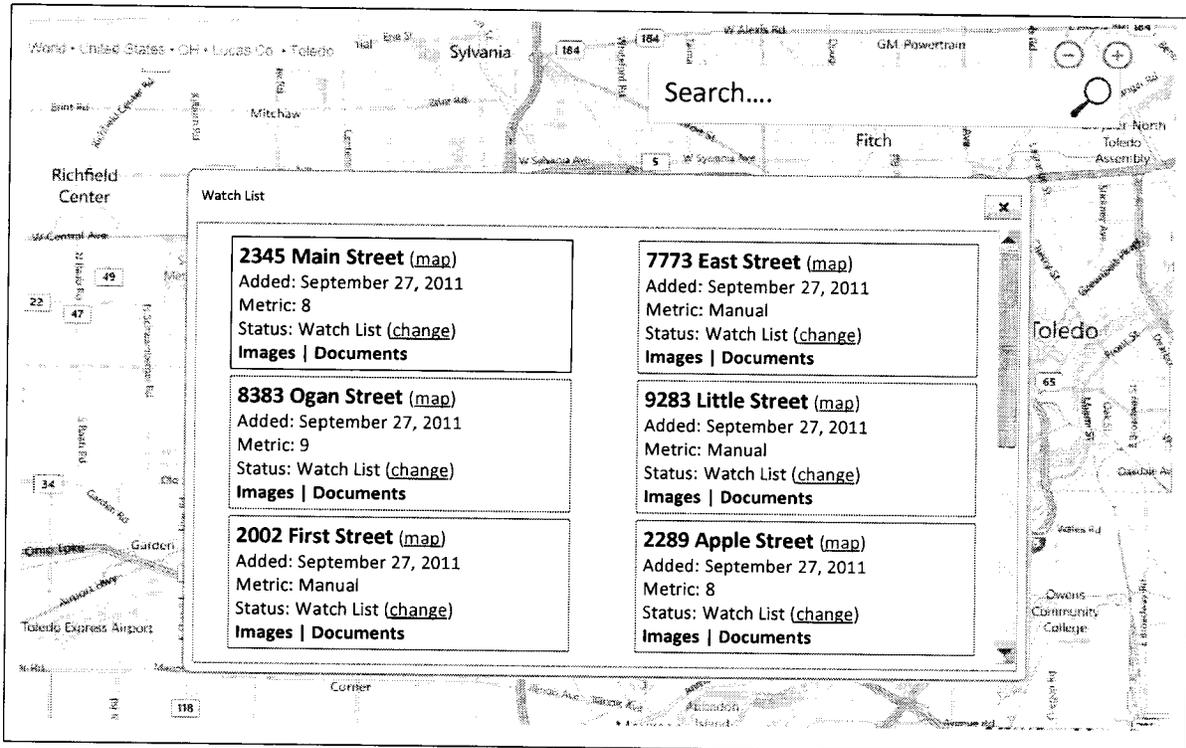


Lucas County Land Bank
Land Acquisition Information Network

- Map
- Properties
- Watch List
- Reports



The entry screen for the management tool will be map based to provide a visual overview of target properties using color and position to help define importance. Each target, active or acquired property will show on the map and be interacted with using a small info box as the property is selected. This info box will display basic information about the property and allow for access to the property's primary record.



The watchlist will be available for review and analysis to determine which properties are currently be considered as potential projects. Upon login, the watchlist will inform the authorized user of new items to be reviewed.

Timeline

The timeline for the system will be greatly based on data acquisition and cooperation of third parties. However, 12 weeks will be sufficient to plan and develop the necessary tools.

Week 1. Planning

Week 2. Data Acquisition

Week 3. Data Acquisition

Week 4. Data Structure

Week 5. Mapping and Display

Week 6. Pre-Acquisition Process

Week 7. Pre-Acquisition Process Testing

Week 8. Pre-Acquisition Process

Week 9. Post-Acquisition Process Testing

Week 10. Public Facing Website

Week 11. Testing

Week 12. Go Live

Budget

The following budget is based on an estimation of the number of hours to plan and development the systems. In addition, there is a monthly hosting and a monthly maintenance budget. AVATAR will provide a 1-year Master Services Contract that will reduce all work hourly fees to \$105/hr as used in the following budget.

Development Budget

Application development	\$31,000
Database development	\$10,500
Management	\$8,400
Total	\$49,900

Hosting Budget

Dedicated Server with 1.5TB of throughput, monitoring and nightly back-up	\$250/month
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Maintenance Budget

Monthly management and support of server, web, application and databases	\$525/month
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More Information

Andrew Newby

email: andrew@avatarsyndicate.com

office: 419-243-7445

mobile: 419-704-3705

skype: acnewby



Date: October 21, 2011

Resolution No. 2011-026

Title: Ratifying an Agreement with Paxton Demolition, Inc. for the demolition of 531 Dexter (Parcel # 14-21847)

Summary/Background: The Lucas County Land Bank advertised to its qualified demolition contractors on October 4, 2011 for the demolition of 531 Dexter, Parcel # 14-21847, which the Land Bank currently owns. After demolition, the parcel of land will be sold as a side lot to United North, Inc. to support a newly renovated home at 533 Dexter Street.

After reviewing the bids, Paxton Demolition, Inc. was determined as the lowest and best bid, in an amount not to exceed \$7,500 (see attached proposal). The President and Paxton Demolition, Inc. executed an agreement in contemplation of this winning proposal on October 18, 2011.

SUMMARY OF BIDS FOR STRUCTURE DEMOLITION

531 DEXTER STREET, TOLEDO, LUCAS COUNTY, OH

Contractor	Partial Foundation Removal	Full Foundation Removal
Acme Dismantling, LLC	\$8,200	\$9,000
Wes Boykin Trucking	\$8,200	\$9,200
TNT Anchored Down, LLC	\$6,900*	\$6,900*
Paxton Demolition	\$7,500	\$8,500
Foster Excavating	No bid (future interest)	No bid (future interest)

*Only one bid submitted; did not indicate level of foundation removal.

Authority: Purchasing Policy

Director Gerken offered the following resolution:

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED by the Board of Directors, Lucas County Land Reutilization Corporation, that:

Section 1. The Board hereby ratifies an agreement between the Land Bank and Paxton Demolition, Inc. for the demolition of 531 Dexter Street, in an amount not to exceed \$7,500, payable in the 2011 budget.

Section 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law.

Section 3. This resolution shall be in full force and effect from and immediately upon its adoption.

Action Taken:

Director Kapszukiewicz voted yes

Director Wozniak voted yes

Director Gerken voted yes

Director Badik voted yes

Director DeWitt voted yes

Director Geronimo was absent

Director Stanbery voted yes

Director Furney was absent

Director Gardner voted yes



Karen Poore, Secretary of the Board



Fax (734) 848-3753

billy@paxtondemolitioninc.com

PROPOSAL/CONTRACT

11 Oct 2011

PROPOSAL SUBMITTED TO: Josh Murnen / Lucas County Land Reutilization Corp

ADDRESS: One Government Center, Ste. 500, Toledo Ohio 43604

PHONE: 419.213.4293

CELL:

FAX: 419.213.4499

EMAIL: jmurnen@co.lucas.oh.us

JOB LOCATION: 531 Dexter St Toledo Ohio 43608

We hereby submit specification and estimates for: Demolition

This correspondence will serve as a contract and receipt outlining work to be performed at 531 Dexter, Toledo Ohio. The price includes all dump fees, equipment and labor, all permits, utility kills, EPA Notification, and asbestos inspections (asbestos removal not included if found). All material to be hauled to licensed landfill.

We Propose, hereby to furnish material, labor and completion in accordance with above specifications, for the sum of:

- Full demolition, removal and disposal of the entire foundation of structure on property.
 - o Eight Thousand Five Hundred Dollars (\$8,500.00)
- Full demolition, removal and disposal of the first 18" of the foundation of the structure.
 - o Seven Thousand Five Hundred Dollars (\$7,500.00)

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Signature _____

Date _____

Signature _____

Date _____

All material is guaranteed to be specified. All work to be completed in a work-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimates. Two million dollars liability insurance, twenty five thousand dollars per accident, is carried at all times.