AGENDA
City of Omaha, Nebraska
Land Bank Training

March 13, 2015
8:00 a.m. to 4:00 p.m.

I. Sign-In: Coffee 8:00 a.m. - 8:30 a.m.

II. National/Local Funding Perspectives; 8:30 a.m. – 8:50 a.m.
Perspectives of Ohio Land Banks (James Rokakis)

III. Introduction: 8:50 a.m. – 9:00 a.m.
Land Banking at a Glance:
From Passive to Active Land Banking

IV. Inter-Agency Cooperation 9:00 a.m. - 9:10 a.m.
(Prosecutor, Clerk, Court, Treasurer, Sheriff, etc.)

V. Organizational Set-Up 9:10 a.m. - 9:50 a.m.
A. Board, Governance and Funding
B. Organizational Documents and Considerations
   1. Statutory or Corporate Entity: Federal Status
   2. Bylaws: Contracting, Check Authority of Director
   3. General Plan and Mission
   4. Governmental Administrative Adjustments
   5. Office and Business Set-Up
C. Staff
   1. Executive Director, Finance/Accounting, Executive Assistant
   2. Subordinate Staff
      a. Directors
      b. Staff
D. Accounting
E. Property Profile and Inventory
F. Insurance

VI. Board Relations, Conflicts, Ethics 9:50 a.m. – 10:10 a.m.
A. Corporate vs. City Council-type Board.
B. The Blended Fiduciary
C. Conflicts, Ethics, Professionalism

VII. BREAK 10:10 a.m. – 10:25 a.m.

VIII. Accountability 10:25 a.m. – 10:45 a.m.
A. Audit: Internal vs. External: Separated vs. Incorporated
B. Public Records, Meetings: Internal v. External
C. Website

Updated Agenda 3.10.15
IX. Operations: Acquisitions 10:45 a.m. – 11:30 a.m.
   A. Identifying Pipelines and Pipeline Procedures
      1. Tax Foreclosure
      2. Gifts-Bank Donations
      3. Purchases from 3rd Parties and REO’s
   B. Marketability of Title
   C. Inspections: The “Level 1” Inspection
   D. Acquisition Considerations and Forms
      1. Efficiency of Forms
      2. Private Acquisitions
      3. Tax Foreclosure Acquisitions
         a. Fees, Forms, Mid-Level Administration
         b. Deeds, Tax-Exempt Confirmation, Water/Sewer utility Protocols

X. Operations: Maintenance 11:30 a.m. – 11:45 a.m.
   A. Broad-Short Form RFPs and Contracts
   B. Management of Field Service and Billing

XI. QUESTIONS 11:45 a.m. – 12:00 p.m.

XII. Lunch (James Rokakis: Comprehensive Neighborhood Surveys) 12:00 p.m. – 12:30 p.m.

XIII. Renovations and Disposition (Gus Frangos) 12:30 p.m. – 1:00 p.m.
   A. Renovation Specifications
   B. Disposition Forms and Pricing
      1. Private Individuals/Investors
      2. Non-Profits
      3. Social Services
   C. Deed-in-Escrow Format
   D. Assessing Buyers

XIV. Demolition (Gus Frangos) 1:00 p.m. – 1:30 p.m.
   A. Environmental Assessment
   B. Procurement
      1. Asbestos Survey, Remediation
      2. All-in-One vs. Separation of Services
      3. Demolition Contracts
   B. Finishes
   C. Retainer

XV. Break 1:30 p.m. – 1:45 p.m.

XVI. IT, Research and Property Profile (Michael Schramm) 2:00 p.m. – 2:30 p.m.

XVII. Challenges 2:30 p.m. – 2:50 p.m.

XVIII. Questions, Answers and Miscellaneous 2:50 p.m. – 3:40 p.m.

Updated Agenda 3.10.15