



## Detroit Land Bank Authority Zoom Meeting

### Finance and Audit Committee Meeting

#### **DPS Headquarters (In person & via ZOOM)**

#### **AGENDA**

Tuesday, March 19, 2024

10:00 a.m.

- I. Call to Order
- II. Public Comment
- III. Key Staff Updates
  - a. CEO update, Tammy Daniels
  - b. CFO/COO update, Reginald Scott
  - c. Real Estate Sales and Marketing, Jano Hanna
    - Projects, Martina Orange
  - d. Planning and Data Analysis, Robbie Linn
  - e. Legal, Gabriel Guerrero
  - f. Communications and Engagement, Stephanie Hume
- IV. Adjournment

# PLANNING & DATA ANALYSIS - ROBBIE LINN



**The Detroit Land Bank Authority**  
**Planning & Analysis Department**  
**Board of Directors Report**  
**March, 2024**

**OVERALL INVENTORY**

This month, the land bank's inventory stood at 69,512 parcels, a net decrease of 304 parcels from the January figure. Strong sales early this year were partially offset by the acquisition of 616 parcels from the from the Wayne County Treasurer's Office.

DLBA INVENTORY, BY PROPERTY CLASS AND COUNCIL DISTRICT – MARCH 1

<i>Council District</i>	<i>Accessory Structures</i>	<i>Non-Residential Structures</i>	<i>Condominium Units</i>	<i>Vacant Lots</i>	<i>Residential Structures</i>	<i>Grand Total</i>
1	96	5	0	7,054	572	7,727
2	38	2	0	4,554	452	5,046
3	196	14	0	13,537	1,726	15,473
4	59	9	16	12,574	1,490	14,148
5	47	15	36	9,396	879	10,373
6	63	1	0	7,108	465	7,637
7	79	4	5	8,047	971	9,108
<i>Grand Total</i>	578	50	57	62,272	6,555	69,512

**BOARD RESOLUTIONS**

This month, department staff hope to secure board approval on four board resolutions, including a land swap with the Wayne County Land Bank, a transfer of property to the City of Detroit to support park development, a transfer of property to the United Community Housing Coalition, and a land swap with the United Community Housing Coalition.

- **Parks Transfer** – Staff from the City's parks planning unit requested the transfer of 24 vacant lots to support the development and expansion of a number of local parks, including Gonzales Garcia Park, Doan Park, Dexter Elmhurst Park, Marruso Park, and Ella Fitzgerald Park.
- **Wayne County Land Bank Swap** – The Wayne County Land Bank Authority (WCLBA) owns 23 vacant homes across the city. At the same time, the DLBA holds a number of parcels bisected by the city's jurisdictional boundaries, without an efficient means of reuniting the Detroit portion of the parcel with their suburban neighbors. Staff are requesting board approval to transfer 8 lots and garages along the city's Dearborn Heights and Redford borders, as well as the Detroit portion of a home on the Highland Park border for the WCLBA's Detroit-based inventory.
- **Joe Louis Greenway Home Repair Swap Transfer** – The third is the proposed transfer of three homes to the United Community Housing Coalition. The Rocket Community Fund is supporting a partnership between the City's Bridging Neighborhoods Program and the United Community Housing Coalition to launch a home repair home swap program along the Joe Louis Greenway.



Staff are requesting board approval to transfer free homes to UCHC so BNP can rehab the homes with Rocket’s funding, initiating a chain of rehabs.

- **United Community Housing Coalition Swap** – Staff have been coordinating a proposed swap with counterparts at the Community Housing Coalition. UCHC staff have identified a small inventory of vacant homes previously included in the Make It Home program. DLBA staff have also identified a pair of occupied homes that do not adhere to the parameters of existing land bank occupied programs. Staff believe the occupants have a sympathetic history, and would make good candidates for UCHC’s Make It Home program. Through this exchange, the land bank would acquire four vacant homes and transfer two occupied homes to UCHC so that they could be included in the City’s Make It Home Program.

### OCCUPIED INSPECTIONS

In January and February, staff ordered and reviewed inspection work orders for occupancy verification at 321 properties with a prior history of unauthorized occupancy. Properties are selected for inspection work orders based upon a combination of factors including the length of time since the occupancy was last confirmed, reported vacancy inquiries, reported illegal activity or nuisance inquiries, and vacancy indicators such as boarding requests or USPS data.

Among the 349 properties with completed inspections and reviews, 126 were confirmed vacant and were moved to the sales and demolition pipelines. In response to the posters installed on the properties during the inspection process, 79 occupants called DLBA staff to confirm occupancy and have an opportunity to be evaluated for occupied programming eligibility. Currently 15 of these occupants are being vetted for Buy Back.

There are approximately 1,300 properties that staff will continue to monitor for vacancy indicators. Apart from the properties where occupants have been in recent communication with staff, regular ongoing exterior inspections will be issued to confirm the occupancy status. Suspected and verified unauthorized occupancy of DLBA structures tends to be somewhat fluid. Staff are responsible for monitoring and investigating new reports on occupancy.

OCCUPANCY INSPECTIONS, BY MONTH – JANUARY AND FEBRUARY, 2024



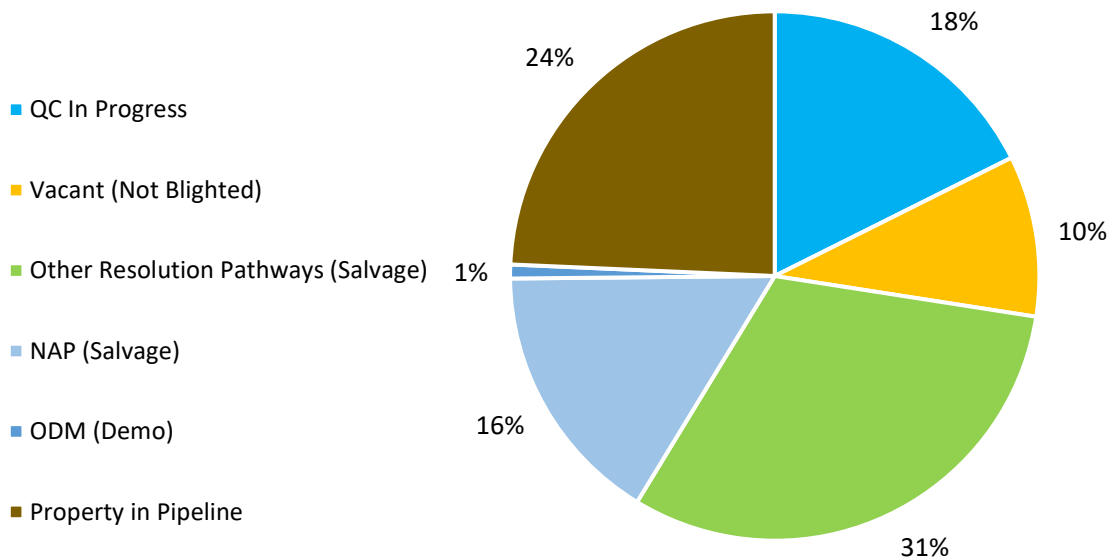


## CITYWIDE NEIGHBORHOOD SURVEY

In January, staff began working on the second iteration of the neighborhood survey. This second survey largely mirrors the process of the first pass late last year, but uses an improved base dataset, which will allow for improved accuracy and better comparison with results of the first pass. To date, surveyors have completed surveys

As of March 8, 2024, the surveyors on the NST have visited and completed inspections at more than 44 neighborhoods across the city. Staff expect to complete this iteration of the survey in in Q4.

### NEIGHBORHOOD SURVEY RESULTS, BY FINDING AND RECOMMENDATION



## ACQUISITIONS

Earlier this year, staff implemented and executed the Neighborhood Home Listing Program (NHLP) pilot approved by the board last year. The pilot, which granted staff the authority attempt to purchase vacant, blighted homes through a mix of cash and future process – not to exceed \$1,000 up front and 75% of proceeds. Using survey data, staff identified 100 vacant, blighted homes that were ineligible for the nuisance abatement program, and mailed each owner a letter offering to purchase.

To date, staff received no response to 96 offers, and four rejections. In light of this owner response, and the logistical challenges of promising a share of proceeds that may be realized a year or more in the future, if at all, and improving market conditions, staff are currently exploring opportunities to refine the pilot in ways that might attract more interest among property owners.

## BUILDING BLOCKS EVENTS

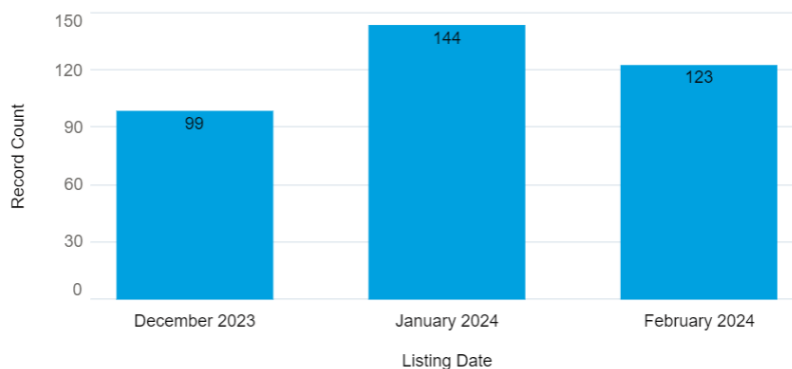
Over the last two months, staff have continued to host DLBA Building Block Events. The District 1 Schoolcraft/ Southfield BBE was hosted at the Gethsemane Church on January 18th and boasted over 65 attendees. The District 4 Outer Drive/ Heyes BBE was hosted at Eastside Community Network on February 29th and had over 35 attendees. Attendees had the opportunity to learn about the DLBA in their neighborhood and were provided with maps of the neighborhood, information on available structures, vouchers for a free property showing, pizza, and a variety of resource tables. Resources included DLBA teams such as Land Reuse, Sales and Programs, Compliance, and Next Five Community Engagement. They also included external partners at Wayne Metro, BSEED, DWSD, Wayne Metropolitan Community Action Agency, and LISC. Between the two events, 16 structures were featured. 12 of those properties have sold and 2 are still for sale. There are not any Building Blocks events planned for March, but will continue throughout the spring, visiting each district.



## HOME LISTINGS

Throughout the last two months, staff continued to list all structures within 30 days of receiving an up-to-date inspection and clear title work. The

below chart shows the number of Auction and Own It Now listings throughout December, January, and February. Additionally in January, staff added improved language concerning the status of water line cuts to the structure listings. As shown below, this additional language restates clearly that any cut water line will need to be replaced at the cost of the purchaser.



The below chart shows the sale status of properties listed through Auction and Own It Now during January and February.



📍 17645 Runyon, Detroit,  
MI 48234

**District:** 3

**Area:** 1020Sq. Ft

**Year Built:** 1950

**Water Line Cut:** Unknown

🛏 3 Beds

🛀 1 Baths

## Neighborhood: Von Steuben

Purchasers should plan on making a range of repairs to the property, and bidders are strongly encouraged to review the attached Inspection/Condition Report for more detail. We strongly encourage all potential home buyers to view the property prior to purchase, either through an open house or a private showing.

The Detroit Land Bank Authority has no knowledge of the condition, connection, or operability of the water service line that would normally connect this property to the water main, the line may be severed, damaged, or otherwise inoperable. Obtaining water service to this property may be a significant challenge and cost to the purchaser, in addition to the other challenges and costs of rehabilitation. Further, the water service line may be a lead line that requires replacement at the homeowner's expense. The cost to reconnect a water service line can exceed \$10,000 or more, and the purchaser will be required to reconnect the water service line at their own expense as part of the purchaser's contractual obligation to rehabilitate the property. In other words, if you buy this property and the water line has been cut or needs to be replaced, you will have to pay to reconnect or replace it. Reconnecting or replacing the waterline is not included in the purchase price.

### SIDE LOT & NEIGHBORHOOD LOTS

In early March, staff completed the Q3 Vacant Land Upload consisting of over 770 Side Lot listings and 2,300 Neighborhood Lot listings. In addition to the upload, staff responded to over 1,920 inquiries on DLBA owned vacant lots in January and February. These inquiries led to an additional 254 one-off listings through various vacant land programs.

#### Q2 VACANT LOT LISTINGS, BY DISTRICT

<i>District</i>	Neighborhood Lots	Side Lots
1	569	45
2	507	67
3	1,708	170
4	1,801	140
5	853	94
6	310	132
7	927	112
<b>Total</b>	<b>6,675</b>	<b>760</b>

### CREATE-A-PROJECT

In January and February, the DLBA received 45 new Create-a-Project applications bringing total program

applications at the end of February to 426. Of the 426 applications, 118 have been approved as purchasers and moved forward to lot selection. Staff ordered title work on a total of 32 properties during January and February and were able to send 4 projects consisting of 10 lots to closing. Staff continue to work closely with the City of Detroit’s Neighborhood Beautification team to approve lot licensing applications. Lot licensing allows block clubs to receive funds from the Neighborhood Beautification Grant for cleanup activities on DLBA owned lots. Lot licensing applications have increased from 4 in 2023 to 13 in 2024.

## IMPROVED LOTS

In late January and February, staff continued virtual inspections of DLBA owned vacant lots to identify “Improved Lots”. Improved Lots are lots that have been found to have an improvement such as a fence, driveway, or wheelchair ramp that is currently in use by a neighbor. Through these virtual inspections, staff have identified over 6,000 DLBA owned, improved lots citywide. Among these properties, more than 5,500 are improved with a fence.

### IMPROVED LOTS IDENTIFIED BY DISTRICT

<i>District</i>	<i># Improved Lots</i>
1	811
2	549
3	1,539
4	743
5	735
6	908
7	989
<b>Total</b>	<b>6,274</b>

## THE NEXT FIVE STRATEGIC PLAN

The first round of Community engagement for the DLBA’s Next Five strategic planning process began slowing down in early February. DLBA and CCP staff engaged the public at over 20 public events including office hours in multiple locations, DLBA events, block club meetings, City Council meetings, Department of Neighborhood meetings, and more. In addition to the in-person events, staff distributed over 80,000 emails and 100s of flyers advertising the Next Five online survey. These efforts led to more 500 survey respondents from all districts in the city and beyond. The survey is now closed, and community





engagement efforts have slowed to allow DLBA consultants at CCP and JFM time to synthesize the feedback gathered so far to inform the ideas that will be shared in round two of community engagement. During this period, DLBA staff are conducting focus groups and interviews with a variety of stakeholders including past structure purchasers, Community Partners, infill housing developers and more. Staff met with the Next Five Advisory Panel most recently on February 8<sup>th</sup> where the panel was provided with a brief update and engaged on questions related to the future of DLBA owned vacant land and structures. The Next Five webpage is still live on our website at [buildingdetroit.org/nextfive/](http://buildingdetroit.org/nextfive/) where new events are being added every day.



### **MSHDA LIEN RELEASES**

Earlier this year, staff completed a comprehensive review of MSHDA Hardest Hit Fund demolition lien releases. To ensure accurate tracking of HHF demolition liens released by the Michigan State Housing Development Agency (MSHDA), staff completed an extensive review of all HHF-funded demolition sites. After reviewing more than 5,000 properties, staff found that all but fewer than 25 liens had been released to date – many earlier than anticipated. This fresh data will allow staff to process Side Lot applications more quickly, and begin listing released sites through the Neighborhood Lot program.

### **PROPERTY TRANSFER AFFIDAVITS**

Staff have continued their work with the Office of the Assessor to reconcile ownership records for properties acquired or sold by the land bank. Through this new process, land bank staff inform purchasers of their responsibility under state law to file a property transfer affidavit within 45 days of purchase and file any outstanding PTAs after this 45-day window on the buyer's behalf. In January, staff filed 701 disposition PTAs and 3 acquisition PTAs. In February, staff filed 417 disposition PTAs and 1,095 acquisition PTAs.

### **STRUCTURE INSPECTIONS**

In the first two months of the year, staff ordered 393 inspections of DLBA-owned structures. Among these, staff ordered 205 inspections for new acquisitions and reconveyances, and 188 were more general demo requests, demo pull, condition change/fire damage, Own It Now, Intake Review and Economic Development inspections.

### **MULTI-PARCEL STRUCTURES**

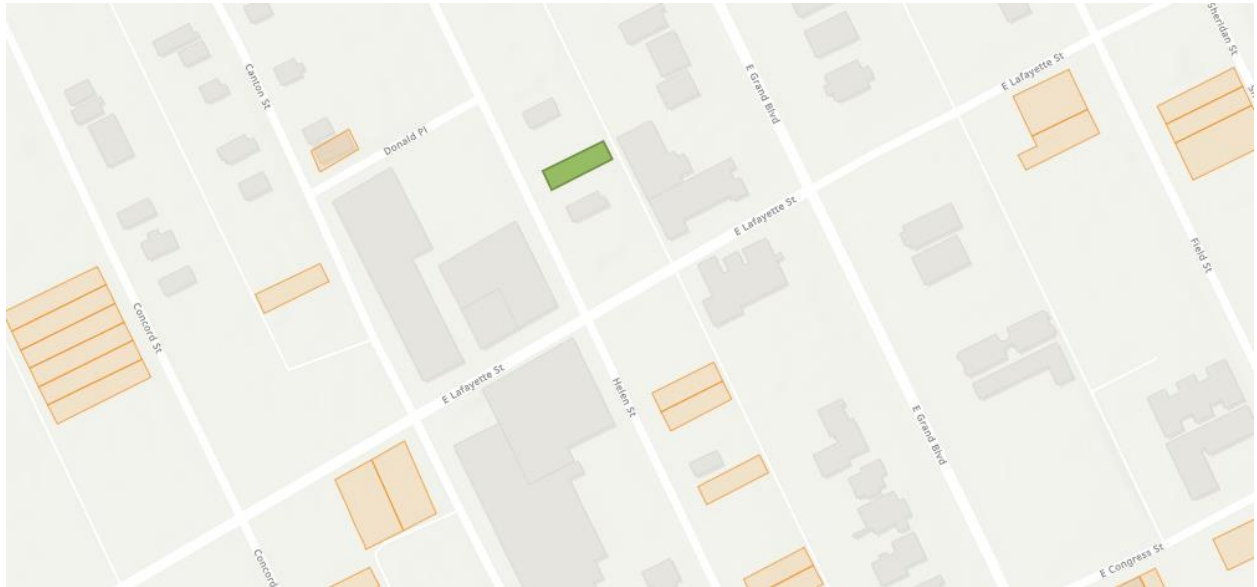
This month, staff began an effort to review, inventory, and address the land bank's multi-parcel structure inventory. These structures, or pieces of structures, represent cases where a single building spans multiple parcels, creating situations where the land bank might own an includes porch, living room, attached garage, sunroom, or larger portion of an otherwise privately owned home. To date, staff have confirmed 46 examples, but expect to identify more as they review another 296 possible cases. Staff are currently exploring possible policy tools that might address these challenging properties, but hope to bring possible solutions before this board this spring.

MULTI-PARCEL STRUCTURE EXAMPLE, 12380 NORTHLAWN



D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
1030 Helen		Islandview	Residential-Lot	R2	3006





D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
1414 Sheridan	1418 Sheridan	Islandview	Residential-Lot(2)	R2	6012



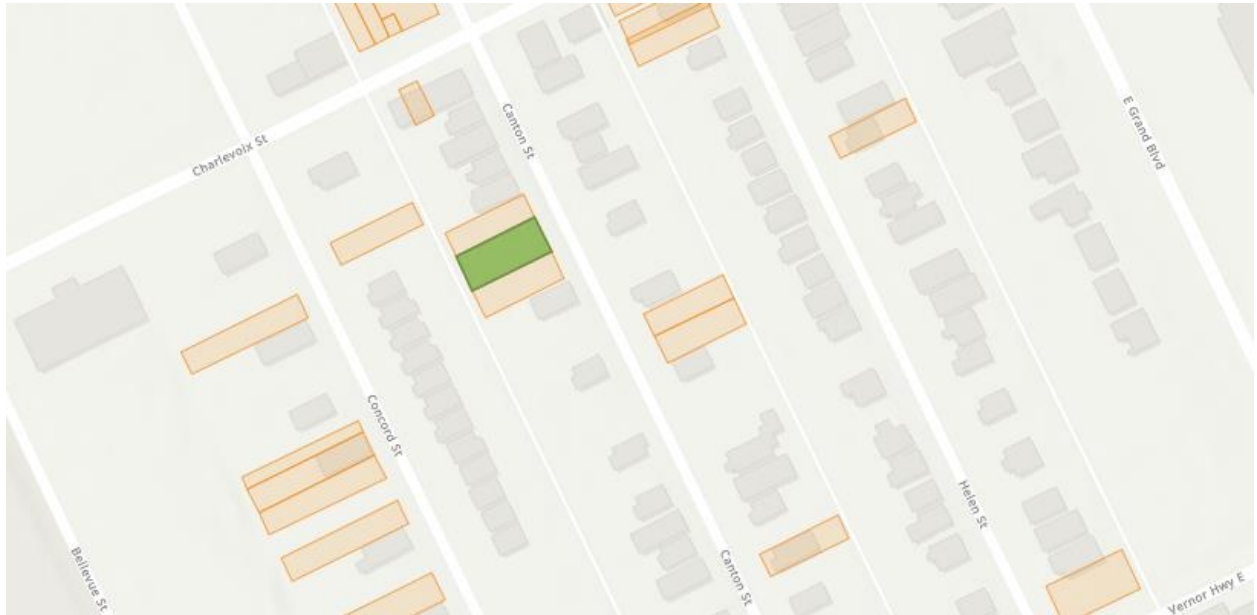
D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
2143 Helen <u>2155 Helen</u>	In ED already	Islandview	Residential-Lot(2)	R2	8495



D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
2537 Canton		Islandview	Residential-Lot	R2	4704





D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
2471 Concord		Islandview	Residential-Lot	R2	5358



D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
2515 Meldrum		Islandview	Residential-Lot	M3	4095





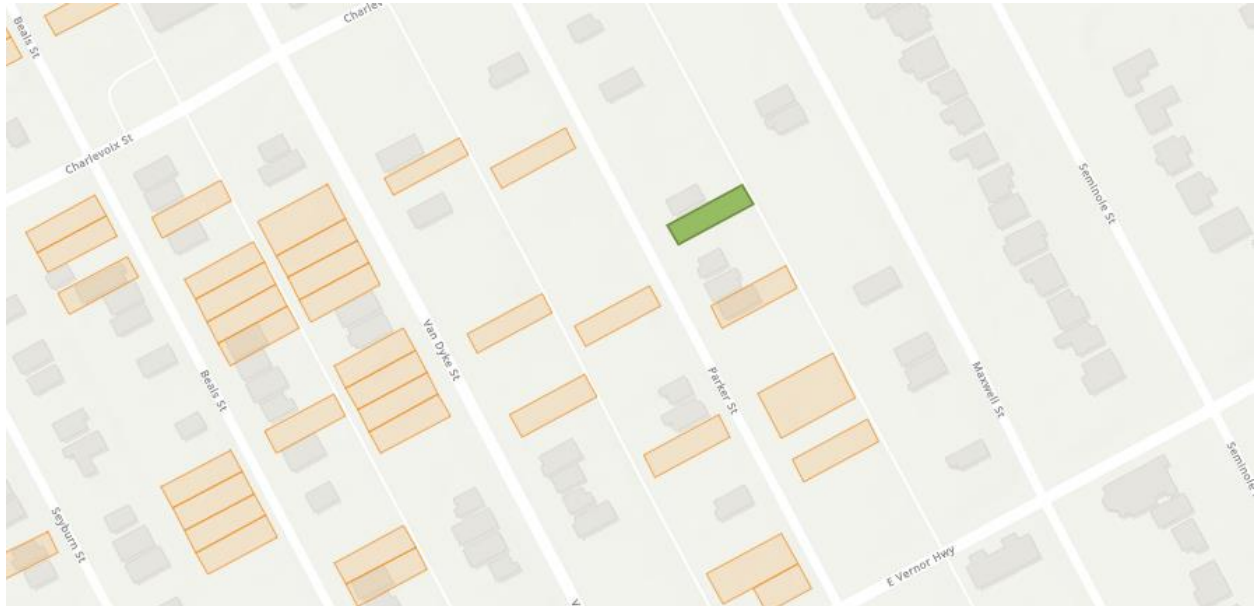
D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
2525 Meldrum		Islandview	Residential-Lot	M3	4095



D5 Infill/Land-Based Project Site (IHOA Ineligible)

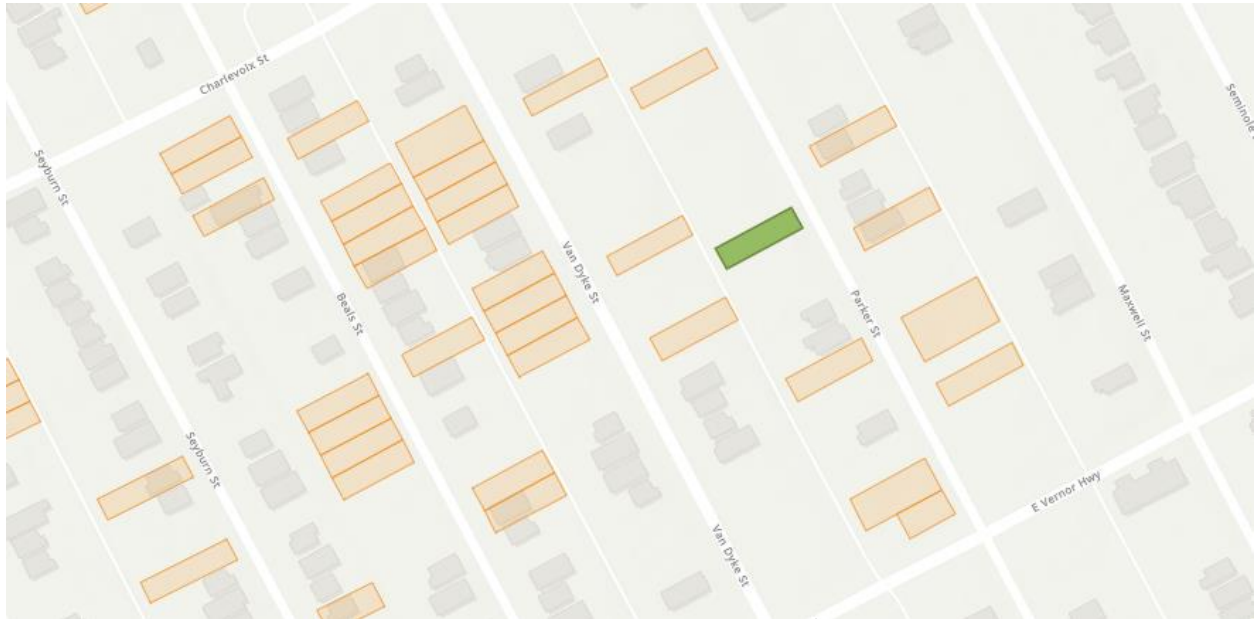
Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
2496 Parker		Islandview	Residential-Lot	R2	3180





D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
2483 Parker		Islandview	Residential-Lot	R2	3410



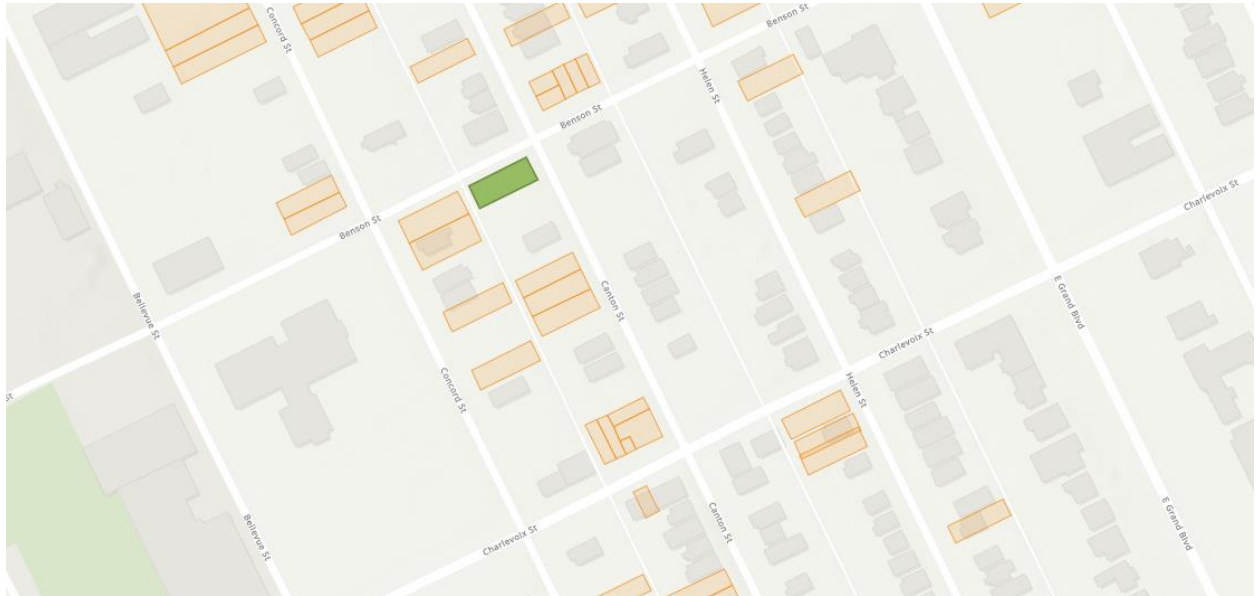
D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
2700 Mt Elliott 2708 Mt Elliott		Islandview	Residential-Lot(2)	R4	14427



D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
2995 Canton		Islandview	Residential-Lot	R2	4269





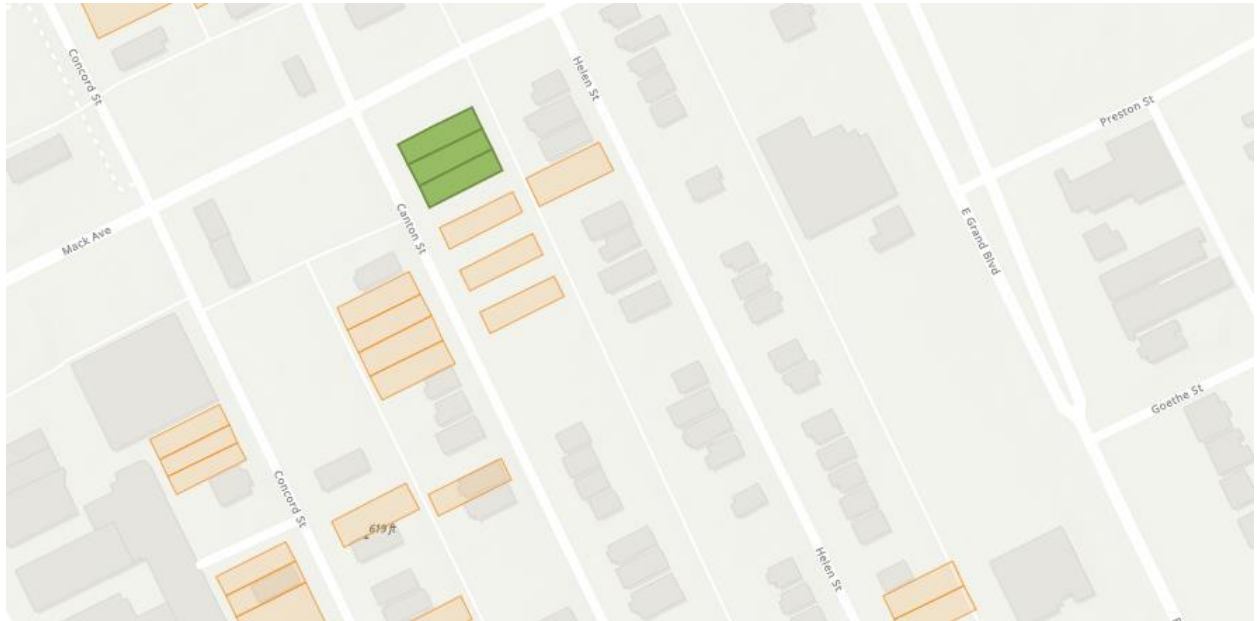
D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
3148 Mt Elliott		Islandview	Residential-Lot	R4	4792



D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
3296 Canton 3302 Canton	3308 Canton	Islandview	Residential-Lot(3)	R2	9549





D5 Infill/Land-Based Project Site (IHOA Ineligible)

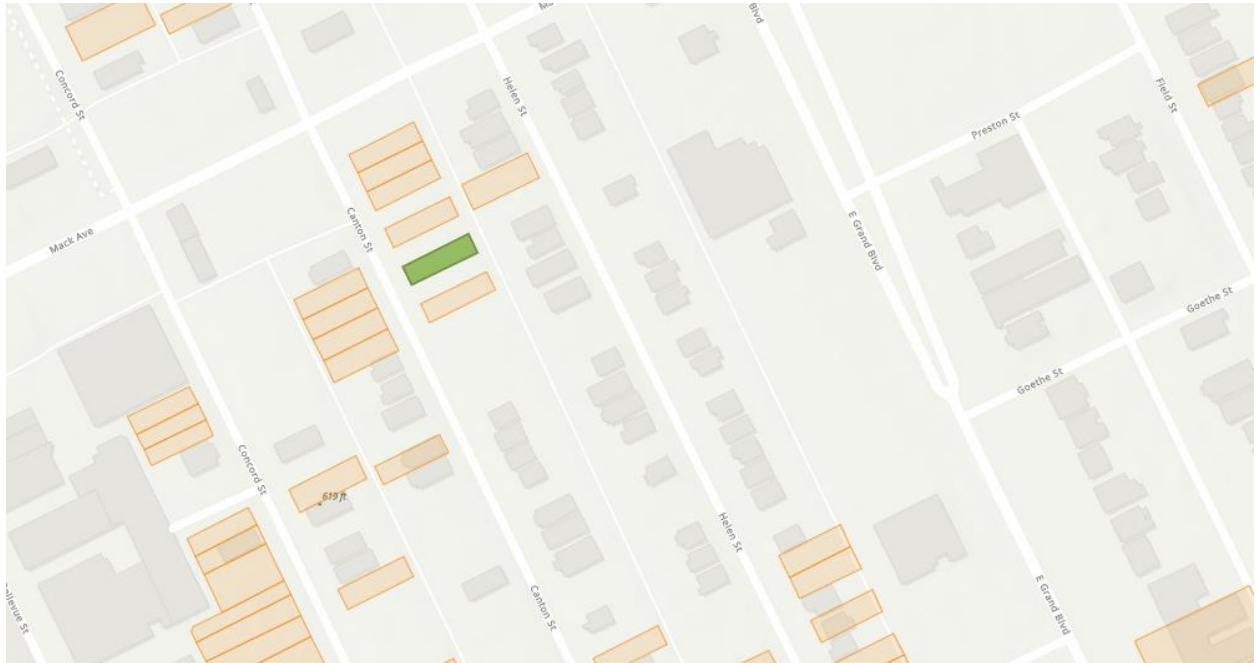
Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
3280 Canton		Islandview	Residential-Lot	R2	3180





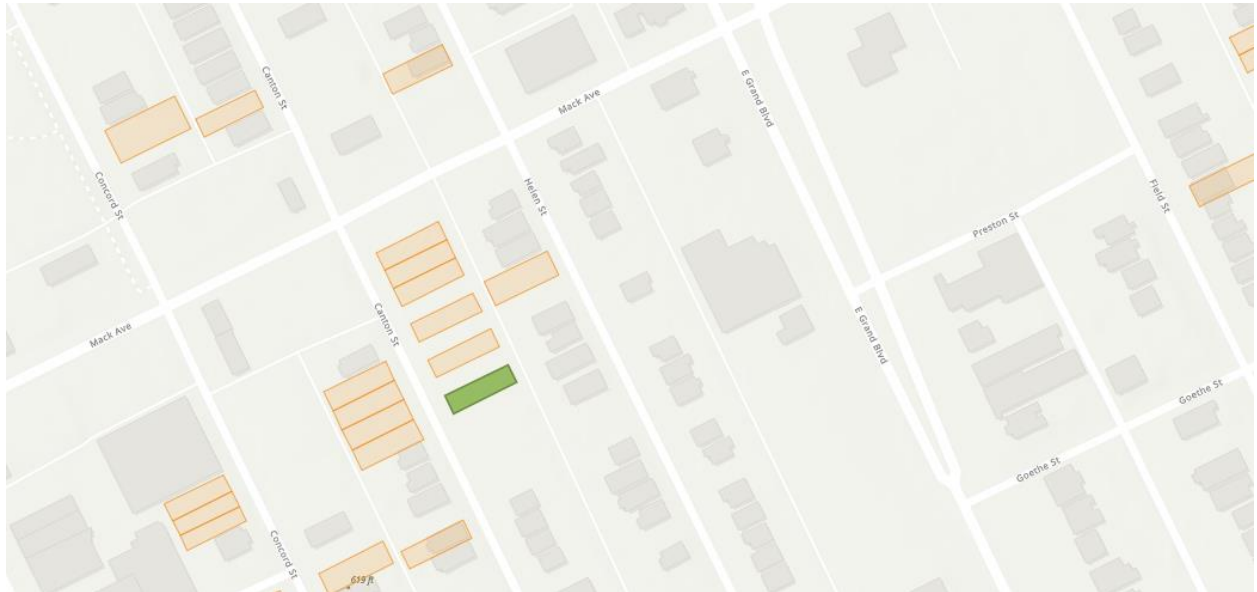
D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
3268 Canton		Islandview	Residential-Lot	R2	3178



D5 Infill/Land-Based Project Site (IHOA Ineligible)

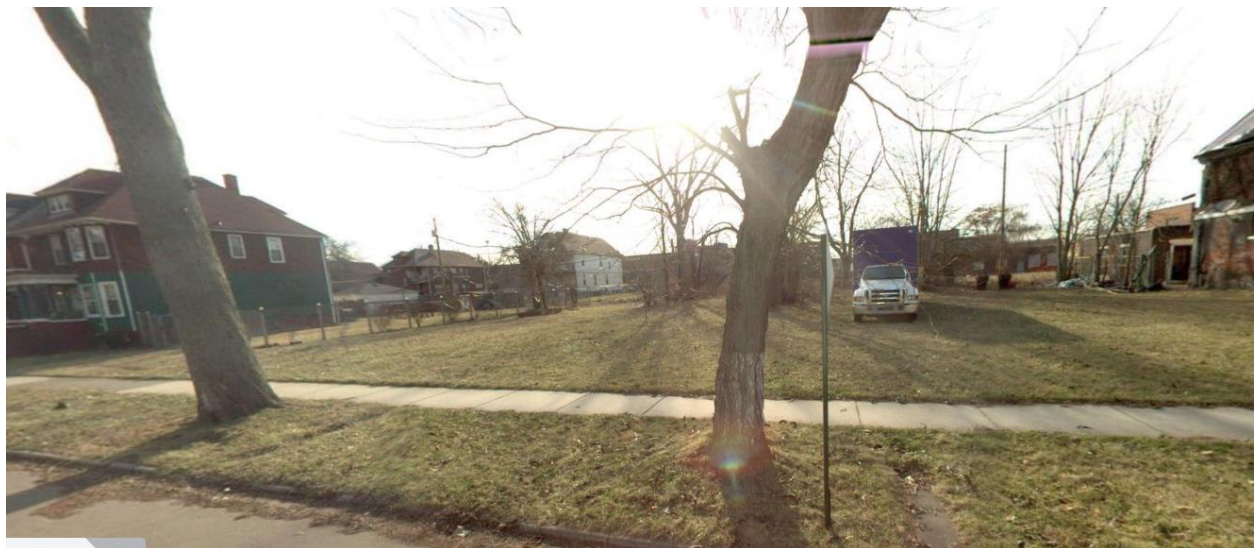
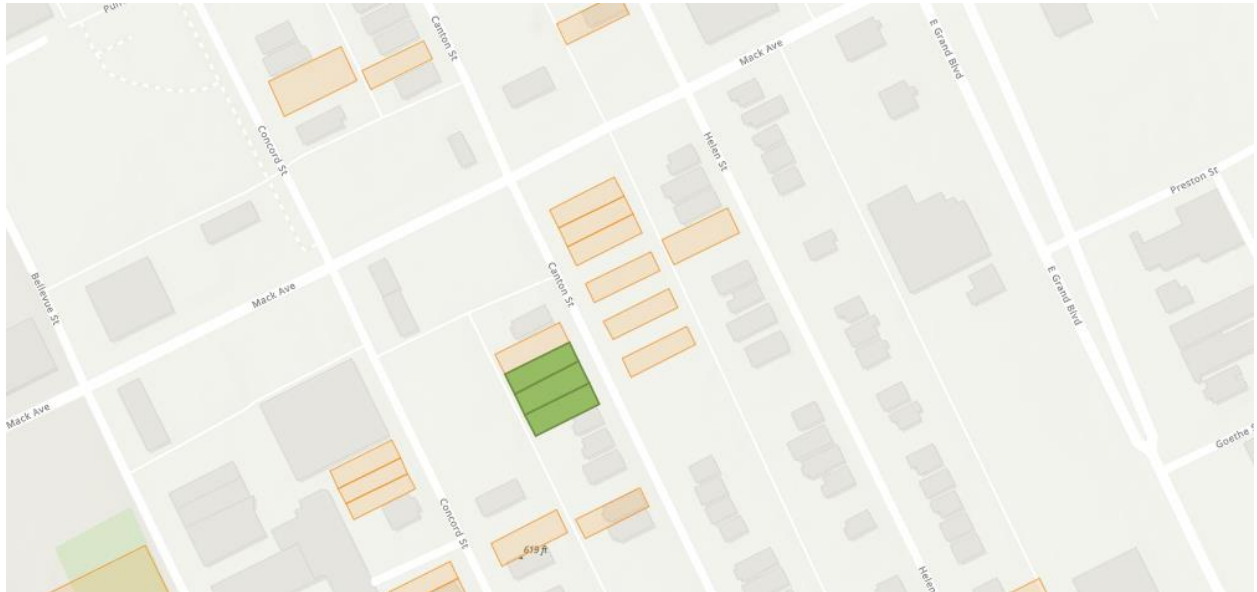
Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
3254 Canton		Islandview	Residential-Lot	R2	3180





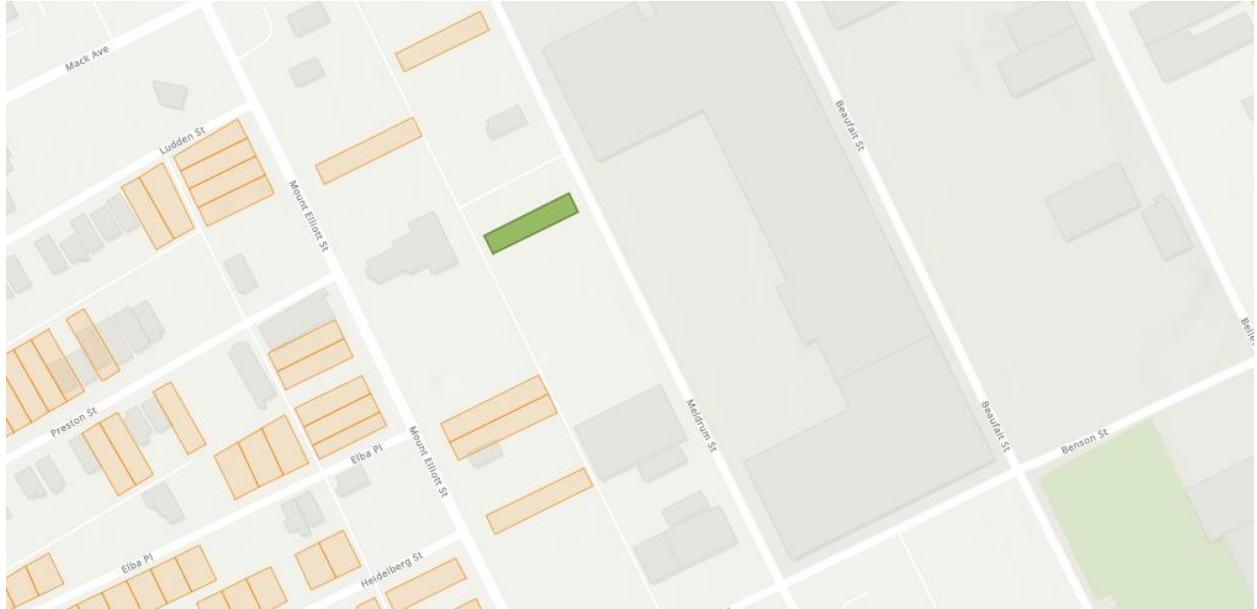
D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
3257 Canton		Islandview	Residential-Lot(3)	R2	10563
3265 Canton					
3271 Canton					



D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
3223 Meldrum		Islandview	Residential-Lot	M3	4182





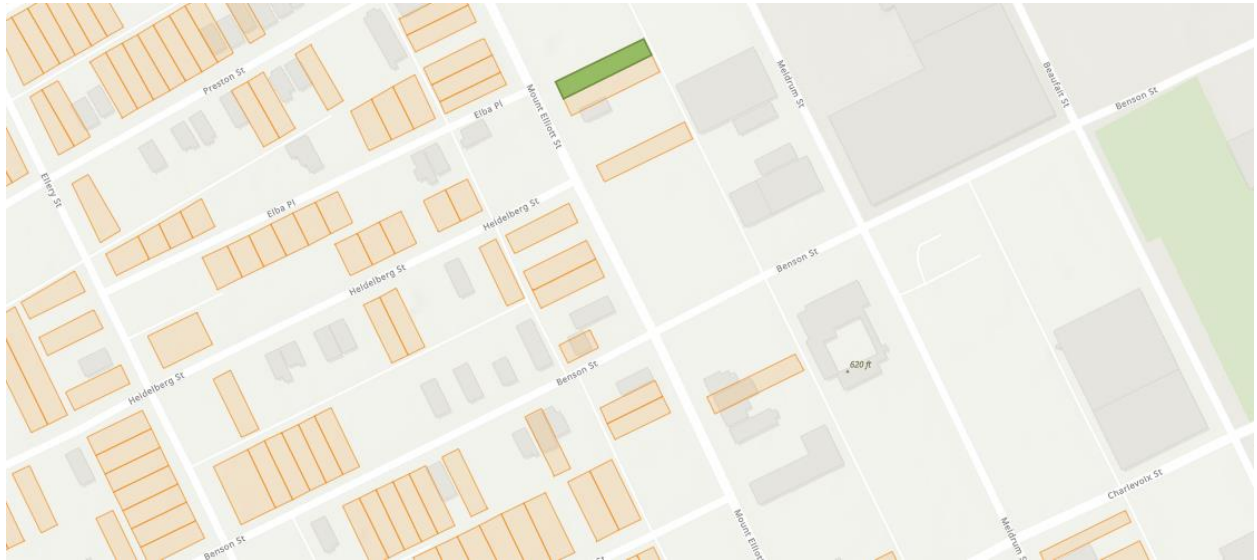
D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
3517 Concord 3521 Concord 3527 Concord	In ED In ED	Islandview	Residential-Lot	R2	7883



D5 Infill/Land-Based Project Site (IHOA Ineligible)

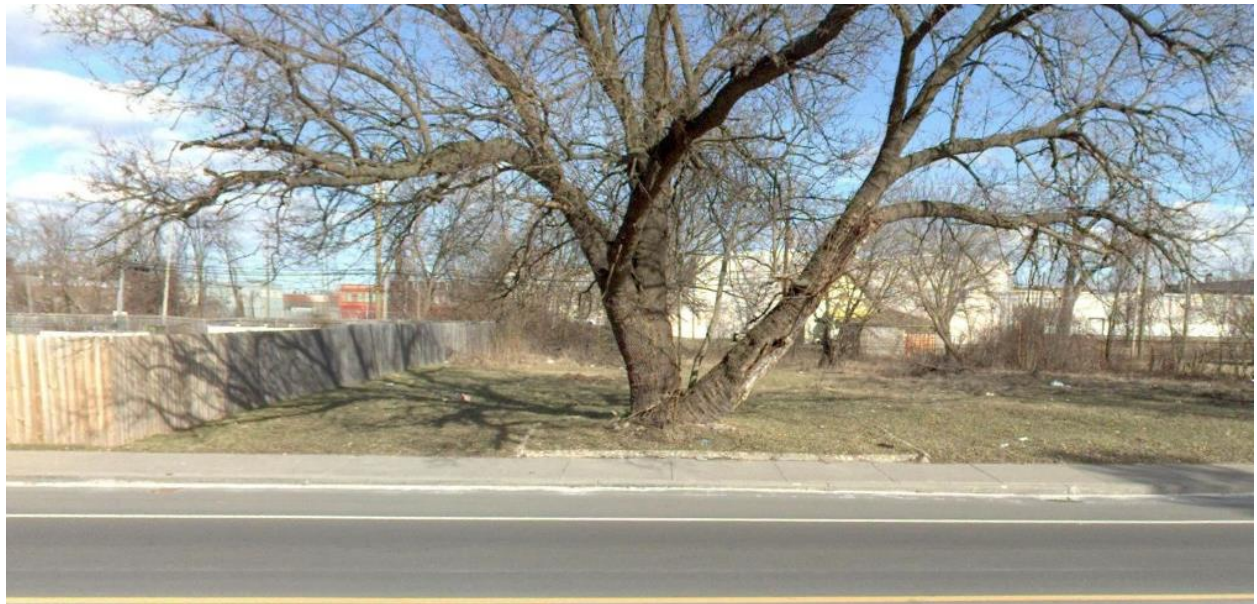
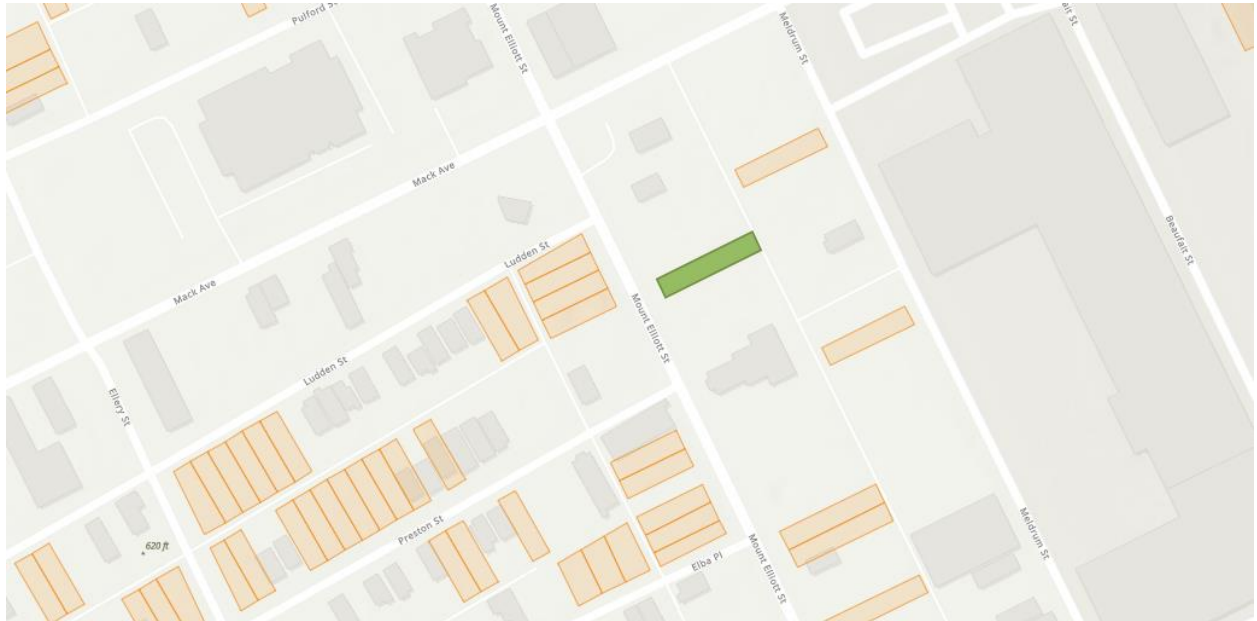
Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
3424 Mt Elliott		Islandview	Residential-Lot	R4	4800





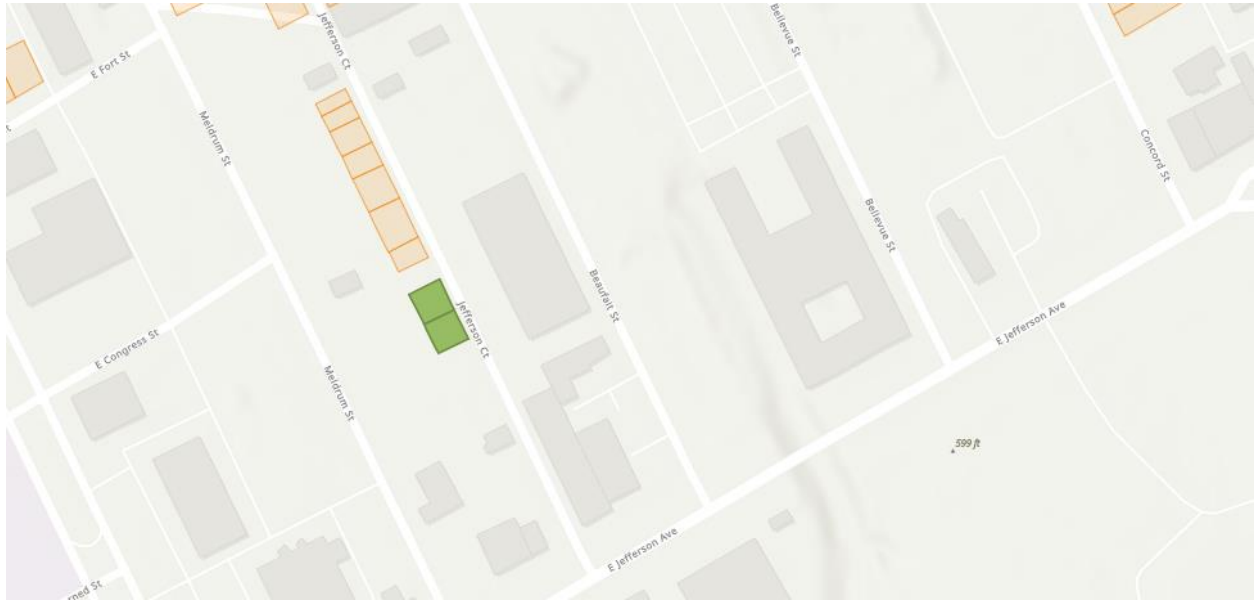
D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
3424 Mt Elliott		Islandview	Residential-Lot	R4	4800



D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
471 Jefferson Ct	479 Jefferson Ct	Islandview	Residential-Lot(2)	SD4	4390





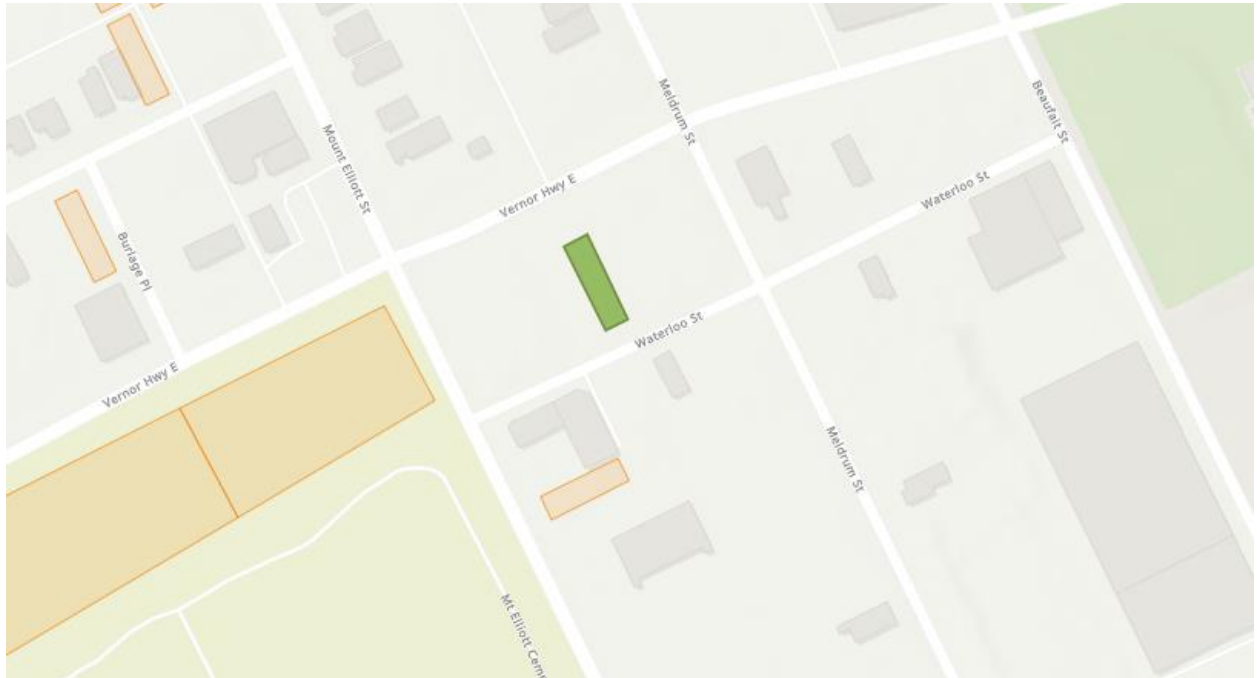
D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
620 Canton		Islandview	Residential-Lot	SD4	1920



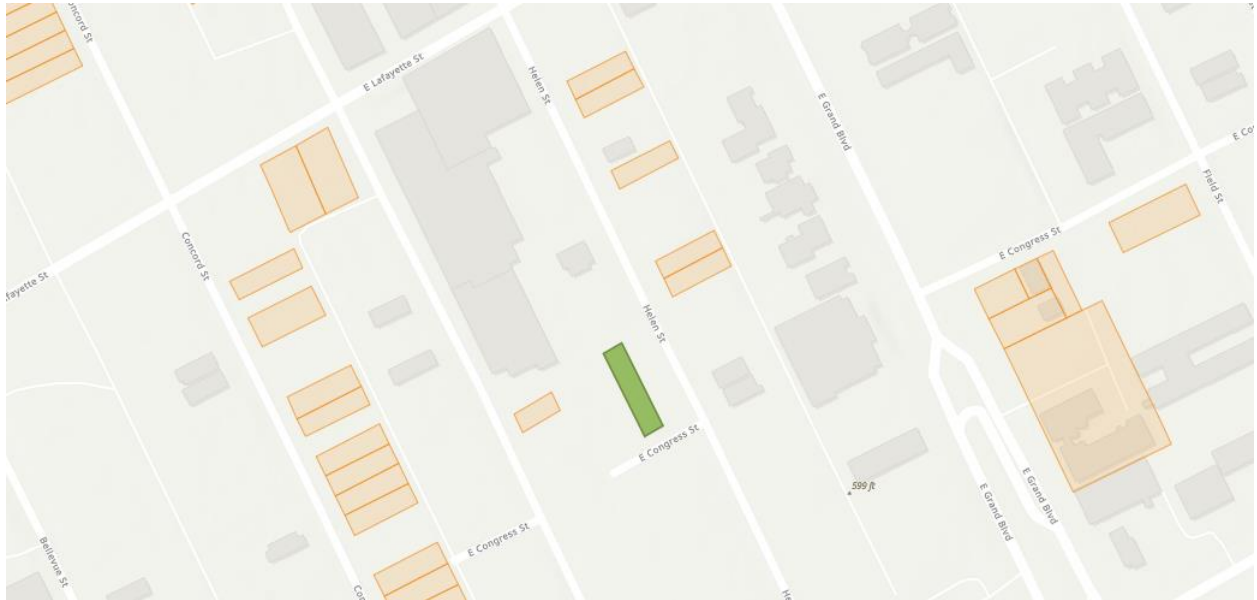
D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
6333 Waterloo		Islandview	Residential-Lot	M3	3311



D5 Infill/Land-Based Project Site (IHOA Ineligible)

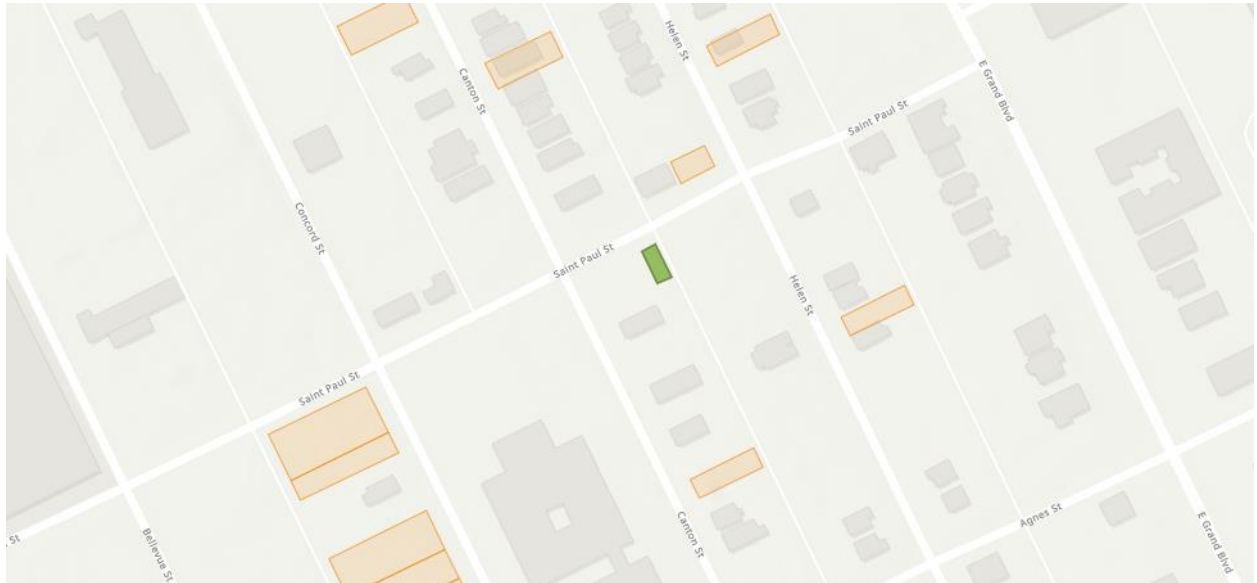
Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
6935 E Congress		Islandview	Residential-Lot	SD4	4400





D5 Infill/Land-Based Project Site (IHOA Ineligible)

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
6935 E Congress		Islandview	Residential-Lot	R2	1089



# D5 Infill/Land-Based Project Site

Address		Neighborhood	Property Class	Zoned As	Parcel SqFt
<u>2150 Townsend</u>	<u>2172 Townsend</u>	Islandview	Residential-Lot	R2	17992
<u>2156 Townsend</u>	<u>2178 Townsend</u>				
<u>2160 Townsend</u>					





## PROPOSED PROPERTY TRANSFER

### CITY OF DETROIT JOE LOUIS GREENWAY HOME REPAIR HOUSE SWAP PROGRAM

MARCH 12, 2024

As part of the broader Joe Louis Greenway planning project, the City of Detroit Housing & Revitalization Department's Bridging Neighborhoods Program has partnered with the Rocket Community Fund and the United Community Housing Coalition to pilot a housing swap program. Through a pilot that seeks to improve housing stability in greenway impact areas, the Rocket Community Fund will support the Bridging Neighborhoods Program to rehab three homes that would be transferred to the United Community Housing Coalition. The housing coalition would then offer these rehabbed homes as temporary housing to area homeowners that need home repair assistance. At the end of the repairs, residents would be given the opportunity to stay in temporary homes, or to return to their now-rehabbed home. If the resident elects to remain in their temporary home, they would be allowed to swap titles, and their former property would be offered to the next eligible resident.

To support this City-led project, staff propose the transfer of three vacant homes to the United Community Housing Coalition. Staff propose transferring these homes without consideration, in support of this City project. The proposed transfer properties include the following homes:



8604 Central



8182 Bryden



8202 Central

### Deal sheet – March 2024

<b>Project</b>	<b>Address</b>	<b>Property Class</b>	<b>Neighborhood</b>	<b>Zoned As</b>	<b>Parcel Square Footage</b>
Gonzales Garcia Park	8126 W Lafayette	Residential-Lot	Springwells	R2	3,790.0000
Gonzales Garcia Park	8115 Chamberlain	Residential-Lot	Springwells	R3	3,006.0000
Gonzales Garcia Park	8121 Chamberlain	Residential-Lot	Springwells	R3	4,490.0000
Gonzales Garcia Park	8131 Chamberlain	Residential-Lot	Springwells	R3	4,608.0000
Gonzales Garcia Park	8137 Chamberlain	Residential-Lot	Springwells	R3	4,492.0000
Doan Park	9936 Prest	Residential-Lot	Plymouth-Hubbell	R1	3,790.0000
Marruso Park	19759 Dresden	Residential-Lot	Pulaski	R1	5,053.0000
Dexter Elmhurst Park	3771 Elmhurst	Residential-Lot	Nardin Park	R2	3,136.0000
Dexter Elmhurst Park	3767 Elmhurst	Residential-Lot	Nardin Park	R2	3,136.0000
Dexter Elmhurst Park	3763 Elmhurst	Residential-Lot	Nardin Park	R2	3,120.0000
Dexter Elmhurst Park	3751 Elmhurst	Residential-Lot	Nardin Park	R2	3,120.0000
Dexter Elmhurst Park	3745 Elmhurst	Residential-Lot	Nardin Park	R2	4,160.0000
Dexter Elmhurst Park	3745 Tuxedo	Residential-Lot	Nardin Park	R2	4,182.0000
Dexter Elmhurst Park	3755 Tuxedo	Residential-Lot	Nardin Park	R2	4,160.0000
Dexter Elmhurst Park	3765 Tuxedo	Residential-Lot	Nardin Park	R2	4,182.0000
Dexter Elmhurst Park	3752 Tuxedo	Residential-Lot	Nardin Park	R2	3,136.0000
Dexter Elmhurst Park	3760 Tuxedo	Residential-Lot	Nardin Park	R2	3,120.0000

<b>Project</b>	<b>Address</b>	<b>Property Class</b>	<b>Neighborhood</b>	<b>Zoned As</b>	<b>Parcel Square Footage</b>
Dexter Elmhurst Park	3762 Tuxedo	Residential-Lot	Nardin Park	R2	4,182.0000
Dexter Elmhurst Park	3728 Webb	Residential-Lot	Nardin Park	R2	4,661.0000
Dexter Elmhurst Park	3746 Webb	Residential-Lot	Nardin Park	R2	3,136.0000
Dexter Elmhurst Park	3752 Webb	Residential-Lot	Nardin Park	R2	3,136.0000
Dexter Elmhurst Park	3740 Webb	Residential-Lot	Nardin Park	R2	4,661.0000
Ella Fitzgerald Oopsie Transfer	16604 San Juan	Residential-Lot	Fitzgerald/ Marygrove	R1	6,011.0000
Ella Fitzgerald Oopsie Transfer	16610 San Juan	Residential-Lot	Fitzgerald/ Marygrove	R1	3,006.0000



### **Gonzales Garcia Park Expansion**

The General Services Department is seeking the transfer of 5 parcels to expand Gonzales Garcia park (8118 Lafayette & 8120 Lafayette) and improve connectivity in the neighborhood. The park will be receiving a complete renovation and new signage. The park was renamed in 2022 for neighborhood parents who died tragically in a drive by shooting.



## Doan Park Expansion

The General Services Department is requesting the transfer of 9936 Prest. This parcel would be used in conjunction with the already approved 9940 Prest to enlarge this park which was dedicated to a fallen WWII veteran in the 1950s. Landscaping elements such as trees will be added. Obtaining this parcel would allow the GSD to better improve and maintain this area which will discourage dumping. The GSD works alongside Detroit Impact to understand community opinions for Doan Park.



## Marruso Park Expansion

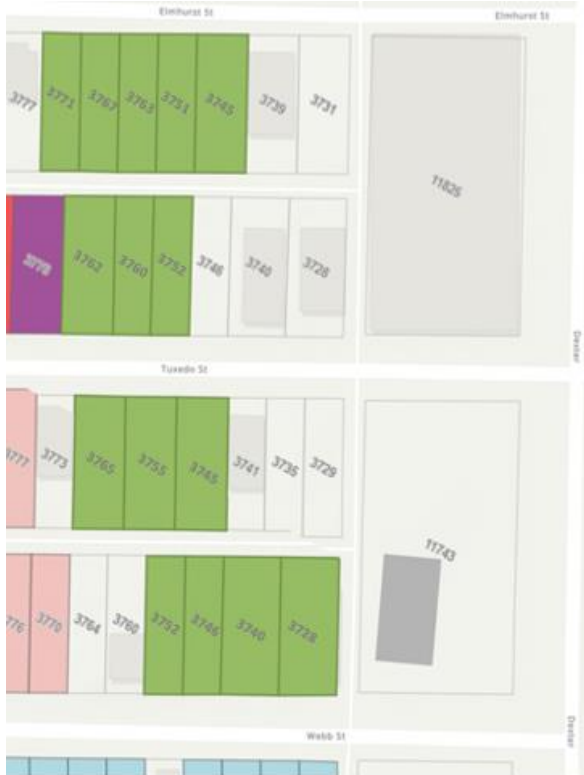
The General Services department is requesting 19759 Dresden in addition to 6 other pre-approved Landbank parcels (19701, 19711, 19719, 19727, 19735 & 19767 Dresden) to extend this park and create an additional park entry. GSD park entries have paved walkways and are landscaped with boulders, trees, bushes, annuals and provide bench seating. The acquisition will also allow the GSD to have oversight on the maintenance of this open land.





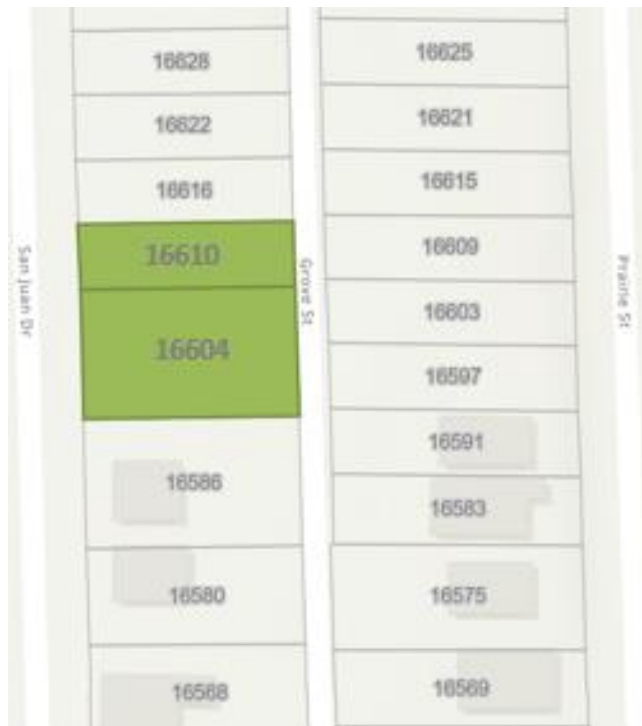
## Dexter Elmhurst Park and Recreation Center

In 2022, the GSD/DPR obtained a Recreation Center from a private community group at 11743 Dexter. This request of 15 parcels will be used to create green buffers, a small park and increased parking to support the new center. The DLBA previously transferred 3731 Elmhurst, 3746 Tuxedo, 3728 Tuxedo and 3740 Tuxedo to support this project. This is a GSD capital improvement multi-phase project involving total renovation of the Recreation Center and the existing area.



### **Ella Fitzgerald Park & Greenway**

These two parcels were transferred from the Planning & Development Dept (PDD) to Detroit Parks and Recreation in 2017. The parcels were used in the Fitzgerald neighborhood uplift project to construct a new park and greenway completed in 2018. In 2021 the DLBA was erroneously deeded these parcels by PDD and DLBA staff is seeking approval to correct the error in title and transfer these back to the parks department.





# PROPOSED PROPERTY SWAP

## DETROIT LAND BANK/UNITED COMMUNITY HOUSING COALITION

MARCH 12, 2024

Staff propose an exchange of property with the United Community Housing Coalition (UCHC). For several years, UCHC has partnered with the City of Detroit Housing & Revitalization Department to administer the Make it Home Program, to assist owner-occupants living in of tax-foreclosed homes to repurchase their homes before tax auction. Through this work, however, occupied homes periodically become vacant, and UCHC is unable to dispose of the property in a simple manner. At the same time, the land bank has several occupied properties with sympathetic histories not accounted for in existing programs, and UCHC is uniquely positioned to assist the residents. As such, land bank staff propose an exchange of property with UCHC, to acquire four vacant homes, and allow UCHC to assist occupants in two homes through their existing Make It Home programming. Furthermore, staff will only transfer homes to UCHC if the occupants voluntarily agree to participate.

UCHC-owned properties to be transferred to the DLBA:

- 13984 Freeland
- 12338 Northlawn
- 12354 Monica
- 1926 Pasadena

Occupied DLBA-owned properties to be transferred to UCHC:

- 19649 Carrie - The occupant of this property believe that she had purchased the home through the Wayne County Treasurer's auction, but had actually purchased an adjacent lot. When the DLBA inspected the property and found it occupied she had already moved in and invested \$8,000 in improvements. Because the property was previously found vacant, she does not qualify for current Buy Back programming.
- 11469 Sanford - The occupant of this property has been living at the property since the 1980's and had been paying rent to the owner until it was foreclosed in 2006 and eventually turned over to the DLBA in 2018. This occupant, who would otherwise qualify for the Buy Back program, was deemed ineligible due to the condition of the structure, which has a great deal of water damage. The occupant has participated in City-led job training and placement programs, but has refused relocation offers. UCHC staff advise that they have limited repair resources from the Make It Home Program, and are willing to conduct necessary critical repairs as part of the transfer to the occupant.







# PROPOSED PROPERTY SWAP

## DETROIT LAND BANK/WAYNE COUNTY LAND BANK

MARCH 8, 2024

Staff propose an exchange of property with the Wayne County Land Bank. The Wayne County Land Bank holds an inventory of 23 blighted structures in Detroit. At the same time, the Detroit Land Bank Authority holds several multi-jurisdictional parcels and lacks a straightforward way to sell them. These multi-jurisdictional parcels include 8 properties along Detroit's borders with Dearborn Heights and Redford. In this area on the city's far west side, the jurisdictional boundary runs through backyards, such that homes are in the suburbs, and their garages are in Detroit. The final WCLB-bound parcel is the Detroit portion of home on the Highland Park border, where the WCLB holds the Highland Park portion.

	DLBA-Bound Parcels	WCLB-Bound Parcels
Residential Structures	23	0
Partial Structures	0	1
Garages	0	6
Vacant Lots	0	2
<b>Total</b>	<b>23</b>	<b>9</b>

### DLBA-Bound Parcel Examples



5264 Seebaldt



6450 Fischer



5138 Garland



14309 Ward

### WCLB-Bound Parcel Examples



338 Grove



9902 Hazelton



8414 Hazelton



11378 Hazelton

## **LEGAL – GABRIEL GUERRERO**

## **LEGAL DEPARTMENT BOARD OF DIRECTORS REPORT**

### **For the Months of January and February 2024**

The Legal Department is responsible for the legal affairs of the Detroit Land Bank Authority (DLBA). We provide legal advice and support to the DLBA that facilitates property disposition, remediates nuisances, and addresses illegal activity at properties throughout Detroit, helping the DLBA achieve its goal of restoring blighted and vacant properties to productive use. The Legal Department also represents the DLBA in a variety of legal, regulatory, transactional, and other contexts.

This report describes some of the significant responsibilities of the Legal Department and provides certain data for the months of January and February 2024. Courts were open on a remote basis only for certain civil actions including quiet title, nuisance abatement, and evictions.

#### **QUIET TITLE**

The Legal Department files and oversees expedited Quiet Title Actions pursuant to extraordinary legal authority granted to land banks in Michigan under Section 9 of the Land Bank Fast Track Act which allows the DLBA to obtain quiet title more efficiently, quickly, and cost-effectively than private parties or municipalities. We file quiet title actions on our properties in support of our commitment to sell structures with clear, insurable title. By doing so, we provide buyers with confidence in their ownership and any investment they make in property purchased from us. Clear title also fulfills a standard requirement of a lender providing financing secured by a mortgage. During the months of January and February 2024, the QT Team received judgments clearing title to 227 properties, and filed 13 additional lawsuits representing 286 properties, scheduled for hearings in February and March 2024.

#### **NUISANCE ABATEMENT**

##### ***Abandoned Properties***

The DLBA established its Nuisance Abatement Program (NAP) in February 2014 after the Detroit City Council delegated to us non-exclusive authority to commence nuisance abatement litigation. The criteria for being designated as a NAP-eligible property include that the property is vacant, boarded, and appears to be abandoned or neglected.

The NAP Team identifies potential properties using several resources, including neighborhood surveys as well as input from the City's Department of Neighborhoods, community groups and neighbors. Specific locations are then verified by investigators, who place a large notice (poster) on the property.

To achieve proper service of process the DLBA searches tax, title, and other records for each property to determine current interest holders of record, including owners, mortgage companies, and other lien holders. A NAP civil suit names current owners of record and requests abatement



of the nuisance created by the property's condition. Owners or interest holders in a property who fail to respond to the lawsuit may lose their ownership rights to the property at a hearing for default judgment.

During January and February 2024, the Legal Department placed notices on 279 properties identified to be vacant and blighted. During these months, the NAP team filed nuisance abatement lawsuits against 220 vacant and blighted properties. Court proceedings were conducted remotely, and 29 judgments transferring title to the DLBA were issued. In addition, the NAP team entered into 163 abatement agreements with private owners to abate their vacant and blighted property.

### ***Drug House Unit***

The Drug House Unit (DHU) is a part of the NAP Team and represents a joint effort by the Detroit Police Department (DPD) and the DLBA to help stabilize neighborhoods by addressing the use of properties in the City for drug trafficking. We receive weekly emails from DPD reporting properties where officers found drugs and drug paraphernalia during surveillance and raids. Using this information, the team determines the next steps based on the ownership of the property. If a property is privately-owned and more than two raids occur within a twelve-month period, we may proceed with a lawsuit. If a property is DLBA-owned, the Legal Department's Occupied Properties Team determines how to address occupancy at the property based on its internal investigation into the nature of the reported activities.

During January and February 2024, DPD reported 29 applicable raids to the DHU, 28 of which occurred at privately-owned properties. Only privately-owned, single-family residences are eligible for DHU action, so warning letters were sent or are in the process of being sent to the owners of these properties. The remaining raid was conducted at a DLBA-owned property and is being investigated by the Occupied Properties Team. Two nuisance abatement lawsuits related to illegal narcotics activity were filed during the two-month period.

### **OCCUPIED PROPERTIES**

There are a variety of reasons why DLBA-owned houses become occupied without authorization. Sometimes, unauthorized occupants are former owners who lost the property to tax foreclosure and never left, others are victims of fraudulent "leases" or "sales", some use a DLBA-owned house for illegal activity, and many others are "squatters" with no connection to a property.

The DLBA receives reports of occupied properties from several sources including neighbors, DLBA employees engaged in sales preparation, and City agencies such as DPD, the Demolition Department, and the Building, Safety Engineering and Environmental Department. Until recently, upon receiving a report of an occupied structure, the Legal Department would open an investigation and move the property toward one of several resolutions. The first step was posting a notice on the property that informs occupants that the house is owned by the DLBA and that anyone living there should contact the DLBA immediately. The ultimate resolutions include the

occupants leaving of their own accord, qualified occupants being referred to the DLBA's occupied property sales programs including Buy Back, occupants finding alternative housing with the assistance of the City's Housing and Revitalization Department, or removal through formal court action or DPD intervention.

During September 2023, this function was largely transferred from the Legal Department to the Planning and Analysis Department. The Legal Department remains available to consult throughout the process and will continue to take the lead when a removal is pursued through formal court proceedings.

Due to the previous closing of courts for civil actions and moratoriums on evictions by various jurisdictions during the pandemic, the DLBA completed minimal removal proceedings during that time. Although these moratoriums have now expired, the DLBA recognizes the public health and safety concerns surrounding removals of occupants during a public health crisis. Accordingly, the DLBA only initiated removals in extremely limited circumstances. During the two month period, the DLBA initiated no new eviction proceedings nor were any eviction judgments granted.

#### **FREEDOM OF INFORMATION ACT (FOIA) REQUESTS**

Under the Michigan Freedom of Information Act (FOIA), all persons, except those who are incarcerated, can submit a FOIA request to the DLBA FOIA Coordinator. During the months of January and February 2024, the DLBA received 4 new FOIA requests and responded to 4 of them within the statutory timeframe. In addition, the DLBA issued 1 additional response pursuant to a request that requires periodic responses over a six-month period. This was also completed within the statutory timeframe.

## **COMMUNICATIONS & ENGAGEMENT – STEPHANIE HUME**



# Communication and Engagement

March 2024 Board Report 04/19/2024

Stephanie Hume, Digital Content Specialist

The DLBA was involved in 69 events during January and February, with a significant number being organized by City partners. These ranged from City Council and Department of Neighborhoods (DONs) meetings to events arranged by the Planning and Development Department and the Department of Transportation.

Furthermore, the DLBA organized 14 events, which included 2 Building Blocks events led by the Planning & Analysis team and 4 Constituent Service Hours hosted by our City Council and Government Liaison in collaboration with Detroit Public Libraries. Additionally, the Rehabbed & Ready and Procurement teams initiated their inaugural Virtual Contractor Open House, extending invitations to contractors interested in understanding the Procurement process and upcoming RFP and RFQ opportunities.

Internally, a drive for transparency and knowledge-sharing led the Community Initiatives Program Manager to launch a monthly Lunch & Learn session. These voluntary gatherings aim to educate DLBA staff on various processes, with different departments presenting insights into their programs, policies, and procedures. January featured presentations from the Housing and Neighborhood Stabilization team alongside the Title team, followed by the Sales & Programs team in February.

## DLBA in the News

Feb	Outlier Media	Detroit Land Bank Authority in talks to strike a new deal with the city
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### City Council and Government Liaison

The City Council and Government Liaison (CGL), Antonisha Smith, is a hub for inquiries from City Council, the Ombudsman's Office, the Department of Neighborhoods, and other government agencies. The function of this role includes streamlining responses and identifying common challenges faced by stakeholders. To achieve this, the CGL serves as a dedicated resource to foster relationships with elected officials to identify opportunities to provide proactive updates to each district.

Month	City Partners (City Council, DONs, Ombudsman)	Internal Analysis	Community Engagement
January	39	3	21
February	48	2	32
Total	87	5	53

### Community Initiatives Program Manager

The Community Initiatives Program Manager (CIP), London Scott, supports the Communications & Engagement Team with coordinating community engagement

events, meetings, and presentations on behalf of the DLBA. To achieve this, the CIP cultivates relationships with City and community partners to ensure open lines of communication between agencies.

Month	DONs	City Council	City Initiatives	Community Partners & Block Clubs	DLBA Hosted	Total
January	9	9	1	4	10	33
February	8	21	2	1	4	36
<b>Total</b>	<b>17</b>	<b>30</b>	<b>3</b>	<b>5</b>	<b>14</b>	<b>69</b>

### Digital Content Specialist

The Digital Content Specialist (DCL), Stephanie Hume, is responsible for the voice of the DLBA and is focused on creating informative content, telling constituent stories, and designing compelling content. To achieve this, the DCL maintains the DLBA's social media channels, collaborates with City departments, creates and maintains brand standards, and designs and updates client-facing materials such as printed handouts, the DLBA website, and other digital content.

Month	Facebook	Instagram	Threads	YouTube	X	LinkedIn
January	26,227	10,341	1,348	19	2,738	3,570
February	27,224	11,406	1,430	21	2,746	3,668
Current	27,429	11,615	1,459	21	2,742	3,728
<b>New Followers Since Q2</b>	<b>1,542</b>	<b>1,626</b>	<b>218</b>	<b>18</b>	<b>5</b>	<b>275</b>

The DLBA's social media presence continued to thrive, with significant growth observed across multiple platforms. Impressively, over 1,000 new followers were acquired on both Facebook and Instagram. Among these achievements are several remarkable posts, with one recent highlight being a shared NAP rehab project post. This post garnered 569 shares and reached over 141,000 users on Facebook alone.

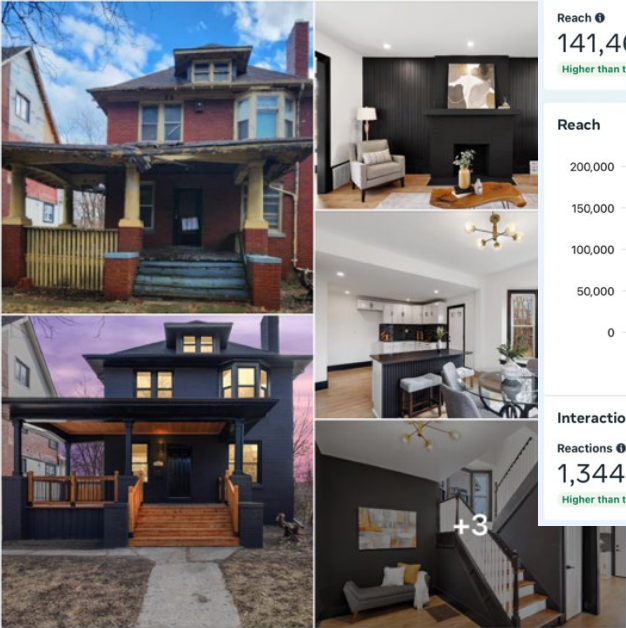
**Detroit Land Bank Authority** is with **IDG Homes**.  
Published by Stephanie Hume · February 19 at 1:59 PM · 🌐

Here's the [#MondayMotivation](#) you need to get through the start of the week!

This once deteriorated property in District 5 has been turned into a [#BlighttoBeauty](#) success through our Nuisance Abatement Program. Check out the incredible work done by the owners, [IDG Homes](#).

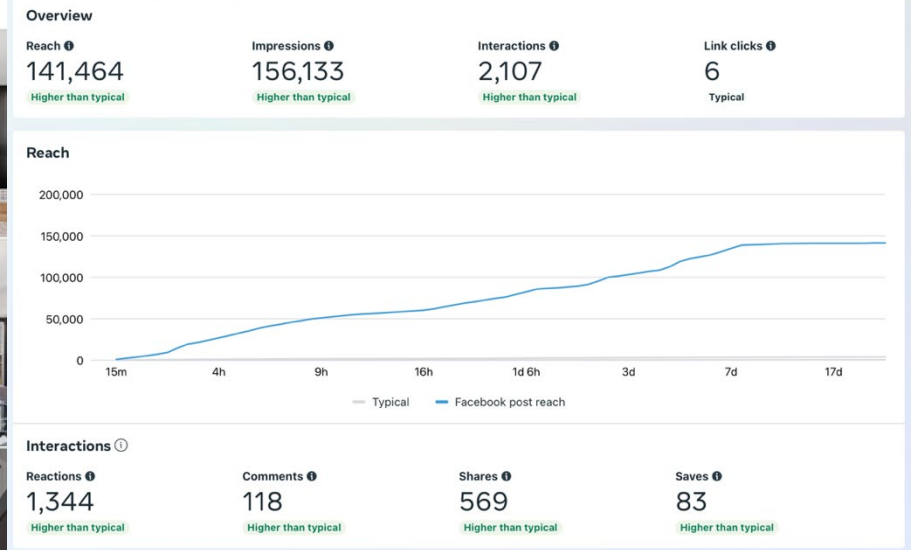

Have a transformation you'd like to share with us? Send us a message!

[#DetroitLandBankAuthority](#) [#BuildingDetroit](#) [#BuildingNeighbors](#) [#BuildingCommunity](#) [#NuisanceAbatementProgram](#) [#District5Detroit](#) [#DetroitRealEstate](#)



[See insights and ads](#) [Boost post](#)

👍❤️ 1.3K 118 comments 569 shares

**buildingdet and habitatdetroit** Original audio

**buildingdet** 6w  
Help us in welcoming home the Rodriguez family!

The Detroit Land Bank Authority collaborated with [@habitatdetroit](#) for the first time to make this once vacant house a home for the Rodriguez family.

Look for more collaborations with the Habitat for Humanity team in the future!

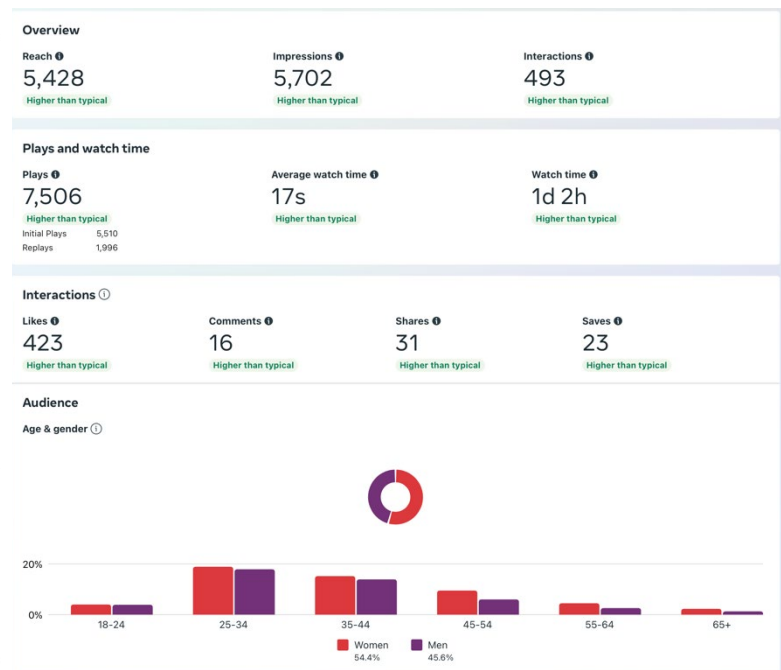
[#DetroitLandBankAuthority](#) [#NeighborsWanted](#) [#habitatforhumanity](#)

**habitatdetroit** 6w  
The BEST!!! 🥰

[View insights](#) [Boost reel](#)

👍🗨️📌 425 likes January 26

[Add a comment...](#)





# COMPLIANCE REPORT – ANTOINE GLENN

# Compliance Monthly Update

3/11/24

Produced by Antoine Glenn



# Compliance Caseload Summary (Overall)\*

	All Programs		2024 Monthly Achieved Compliance Rate
	<u>Program-to-Date</u>	<u>2024 Calendar Year</u>	≈153 cases/Month (Jan.- Feb.)
Currently Monitored	5872	424 (New)	
Compliance Achieved	10684	306	

## Compliance Caseload by Status

Case Status	Case Count
Compliance NAP	817
Compliance Sales	3348
Compliance Closeout Review	384
Potential Reconveyance	1207
Reconveyance in Process	116
Current Age Inventory Total	5872

## Caseload Status Definitions:

- Compliance Sales & NAP – Cases that are actively being worked on, that are not candidates for potential reconveyance
- Compliance Closeout Review – Cases in the process of being finalized as Compliance Achieved. Awaiting 3<sup>rd</sup> party photo verification
- Potential Reconveyance – Cases that are under special monitoring, due to lack of progress. Cases are monitored with stricter guidelines and are entering the final stages of reconveyance
- Reconveyance in Process – Cases that have been sent to the Quiet Title Legal team

\*as of Mar. 11, 2024 (Community Partner data eliminated for 2024. CP is monitored by Disposition)



# Reconveyed Properties\*

Compliance Cases Failed*										
	2015 - 2018	2019	2020	2021	2022	2023	2024	Total	<u>2024 Compliance Fail Rate</u>	<u>All Time Compliance Fail Rate</u>
Reconveyed	302	86	9	104	367	957	103	1928	2% of total cases being Monitored	12% of total Sales cases "All Time"

\*as of Mar. 11, 2024 (Chart reflects Involuntary Reconveyances only)

# Compliance Community Engagement/Collaborations

## Compliance Community Outreach Events Attended:

- District 2 City Council Chartered Mandated Meeting (2/20/24)
- Constituent Office Hours Support (2/26/24)
- Building Blocks Event – Outer Drive / Hayes (2/29/24)



# Compliance Caseload Detailed Breakdown



# Compliance Case Load by Program\*

	Auction/ Own It Now (Sales)		Nuisance Abatement Program (NAP)		All Programs		2024 Compliance Achieved Rate
	<u>Program-to- Date</u>	<u>2024 Calendar Year</u>	<u>Program-to- Date</u>	<u>2024 Calendar Year</u>	<u>Program-to- Date</u>	<u>2024 Calendar Year</u>	≈153 cases/Month
<b>Currently Monitored</b>	5055	254	817	170	5872	424	
<b>Compliance Achieved</b>	8905	270	1779	36	10684	306	

## Compliance Caseload by Status

Case Status	Case Count
Compliance NAP	817
Compliance Sales	3348
Compliance Closeout Review	384
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<b>Current Age Inventory Total</b>	<b>5872</b>

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- Reconveyance in Process – Cases that have been sent to the Quiet Title Legal team, to record the RQCD

\*as of Mar. 11, 2024 (Community Partner data eliminated for 2024. CP is monitored by Disposition)

# Compliance Caseload by Age

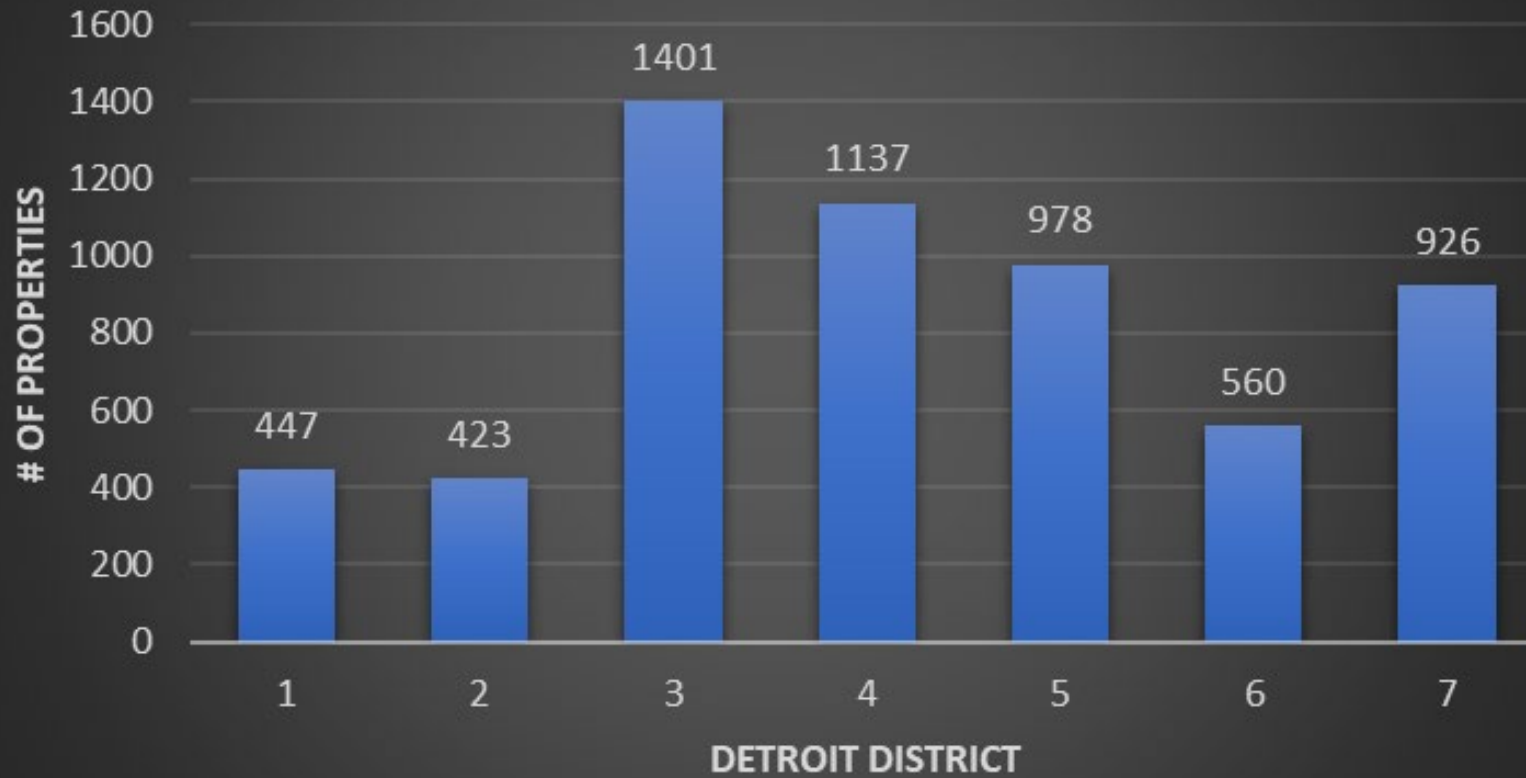
Age Cases Compliance*											
Effective Agreement	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Total
Compliance Cases	4	19	50	96	223	790	1176	1195	1884	425	5872

Total = 402 (7%)

Total = 5470 (93%)

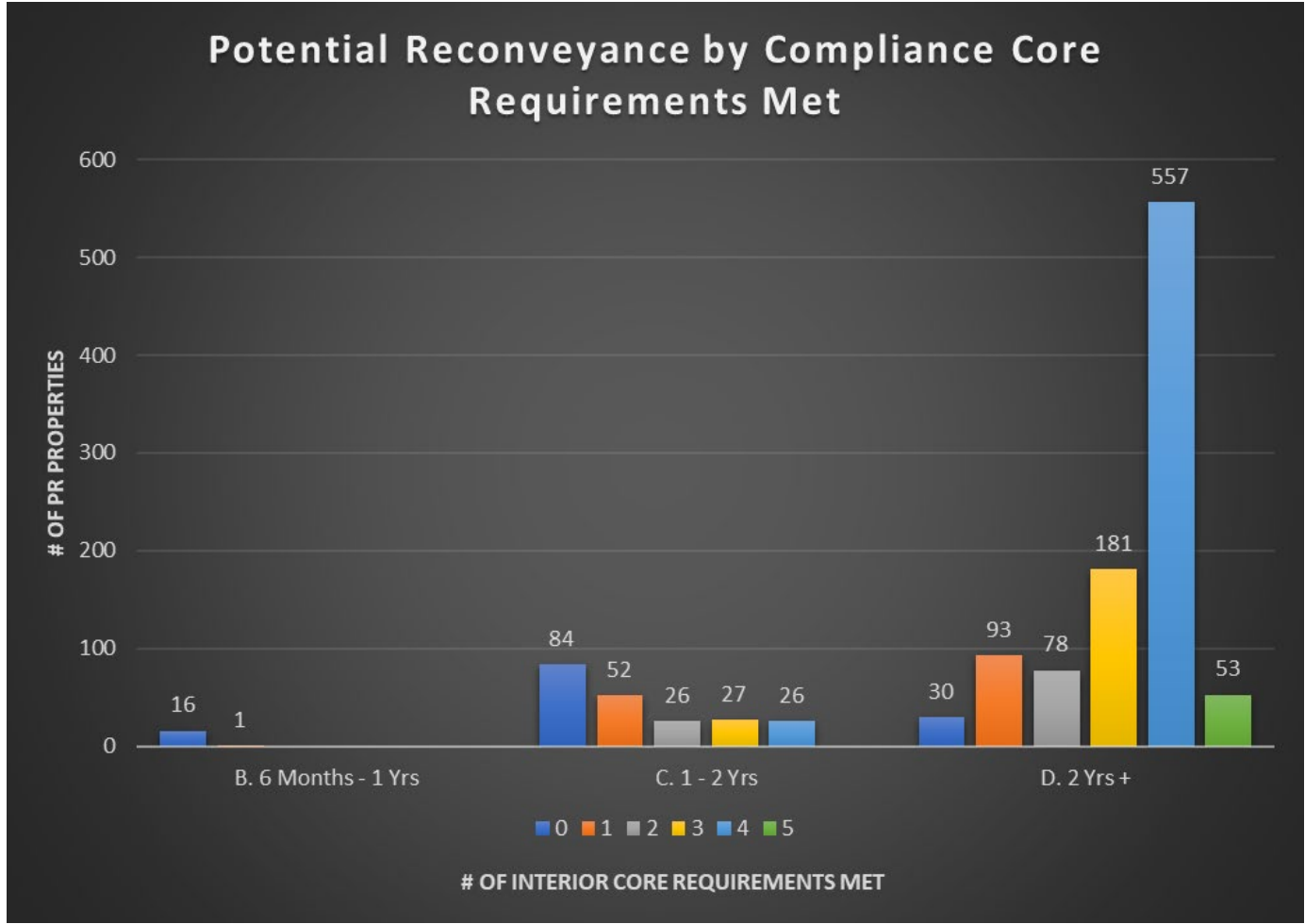
Compliance Caseload by Status	
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Compliance Sales	3348
Compliance Closeout Review	384
Potential Reconveyance	1207
Reconveyance in Process	116
Current Age Inventory Total	5872

## Compliance Caseload by District





# Potential Reconveyance



PR by Age Category		
6 Mo. – 1 Year	1 – 2 Years	2 Years +
17	215	992



\*as of Mar. 11, 2024

## **CUSTOMER SERVICE REPORT – MICHELE CHITTICK**

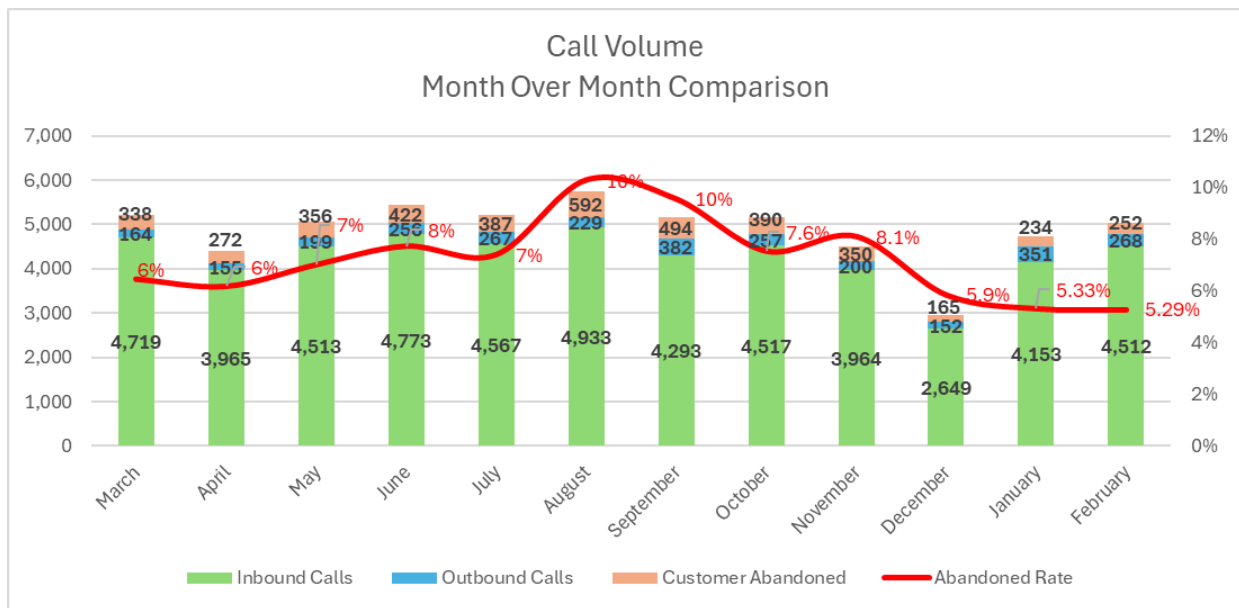
## February 2024 Customer Service Team Update:

The Customer Service Team is the DLBA's front-line for assisting Detroit residents engaging with the land bank's variety of programs and property concerns. The team operates a call center and the organization's public lobby. The operational service metrics below highlight the successes resulting from the team's reorganization and process improvement efforts implemented at the beginning of fiscal year 2023.

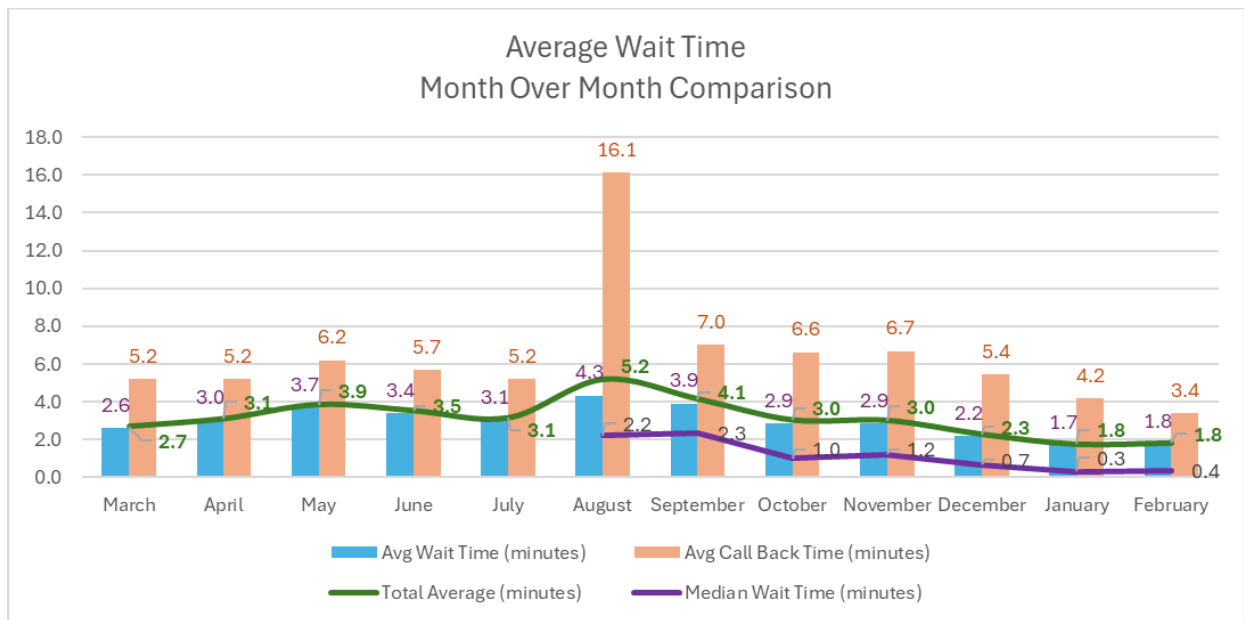
### Operational Service Metrics

#### Phone Calls

Phone calls received in February 2024 decreased 8.6% from December 2023. The calls answered percentage of total inbound calls remained at 94.7% in February 2024 compared to January 2024. Both months achieved the highest calls answered percentage since July 2022 when process improvements were implemented. The abandoned rate percentage remained at 5.3% in February 2024 compared to January 2024. Average call wait time increased slightly to 1.8 minutes in February compared to January's 1.7 minutes. Below are graphs illustrating the significant improvements in calls answered over the last 12 months, as well as the shift to answered calls directly with a Customer Service Representative compared to calls via the queue call back and the significant reduction in average wait times to speak to a Customer Service Representative.

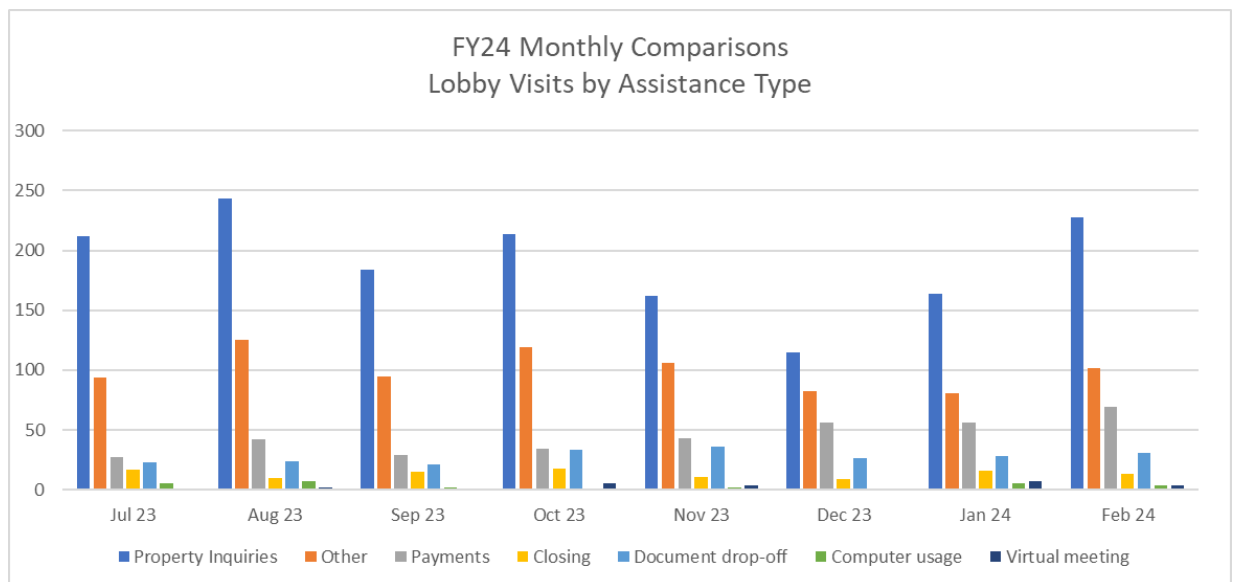






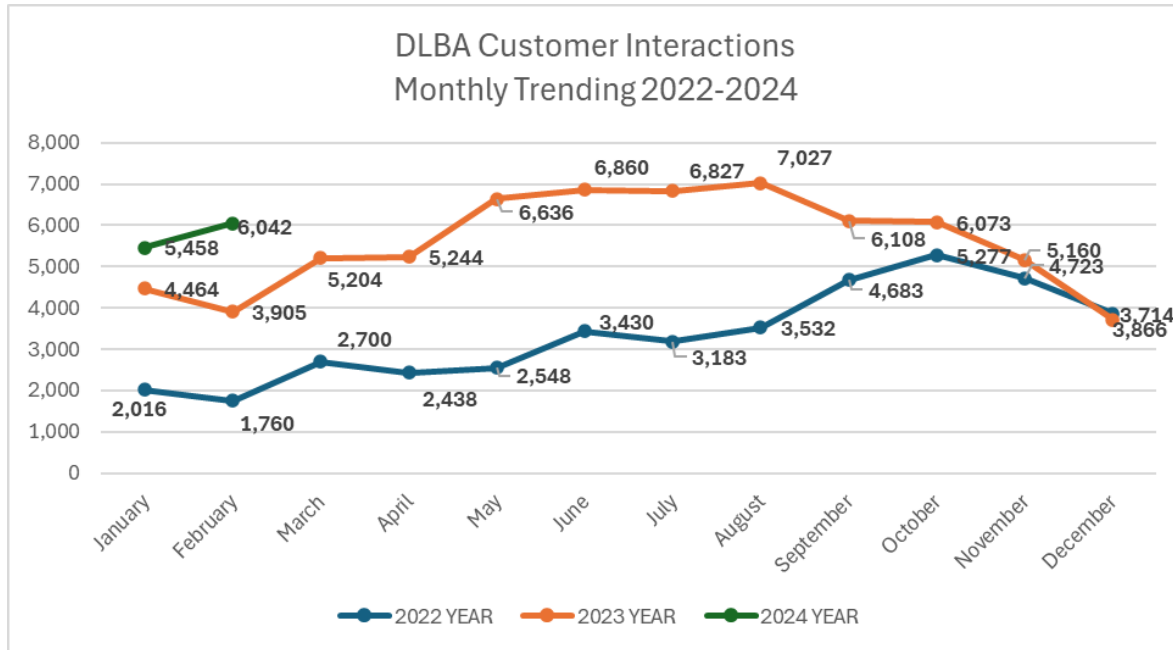
### Lobby Visits

The Customer Service team assisted 451 constituents in February 2024. Lobby visits increased 26.3% compared to January 2024. Customers were assisted with property inquiries, payments, and other concerns.



## Salesforce Inquiries

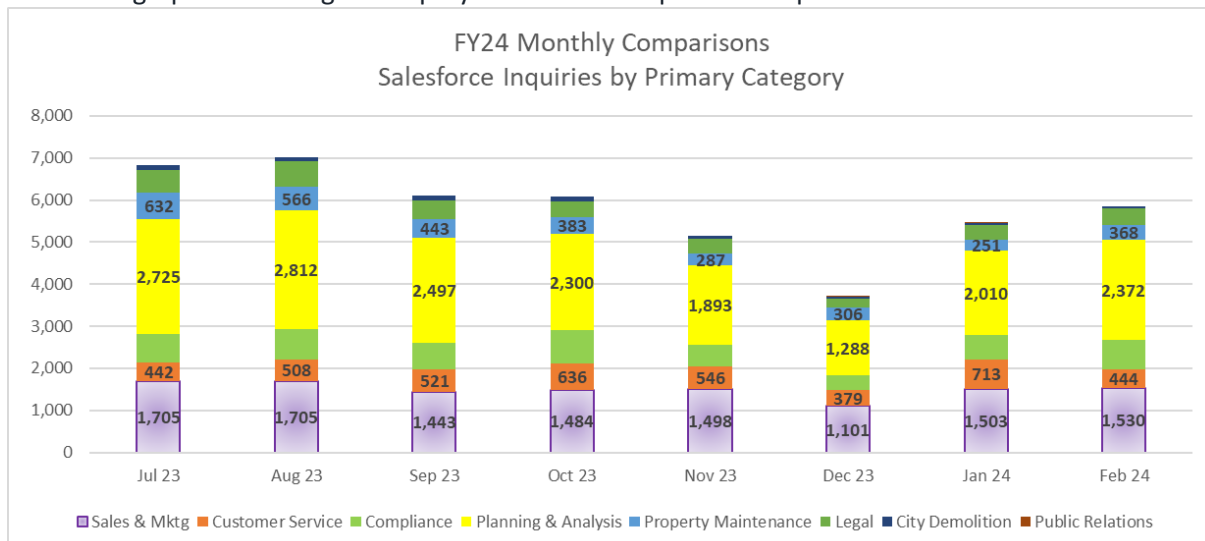
The DLBA received 6,042 Salesforce inquiries in February 2024, compared to 5,458 in January 2024. February 2024 inquiries increased 55% compared to February 2023. The Salesforce inquiries for 2024 are projected to exceed 69,000 transactions based upon the current monthly average of 5,750. Total 2023 inquiries totaled 67,222 compared to 40,156 in 2022. Below is the monthly trending year over year for 2022 through 2024.



We completed a Green Belt project late last year focused on reducing the average days open for property purchase availability and purchase status inquiries as they represent the largest percentage of inquiries. The cross functional team reduced the average days outstanding from 223 days to 15.

We have begun Phase 2 of the project with assistance from the Mayor's Lean team focused on improving customer service across the organization. Our efforts include creating and establishing departmental services level metrics for inquiry resolution, implementing organization wide dashboard reporting for inquiry aging, incorporating service level expectations, and managing monthly compliance. Additionally, we will be increasing first call resolutions and investigating customer self-service functionality to improve customer service delivery.

Below is a graph illustrating the inquiry totals over the past three quarters.



# Green Belt Presentations



# DLBA Customer Service: Michele Chittick

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## Problem Statement

In 2023, the Detroit Land Bank Authority (DLBA) serviced over 67,000 customer interactions. The DLBA uses Salesforce to record inquiries for all customer interactions received via email, phone and lobby methods. The Customer Service team receives questions from customers regarding the same concern as initially communicated. Over 31,000 of the Salesforce inquiries are for when will the property/side lot be available for purchase and what is the status of a submitted sales application.

## Improvement Objective

To reduce the number of average days open (ADO) for Customer Service inquiries (related to property/side lot purchase availability and sales application status) from 223 to 30 without increasing the staff.

## Accomplishments & Impact

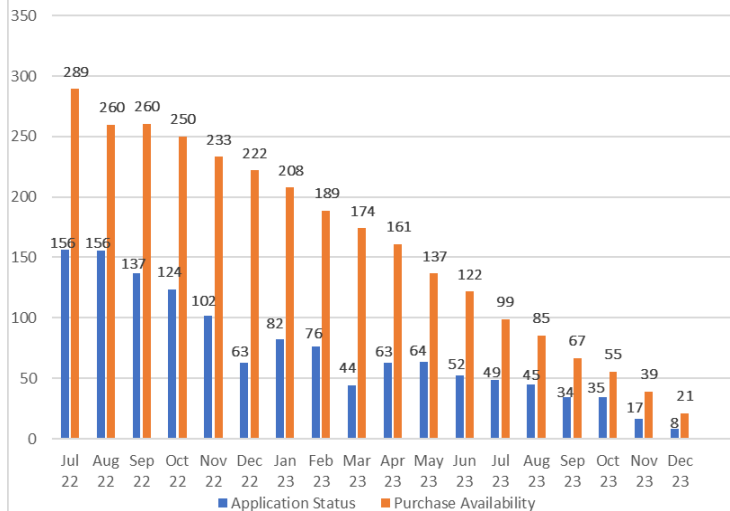
- Reduced monthly ADO for property purchase availability and sales application status inquiries by 93% to an average of 15 days (decrease of 208 days).
- Inquiry resolution management implemented in Land Reuse and Sales & Programs departments.
- Updated website with user friendly navigation features, mobile-friendly sleek design, and updated policy links.
- Enhanced website Neighborhood lot application to prevent submission of application for ineligible home address.





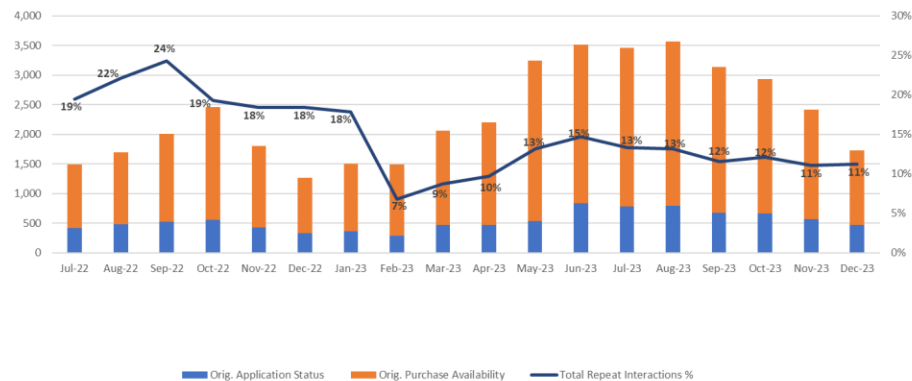
# Improvements

Salesforce Inquiries Avg. Days Open  
07/01/22-12/31/23  
Primary Category Purchase Availability and  
Application Status Only



- 93% Reduction Property Purchase Availability Inquiries ADO
- 95 % Reduction Sales Application Status Inquiries ADO
- Repeat interactions trending down 8%

DLBA Salesforce Inquiries-Purchase Availability and Application Status Categories Only



# Continued Efforts

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- Accountability and Transparency
  - Creating and implementing departmental service level metrics for inquiry resolution.
  - Establishing organization wide dashboard reporting for inquiry aging, incorporating service level expectations.
  - Managing monthly compliance
- Improve Customer Service Delivery
  - Increase first call resolutions.
  - Investigating customer self-service functionality.
  - Continued public outreach opportunities.

**Next Project: Phase 2 Underway**



# Team Members

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**This project couldn't have been possible without the support and resources given by:**

- Tammy Daniels, CEO
- Sales and Programs Team-Roslyn Harper, Manager and Ashley Ward, Specialist III
- Planning and Analysis Team-Savannah Robinson, Assistant Director; Sarah Carlson, Program Manager; and Darwood Navarro, Program Coordinator
- Customer Service Team-Jennifer Trammell, Assistant Manager
- IT Team-Juston Lindsey, Manager
- Lean Team Coach-Karli Boulware
- Lean Team Deputy Director-Jon Martinez

