

SYSTEMS TO IMPROVE THE MANAGEMENT OF CITY-OWNED LAND IN BALTIMORE

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SUBMITTED TO THE ANNIE E. CASEY FOUNDATION

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Section 1

INTRODUCTION AND SUMMARY

Introduction

In late August 2004, the Urban Institute (UI) and five of its local partners in the National Neighborhood Indicators Partnership (NNIP)¹ began work on one in a series of pilot projects on innovative uses of information sponsored by the Brookings Institution's Urban Markets Initiative.

In the UI/NNIP project, each of the participating partners *developed new decision support tools to enhance local capacity to guide and manage land markets*. In all of the five cities (Baltimore, Indianapolis, Milwaukee, Providence, and Washington DC) the projects were designed to take advantage of much improved parcel-level land information systems that had been developed. The results of all of the projects are summarized in a report prepared by the Urban Institute.²

While Brookings provided the central grant to support this effort,³ considerable additional funding was provided by the Fannie Mae Foundation (for the work in Washington DC) and Grant 204.0609 from the Annie E. Casey Foundation (for the work in Baltimore), along with a number of smaller grants and contributions from local foundations and agencies in the other sites.

This report, prepared by the Urban Institute and Location Age, describes the work accomplished in Baltimore under the Annie E. Casey Foundation grant.

¹To learn more about NNIP, visit <http://www.urban.org/nnip>. Concepts and history are found there in Kingsley, 1999.

²*Data and Decisions: Parcel Level Information Changing the Way Business Gets Done*. By G. Thomas Kingsley and Kathryn L.S. Pettit (Washington DC: The Brookings Institutions). Forthcoming.

³ While the current project has a one-year duration, the plan calls for a strategy to disseminate findings and encourage and support replication in more cities in the future.

Summary of Results

The City of Baltimore is currently involved in an ambitious plan to restore thousands of abandoned units to livable and marketable condition. The plan, spearheaded by Mayor O'Malley, is known as "Project 5000" and set the stage well for the UI/NNIP project. When this project began, the city had already markedly stepped up its process for acquiring vacant properties and has assembled detailed information about them. The UI/NNIP project focused on helping officials use this information effectively in land management.

In sum, the Land Resources Division of the city's Department of Housing and Community Development, modified its structure and developed a set of business processes for managing property acquisition, management and disposition. New information systems were needed in order to manage the volume of properties, the complex business rules, information to be stored about each property, and to provide staff with better access to property data.

The number of staff both internal and external to the division relying on the data has increased dramatically along with the need for a comprehensive, integrated system. The movement of property information through the organization from one unit to the other (i.e., acquisition to asset management; asset management to disposition) required a shared information management system that enforces consistency and eliminates redundancies in City-owned property data, data management, and reporting.

Better automation of the property disposition processes has significantly reduced staff time and improved cycle time. Division employees spent several hours per day on administrative tasks that have been streamlined or eliminated. In addition, an integrated property disposition system with improved access to property data has greatly enhanced customer service provided by the division to the City's citizens and business partners. The systems that have been developed should provide a useful base for more effective community development planning and implementation in the future.

This project culminated with a presentation of the results to the Annie E. Casey Foundation on February 2, 2007, and with the submission of this report.

The project team included: City Officials: Michael Bainum, Stephen Janes, Robert Pipik and Kurt Sommer, Baltimore City Department of Housing and Community Development and Martha Baker, Baltimore City Planning Department. Lead consultant, Bill Ballard, Location Age. NNIP Partner: Matthew Kachura and Peter Armstrong, Baltimore Neighborhood Indicators Alliance.

Section 2

PROPERTY ACQUISITION AND DISPOSITION

The Problem

This document describes the plans developed and efforts undertaken to support the process of disposing of city-owned properties for the City of Baltimore Housing Department. The city currently has approximately 15,000 vacant and abandoned structures and 10,000 vacant and abandoned lots. This document will not discuss the reasons, proposed solutions or financial and socio-economic impacts of having 10% of city real property in an abandoned state, but we can safely state that the implications are overwhelming for both residents and tax-payers.

The Housing Department's Land Resources Division is responsible for acquiring, stabilizing, and selling over 1,000 of these abandoned properties each year. Through the disposition of property, the Land Resources Division is tasked to generate a significant amount of revenue for the City. Property sales proceeds for fiscal year 2006 exceeded \$2.8 million and are projected to exceed \$4 million in FY 2007.

Abandoned Property Acquisition

Over the last few decades, the city has accumulated a large inventory of abandoned properties. The acquisition of these properties accelerated over the last four years as a result of Mayor Martin O'Malley's Project 5000. Project 5000 represented an historic and monumental turning point for the city's strategic and tactical approach to address the growing problem of vacant and abandoned properties. Project 5000 also served as a major catalyst to develop innovative and effective tools for property related decision support. With over 6,000 properties acquired through the program to date, the city is now in control of about half (12,000) of the vacant and abandoned structures and empty lots. To facilitate the property acquisition process several property information management tools were developed including:

- A repository of property-based information that provides detailed property related and geographic information.
- HousingView—an internal web-based visualization tool to view geographic features, aerial photography that enables property information queries.
- Tracking systems for the legal work flow processes to support both tax sale foreclosure and eminent domain court cases. Highlights include real-time status reporting (a CitiStat requirement) and the production of court related documents.
- A complaint tracking system to help manage and track the resolution of issues for the large number of city-owned properties.

The Property Disposition Process

The city has made enormous progress in gaining control over abandoned properties through new property acquisition methods. The challenge has now shifted to improving the process of disposing of thousands of city-owned properties and putting them back into productive use.

Expectations

In order to realize improvements in the property disposition process and related outcomes several important actions were required:

- Alignment of the Baltimore Housing Land Resources group to address the full property life cycle (acquisition, management and disposition);
- Consolidation of similar functions and staff supporting them (e.g. legal team);
- Definition of land resources business processes;
- Formalizing ad hoc, non-shared versions of critical property data;
- Expansion of the property information portion of the city's enterprise data warehouse; and
- Integration of multiple applications that address segments of the property management life cycle.

The Land Resources Division has modified its structure and developed a set of business processes for managing property acquisition, management and disposition. New information systems were needed in order to manage the volume of properties, the complex business rules, information to be stored about each property, and to provide staff with better access to property data. The number of staff both internal and external to the division relying on the data has increased dramatically along with the need for a comprehensive, integrated system. The movement of property information through the organization from one unit to the other (i.e. acquisition to asset management; asset management to disposition) required a shared information management system that

enforces consistency and eliminates redundancies in City-owned property data, data management, and reporting.

Better automation of the property disposition processes has significantly reduced staff time and improved cycle time. Division employees spent several hours per day on administrative tasks that have been streamlined or eliminated. In addition, an integrated property disposition system with improved access to property data has greatly enhanced customer service provided by the division to the City's citizens and business partners.

Goals and Objectives

Land Resources has identified the following overarching goals for the improvement of the disposition business process and supporting automation.

1. Support the process of acquisition, management and disposition of city properties for community development for Baltimore City.
2. Provide a means of managing city property data that facilitates better decision making in regards to property acquisition and disposition.
3. Create standard operating procedures with supporting data management and information technology to acquire, manage and dispose of city properties.
4. Improve the efficiency of acquiring approximately 1,000 properties during FY2007.
5. Improve the efficiency of disposing of approximately 1,000 properties during FY2007 providing a positive fiscal impact of \$4M.
6. Create a single source of property management and related information that is accurate, timely and shared by all (a CitiStat tenet).
7. Provide improved reporting capabilities to measure targeted results for both HousingStat and CitiStat.
8. Provide reliable information that can be shared with the public.
9. Provide geographic visualization of housing data in interactive map displays.

The following specific objectives have been identified for the improvement of the property disposition process and supporting automation.

1. Easily determine how many properties are under city control and are available for disposition.
2. Easily determine how many properties are in the acquisition pipeline, when acquisition will be completed and when properties will be available for disposition.
3. Easily predict how much revenue will be generated from property disposition activities and the timing of that revenue.

4. Improve the overall quality and accessibility of property disposition data for internal city personnel, external organizations and citizens.

Methods of Property Disposition

Currently, there are three primary methods for disposing of city-owned property:

- **Request for Proposals (RFP):** Developers submit bids; one is selected by committee review that most closely matches the development goals for that area. RFPs generally include multiple properties (building or vacant lots) sold in bundles.
- **Rolling Bid (a.k.a. unsolicited bid):** These are generally vacant lots or single properties considered least developable. They are on a list on the Baltimore Housing website and anyone (individual or developer) can submit an application to buy. Selection is made based on committee review of specific criteria.
- **SCOPE (Selling City-Owned Property Efficiently):** City-owned properties are sold on the open market through select realtors on behalf of the city. These are generally vacant properties that are in a reasonable condition for rehabilitation.

Section 3

THE PROPERTY DISPOSITION SYSTEM

Property Disposition System Functional Description

The Property Disposition application supports the basic stages in the process. These are:

- Application submission and processing
- Application review (approve/reject)
- Awarding of application approval
- Contract development
- Settlement

The following list reflects the functions the system provides.

1. Support the tracking of disposition data for all disposition methods.
2. Provide staff with a dashboard view that can be customized for their role and current tasks.
3. Support the tracking of bids and bidder information, multiple offers, expense tracking and reporting.
4. Provide users with the ability to maintain general disposition information and milestones.
5. Track the application review process based on specific criteria in support of the Land Resources Review Group (LRRG) recommendations. Generally, this includes responses to standardized questions.
6. Generate standard documents from the property disposition database.
 - Award Letter
 - Rejection Letter
 - Acceptance Confirmation Memo
 - Land Disposition Agreement (LDA)
 - Short version
 - Long version
 - Board of Estimates Letter

- Transaction Summary
- Settlement Checklist
- Post-Settlement Summary

6. Provide standardized reporting including status and performance metrics.

- HousingStat
- CitiStat
- Properties Awarded Report

BALTIMORE HOUSING (DISPOSITION)

MENU

- Dashboard
- Reporting
- Log Out

DASHBOARD

	CURRENT	OVERDUE	
To Do Items	#	#	
	ROLLING BID	DIRECTED SALE	RFP
My Projects	#	#	#
Open Applications	#	#	#
Application Bundles	#		
Pre-Proposal Conference			# 21 days from Actual Offer Date
Date Review Panel Recommendation	#	#	# 14 days from Offer Closed
Award Letter Mailed	#	#	# 10 days from Date of Review Panel Recommendation
Appraisal Payment Received	#	#	10 days from Award Letter Mailed
Reject Letters Mailed			# 10 days from Date of Review Panel Recommendation
ENP/ROE Received from Purchaser			# 10 days from ENP/ROE Issued
Appraisal Ordered	#	#	# RB/DS = 3 days from Appraisal Payment Ordered/ RFP=10 days from ENP/ROE Received from Purchaser
Appraisal Received	#	#	# RB/DS = 30 days from Appraisal Ordered/ RFP=45 days from Appraisal Ordered
Appraisal Payment Date	#	#	# 21 days from Appraisal Received Date
Predevelopment Meeting Date	#	#	# 21 days from ENP/ROE Received from Purchaser
LDA Sent to Purchaser			# 10 days from Appraisal Received Date
LDA Received from Purchaser	#	#	# RB/DS = 21 days from Appraisal Received Date/ RFP=21 days from LDA Sent to Purchaser
Actual Contract Date	#	#	# 45 days from LDA Received from Purchaser
Actual Settlement Date	#	#	# 60 days from Actual Contract Date
Deed Recorded Date	#	#	# 30 days from Actual Settlement Date

Search By:

Project Name

Street Name

Block/Lot

Neighborhood

Staff

Applicant Name

Search For:

Results Grid

Version: 10/23/2006

Page: 1 of 16

Screenshot 1: Property Disposition Dashboard (prototype example)

BALTIMORE HOUSING unified land resources management Logout

Dashboard Mode: My Dashboard Admin Milestones View: [ALL USERS] Download Dashboard to Excel

Search By: Project Name Search For: lanvale SEARCH Add New Project

TIPS:
Click Number to See List of Matching Records
Click Grid Header to Sort
Click Row for Details

Project	Dispo Method	Status
1008 W LANVALE		Internal Transfer
NO PROJECT (WAS - SITE LANVALE RFP)		Acq Terminated
RB 1001 E LANVALE ST	Rolling Bid	Hold
RB 1001 W LANVALE ST	Rolling Bid	Award
RB 1003 W LANVALE ST	Rolling Bid	Award
RB 1011 W LANVALE ST	Rolling Bid	Award
RB 1017 W LANVALE ST	Rolling Bid	Award
RB 1025 W LANVALE ST	Rolling Bid	Award
RB 1035 W LANVALE ST	Rolling Bid	Hold
RB 1041 W LANVALE ST	Rolling Bid	Award
RB 1006 W LANVALE ST	Rolling Bid	Hold
RB 1010 W LANVALE ST	Rolling Bid	Imminent Offering
RB 1022 W LANVALE ST	Rolling Bid	Imminent Offering
SCOPE 0304 E LANVALE ST	SCOPE	Imminent Offering
SCOPE 0306 E LANVALE ST	SCOPE	Imminent Offering
SCOPE 0318 E LANVALE ST	SCOPE	Imminent Offering
SCOPE 0305 W LANVALE ST	SCOPE	Disposed
SCOPE 3004 W LANVALE ST	SCOPE	Contract
SCOPE 0312 E LANVALE ST	SCOPE	Imminent Offering
SCOPE 035 E LANVALE ST	SCOPE	Imminent Offering
SCOPE 027 E LANVALE ST	SCOPE	Imminent Offering
SITE LANVALE RFP	RFP	Future Offering

Done Internet 100%

Screenshot 2: Property Disposition - Property List and Search Screen

Major Milestones in the Property Disposition Process

The following milestones have been defined for the disposition process:

1. Application/RFP Received Date
2. Proposal Review Completion Date
3. Credit Assessment Completed Date (rolling bid process only)
4. Award Memo Complete Date
5. Award Memo Approval Date
6. Award Letter Sent Date
7. Award Memo Reject Date
8. Reject Letter Sent Date (with Reject Reason)
9. Acceptance of Offer Date
10. Transfer Memo Sent Date (to Office of Real Estate)
11. Appraisal Ordered Date
12. Appraisal Received Date
13. Land Disposition Agreement Sent Date
14. Board of Estimates Approval Request Date
15. Board of Estimates Approval Date
16. Deposit Paid Date
17. Settlement Date

BALTIMORE HOUSING unified land resources management

1402 MOSHER
 Status: Directed Sale # Properties: 1
 Assigned: Actual Offer Date: 10/17/2005 Awarded: Contract Date: Disposed:
 Last Edited: Last Edited By: [Edit]

Milestones [Export to Excel]

Milestone	Date
Assigned	
Transfer Memo Submitted	
Space Committee Request	
Space Committee Approval	
BOE Approval of Transfer	
Space Committee Rejection	
Journal Memo Submitted	
Est Award Date	
Est Contract Date	
Est Offer Date	
Est Settlement Date	7/2/2009
Actual Offer Date	10/17/2005
Actual Award Date	12/2/2005
Award Letter Mailed	
Rejection Letter Mailed	
ENP Issued	
ENP Expiration	
Appraisal Ordered	
Appraisal Received	
Pre-Development Mtg	
LDA sent to Law Dept	
LDA sent to Developer	
LDA BOE Approval	
Actual Contract Date	
Loan Abatements Completed	
Water Bill Paid	
Actual Settlement Date	

TIPS: * Field used in document production.

Screenshot 3: Property Disposition Milestones

Application Integration and Expansion of Property Data

Land Resources staff needed a single, shared view of property information. Due to resource and time constraints, the initial acquisition applications were developed with little consideration to downstream processes. As a result of the acquisition applications, staff became accustomed to having reliable and up-to-date property acquisition information available. It was clear that Land Resources staff would expect an equal or better level of tracking information for the management of disposition properties. Prior to developing a new property disposition system, a shared, comprehensive set of property data was necessary.

In addition, the two legal staffs within Land Resources for tax foreclosure and eminent domain acquisition were being consolidated. It was necessary to integrate the tax foreclosure and eminent domain acquisition applications to provide an organized user view, link application functionality and provide access to a shared set of property data.

This was also an appropriate time to expand the overall property data as part of the enterprise data warehouse to include information from other city applications. Other systems containing source data for the property management processes include the real property master data, tax sale database, housing violation file, condemnation tracker, and the permitting system. Some of these database interfaces were automated to provide updates at regular intervals that do not require manual intervention.

Disposition Property Map Visualization and Query

The formalization of property disposition information through a shared, web-based application facilitates integration with mapping interfaces. Both internal and external mapping tools can or will provide access to property disposition information.

The internal HousingView mapping application has become an invaluable tool to those involved in the management of city land resources from housing inspection to property disposition. Users can now visualize properties planned for acquisition along with those that are in the disposition process. Within the HousingView mapping application, the disposition properties are separated into the following categories:

Property Disposition

- Current
- Imminent Offering
- Future Offering
- Award
- Contract
- Disposed
- Other

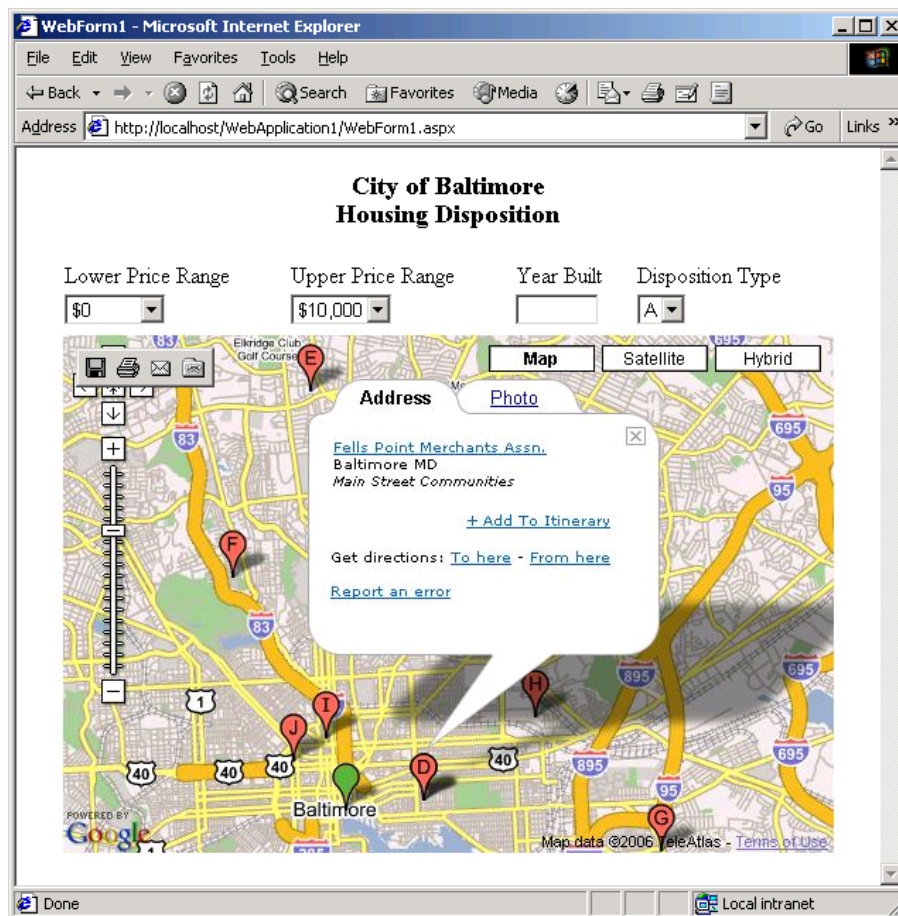


Screenshot 4: The Intranet HousingView Application showing Property Disposition Categories

In addition, an interactive web-based mapping tool is being developed for the public to be deployed on the Housing web site. It will provide access to a marketable set of disposition properties and provide descriptive information and other information about available properties. It incorporates an easy to use map interface that is familiar to many

Internet users and based on Google maps. In the future, plans include the ability to extend the property information available through this public mapping tool. Other data such as average sales price and comparable sales could easily be added.

The following represents a simple mock-up of a mapping tool that utilizes Google Maps or customized “mash-up” application. In this scenario, the subset of disposition properties is listed on the public mapping site along with their location in the city. The property data is derived from the comprehensive land resources property data warehouse and exposed in the Google Maps application.



Screenshot 5: Mock-up of Google Map-based Mash-up of Disposition Properties

ANNEX A

BRIEFING SLIDES

PRESENTATION AT ANNIE E. CASEY FOUNDATION
FEBRUARY 2, 2007

Urban Markets Initiative

City of Baltimore
Urban Markets Initiative Project

Michael Bainum – Baltimore Housing

Bill Ballard – Location Age

February 2, 2007

**Supported through The Annie E. Casey Foundation,
The Brookings Institute and The Urban Institute**

Topics

- Introduction: The Context
- Project 5000 – Laying the Groundwork
- Broadway Corridor- a Case Study
- Land Resources Re-Organization: Integrating Related Functions
- Unified Land Resources Information Management
- Property Disposition Management
- Future Opportunities

Introduction: The Context

Baltimore was first in population loss during the 1990's

	2000 City Population	90 - 00 Change
1 Baltimore, MD	651,154	-84,860
2 Detroit, MI	951,270	-76,704
3 Philadelphia, PA	1,517,550	-68,027
4 St. Louis, MO	348,189	-48,496
5 Buffalo, NY	292,648	-35,475
6 Pittsburgh, PA	334,563	-35,316
7 Washington, DC	572,059	-34,841
8 Cincinnati, OH	331,285	-32,755
9 Milwaukee, WI	596,974	-31,114
10 Cleveland, OH	478,403	-27,213

The vacancy rate is among the highest in the US

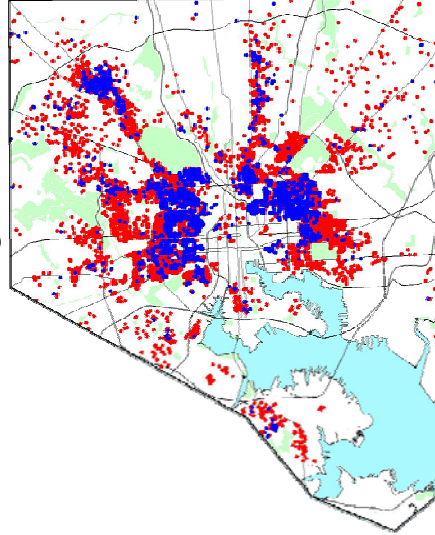
		Vacant Housing Units	Percent Vacant
1	St. Louis	29,278	16.6%
2	Mesa	28,975	16.5%
3	Buffalo	22,854	15.7%
4	Baltimore	42,481	14.1%
5	Scottsdale	14,306	13.6%
6	New Orleans	26,840	12.5%
7	St. Petersburg	15,006	12.1%
8	Pittsburgh	19,627	12.0%
9	Birmingham	13,292	11.8%
10	Cleveland	25,211	11.7%

Source: 2000 Census Data

Project 5000 – Laying the Groundwork

Project 5000 Properties

In 2002, Baltimore Housing's Project 5000 set about to acquire and return 5,000 vacant and abandoned properties to productive use.



Project 5000 – Beyond the Goal

Project 5000 spawned various innovations in city policies, application of existing data and technical improvements.

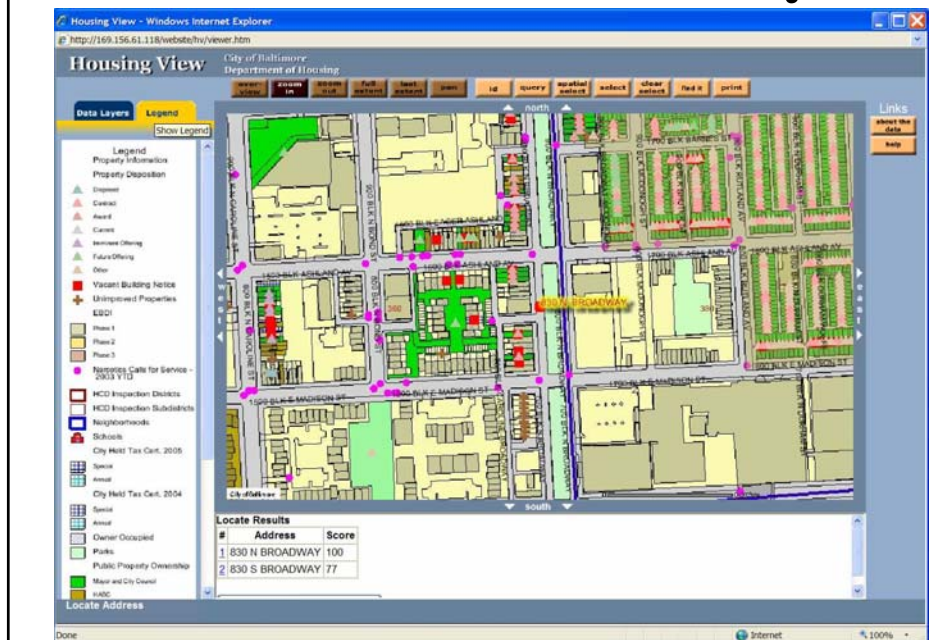
- Formed strategic partnerships with private legal firms, courts and communities.
- Catalyzed neighborhood planning efforts.
- Brought City's infrastructure to scale.
- Created a foreclosure tracking database.
- Mapped every city property with associated data.
- Integrated other property data from variety of sources.

Neighborhood and Parcel Data

Census Data	Real Property Master File
New Development Data	Ownership; name, address,
Vacant lots	Assessments
Vacant housing violations	Sale price/date
Code Enforcement status and priority	Zoning
Demolition plans (properties)	Tax System Information
Building permit information	Taxes owed
Housing Authority properties	Tax sale properties
Public housing sites	Drug-related crime information
Target investment areas	Neighborhood boundaries
Housing inspection districts	Neighborhood typology
CDBG Code Enforcement Areas	SNAP neighborhoods
Building footprints	Historic districts (local and national)
Right of Ways	Empowerment Zones
Schools	Healthy Neighborhoods
Parks	CitiTrack (311) Citizen Complaint Information
City Council Districts	Abandoned Vehicles
State Legislature Districts	Yard Cleaning Service Requests
Zip Codes	Window/Door Boarding Requests
Aerial Photography	

Broadway Corridor: A Case Study

800 block of N Broadway

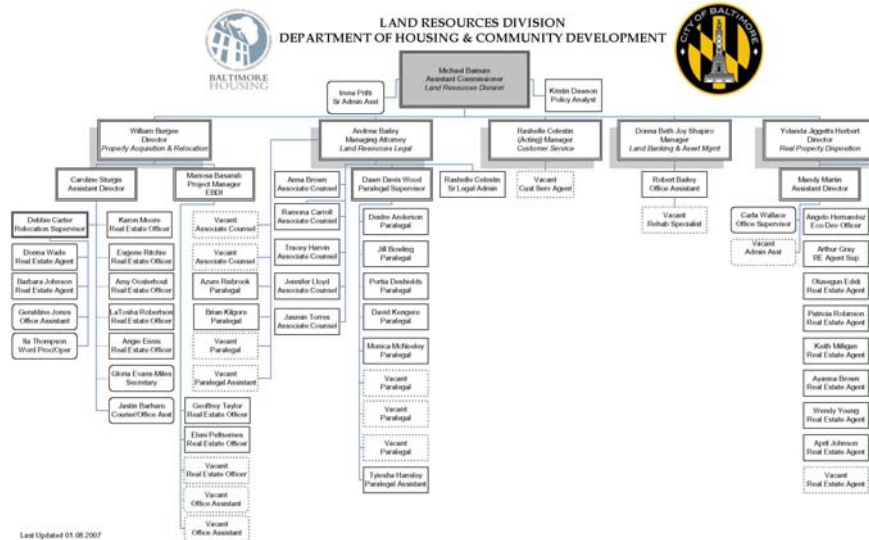


Case Study: Broadway Corridor

- In 2004, Housing's acquisition and disposition activities are discrete functions without shared information systems.
- In July '04, Baltimore Housing's disposition office releases an RFP for rehab of 72 scattered site properties along Broadway.
- While disposition office negotiates this sale, acquisition office simultaneously suspends acquisitions of some of these same properties.
- Of the 72 properties in the original offering, 20 properties remained or reverted to private ownership.
- Increasingly dynamic real estate market amplifies the need for real time data updates for all units within Land Resources.

Land Resources Re-Organization: Integrating Related Functions

Baltimore Housing Land Resources Division



Related Policy/Program Initiatives

- Baltimore Department of Housing and Community Development
 - Targeted Enforcement for Visible Outcomes.
 - Project 5000 Disposition Phase.
 - Coordination/collaboration with development finance.
- Baltimore Department of Planning
 - Comprehensive development project tracking.
 - Housing typology definition.

Urban Markets Initiative

- Catalyst for enhanced land resources data management.
- Focus on comprehensive process improvement approach.
- Recognition of need for information technology alignment with organizational structure.
- Integration of Land Resources database and stand-alone applications.

Unified Land Resources Information Management

Baltimore Foreclosure Tracking System

- Initially loaded with foreclosure properties including a variety of property and tax sale information.
- Maintains all owner, ground rent holder, open mortgage and open judgment information.
- Documents results of all defendant mailings.
- Tracks the 12 major milestones in the foreclosure legal process.
- Generates a variety of legal and administrative documents including the Affidavit of Compliance, Complaint and Deed.
- Subsequently a similar application was developed for the legal tracking of eminent domain cases.

Case Summary - Windows Internet Explorer
http://www.project5000.org/CaseIndex.asp?FAV=1&ACTIVE=1&PAGEFILTER=NUMBERS

[Main Menu] [User Resources] [Email Questions or Feedback] [Logout]



City Of Baltimore
Project 5000 Foreclosure Tracking System
 Martin O'Malley, Mayor



Paul Graziano, Commissioner
Housing and Community Development

416 E 20TH ST (Case No. 24-C-04-006330) Group: 244
MCC v. J.A.M. #34 CORPORATION

Screen: Case summary

[\[Copy Property\]](#)

User: Bill Ballard [\[Produce Documents\]](#)

Milestone Dates

1. Case Assigned:	8/17/2004	7. Certificate of Publication Filed:	1/26/2005
2. Complaint Package Filed:	8/18/2004	8. Sheriff Posting Filed:	9/28/2004
3. Order of Publication:	8/27/2004	9. Ready For Compliance:	12/7/2004
4. Order Of Pub. Expiration:	10/27/2004	10. Compliance Affidavit Filed:	12/28/2004
5. Finance Mailing:	9/23/2004	11. Foreclosure Judgment:	3/30/2005
6. Last Lien Creditor Mailing:	None	12. Deed Filed:	8/10/2005

Owners: [\[Add Owner\]](#)

J.A.M. #34 CORPORATION (First Defendant) * [\[Add Address for J.A.M. #34 CORPORATION\]](#)
 P. O. BOX 32118 (Mailing 1: Signed by Another)
 416 E 20TH ST (Mailing 1: Vacant)
 ONE SOUTH STREET (Mailing 2: Signed by Recipient)

Ground Rent Holders: [\[Add Ground Rent Holder\]](#)


UNKNOWN * [\[Add Address for UNKNOWN\]](#)

Open Mortgages: [\[Add Open Mortgage\]](#)


Internet 100%

PSK Summary Stats - Windows Internet Explorer
http://www.project5000.org/AttySummary.asp?FAV=1&ACTIVE=1&PAGEFILTER=NUMBERS

[System Administration] [Main Menu] [Logout]



City Of Baltimore
Project 5000 Foreclosure Tracking System
 Martin O'Malley, Mayor



Paul Graziano, Commissioner
Housing and Community Development

ALL ATTORNEYS

Select Report: [PDF](#) ☒ [Excel Sheet](#)

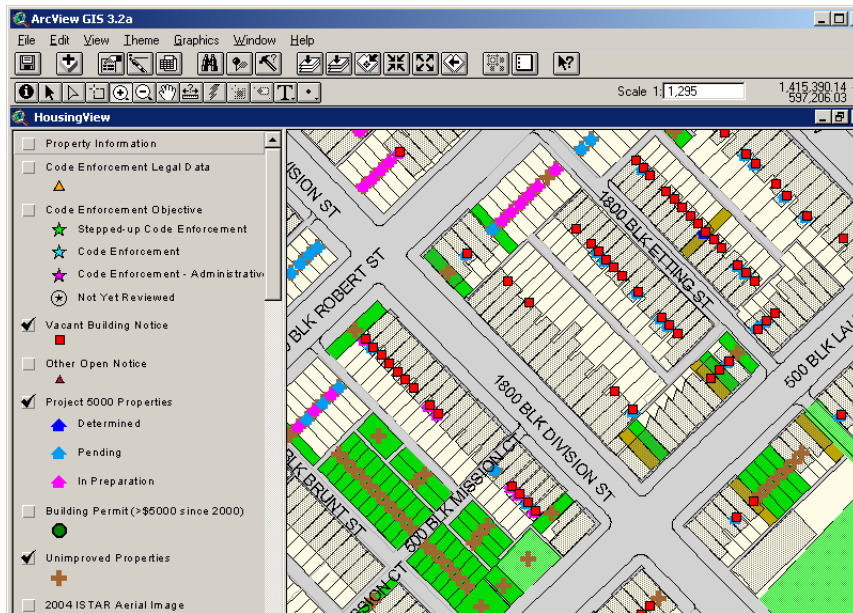
[Download Excel Properties](#)

Project 5000 Summary 1/2/2007-1/30/2007

Litigation Process	Milestones				% of Total
	1/2/2007-1/16/2007	1/16/2007-1/30/2007	Percent Change	To Date	
Case Assigned	42	39	-7%	3972	
Inactivated	N/A	NA	NA	0	0%
Active Cases	N/A	NA	NA	0	0%
Title Reports Received	0	0	0%	2047	60%
Complaint Package Filed	31	12	-61%	3024	89%
Ready for Compliance	44	31	-30%	2750	81%
Compliance Affidavit Filed	28	18	-36%	2680	79%
Foreclosure Judgement	0	0	0%	2640	78%
Deed Recorded Date	0	0	0%	2338	69%

Internet 100%

HousingView on the Intranet



Property Disposition Management

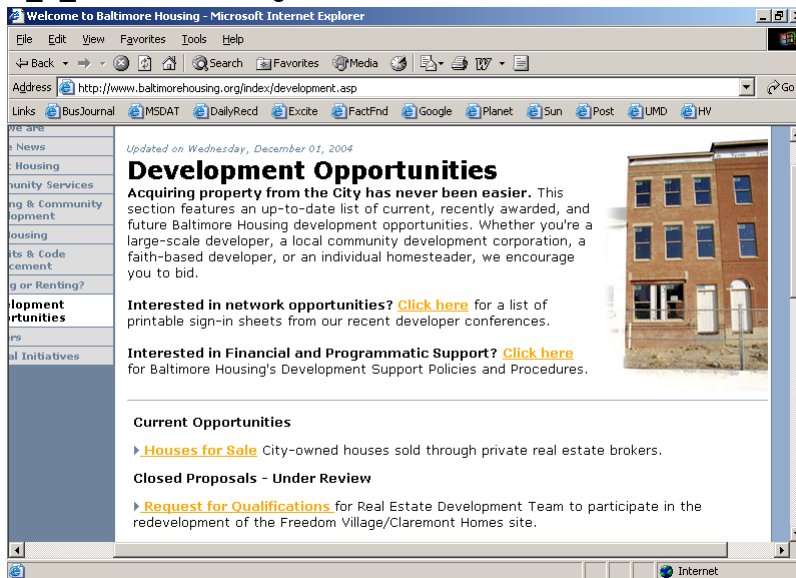
Property Disposition Management

- Baltimore City controls roughly 12,000 properties many of which can be packaged to stimulate neighborhood rehabilitation and foster stabilization.
- Each year the Land Resources division is responsible for acquiring, stabilizing, and selling over 1,000 of these vacant properties.
- Through property disposition Land Resources is a significant revenue generator for the City. Sales proceeds for fiscal year 2006 exceeded \$2.8 million and are projected to exceed \$4 million in FY 2007.

Property Disposition Efforts

- Thousands of properties are not currently part of a major redevelopment effort.
- These properties will be sold in one of three ways:
 1. Listed with private brokers (SCOPE);
 2. Sold through RFPs (public offerings);
 3. Sold through rolling bids (hybrid between unsolicited bids and RFPs).

City Housing Development Opportunity Web Site



Property Disposition Process

1. Projects Defined
 - Properties Selected
 - Assigned to Real Estate Officer
 - Applicant Information Entered
 - Applications Reviewed
 - Awards Made
 - Milestones Tracked
 - Contracts Generated
 - Settlement Completed

Property Disposition Dashboard

unified land resources management

Dashboard Mode: My Dashboard View: ALL PROJECTS Download Dashboard to Excel

	CURRENT	OVERDUE
To Do Items	0	0
ROLLING BID DIRECTED SALE RFP SCOPE		
My Projects	1	0
Open Applications	0	0
Application Bundles	0	0
ROLLING BID DIRECTED SALE RFP SCOPE		
Pre-Proposal Conference	0	0
Date Review Panel	0	0
Recommendation	0	0
Award Letter Mailed	0	0
Appraisal	0	0
Payment Received	0	0
Project Letters Mailed	0	0
ENR/ARL Not from Purchaser	0	0
Appraisal Ordered	0	0
Appraisal Received	0	0
Appraisal Payment Date	0	0
Predevelopment Meeting Date	0	0
LOA Sent to Purchaser	0	0
LOA Received from Purchaser	0	0
Actual Contract Date	0	0
Actual Settlement Date	0	0
Deed Recorded Date	0	0

Search By: Property (Street Name) Search For: SEARCH Add New Project

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Property Disposition: Property Details

PROPERTY DETAILS

Dispo RB Test Project: 2021 W NORTH AVE

Last Edited: Last Edited By:

[Edit](#)

Property	2021 W NORTH AVE
Ward	15
Section	370
Block	0001
Lot	013
Zip Code	21217-1221
Last Sale Date	5/31/1996
Assessed Value	26,000.00
Tax Base	22032
Lot Size	14X83-10
Owner Of Record	ANGELIC INDUSTRIES, INC
Neighborhood	8X176Neighborhood
Relay Agency	
POL	FBI
Zone Code	08023
Vacant Lot?	No
Vacant Bldg?	No
State Code	
Atty Status	
Atty Method	
Atty Date	
Deed Date	
Deed Liber	
Deed Folio	

[Export to Excel](#)

Property Disposition: Application Review Phase

The screenshot shows the 'REVIEW PHASE' of the 'Dispo RB Test Project: Bob Test' in the Baltimore Housing system. The interface includes a sidebar with navigation links (Dashboard, Project, Application Details, Review, Award, Contract, Settlement, Logout) and a 'TIPS' section. The main content area displays a table with columns for 'Milestone' and 'Date'. The milestones listed are: Application Received, Application/Proposal Fee Received, Initial Review Panel Recommendation Date, Final LRRG/Review Panel Recommendation Date, Application Fee Amt (0.00), Initial Review Panel Recommendation (with a dropdown), Final LRRG Recommendation (with a dropdown), Another Applicant Selected, Complete Property, Does not meet Zoning/Redevelopment Guidelines, H&C owned, Incomplete Application, Incomplete Disclosures, Insufficient Capital, Non-compliant more than 20 properties, Not For Sale, Not on Rolling Bid List, Offer Price Received, Properties previously awarded, Sched E discrepancies, and Sched F zoning. Each milestone has a corresponding checkbox in the 'Date' column. The bottom of the interface shows a status bar with 'Done' and 'Internet' indicators.

Property Disposition: Award Phase

The screenshot shows the 'AWARD PHASE' of the 'Dispo RB Test Project: Bob Test' in the Baltimore Housing system. The interface is similar to the Review Phase, with a sidebar and a main content area. The main content area displays a table with columns for 'Milestone' and 'Date'. The milestones listed are: Estimated Award Date, LRRG Award Date, Sent for CLC Review, Award Memo To Commissioners, Award Memo From Commissioners, Award Letter Mailed, Actual Award Date, Preproposal Conference, and CLC Review Results. Each milestone has a corresponding checkbox in the 'Date' column. The bottom of the interface shows a status bar with 'Done' and 'Internet' indicators.

Future Opportunities

Future Opportunities

- Provide non-profits, CDCs and private developers with detailed property information and mapping tools.
- Potential feedback loop for market actors; developers, investors, communities.
- Improved monitoring of projects with linkage to code enforcement

Public Access to City Properties

