

**REAL ESTATE**

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# REAL ESTATE

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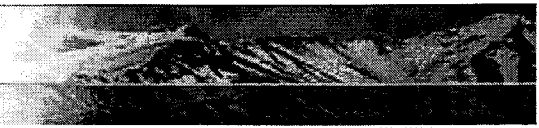
Mayor

Heritage Land Bank  
1221

Land Use Projects

Real Estate Services  
1222

Leases  
1223



## Real Estate

**Our Mission:** Comprehensive, collaborative management of Municipal property

### Core Services

- Development and management of Heritage Land Bank properties and HLB Fund
- Leases management of Municipal property to provide the most effective use of government funds and resources
- Delinquent property tax management
- Partner with public and private sectors to advance orderly community growth

### Direct Services

Direct Services Provided by Divisions

See: [Heritage Land Bank Division](#)

See: [Real Estate Services Division](#)

### Focus Areas

- Provide real estate from the Heritage Land Bank inventory to support local non-profit organizations, businesses, and State and Federal agencies
- Provide real estate and land management services to other Municipal agencies
- Provide responsive, accurate information on Municipal properties and the HLB inventory.
- Administrate an aggressive, year-round process for minimizing the number of delinquent status properties on the MOA tax roll

### We will measure our success by:

- Percent of Heritage Land Bank items that receive Commission approval within 60 days

Q1-2002	Q2-2002	Q3-2002	Q4-2002
80%	80%	80%	80%

- [Ask a Question about Real Estate](#)
- [Make a Comment about Real Estate](#)

### Questions and Comments about Real Estate



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**Real Estate Department  
Costs Allocated to Core Services**

<b>Core Services</b>	<b>Heritage Land Bank</b>	<b>Real Estate Services</b>	<b>Total Service Cost</b>
Acquisition, management and disposal of Municipal property to achieve the goals of the Comprehensive Plan	\$249,050	\$96,000	\$345,050
Negotiate and manage leases, Municipal land and facilities in a manner that insures the most effective use of government resources	\$200,000	\$5,307,200	\$5,507,200
Partner with public, private and non-profit sectors whenever opportunities arise to advance orderly growth of the community	\$100,000	\$92,290	\$192,290
<b>Total Division Costs</b>	\$549,050	\$5,495,490	<b>\$6,044,540</b>

## 2003 Resource Plan

*Department: Real Estate*

Division	<i>Financial Summary</i>		<i>Personnel Summary</i>							
	2002	2003	2002 Revised				2003 Approved			
	Revised	Approved	FT	PT	Temp	Total	FT	PT	Temp	Total
Real Estate Services	4,699,520	5,495,490	2			2	2			2
Heritage Land Bank	657,740	549,050	4	1		5	4	1		5
<b>Operating Cost</b>	<b>5,357,260</b>	<b>6,044,540</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>7</b>
Add Debt Service	0	0								
<b>Direct Organization Cost</b>	<b>5,357,260</b>	<b>6,044,540</b>								
Charges From/(To) Others	(4,114,940)	(4,914,000)								
<b>Function Cost</b>	<b>1,242,320</b>	<b>1,130,540</b>								
Less Program Revenues	(837,750)	(862,650)								
<b>Net Program Cost</b>	<b>404,570</b>	<b>267,890</b>								
Grant Resources	0	250,000					0	1		1

### *2003 Resource Costs by Category*

Division	Personal Services	Supplies	Other Services *	Capital Outlay	Total Direct Cost
Real Estate Services	147,460	730	5,344,900	2,400	5,495,490
Heritage Land Bank	380,290	4,350	160,810	3,600	549,050
<b>Operating Cost</b>	<b>527,750</b>	<b>5,080</b>	<b>5,505,710</b>	<b>6,000</b>	<b>6,044,540</b>
Less Vacancy Factor					0
Add Debt Service					0
<b>Total Direct Organization Cost</b>	<b>527,750</b>	<b>5,080</b>	<b>5,505,710</b>	<b>6,000</b>	<b>6,044,540</b>

\* Travel budgeted by this department within the Other Services category is \$6,820

### **2003 Budget Highlights**

- Real Estate section reflects savings from the purchase of Fire Station #1 land instead of a lease and from Prosecution's move into City Hall. New expenses included in the budget are expansion of the Permit Center to accommodate Planning Department's relocation and rent for the Police Sub-Station in Woodland Park.

<b>RECONCILIATION FROM 2002 REVISED BUDGET TO 2003 APPROVED BUDGET</b>
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**DEPARTMENT: REAL ESTATE**

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		<u>FT</u>	<u>PT</u>	<u>T/Seas</u>
<b>2002 REVISED BUDGET:</b>	\$ 5,357,260	6	1	0
<b>2002 ONE-TIME REQUIREMENTS:</b>				
- Contribution to HLB Capital Fund	(160,000)			
Contract collection attorneys	(5,000)			
<b>TRANSFERS (TO)/FROM OTHER AGENCIES:</b>				
- From Facility Management: lease cost of Fleet Services facility	153,000			
- From Planning to help pay for Permit Center lease (Planning will occupy portion of new annex)	100,000			
<b>DEBT SERVICE CHANGES:</b>	0			
<b>CHANGES IN EXISTING PROGRAMS FOR 2003:</b>				
- Salaries and benefits adjustment	45,110			
- Insurance	4,200			
- Leases: City Hall, Permit Center, Spenard Police Substation, and other leases	199,470			
<b>CONTINUATION LEVEL FOR 2003:</b>	<u>\$ 5,694,040</u>	<u>6</u>	<u>1</u>	<u>0</u>
<b>2003 PROGRAMMATIC CHANGES:</b>				
- Add funding for new Seeley APD substation lease	11,000			
- Add funding for the lease of the new expansion to the Permit Center	348,220			
- Miscellaneous reductions in non-labor costs that should not impact the department's ability to perform its mission	(8,720)			
<b>2003 PROPOSED BUDGET:</b>	<u>\$ 6,044,540</u>	<u>6</u>	<u>1</u>	<u>0</u>
<b>2003 AMENDMENTS:</b>				
- None				
<b>2003 APPROVED BUDGET:</b>	<u><u>\$ 6,044,540</u></u>	<u><u>6</u></u>	<u><u>1</u></u>	<u><u>0</u></u>



## Heritage Land Bank Division

Real Estate

**Our Purpose:** To provide effective stewardship of the Heritage Land Bank inventory and the HLB Fund for coordinated community growth and improved quality of life

### Core Services Supported

- Development of HLB resources for providing services and property to communities in the Municipality
- Planned management of the HLB inventory and fund
- Disposition of surplus HLB properties
- Acquisition of land for services and amenities to growing areas of the community
- Provide real estate management expertise on behalf of the administration

### Direct Services

- Conduct sales of uncommitted HLB inventory determined to be excess to Municipal needs
- Assist the Mayor and MOA with land use projects that may include HLB or other Municipal properties that will promote diverse and beneficial land uses throughout the community
- Protect and maintain the value of the HLB Fund through long-term investments
- Partner with public, private and non-profit sectors of the community to advance real estate projects beneficial to planned, orderly growth
- Protect and maintain the value of the HLB inventory through comprehensive land management practices

### Focus Areas

- Draft an annual HLB Work Program and an extended five-year plan, outlining activities and functions of HLB, specifying particular properties to be considered for disposal through either sale or exchange
- Maintain a current inventory of HLB properties to determine potential uses for the benefit of citizens in the Municipality, and manage the HLB Fund for these same ends
- Provide administrative project support for MOA real property transactions
- Regularly inspect more accessible properties in HLB inventory in order to prevent damage and vandalism, Spruce Bark beetle infestation and other occurrences that may increase the potential for forest fires

### We will measure our success by:

- Maintaining a Heritage Land Bank fund balance for future projects and providing agency self-support.

2000 Year-end Balance	2001 Year-end Balance	2002 Year-end Balance
\$3,234,525	\$3,175,279	Data in Q1-2003

- Percent of priority one projects completed within 45 days and priority two completed within 60 days

	Q1-2002	Q2-2002	Q3-2002	Q4-2002
Priority 1	75%	80%	80%	NA
Priority 2	75%	80%	75%	NA

Note: Priority 1 projects are those already endorsed by the administration, given Priority 1 status, and/or must be completed in a timely fashion in order to coordinate with other public or private entities and deadlines. Priority 2 projects are all other requests requiring administrative endorsement

### Investing for Results

- Explain more...
- Letter from the Mayor...
- Results by Department

### Priorities

- Public Safety
- Economic Growth
- Quality of Life
- Individual & Family Development
- Spirit of Community

**2003 P R O G R A M P L A N**

DEPARTMENT: REAL ESTATE  
PROGRAM: Heritage Land Bank

DIVISION: HERITAGE LAND BANK

**PURPOSE:**

Manage uncommitted Municipal land and the Heritage Land Bank Fund in a manner designed to benefit the present and future citizens of Anchorage, promote orderly development, and achieve the goals of the Comprehensive Plan (AMC 25.40.010).

**2002 PERFORMANCES:**

See Strategic Framework

**2003 PERFORMANCE OBJECTIVES:**

See Strategic Framework

**RESOURCES:**

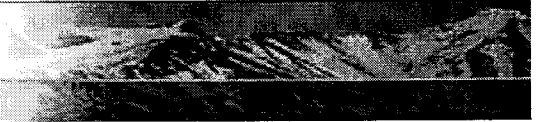
	2001 REVISED			2002 REVISED			2003 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	1	0	4	1	0	4	1	0
PERSONAL SERVICES	\$	322,390		\$	343,510		\$	380,290	
SUPPLIES		3,200			3,200			4,350	
OTHER SERVICES		169,440			143,230			160,810	
CAPITAL OUTLAY		0			167,800			3,600	
TOTAL DIRECT COST:	\$	495,030		\$	657,740		\$	549,050	
PROGRAM REVENUES:	\$	638,730		\$	731,640		\$	722,680	

**WORK MEASURES:**

See Strategic Framework 0 0 0

9 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
1, 3, 4, 6, 7, 8





## Real Estate Services Division

Real Estate

**Our Purpose:** To promote economic growth through sound real estate practices, reclaim lost tax revenues, and provide responsible property and lease management

### Core Services Supported

- Delinquent property tax management with the goal of recouping more than 90% in lost taxes and preventing taxpayers from losing properties
- Management of leases, Municipal land and facilities in a manner insuring the most effective use of government resources

### Direct Services

- Oversee changes to land status of properties in order to maintain an accurate accounting of Municipally owned real property
- Provide the most current information to the public and private sectors concerning MOA and tax-foreclosed real property
- Conduct a year-round program that aggressively works to minimize the number of delinquent property taxpayers from losing their properties
- Negotiate market-competitive leases on behalf of MOA agencies and programs as part of the MOA's support for services to local citizens and communities

### Focus Areas

- Minimize the number of foreclosed properties in the MOA real estate inventory through responsive administration and prompt, regular notifications to delinquent taxpayers
- Rapid response to general real property data inquiries
- Directly manage leases for Municipal agencies and programs that serve local citizens and communities

### We will measure our success by:

- Percent of foreclosed properties sold via sealed bid auction

2001	2002	2003	2004	2005
98%	Data in Q1-2003			

Note: Goal is 90% annually

- Percent of foreclosed parcels redeemed or repurchased prior to sale

2001	2002	2003	2004	2005
98%	Data in Q1-2003			

Note: Goal is 90% annually

- Ask a Question about Real Estate Services Division
- Make a Comment about Real Estate Services Division

### Questions and Comments about Real Estate Services Division




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**2003 P R O G R A M P L A N**

**DEPARTMENT:** REAL ESTATE  
**PROGRAM:** Space Management

**DIVISION:** REAL ESTATE SERVICES DIV

**PURPOSE:**

Negotiate, manage and fund the lease of office, warehouse and other types of space as required by general government agencies. The actual general government lease expense and related costs are recorded in this budget unit.

**2002 PERFORMANCES:**

See Strategic Framework

**2003 PERFORMANCE OBJECTIVES:**

See Strategic Framework

**RESOURCES:**

	2001 REVISED			2002 REVISED			2003 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	0
OTHER SERVICES			4,485,030			4,373,810			5,185,500
TOTAL DIRECT COST:	\$		4,485,030	\$		4,373,810	\$		5,185,500
PROGRAM REVENUES:	\$		21,600	\$		0	\$		36,670

**WORK MEASURES:**

See Strategic Framework 0                      0                      0

9 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

DEPARTMENT  
OF  
REAL ESTATE

OPERATING GRANT FUNDED PROGRAMS

GRANT PROGRAM	FY 2002 (Grants beginning in 2001)				FY 2003 (Grants beginning in 2002)				LATEST GRANT PERIOD
	Amount	FT	PT	T	Amount	FT	PT	T	
TOTAL GRANT FUNDING	\$ -	-	-	-	\$ 250,000	-	1	-	
TOTAL REAL ESTATE GENERAL GOVERNMENT OPERATING BUDGET	\$ 5,357,260	6	1	0	\$ 6,044,540	6	1	-	
	\$ 5,357,260	6	1	0	\$ 6,294,540	6	2	-	
GRANT FUNDING REPRESENTED	0.00%	OF THE DEPARTMENT'S REVISED 2002 DIRECT COST OPERATING BUDGET.							
GRANT FUNDING WILL REPRESENT	4.14%	OF DEPARTMENT'S DIRECT COST IN THE MAYOR'S 2003 OPERATING BUDGET.							
MULDOON TOWN CENTER PLANNING					\$ 250,000		1		7/1/02 - 6/30/06
- State legislative grant for planning and coordination efforts on a Muldoon Town Center.									
Total	\$ -	-	-	-	\$ 250,000	-	1	-	



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M U N I C I P A L I T Y O F A N C H O R A G E  
 2003 DEPARTMENT RANKING

DEPT: 07 -REAL ESTATE

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

1 1221-HERITAGE LAND BANK  
 0792-Heritage Land Bank  
 SOURCE OF FUNDS, THIS SVC LEVEL:

CB

1 This level provides minimal response to private and Municipal requests for OF  
 6 Heritage Land Bank (HLB) resources. Oversee transfer of State land to MOA under the Municipal Entitlements program Maintain HLB inventory. Provide office-public contact for basic customer service purposes.

PROGRAM REVENUES 539,680

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	169,640	2,750	86,730	0	0	259,120

2 1222-REAL ESTATE SERVICES  
 0793-Real Estate Services  
 SOURCE OF FUNDS, THIS SVC LEVEL:  
 TAX SUPPORT

cb

1 To manage, acquire and sell real prop-erty owned by the Municipality.  
 2 Duties require regular updating of management authority for all Municipal agencies, title records, contracts and inventory. Provides basic property research data. Basic support to public regarding MOA real estate information and leases. Leases management for MOA agencies.

PROGRAM REVENUES 13,000

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	83,480	300	38,530	0	2,400	124,710

3 1221-HERITAGE LAND BANK  
 0792-Heritage Land Bank  
 SOURCE OF FUNDS, THIS SVC LEVEL:

CO

2 Minimal land use projects for Heritage OF  
 6 Land Bank (HLB) properties. Oversee appropriation of HLB assets for acquis-ition and management of real property for Municipal use. Advise on privately initiated requests for purchase or lease of Municipal real property on limited basis. Conduct sales of HLB property as warranted.

PROGRAM REVENUES 15,000

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	180,110	750	32,250	0	3,600	216,710

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M U N I C I P A L I T Y O F A N C H O R A G E  
 2003 DEPARTMENT RANKING

DEPT: 07 -REAL ESTATE

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

4 1221-HERITAGE LAND BANK  
 0792-Heritage Land Bank  
 SOURCE OF FUNDS, THIS SVC LEVEL:

CO 3 Funding for personnel, services and  
 OF supplies to support level for  
 6 planning, management of HLB inventory.  
 The disposal of surplus properties will  
 bring increased revenues to both the HLB  
 as well as general fund by returning  
 lands to tax rolls. Lands needed for  
 public purposes will be identified and  
 retained for improving quality of life  
 for MOA citizens.

PROGRAM REVENUES 6,500

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	30,540	650	10,730	0	0	41,920

5 1222-REAL ESTATE SERVICES  
 0793-Real Estate Services  
 SOURCE OF FUNDS, THIS SVC LEVEL:  
 TAX SUPPORT

co 2 Assistance to prepare for tax  
 OF and special assessment properties sale  
 2 via auction. Process foreclosure of  
 properties due to nonpayment of  
 necessary tax revenues. Conduct  
 foreclosure auctions to recoup loss to  
 tax base support of MOA.

PROGRAM REVENUES 90,300

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	63,980	430	120,870	0	0	185,280

6 1221-HERITAGE LAND BANK  
 0792-Heritage Land Bank  
 SOURCE OF FUNDS, THIS SVC LEVEL:

CO 4 Provides for full office support of HLB  
 OF activities. Includes public hearing  
 6 support, onsite inspections (as needed)  
 of HLB land as requested by public for  
 Municipal code violations and related  
 services. Provide more task-based  
 assistance for requests from public and  
 private sectors regarding HLB inventory  
 and projects. Provide office support to  
 HLB projects.

PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	200	4,750	0	0	4,950

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M U N I C I P A L I T Y O F A N C H O R A G E  
 2003 DEPARTMENT RANKING

DEPT: 07 -REAL ESTATE

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

7 1221-HERITAGE LAND BANK  
 0792-Heritage Land Bank  
 SOURCE OF FUNDS, THIS SVC LEVEL:

CO 5 Fund source for HLB operations pertain-  
 OF ing to land acquisitions, sales and  
 6 related transactions. Special  
 assessments coverage for land  
 transactions. Support for additional,  
 as-needed land administration necessary  
 for immediate changes in function.  
 Provide for additional administrative  
 and monetary support for projects  
 pertaining to land management issues.

PROGRAM REVENUES 150,000

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	7,850	0	0	7,850

8 1221-HERITAGE LAND BANK  
 0792-Heritage Land Bank  
 SOURCE OF FUNDS, THIS SVC LEVEL:

CO 6 Contributions to Cultural and  
 OF Recreational Services to fund a  
 6 Community Work Service position to  
 oversee manual labor projects for  
 Heritage Land Bank in Girdwood during  
 summer.

PROGRAM REVENUES 11,500

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	18,500	0	0	18,500

9 1223-LEASES  
 0546-Space Management  
 SOURCE OF FUNDS, THIS SVC LEVEL:  
 TAX SUPPORT  
 IGC SUPPORT  
 PROGRAM REVENUES 36,670

CB 1 Provide space management services to  
 OF general government agencies for city  
 2 offices, warehouse and building space  
 for City Hall, APD substations, Permit  
 Center and Municipal programs through-  
 out MOA area.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	5,185,500	0	0	5,185,500

SUBTOTAL OF FUNDED SERVICE LEVELS, REAL ESTATE

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
6	1	0	527,750	5,080	5,505,710	0	6,000	6,044,540

----- DEPARTMENT OF REAL ESTATE FUNDING LINE -----  
 . . . . . 6,044,540



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M U N I C I P A L I T Y O F A N C H O R A G E  
2003 DEPARTMENT RANKING

DEPT: 07 -REAL ESTATE  
DEPT BUDGET UNIT/  
RANK PROGRAM

SL SVC  
CODE LVL

TOTALS FOR DEPARTMENT OF REAL ESTATE

FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
6	1	0	527,750	5,080	5,505,710	0	6,000	6,044,540