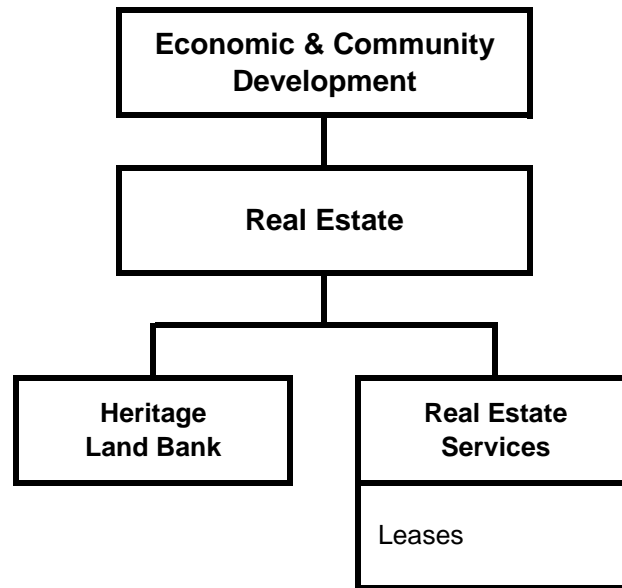


# Real Estate



## Real Estate Department

### Description

Manage all municipally owned land, both uncommitted and under management authority of municipal agencies, in a manner designed to benefit present and future citizens, to promote orderly development, and improvement of lands for municipal purposes.

### Department Services

- Except as AMC provides otherwise, the Real Estate Department has exclusive authority and responsibility to negotiate, administer, prepare and secure the execution of all contracts, leases, conveyances and other documents pertaining to the acquisitions and disposal of real property for the municipality.
- Inventory: Maintain current and accurate inventory of municipal lands.
- Property Management: Provide management of municipal lands and improvements.
- Protection: Conservation and preservation of wetlands, maintenance and protection of MOA lands and improvements, to include prevention and cleanup of hazardous conditions.
- Highest and Best Use: Employ maximum valued use and purpose for municipal lands and improvements.
- Tax Foreclosures: Administer foreclosure proceedings for delinquent real estate property taxes and/or special assessments.

### Divisions

- Heritage Land Bank
  - Manages municipally owned real estate in the HLB inventory in a manner designed to benefit the citizens of Anchorage and promote orderly development.
  - Monitor and provide reporting for existing Conservation Easements held by the HLB. Facilitate the execution of Conservation Easements on appropriate HLB parcels with wetlands to offset the impacts associated with public improvements that meet specific needs of the community as identified in local planning documents.
- Real Estate Services
  - Buys, sells, and leases land for other municipal departments.
  - Maintains and manages all municipal land for which no other managing agency has been designated.
  - Maintain all records in connection with foreclosure processing, acquisition, ownership and status of municipal land.
  - Dispose private sector properties that the MOA has taken Clerk's Deed for delinquent property taxes and/or special assessments.
  - Maintain a current inventory of all municipal land.

### Department Goals that Contribute to Achieving the Mayor's Mission:



#### **Administration – Make city government more efficient, accessible, transparent, and responsive to the citizens of Anchorage**

- Revenue generated through disposals and use permits of HLB inventory provided to municipal and other agencies, and to the private sector.
- Annual tax foreclosure process: Collection of delinquent property taxes and assessments.

- Annual process for taking Clerk's Deed and subsequent sale of deeded properties via sealed bid auction.



**Strengthen Anchorage's Economy – Build a city that attracts and retains a talented workforce, the most innovative companies, and provides a strong environment for economic growth**

- Maximize amount of acreage mitigated through appropriate responses to negative impacts on the MOA land inventory due to fire, insect damage, illegal dumping of hazardous or contaminated materials, and/or vandalism.

## Real Estate Department Summary

|                                     | 2014<br>Actuals  | 2015<br>Revised  | 2016<br>Approved | 16 v 15<br>% Chg |
|-------------------------------------|------------------|------------------|------------------|------------------|
| <b>Direct Cost by Division</b>      |                  |                  |                  |                  |
| RED Heritage Land Bank              | 368,957          | 767,012          | 662,008          | (13.69%)         |
| RED Real Estate Services            | 7,824,831        | 7,318,947        | 7,251,993        | (0.91%)          |
| <b>Direct Cost Total</b>            | <b>8,193,788</b> | <b>8,085,958</b> | <b>7,914,001</b> | <b>(2.13%)</b>   |
| <b>Intragovernmental Charges</b>    |                  |                  |                  |                  |
| Charges by/to Other Departments     | (6,045,905)      | (5,746,324)      | (5,573,993)      | (3.00%)          |
| <b>Function Cost Total</b>          | <b>2,147,883</b> | <b>2,339,634</b> | <b>2,340,008</b> | <b>0.02%</b>     |
| Program Generated Revenue           | (1,771,652)      | (939,156)        | (1,000,060)      | 6.48%            |
| <b>Net Cost Total</b>               | <b>376,231</b>   | <b>1,400,478</b> | <b>1,339,948</b> | <b>(4.32%)</b>   |
| <b>Direct Cost by Category</b>      |                  |                  |                  |                  |
| Salaries and Benefits               | 753,014          | 795,564          | 727,921          | (8.50%)          |
| Supplies                            | 2,976            | 5,300            | 5,800            | 9.43%            |
| Travel                              | -                | 1,000            | 1,000            | -                |
| Contractual/Other Services          | 7,432,113        | 7,275,794        | 7,170,980        | (1.44%)          |
| Debt Service                        | -                | -                | -                | -                |
| Equipment, Furnishings              | 5,685            | 8,300            | 8,300            | -                |
| <b>Direct Cost Total</b>            | <b>8,193,788</b> | <b>8,085,958</b> | <b>7,914,001</b> | <b>(2.13%)</b>   |
| <b>Position Summary as Budgeted</b> |                  |                  |                  |                  |
| Full-Time                           | 7                | 7                | 5                | (28.57%)         |
| Part-Time                           | -                | -                | 1                | 100.00%          |
| <b>Position Total</b>               | <b>7</b>         | <b>7</b>         | <b>6</b>         | <b>(14.29%)</b>  |

## Real Estate

### Reconciliation from 2015 Revised Budget to 2016 Approved Budget

|  | Direct Costs     | Positions |          |          |
|--|------------------|-----------|----------|----------|
|  |                  | FT        | PT       | Seas/T   |
| <b>2015 Revised Budget</b>   | 8,085,958        | 6         | -        | -        |
| <b>2015 One-Time Requirements</b>  |                  |           |          |          |
| - Remove ONE-TIME John Thomas Building payments to tenants for vacating  | (25,000)         | -         | -        | -        |
| <b>Changes in Existing Programs/Funding for 2016</b>   |                  |           |          |          |
| - Salary and benefits adjustments  | (755)            | -         | -        | -        |
| - Reduce filled Special Admin Assistant II - work was absorbed by existing staff   | (49,451)         | -         | -        | -        |
| <b>2016 Continuation Level</b>   | <b>8,010,752</b> | <b>6</b>  | <b>-</b> | <b>-</b> |
| <b>2016 One-Time Requirements</b>  |                  |           |          |          |
| - ONE-TIME - Employee retiring, leave cash-out   | 16,543           | -         | -        | -        |
| <b>2016 Proposed Budget Changes</b>  |                  |           |          |          |
| - RES has the ability to decrease the cost of title reports by canceling the order (of title reports) if delinquent taxes are paid before the order has been worked on.  | (12,300)         | -         | -        | -        |
| - Permit Center lease rate increase by 3% CPI  | 18,000           | -         | -        | -        |
| - Increase lease rate at APD Seeley Substation   | 836              | -         | -        | -        |
| - Moving communications tower to free space by 11/01/2015.   | (9,900)          | -         | -        | -        |
| - ACDA increased rate for Transit Lease at 6th & G   | 9,000            | -         | -        | -        |
| - City Hall lease reduce utility & repair HVAC   | (69,610)         | -         | -        | -        |
| - Reduce Director position from 1.0 FTE to .75 FTE, (split time 1/2 working at HLB & at 1/2 RED)   | (33,980)         | (1)       | 1        | -        |
| - Decrease the amount of 3rd party appraisals by utilizing MOA in-house appraisers for land values whenever possible (ref. AO 2014-69 changed code AMC 25.40.025d). Service impact: projected reduction in length of time to obtain appraisals. No increase in workload, or reduction of services. | (15,340)         | -         | -        | -        |
| <b>2016 Approved Budget</b>  | <b>7,914,001</b> | <b>5</b>  | <b>1</b> | <b>-</b> |

**Real Estate**  
**Division Summary**  
**RED Heritage Land Bank**  
(Fund Center # 122100)

|  | 2014<br>Actuals  | 2015<br>Revised  | 2016<br>Approved | 16 v 15<br>% Chg |
|--|------------------|------------------|------------------|------------------|
| <b>Direct Cost by Category</b>           |                  |                  |                  |                  |
| Salaries and Benefits                    | 354,049          | 437,212          | 347,548          | (20.51%)         |
| Supplies                                 | 1,950            | 4,500            | 4,500            | -                |
| Travel                                   | -                | 1,000            | 1,000            | -                |
| Contractual/Other Services               | 12,812           | 316,800          | 301,460          | (4.84%)          |
| Equipment, Furnishings                   | 146              | 7,500            | 7,500            | -                |
| <b>Manageable Direct Cost Total</b>      | <b>368,957</b>   | <b>767,012</b>   | <b>662,008</b>   | <b>(13.69%)</b>  |
| Debt Service                             | -                | -                | -                | -                |
| <b>Non-Manageable Direct Cost Total</b>  | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>Direct Cost Total</b>                 | <b>368,957</b>   | <b>767,012</b>   | <b>662,008</b>   | <b>-</b>         |
| <b>Intragovernmental Charges</b>         |                  |                  |                  |                  |
| Charges by/to Other Departments          | 458,424          | 398,579          | 407,183          | 2.16%            |
| <b>Function Cost Total</b>               | <b>827,381</b>   | <b>1,165,591</b> | <b>1,069,191</b> | <b>(8.27%)</b>   |
| <b>Program Generated Revenue by Fund</b> |                  |                  |                  |                  |
| Fund 221000 - HLB Fund                   | 942,308          | 292,656          | 365,860          | 25.01%           |
| <b>Program Generated Revenue Total</b>   | <b>942,308</b>   | <b>292,656</b>   | <b>365,860</b>   | <b>25.01%</b>    |
| <b>Net Cost Total</b>                    | <b>(114,928)</b> | <b>872,935</b>   | <b>703,331</b>   | <b>(19.43%)</b>  |
| <b>Position Summary as Budgeted</b>      |                  |                  |                  |                  |
| Full-Time                                | 3                | 3                | 3                | -                |
| <b>Position Total</b>                    | <b>3</b>         | <b>3</b>         | <b>3</b>         | <b>-</b>         |

**Real Estate**  
**Division Detail**  
**RED Heritage Land Bank**  
(Fund Center # 122100)

|  | 2014<br>Actuals  | 2015<br>Revised | 2016<br>Approved | 16 v 15<br>% Chg |
|--|------------------|-----------------|------------------|------------------|
| <b>Direct Cost by Category</b>           |                  |                 |                  |                  |
| Salaries and Benefits                    | 354,049          | 437,212         | 347,548          | (20.51%)         |
| Supplies                                 | 1,950            | 4,500           | 4,500            | -                |
| Travel                                   | -                | 1,000           | 1,000            | -                |
| Contractual/Other Services               | 12,812           | 316,800         | 301,460          | (4.84%)          |
| Equipment, Furnishings                   | 146              | 7,500           | 7,500            | -                |
| <b>Manageable Direct Cost Total</b>      | <b>368,957</b>   | <b>767,012</b>  | <b>662,008</b>   | <b>(13.69%)</b>  |
| Debt Service                             | -                | -               | -                | -                |
| <b>Non-Manageable Direct Cost Total</b>  | <b>-</b>         | <b>-</b>        | <b>-</b>         | <b>-</b>         |
| <b>Direct Cost Total</b>                 | <b>368,957</b>   | <b>767,012</b>  | <b>662,008</b>   | <b>(13.69%)</b>  |
| <b>Intragovernmental Charges</b>         |                  |                 |                  |                  |
| Charges by/to Other Departments          | 458,424          | 398,579         | 407,183          | 2.16%            |
| <b>Program Generated Revenue</b>         |                  |                 |                  |                  |
| 406010 - Land Use Permits-HLB            | 148,665          | 12,015          | 12,015           | -                |
| 406080 - Lease & Rental Revenue-HLB      | 101,202          | 90,518          | 90,518           | -                |
| 406090 - Pipeline in ROW Fees            | 67,058           | 189,100         | 189,100          | -                |
| 406625 - Reimbursed Cost-NonGrant Funded | 54               | -               | -                | -                |
| 408395 - Claims & Judgments              | 525,000          | -               | -                | -                |
| 408410 - Lease State Land Conveyance     | -                | 713             | 713              | -                |
| 408580 - Miscellaneous Revenues          | 1,514            | -               | -                | -                |
| 440010 - GCP CshPool ST-Int(MOA/ML&P)    | 60,854           | 310             | 58,286           | 18701.94%        |
| 440040 - Other Short-Term Interest       | 40,002           | -               | 15,228           | 100.00%          |
| 440080 - UnRlzd Gns&Lss Invs(MOA/AWWU)   | (2,040)          | -               | -                | -                |
| <b>Program Generated Revenue Total</b>   | <b>942,308</b>   | <b>292,656</b>  | <b>365,860</b>   | <b>25.01%</b>    |
| <b>Net Cost</b>                          |                  |                 |                  |                  |
| Direct Cost Total                        | 368,957          | 767,012         | 662,008          | (13.69%)         |
| Charges by/to Other Departments Total    | 458,424          | 398,579         | 407,183          | 2.16%            |
| Program Generated Revenue Total          | (942,308)        | (292,656)       | (365,860)        | 25.01%           |
| <b>Net Cost Total</b>                    | <b>(114,928)</b> | <b>872,935</b>  | <b>703,331</b>   | <b>(19.43%)</b>  |

**Position Detail as Budgeted**

|  | 2014 Revised |           | 2015 Revised |           | 2016 Approved |           |
|--|--------------|-----------|--------------|-----------|---------------|-----------|
|  | Full Time    | Part Time | Full Time    | Part Time | Full Time     | Part Time |
| Junior Admin Officer                     | 1            | -         | 1            | -         | 1             | -         |
| Special Admin Assistant II               | 2            | -         | 2            | -         | 2             | -         |
| <b>Position Detail as Budgeted Total</b> | <b>3</b>     | <b>-</b>  | <b>3</b>     | <b>-</b>  | <b>3</b>      | <b>-</b>  |

**Real Estate  
Division Summary  
RED Real Estate Services**

(Fund Center # 122300, 122307, 122305, 122301, 122304, 122303, 122200, 122306, 122308,...)

|  | 2014<br>Actuals  | 2015<br>Revised  | 2016<br>Approved | 16 v 15<br>% Chg |
|--|------------------|------------------|------------------|------------------|
| <b>Direct Cost by Category</b>           |                  |                  |                  |                  |
| Salaries and Benefits                    | 398,965          | 358,353          | 380,373          | 6.14%            |
| Supplies                                 | 1,026            | 800              | 1,300            | 62.50%           |
| Travel                                   | -                | -                | -                | -                |
| Contractual/Other Services               | 7,419,302        | 6,958,994        | 6,869,520        | (1.29%)          |
| Equipment, Furnishings                   | 5,539            | 800              | 800              | -                |
| <b>Manageable Direct Cost Total</b>      | <b>7,824,831</b> | <b>7,318,947</b> | <b>7,251,993</b> | <b>(0.91%)</b>   |
| Debt Service                             | -                | -                | -                | -                |
| <b>Non-Manageable Direct Cost Total</b>  | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>Direct Cost Total</b>                 | <b>7,824,831</b> | <b>7,318,947</b> | <b>7,251,993</b> | <b>-</b>         |
| <b>Intragovernmental Charges</b>         |                  |                  |                  |                  |
| Charges by/to Other Departments          | (6,504,329)      | (6,144,903)      | (5,981,176)      | (2.66%)          |
| <b>Function Cost Total</b>               | <b>1,320,502</b> | <b>1,174,044</b> | <b>1,270,817</b> | <b>8.24%</b>     |
| <b>Program Generated Revenue by Fund</b> |                  |                  |                  |                  |
| Fund 101000 - Areawide General           | 829,343          | 646,500          | 634,200          | (1.90%)          |
| <b>Program Generated Revenue Total</b>   | <b>829,343</b>   | <b>646,500</b>   | <b>634,200</b>   | <b>(1.90%)</b>   |
| <b>Net Cost Total</b>                    | <b>491,159</b>   | <b>527,544</b>   | <b>636,617</b>   | <b>20.68%</b>    |
| <b>Position Summary as Budgeted</b>      |                  |                  |                  |                  |
| Full-Time                                | 4                | 4                | 3                | (25.00%)         |
| <b>Position Total</b>                    | <b>4</b>         | <b>4</b>         | <b>3</b>         | <b>(25.00%)</b>  |



## Real Estate Division Detail

### RED Real Estate Services

(Fund Center # 122300, 122307, 122305, 122301, 122304, 122303, 122200, 122306, 122308,...)

|  | 2014<br>Actuals  | 2015<br>Revised  | 2016<br>Approved | 16 v 15<br>% Chg |
|--|------------------|------------------|------------------|------------------|
| <b>Direct Cost by Category</b>           |                  |                  |                  |                  |
| Salaries and Benefits                    | 398,965          | 358,353          | 380,373          | 6.14%            |
| Supplies                                 | 1,026            | 800              | 1,300            | 62.50%           |
| Travel                                   | -                | -                | -                | -                |
| Contractual/Other Services               | 7,419,302        | 6,958,994        | 6,869,520        | (1.29%)          |
| Equipment, Furnishings                   | 5,539            | 800              | 800              | -                |
| <b>Manageable Direct Cost Total</b>      | <b>7,824,831</b> | <b>7,318,947</b> | <b>7,251,993</b> | <b>(0.91%)</b>   |
| Debt Service                             | -                | -                | -                | -                |
| <b>Non-Manageable Direct Cost Total</b>  | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>Direct Cost Total</b>                 | <b>7,824,831</b> | <b>7,318,947</b> | <b>7,251,993</b> | <b>(0.91%)</b>   |
| <b>Intragovernmental Charges</b>         |                  |                  |                  |                  |
| Charges by/to Other Departments          | (6,504,329)      | (6,144,903)      | (5,981,176)      | (2.66%)          |
| <b>Program Generated Revenue</b>         |                  |                  |                  |                  |
| 401040 - Tax Cost Recoveries             | 265,160          | 250,000          | 250,000          | -                |
| 406010 - Land Use Permits-HLB            | 2,054            | -                | -                | -                |
| 406080 - Lease & Rental Revenue-HLB      | 397,954          | 316,500          | 304,200          | (3.89%)          |
| 406625 - Reimbursed Cost-NonGrant Funded | 67,885           | 28,100           | 28,100           | -                |
| 406640 - Parking Garages & Lots          | 49,229           | 51,900           | 51,900           | -                |
| 408240 - Miscellaneous Revenues(Port)    | 45,150           | -                | -                | -                |
| 408380 - Prior Year Expense Recovery     | 1,912            | -                | -                | -                |
| <b>Program Generated Revenue Total</b>   | <b>829,343</b>   | <b>646,500</b>   | <b>634,200</b>   | <b>(1.90%)</b>   |
| <b>Net Cost</b>                          |                  |                  |                  |                  |
| Direct Cost Total                        | 7,824,831        | 7,318,947        | 7,251,993        | (0.91%)          |
| Charges by/to Other Departments Total    | (6,504,329)      | (6,144,903)      | (5,981,176)      | (2.66%)          |
| Program Generated Revenue Total          | (829,343)        | (646,500)        | (634,200)        | (1.90%)          |
| <b>Net Cost Total</b>                    | <b>491,159</b>   | <b>527,544</b>   | <b>636,617</b>   | <b>20.68%</b>    |

#### Position Detail as Budgeted

|  | 2014 Revised |           | 2015 Revised |           | 2016 Approved |           |
|--|--------------|-----------|--------------|-----------|---------------|-----------|
|  | Full Time    | Part Time | Full Time    | Part Time | Full Time     | Part Time |
| Administrative Officer                   | 1            | -         | 1            | -         | 1             | -         |
| Junior Admin Officer                     | 1            | -         | 1            | -         | 1             | -         |
| Program & Policy Director                | 1            | -         | 1            | -         | 1             | -         |
| Special Admin Assistant II               | 1            | -         | 1            | -         | -             | -         |
| <b>Position Detail as Budgeted Total</b> | <b>4</b>     | <b>-</b>  | <b>4</b>     | <b>-</b>  | <b>3</b>      | <b>-</b>  |

*Anchorage: Performance. Value. Results*

## Real Estate Department

*Anchorage: Performance. Value. Results.*

### Mission

Manage all municipal land, both uncommitted and under management authority of municipal agencies, in a manner designed to benefit present and future citizens, to promote orderly development, and improvement of lands for municipal purposes.

### Core Services

- Inventory and Contracts: Maintain current and accurate inventory of municipal lands. Maintain current and accurate contract files.
- Property Management: Provide management of municipal lands and improvements.
- Protection: Conservation and preservation of wetlands, maintenance and protection of MOA lands and improvements, to include prevention and cleanup of hazardous conditions.
- Acquisitions and disposals: Authority to administer on behalf of the MOA the acquisition and disposal of real property via lease, exchange, sale, easement, permits and use agreements.
- Highest and Best Use: Employ maximum valued use and purpose for municipal lands and improvements.
- Tax Foreclosures: Administer foreclosure proceedings for delinquent real estate property taxes and/or assessments.

### Accomplishment Goals

- Review all contract files annually to maintain current and accurate information and contractor compliance.
- Maximize amount of acreage mitigated through appropriate responses to negative impacts on MOA land inventory due to fire, insect damage, illegal dumping of hazardous or contaminated materials, trespassing, and/or vandalism by property inspections.
- Revenue generated through disposals and use permits of HLB inventory.
- Annual tax foreclosure process: Collection of delinquent property taxes and/or assessments.
- Annual process for taking Clerk's Deed and subsequent sale of deeded properties via sealed bid auction.

### Performance Measures

Progress in achieving goals will be measured by:

**Measure #1: Number of contract files reviewed for current information, accuracy and contractor compliance.**

| Number of Real Estate Contract Files Reviewed |      |    |    |    |    |              |
|---|------|----|----|----|----|--------------|
|   | 2014 | Q1 | Q2 | Q3 | Q4 | EOY 2014     |
| Contract Files Reviewed                       |      | *  | *  | *  | 21 | 21           |
|   | 2015 | Q1 | Q2 | Q3 | Q4 | 2015 To Date |
| Contract Files Reviewed                       |      | 35 | 25 |    |    | 60           |

**Measure #2: Number of parcels mitigated through appropriate responses to negative impacts on municipal land inventory due to fire, insect damage, illegal dumping of hazardous or contaminated materials, trespass, and/or vandalism by property inspections.**

| <b>Number of Municipal Parcel Inspections</b> |             |                |                |                |                |                     |
|---|-------------|----------------|----------------|----------------|----------------|---------------------|
|   | <b>2014</b> | <b>2015 Q1</b> | <b>2015 Q2</b> | <b>2015 Q3</b> | <b>2015 Q4</b> | <b>2015 To Date</b> |
| <b>Region 1<br/>(Eagle River)</b>             | 19          | 4              | 8              |                |                | 12                  |
| <b>Region 2<br/>(SE Anchorage)</b>            | 6           | 0              | 0              |                |                | 0                   |
| <b>Region 3<br/>(NE Anchorage)</b>            | 25          | 3              | 7              |                |                | 10                  |
| <b>Region 4<br/>(NW Anchorage)</b>            | 44          | 8              | 22             |                |                | 30                  |
| <b>Region 5<br/>(SW Anchorage)</b>            | 26          | 2              | 1              |                |                | 3                   |
| <b>Region 6<br/>(Bird/Indian)</b>             | 0           | 0              | 0              |                |                | 0                   |
| <b>Region 6<br/>(Girdwood)</b>                | 15          | 6              | 0              |                |                | 6                   |
| <b>TOTAL</b>                                  | <b>136</b>  | <b>23</b>      | <b>38</b>      |                |                | <b>61</b>           |

Comment: In 2014, inspections increased due to conservation easement, pursuant to US Army Corps of Engineers requirement.

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## Heritage Land Bank Division Real Estate Department

*Anchorage: Performance. Value. Results.*

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**Purpose**

Pursuant to AMC 25.40.010, it is the mission of the HLB to manage uncommitted municipal land and the HLB Fund in a manner designed to benefit present and future residents of Anchorage, promote orderly development, and achieve the goals of the Comprehensive Plan.

**Division Direct Services**

A self-supporting agency, HLB provides stewardship of municipal land in the HLB inventory with responsibility for:

- Land placed in the inventory for management reserved for unspecified purposes
- Land held in the inventory for specific or future public purposes.
- Land held for mitigation and conservation
- Land determined as excess to present or future municipal needs which may be suitable for disposal
- Land determined excess to municipal needs but unsuitable for disposal

**Accomplishment Goals**

- Respond appropriately in assessing and mitigating impacts of hazardous conditions such as fire, insect damage, illegal dumping of hazardous materials, vandalism, and trespass on HLB properties
- Disposal and permitting of inventory to appropriate municipal agencies and the private sector for approved uses that also generate revenue to the HLB Fund

**Performance Measures**

Progress in achieving goals will be measured by:

**Measure #3: Revenue generated by disposals and permits of HLB inventory to the HLB Fund**

The graph below compares revenues to the fund from permits, leases and disposals of HLB inventory:

| <b>Revenue Type</b>            | <b>Total 2014</b> | <b>2015 Q2</b>   | <b>YTD 2015</b>  |
|--------------------------------|-------------------|------------------|------------------|
| <i>Land Use Permits</i>        | 148,664.86        | 8,815.23         | 10,954.33        |
| <i>ROW Fees</i>                | 67,058.16         | 15,474.96        | 30,949.92        |
| <i>Leases</i>                  | 101,201.72        | 17,024.06        | 31,271.38        |
| <i>Land Sales</i>              | 0                 | 0                | 0                |
| <i>Wetlands Mitig. Credits</i> | 0                 | 0                | 0                |
| <b>TOTALS</b>                  | <b>316,924.74</b> | <b>41,314.25</b> | <b>73,175.63</b> |

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**Real Estate Services Division**  
**Real Estate Department**

*Anchorage: Performance. Value. Results.*

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**Purpose**

The Real Estate Services Division (RES) is responsible for administering the acquisition and disposal of real municipal property committed to government use via sale, lease, exchange, use permit or easement that is not in the ACDA or HLB inventories. RES administers the foreclosure process of delinquent property taxes and assessments. It also negotiates, funds and manages the leasing of office, warehouse and other spaces required for local government agencies to have a place to perform their services on behalf of citizens.

**Division Direct Services**

- Provide effective management of all non-HLB or ACDA municipal properties, including leased properties
- Administer the foreclosure process resulting from delinquent property taxes and assessments
- Administrative oversight of acquisition, retention and disposal of municipal lands
- Public and private businesses act as Lessors of facilities space for municipal agencies. As a result, this serves the public by providing leased space for local government agencies and programs that also serve the public.

**Accomplishment Goals**

- Annual foreclosure process: Collection of delinquent property taxes and assessments
- Annual process to complete taking Clerk's deeds to foreclosed properties and subsequent sale of deeded properties via sealed bid auction.

**Performance Measures**

Progress in achieving goals will be measured by:

**Measure #4: Annual foreclosure process: Collection of Delinquent property taxes and/or assessments**

| TAX YEAR     | FORECLOSURE PUBLICATION |            |                               | JUDGMENT & DECREE OF FORECLOSURE           |                       |                               | EXPIRATION OF REDEMPTION PERIOD COURT CLERKS DEED ISSUED |             |                               |      |           |           |
|--------------|-------------------------|------------|-------------------------------|--|-----------------------|-------------------------------|--|-------------|-------------------------------|------|-----------|-----------|
|              | FRCL Year               | No. Accts. | Prin., Penalty Interest, Cost | FRCL Year                                  | No. Accts.            | Prin., Penalty Interest, Cost | Deed Year  | No. Accts.  | Prin., Penalty Interest, Cost |      |           |           |
| 2008         | 2009                    | Tax        | 1,601                         | \$7,253,192                                | 2009                  | Tax                           | 1,040  | \$5,568,889 | 2010                          | Tax  | 31        | \$113,121 |
|              | 1st Pub 3/5/2009        | DID        | 42                            | \$41,920                                   | 27-Apr                | DID                           | 27   | \$31,999    |                               | DID  | 0         | \$0       |
|              |                         | S.A.       | 81                            | \$59,939                                   |                       | S.A.                          | 25   | \$25,626    |                               | S.A. | 0         | \$0       |
|              | 3AN-09-05631            |            | 1,724                         | \$7,355,051                                |                       |                               | 1,092  | \$5,626,514 |                               |      | 31        | \$113,121 |
| 2009         | 2010                    | Tax        | 1,746                         | \$9,436,513                                | 2010                  | Tax                           | 1,008  | \$5,822,545 | 2011                          | Tax  | 92        | \$147,150 |
|              |                         |            |                               | APU 004-201-10 PENDING SEPARATE RESOLUTION |                       | (1)                           | (\$916,757)  |             |                               |      |           |           |
|              |                         |            |                               |  | ADJ'D TAX FRCL'D BAL- | 1007                          | \$4,905,788  |             |                               |      |           |           |
|              |                         | DID        | 41                            | \$77,255                                   |                       | DID                           | 25   | \$48,725    |                               | DID  |           |           |
|              |                         | S.A.       | 48                            | \$41,221                                   |                       | S.A.                          | 21   | \$23,887    |                               | S.A. | 1         | \$717     |
| 3AN-10-05650 |                         | 1,835      | \$9,554,989                   | ADJ'D FRCL'D BAL-                          | 1,053                 | \$4,978,400                   |  |             |                               | 93   | \$147,867 |           |
| 2010         | 2011                    | Tax        | 1,677                         | \$7,417,715                                | 2011                  | Tax                           | 972  | \$5,006,176 | 2012                          | Tax  | 40        | \$131,875 |
|              | 1st Pub 3/3/2011        | DID        | 47                            | \$45,127                                   |                       | DID                           | 24   | \$33,077    |                               | DID  |           | \$0       |
|              |                         | S.A.       | 44                            | \$42,557                                   |                       | S.A.                          | 22   | \$25,339    |                               | S.A. | 6         | \$5,966   |
|              | 3AN-11-05912            |            | 1,768                         | \$7,505,399                                |                       |                               | 1,018  | \$5,064,592 |                               |      | 46        | \$137,842 |
| 2011         | 2012                    | Tax        | 1,526                         | \$7,636,407                                | 2012                  | Tax                           | 996  | \$5,749,710 | 2013                          | Tax  | 45        | \$149,746 |
|              | 1st Pub 3/8/12          | DID        | 65                            | \$51,631                                   |                       | DID                           | 35   | \$37,631    |                               | DID  | 0         | \$0       |
|              |                         | S.A.       | 43                            | \$44,246                                   |                       | S.A.                          | 26   | \$34,089    |                               | S.A. | 1         | \$3,425   |
|              | 3AN-12-05833            |            | 1,634                         | \$7,732,284                                |                       |                               | 1,057  | \$5,821,430 |                               |      | 46        | \$153,171 |
| 2012         | 2013                    | Tax        | 1,602                         | \$7,189,222                                | 2013                  | Tax                           | 1,011  | \$5,180,801 | 2014                          | Tax  | 27        | \$124,229 |
|              | 1st Pub 3/7/13          | DID        | 53                            | \$40,946                                   |                       | DID                           | 31   | \$27,021    |                               | DID  | 1         | \$738     |
|              |                         | S.A.       | 25                            | \$26,057                                   |                       | S.A.                          | 11   | \$12,294    |                               | S.A. | 0         | \$0       |
|              | 3AN-13-05671            |            | 1,680                         | \$7,256,225                                |                       |                               | 1,053  | \$5,220,116 |                               |      | 28        | \$124,966 |
| 2013         | 2014                    | Tax        | 1,511                         | \$7,263,780                                | 2014                  | Tax                           | 856  | \$4,885,740 | 2015                          | Tax  |           |           |
|              |                         | DID        | 48                            | \$62,468                                   |                       | DID                           | 27   | \$51,164    |                               | DID  |           |           |
|              |                         | S.A.       | 21                            | \$20,061                                   |                       | S.A.                          | 13   | \$16,382    |                               | S.A. |           |           |
|              | 3AN-14-05422            |            | 1,580                         | \$7,346,309                                |                       |                               | 896  | \$4,953,286 |                               |      |           | \$0       |
| 2014         | 2015                    | Tax        | 1,259                         | 6,344,979                                  | 2015                  | Tax                           | 821  | 4,835,275   | 2016                          | Tax  |           |           |
|              |                         | DID        | 39                            | 108,876                                    |                       | DID                           | 30   | 85,303      |                               | DID  |           |           |
|              |                         | S.A.       | 31                            | 35,914                                     |                       | S.A.                          | 11   | 16,832      |                               | S.A. |           |           |
|              | 3AN-15-0                |            | 1,329                         | \$6,489,770                                |                       |                               | 862  | \$4,937,410 |                               |      |           | \$0       |
| 2015         | 2016                    | Tax        |                               |  | 2016                  | Tax                           |  |             | 2017                          | Tax  |           |           |
|              |                         | DID        |                               |  |                       | DID                           |  |             |                               | DID  |           |           |
|              |                         | S.A.       |                               |  |                       | S.A.                          |  |             |                               | S.A. |           |           |
|              | 3AN-16-0                |            | 0                             | \$0  |                       |                               |  | \$0         |                               |      |           | \$0       |

**Measure #5: Annual process for taking Clerk's Deed and subsequent sale of deeded property via sealed bid auction**

In the first quarter, the Assembly approved the annual sale of tax-foreclosed properties (AO 2015-12). An updated list of 12 properties scheduled for sale was provided at the second public hearing. The Real Estate Services Division strived to reduce this number significantly before the actual sale date. The sealed bid sale occurred in the second quarter of 2015, on April 15<sup>th</sup>. Results are reflected below:

| Tax Foreclosed Properties Sale: 2008 - 2015 |      |      |      |      |      |      |      |      |
|---|------|------|------|------|------|------|------|------|
| Year  | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 |
| Properties Sold                             | 2    | 3    | 11   | 3    | 3    | 9    | 5    | 5    |