



MUNICIPALITY OF ANCHORAGE

Assembly Memorandum

No. AM 571-2023

Meeting Date: July 25, 2023

1 **FROM: MAYOR**

2
3 **SUBJECT: EXECUTIVE APPOINTMENT – CONFIRMATION HEARING.**

4
5 Pursuant to the Municipality of Anchorage Charter in sections 5.02, 5.03 through
6 5.05 and the Anchorage Municipal Code sections 2.30.095, 3.20.020 and 3.20.070, I
7 ask the Assembly to confirm the following executive and department head that I
8 have appointed:

9
10

<u>Name</u>	<u>Position</u>
Tiffany Briggs	Real Estate Director

11
12
13 Resume submitted in accordance with Anchorage Municipal Code section 3.30.173
14 is attached for your information.

15
16 **THE ADMINISTRATION RECOMMENDS APPROVAL.**

17
18 Prepared by: David Samsa, Human Resources Executive Assistant
19 Approved by: Tyler Andrews, Chief Human Resources Officer
20 Concur: Kent Kohlhase, P.E., Municipal Manager
21 Respectfully submitted: Dave Bronson, Mayor

Tiffany Briggs

May 1, 2023

Mayor Bronson
Municipality of Anchorage
632 W. 6th Avenue

Dear Mayor Bronson:

I am writing to you today to express my interest in the Real Estate Department Director position. I've been with the Municipality of Anchorage for a little over 8 years and specifically with the Real Estate Department for going on 7 years. Before my employment with the Municipality, I was involved in the Real Estate Industry for over 25 years and have made lasting relationships along the way.

In my current position I oversee all leases, permits, easements and parcels within the General Real Estate Inventory, I know our Municipal inventory, internal processes and how to interpret Municipal Code.

I care about the Real Estate Department and the work we do within the Municipality. Attached is my resume for your consideration. I would greatly appreciate the opportunity to meet with you and further discuss the position.

Sincerely,



Tiffany Briggs

Tiffany Briggs

Real Estate Services Program & Policy Director



PROFESSIONAL EXPERIENCE

Municipality of Anchorage

FEBRUARY 2015 - PRESENT

Real Estate Services Program & Policy Director

NOVEMBER 2019 - PRESENT

The Property Management Officer position was reclassified. In addition to duties below, acts in the Real Estate Director's absence and is delegated approval authority for financial, procurement and payroll functions. Implement and maintain Mortgage Foreclosure Registry program.

Property Management Officer

SEPTEMBER 2016 - NOVEMBER 2019

Direct marketing, negotiations, contract preparation and closing of the sale and disposal of real properties. Manage due diligence, financial analysis and preparation and negotiation of agreements and purchase contracts. Direct management of specific projects and properties that include lease negotiations, civil and architectural design, contract preparations and construction build out. Manage all leases, permits, easements and parcels in General Real Estate. Manage entitlement activities, tax appeals, title reports, property sales and acquisitions for General Real Estate. Manage property tax and/or special assessment for foreclosed properties and conduct foreclosure sales. Draft and record Quitclaim Deeds and Deeds of Repurchase. Prepare Assembly documents for the foregoing transactions and represent the MOA at community meetings, public hearings and Assembly meetings. Draft Requests for Proposals and Invitation to Bids for leases, disposal of surplus properties and professional service contracts. Space allocations within municipal facilities and elsewhere. Coordinate with the City Hall maintenance manager on budget and tenant improvements. Manage property owners' associations representing the MOA.

Senior Payroll Accountant

FEBRUARY 2015 - SEPTEMBER 2016

Assist Central Payroll in many areas including: pulling audit samples for external auditors; FLSA recalculations for IAFF audit; retro payment work ups; reconcile, update and maintain union leave bank spreadsheets; update payroll liability reconciliation spreadsheets.

SKILLS

Problem Solving
Customer Service
Communication
Leadership
Contract Management
Land Inventory Management

COMMUNITY

Board Member and Volunteer –
Let Every Woman Know Alaska;
Provide statewide education, support, advocacy and arts programs for Alaskans before, during and after a gynecologic cancer diagnosis

Advocate Leader representing
Alaska – Ovarian Cancer Research Alliance; Annually meet with Alaska's delegation in Washington DC to advocate for federal funding for ovarian cancer research, education and awareness

Volunteer – **Survivors Teaching Students Program, Ovarian Cancer Research Alliance;** Share story of diagnosis, treatment and survivorship, along with facts about the disease to medical/nursing students

PROFESSIONAL DEVELOPMENT

Licensed Real Estate Salesperson
February 2008 — January 2012:
State of License #17604

NeighborWorks Anchorage

AUGUST 2012 - FEBRUARY 2015

Payroll: Process bi-weekly payroll for approximately 70 employees. Upload ACH files for 401K contributions and tax liability deposits. Prepare journal entries. Enter benefit enrollments, changes and terminations for employees in respective websites. Audit health billing statements versus employee records. Prepare quarterly/annual State and Federal wage reporting. Facilitate annual workers compensation insurance premium audit. Balance payroll liability accounts. Effectively transitioned payroll software from an old Dos based program, MAS90, to Sage HRMS. Entering 2 years' worth of historical payroll data into the new system.

Property Management Accounts Receivable: Process daily deposits. Process tenants move out files in accordance with Alaska Landlord Tenant Act. Send out letters to tenants and field phone calls from tenants regarding their security deposit disposition, refund or lack thereof. Maintain and audit tenant accounts. Prepare quarterly security deposit account reconciliation and journal entries. Prepare monthly accounts receivable reconciliation for tenant ledgers and journal entries. Prepare gross potential rent reconciliation and journal entries.

Prudential Jack White/Vista Real Estate

NOVEMBER 1996 - DECEMBER 2012

Accounting Department

1998 - 2012

Accounts Payable/Accounts Receivable/Payroll/Transaction Management: Assist CFO. Processed semimonthly payroll for 3 entities, totaling approximately 120 employees. Upload ACH files for 401K contributions and tax liability deposits. Meet with new employees to go over benefits and payroll. Record and renew employee benefits, enrollments, audits, changes and terminations. Prepare quarterly/annual State and Federal wage reporting. Reconcile general ledger accounts. Facilitate month-end and year-end period closing procedures. Facilitate annual external audit. Facilitate annual workers compensation insurance premium audit. Reconcile Property Management tenant/owner accounts. Maintain and update all brokerage real estate listings and forms as necessary.

Office Manager

2000 - 2003

Supervised 6 office personnel. Organized weekly sales meetings and various company events. Ensure that all new Realtors were given office orientations and conducted exit interviews when necessary. Ensured the assigned budget was maintained.

Receptionist

November 1996 - 1998



MUNICIPALITY OF ANCHORAGE
MAYOR DAVE BRONSON

June 7, 2023

Tiffany Briggs
[REDACTED]

Dear Tiffany,

I am pleased you have accepted the executive position of Real Estate Director with Real Estate Department. Your executive appointment begins June 12, 2023.

Your salary will be based on an annual salary of \$98,009.60 (\$47.12 per hour) and is paid on a bi-weekly basis. This is a salaried executive position and as such is exempt from the minimum wage and overtime provisions of the Federal Fair Labor Standards Act. You will serve in an appointed position capacity at the pleasure of the Mayor.

In accordance with Anchorage Municipal Code (3.30.173), executive employees shall submit a resume prior to hire or appointment. Under Municipal policy, your resume will be submitted to the Assembly and become part of the public record. In addition, your appointment is subject to confirmation by the Municipal Assembly.

The Real Estate Department and I look forward to working with you.

Sincerely,

Dave Bronson
Mayor

cc: Personnel File
Central Payroll