

DEPARTMENT Law	DIVISION	ACCOUNT TITLE		ACCOUNT NUMBER	SUMMARY		
		Law	Law		DEPARTMENT REQUEST 1965	MANAGER RECOMMENDS 1965	COUNCIL APPROVED 1965
CLASSIFICATION	ACTUAL COST 1962	ACTUAL COST 1963	ORIGINAL BUDGET 1964	ADJUSTED BUDGET 1964	DEPARTMENT REQUEST 1965	MANAGER RECOMMENDS 1965	COUNCIL APPROVED 1965
Law	42,560	42,662	35,614	35,814	44,347	43,488	43,488
Property Management	-0-	-0-	13,446	14,696	21,508	15,818	15,818
TOTAL	42,560	42,662	49,060	50,510	65,855	59,306	59,306

DEPARTMENT Law	DIVISION		ACCOUNT TITLE Law	ACCOUNT NUMBER 1209	SUMMARY		
CLASSIFICATION	ACTUAL COST 1962	ACTUAL COST 1963	ORIGINAL BUDGET 1964	ADJUSTED BUDGET 1964	DEPARTMENT REQUEST 1965	MANAGER RECOMMENDS 1965	COUNCIL APPROVED 1965
Personal Services	71,460	85,969	64,141	64,141	71,374	69,655	69,655
Contractual	13,546	7,826	7,900	8,100	9,700	9,700	9,700
Supplies	1,144	1,414	1,100	1,100	1,120	1,120	1,120
Other Charge	5,970	3,221	5,000	5,000	5,000	5,000	5,000
Capital—Equipment	399	3,120	1,000	1,000	1,500	1,500	1,500
Total	92,519	101,550	79,141	79,341	88,694	86,975	86,975
Less Charges to Others	49,959	58,888	43,527	43,527	44,347	43,487	43,487
Total Operating Budget	42,560	42,662	35,614	35,814	44,347	43,488	43,488
Capital—Public Improvements (See separate Section for Detail)							
Total Budget	42,560	42,662	35,614	35,814	44,347	43,488	43,488

Highlights of Recommended 1965 Program

Major Cost Variations

1962 and 1963 included Property Management Division

DEPARTMENT		DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	DETAIL		
Law			Law	1209	DEPARTMENT REQUEST 1965	MANAGER RECOMMENDS 1965	COUNCIL APPROVED 1965
CODE	CLASSIFICATION		ORIGINAL BUDGET 1964	ADJUSTED BUDGET 1964			
11	PERSONAL SERVICES						
	Salaries		63,891	63,891	71,274	69,555	69,555
12	Overtime		250	250	100	100	100
	Total		64,141	64,141	71,374	69,655	69,655
21	CONTRACTUAL						
	Advertising						
22	Contracted Services		4,800	4,800	6,000	6,000	6,000
23	Electricity and Water						
24	Insurance and Employee Benefits						
25	City Equipment Rental						
26	Other Rentals						
27	Repairs		150	150	-0-	-0-	-0-
28	Telephone, Telegraph and Tolls		1,200	1,200	1,200	1,200	1,200
29	Travel, Dues and Publications		1,750	1,950	2,500	2,500	2,500
	Total		7,900	8,100	9,700	9,700	9,700
31	SUPPLIES						
	Building Materials						
32	Food, Clothing and Medical						
33	Gas, Oil, Grease and Motor Fuels						
34	Heating Fuel						
35	Household and Janitorial						
36	Office Supplies		700	700	700	700	700
37	Postage		200	200	220	220	220
38	Printed Forms		200	200	200	200	200
39	Small Tools						
	Total		1,100	1,100	1,120	1,120	1,120
40	OTHER CHARGES						
	Costs of Litigation		5,000	5,000	5,000	5,000	5,000
41	Total		5,000	5,000	5,000	5,000	5,000
84	CAPITAL—Equipment		1,000	1,000	1,500	1,500	1,500
	Total		1,000	1,000	1,500	1,500	1,500
	Less Charges to Others		43,527	43,527	44,347	43,487	43,487
	Total Operating Budget		35,614	35,814	44,347	43,488	43,488



DEPARTMENT Law		DIVISION		ACCOUNT TITLE Law		ACCOUNT NUMBER 1209		PERSONNEL SCHEDULE		
POSITION TITLE	GRADE	PAY RANGE	ORIGINAL BUDGET 1964	ADJUSTED BUDGET 1964	DEPARTMENT REQUEST 1965		MANAGER RECOMMENDS 1965		COUNCIL APPROVED 1965	
City Attorney		18,000	1	1	1	18,000	1	18,000	1	18,000
Asst. City Attorney II	34	1273 - 1423	1	1	1	17,076	1	17,076	1	17,076
Asst. City Attorney I	31	1081 - 1265	1	1	1	12,972	1	12,972	1	12,972
Legal Steno. III	17	624-730	1	1	1	7,958	1	7,958	1	7,958
Legal Steno. II	16	600-702	1	1	1	7,296	1	7,296	1	7,296
Clerk Steno. II	9	456-534	0	0	1	5,472	1	5,472	1	5,472
TOTAL			5	5	6	68,774	6	68,774	6	68,774
Temporary personnel as needed during vacations						2,500		2,500		2,500
Less Salary Savings @ 2 1/2%								(1,719)		(1,719)
Total						71,274		69,555		69,555
<u>Council Review</u>										
During Council review of this budget the incumbent City Attorney's salary was increased to \$20,000 per year. The above budget will be adjusted in the first quarter of 1965 for this minor change.										



DEPARTMENT	DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	WORK PROGRAM
Law		Law	1209	

### Personal Services

Council has authorized upgrading of Assistant City Attorney II to grade 34 and Assistant City Attorney I to grade 31 because of the necessity to attract qualified attorneys by a suitable range of salary. Legal Stenos have also been upgraded commensurate with the responsibilities of their jobs. There is a need for a receptionist and secretary for the Attorney/PMO operation in the Annex in 1965, and a request is made for Clerk-Steno II for the position which was in the 1963 budget but out of the 1964 budget because of lack of space and operating difficulties arising therefrom. Overtime is reduced because of past experience showing little overtime in Attorney's office.

Contracted services was reduced for 1964 from the requested \$6,000 to \$4,800. The account on July 31, 1964, shows about \$1,500 of overexpenditure at that time. For 1963 the adjusted budget showed \$6,000. Since the 1964 budget is shown to be unrealistic at \$4,800, the amount requested is \$6,000, City Manager recommends increase based on actual 1964 costs.

Repairs This account is inapplicable insofar as the City Attorney's Office is concerned. Any repairs that are needed can be paid from contracted services.

Travel, dues and Publications is increased because the account shows over expenditures as of July 31, 1964, of approximately \$800, which in part is related, in part, to travel to Juneau and related legislative matters. It is anticipated that 1965 may require more of such travel than in prior years.

Postage up 10% simply because of more correspondence, especially that involving Certified Mail.

Capital Increase here due to need for office equipment in new quarters at City Hall Annex. The present office has never been fully furnished and \$1,500 should cover all needs as follows:

Two (2) desks, two (2) swivel chairs, twelve (12) sidechairs, one (1) electric typewriter, one (1) conference table and one (1) coat rack.

Charges to Others The change in per cent in respect to certain utilities is due to change of work emphasis for 1965. The charges to others in detail are as follows:

		<u>Department Request</u>	<u>Manager Recommends</u>
Telephone	15%	\$ 13,304	\$ 13,046
Electric	15%	13,304	13,046
Water	14%	12,417	12,177
Port	6%	<u>5,322</u>	<u>5,218</u>
		\$ 44,347	\$ 43,487

DEPARTMENT Law	DIVISION		ACCOUNT TITLE Property Management	ACCOUNT NUMBER 1228	SUMMARY		
CLASSIFICATION	ACTUAL COST 1962	ACTUAL COST 1963	ORIGINAL BUDGET 1964	ADJUSTED BUDGET 1964	DEPARTMENT REQUEST 1965	MANAGER RECOMMENDS 1965	COUNCIL APPROVED 1965
Personal Services			43,635	52,305	51,412	50,258	50,258
Contractual			2,280	1,380	21,450	15,950	15,950
Supplies			700	900	900	900	900
Other Charge	1962 and 1963 costs included in Law						
Capital—Equipment			400	400	675	675	675
Total			47,015	54,985	74,437	67,783	67,783
Less Charges to Others			33,569	40,289	52,929	51,965	51,965
Total Operating Budget			13,446	14,696	21,508	15,818	15,818
Capital—Public Improvements (See separate Section for Detail)							
Total Budget			13,446	14,696	21,508	15,818	15,818

## Highlights of Recommended 1965 Program

1. Revision and clarification of Code of Ordinances governing leasing and sale of City-owned lands.
2. Appraisal and leasing of Tidelands and Lake Spenard tracts.
3. Continuing emphasis on efficient management of City property.
4. Acquisition of permits for the Corps of Engineers, for restoration of public utilities.
5. Continuing right of way acquisition for utilities and public works projects.

## Major Cost Variations

Increase in Contractual Services for appraisals	\$ 15,000
Increase in Charges to Others	12,000

DEPARTMENT Law		DIVISION	ACCOUNT TITLE Property Management	ACCOUNT NUMBER 1228	DETAIL		
CODE	CLASSIFICATION	ORIGINAL BUDGET 1964	ADJUSTED BUDGET 1964	DEPARTMENT REQUEST 1965	MANAGER RECOMMENDS 1965	COUNCIL APPROVED 1965	
11	PERSONAL SERVICES						
	Salaries	43,385	51,135	50,912	49,758	49,758	
12	Overtime	250	1,170	500	500	500	
	Total	43,635	52,305	51,412	50,258	50,258	
	CONTRACTUAL						
21	Advertising			500	500	500	
22	Contracted Services		400	19,800	14,300	14,300	
23	Electricity and Water						
24	Insurance and Employee Benefits						
25	City Equipment Rental	1,500	200	200	200	200	
26	Other Rentals		50	100	100	100	
27	Repairs	150	100	200	200	200	
28	Telephone, Telegraph and Tolls	480	480	500	500	500	
29	Travel, Dues and Publications	150	150	150	150	150	
	Total	2,280	1,380	21,450	15,950	15,950	
	SUPPLIES						
31	Building Materials						
32	Food, Clothing and Medical						
33	Gas, Oil, Grease and Motor Fuels						
34	Heating Fuel						
35	Household and Janitorial						
36	Office Supplies	450	650	650	650	650	
37	Postage	150	150	150	150	150	
38	Printed Forms	100	100	100	100	100	
39	Small Tools						
	Total	700	900	900	900	900	
	OTHER CHARGES						
40							
41	Total						
84	CAPITAL—Equipment	400	400	675	675	675	
	Total	47,015	54,985	74,437	67,783	67,783	
	Less Charges to Others	33,569	40,289	52,929	51,965	51,965	
	Total Operating Budget	13,446	14,696	21,508	15,818	15,818	



DEPARTMENT Law		DIVISION		ACCOUNT TITLE Property Management		ACCOUNT NUMBER 1228		PERSONNEL SCHEDULE		
POSITION TITLE	GRADE	PAY RANGE	ORIGINAL BUDGET 1964	ADJUSTED BUDGET 1964	DEPARTMENT REQUEST 1965		MANAGER RECOMMENDS 1965		COUNCIL APPROVED 1965	
Property Management Officer	26	889/1040	1	1	1	11,064	1	11,064	1	11,064
Right of Way Agent	23	790/925	2	2	2	20,778	2	20,778	2	20,778
Legal Steno II	16	600/702	0	1	1	7,440	1	7,440	1	7,440
Legal Steno I	14	555/648	0	1	1	6,890	1	6,890	1	6,890
Clerk Steno II	9	456/534	1	0	0		0		0	
Clerk III	12	513/600	1	0	0		0		0	
			5	5	5	46,172	5	46,172	5	46,172
Temporary Right of Way Agent for 6 months						4,740		4,740		4,740
Less Salary Savings @ 2-1/2%								(1,154)		(1,154)
<b>TOTAL</b>						<b>50,912</b>		<b>49,758</b>		<b>49,758</b>

DEPARTMENT Law	DIVISION	ACCOUNT TITLE Property Management	ACCOUNT NUMBER 1228	WORK PROGRAM
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The work program is comprised of three elements, as follows:

- a. Property management function. Appraisal, acquisition by patent, purchase or other means, and disposition of real estate, buildings, utilities, and other non-expendable property; out-leasing City property at Merrill Field, Lake Spenard, Port Industrial Subdivision, and elsewhere, and in-leasing as required by other departments; conducting negotiations, preparing and recording legal documents and preparing correspondence and reports relating to the foregoing; establishment and maintenance of historical records of City-owned land, buildings and utilities, and related transactions and documents.
- b. Right of Way acquisition function. Acquisition by negotiation, purchase or condemnation, including necessary appraisals, of rights of way for all City public works and utilities projects, within and outside the City boundaries; similar acquisition for State and Federal projects, as requested; preparing and recording legal instruments; preparing correspondence and reports; maintaining files and records for reference by other departments and the public.
- c. Abatement of nuisance cases. Coordination of activities from initial building, fire and health inspections through final abatement, either by agreement with property owners or by formal condemnation procedures. Includes review of evidence, preparation and recording of legal documents, correspondence, and maintenance of files and records.

Note: Sections a. and b. above, in particular, require field work involving considerable travel in City-owned and/or private vehicles; they also necessitate extensive telephone, personal and correspondence contacts with property owners, other governmental and private agencies, and the general public.

#### Extraordinary Requirements

It is desired to call attention to the fact that the various areas within the City which suffered considerable displacement during the March 27th earthquake will have to be replatted, probably by some government agency. Should that agency be the City of Anchorage, the expenses listed below would be this division's costs for obtaining information regarding ownership of properties, coordinating the project, and obtaining owners' signatures on the replats. These figures are based on completion of the work within one year's time, which would be the most desirable plan of operation for the following reason. It is the practice before completing a replat of an area, to have the property owners enter into an informal agreement to sign the new plat. This insures that once the plat is completed, the City will not be faced with the problem of one or more property owners who refuse to sign for one reason or another. If the work force is sufficient to get the job done promptly, few problems should arise. If, however, the project was undertaken without an adequate staff and too much time elapsed before the plat was completed, a number of the properties could have changed hands and some of the new owners might very well refuse to sign. Even a few such instances would necessitate revision of the plat, or else condemnation of the property--either course being costly and time consuming.



DEPARTMENT	DIVISION	ACCOUNT TITLE	ACCOUNT NUMBER	
Law		Property Management	1228	WORK PROGRAM

Our investigation indicates that some 1260 parcels of land will be involved on replats. We estimate that to complete the work in one year will require the time of two additional Right of Way Agents, full time, and half the time of one present employee, plus the time of one additional clerical employee. Costs are estimated as follows:

Title searches to determine ownership		
Recording fees for documents and plats	\$	35,280
Salaries of two ROW Agents to be hired @ \$9,108 per year, and half of the time of one present employee @ \$9,480 per year		5,000
Estimate of 4 hours time of an agent for each parcel (5040 hours) in researching records, locating owners, preparing correspondence, and getting owners' signatures		22,956
Salary of one clerical employee, 2080 hours		
Appraisals on estimated 1% of parcels which would have to be condemned		6,408
Filing fees and court costs for condemnations		2,400
<u>Equipment and Supplies</u>		360
3 desks		
1 typewriter		450
1 filing cabinet		500
2 City cars		140
Telephone service, telegrams and toll calls		2,000
Office supplies and postage		1,200
		<u>650</u>
	\$	77,344

It is anticipated that this cost, being a result of the earthquake, will be paid from Transitional Grant Funds. Therefore, no recognition is given in this budget request.

#### Justification

Account .11 Salaries. Increased workload from the Telephone Utility and Public Works Department required the hire of a temporary ROW Agent from last February until the early part of September. It would have been desirable to keep him on another month at least, in view of the crash program of the Corps of Engineers on utilities restoration, which has just reached our office. We have found that two agents cannot, during the construction season, handle the regular and emergency projects of other departments within the time limits set, and have therefore allowed for the temporary hire of such an employee for six months in 1965.



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Law		Property Management	1228	

Account .12 Overtime. Our \$250 budget for 1964 has been exhausted and we must authorize additional overtime work to meet Corps of Engineers deadlines. We are therefore anticipating approximately 64 hours of overtime for 1965, amounting to \$500.

Account .21 Advertising. No funds were budgeted in 1964, and we have been handicapped by not having money available for advertising land sales and leases. We expect similar projects next year, and also advertising expense in connection with Tidelands, and Bureau of Land Management notices of publication. Most if not all of this \$500 should be recoverable from land sales and leases.

Account .22 Contracted Services. It has become obvious that our 1964 budget, the first prepared by this division, did not cover a number of essential expenses; the 1965 estimate includes the following:

a. Appraisals by fee appraisers - Tidelands	\$ 10,000
b. Appraisals by fee appraisers - Lake Spenard Tracts	2,000
c. Appraisals by fee appraisers - Miscellaneous City-owned properties	1,000
d. Title searches, recording fees, survey and engineering services, duplicating documents, miscellaneous services	400
e. Replats of City properties to be sold or leased	600
f. Expenses to be incurred in moving PMO office	200
g. Costs for impoundment and/or removal of junk cars and debris from City-owned property	100
h. Evaluation of all City-owned buildings (City Manager recommends that this program be held in abeyance due to financial limitations and large expenses for tidelands appraisal in 1965)	5,500
	<u>\$ 19,800</u>

Comment: It seems obvious that competent appraisals of market value are essential to an intelligent program of leasing City properties. To establish rental rates without this information is to risk one of two things - asking a ridiculously high price, thus precluding anyone from leasing, or asking a figure so far below the actual worth that the City loses needed income. The same holds true with regard to sale or purchase of property. In one recent instance, the City entered into negotiations for land without first having it appraised, and later discovered that we had offered an excessive amount.

Tidelands. The City within the last two years has acquired 1067.79 acres of tidelands, and has an application pending for another 366.04 acres. These tidelands constitute very valuable real estate, and it is this office's contention that their appraisal should be one of the first projects undertaken in 1965. At this time no city in Alaska has appraised its tidelands, therefore there are no current comparable values available. These will have to be obtained from the South 48, and the appraiser will have to relate this data to the local area. Therefore the tidelands appraisal will be a very complicated one, and not only is there no one in

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this office capable of doing the job, but local fee appraisers with whom it has been discussed admit that they will require outside help in order to complete the work. Cost is estimated at \$10,000 maximum, and the City should recapture this amount many times over from lease rentals.

Lake Spenard Tracts. The property surrounding Lake Spenard is becoming more and more valuable, and we receive numerous inquiries in regard to leasing or buying some of these lots. In 1965, the State will no doubt request renewal of its lease on Tracts "M" and "R", which at this time brings in the sum of \$1.00 per year for almost 11 acres of land. The matter of asking a fair rental rate for these tracts has already been discussed, and in order to determine such a rate we must have an appraisal of the land value. This office has obtained an estimate from local appraisal firms indicating that the cost should not exceed \$2,000.

Miscellaneous City Properties. During 1964 this division has been instructed to obtain appraised values on various parcels of land - some owned by the City, others contemplated for purchase or needed in right of way acquisition. It has been our experience that these appraisals are usually needed just when this office is at its busiest - between May and October - and our personnel do not have time for the work. To expedite matters, it is desirable to have funds available for fee appraisals, which we would then recapture from lease payments, sales, or from the City departments requesting the acquisition.

City-owned Buildings. As in any business, the City's buildings, grounds, utilities, etc., constitute tangible assets, and an accurate picture of these assets is useful in many ways. All City-owned property such as buildings and structures should be appraised at fair market, replacement, and depreciated values, for the following reasons,

- a. Insurance premiums are based upon depreciated value. It is possible that we may be overpaying on some structures and underpaying on others. Disputes over property values can delay payment of claims for damages, as well as affect the amount.
- b. The actual value of some of our older structures could be the determining factor in deciding whether to continue to use, sell, demolish, or replace them.
- c. Sales of property require determination of value, usually fair market.
- d. Rehabilitation of a building may depend upon its actual or replacement value.

The recent earthquake graphically demonstrated the value of having this value data available. We are now involved in insurance claims and other financial dealings on several major structures, particularly the Port and utilities facilities.

The estimate of \$5,500 for cost of completing this work has been furnished this division by the Building Construction & Maintenance Department, which has completed some preliminary phases of the project.

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Account .25 City Equipment Rental. The 1964 budget estimate of \$1,500 was based on 1963 payments to employees for use of their own cars on City business. Since assignment of City cars to this division, it has been possible to charge most of the rental cost to other departments' work projects, and this item has been cut to \$200.

Account 1228.26 Other Rentals. When all City cars are in use by the agents, the PMO is sometimes required to use his own car, and when City cars are laid up for repairs the agents must do likewise. This expense is kept to a minimum, and \$100 should be sufficient.

Account .27 Repairs. This item will cover anticipated repairs to typewriters, dictaphone equipment, furniture, etc.

Account .28 Telephone, Telegraph and Tolls. The \$500 figure is based on our costs to date in 1964 for telephone service, plus \$66 for anticipated costs of telegrams and toll calls on property management matters, not chargeable to other department projects.

Account .29 Travel, Dues and Publications. \$150 has been allowed for renewal of subscriptions to publications, PMO's dues in the Society of Residential Appraisers, and updating some of our library volumes relative to property management and real estate matters.

Account .36 Office Supplies. The amount of \$650 is based upon our rate of expenditure through July of this year.

Account .37 Postage. This figure is based on the amount of correspondence put out by this division, much of it going airmail, and a considerable amount of certified mail.

Account .38 Printed Forms. This figure covers the cost of such items as updating our 100 scale maps and 500 scale maps, and \$100 is believed to be a conservative amount.

Account .84 Capital--Equipment. It is expected that the entire Law Department will be housed in the same building before long, and at that time, personnel and equipment should be interchangeable. One typewriter in this office which is about 4 years old has small type, which is very useful in filling out easement forms and others which do not have to go into court. However, on rush projects of great length we have been handicapped in that both stenographers could not work on the same documents. The new typewriter which has adjustable type would provide both these requirements, and \$525 is estimated as the cost, less the trade-in value which next year should be around \$150, or a net of \$375.

This division has also exhausted the capacity of our Acme visible index cabinet in which we keep detailed records of all City properties, out-leases, in-leases, Bureau of Land Management transactions, State and Federal permits, licenses, etc. One additional cabinet at a cost of \$160 will be required in 1965 in view of increased activity in leasing of City properties, tax foreclosures, etc.



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For similar reasons, one 4-drawer legal size filing cabinet will be required for our easement record file and right of way acquisition projects, at a cost of about \$140.

Charges to Other Departments. This figure is based on the fact that through June, 1964, 83-1/2% of our labor costs have been charged to other department projects. Applying this percentage to the estimated \$51,412 payroll for 1965 gives us \$42,929. In addition the \$10,000 budgeted under account .22 for tidelands appraisals will be charged to the Port Industrial Park Fund.

All property management projects for activities other than General Fund are charged to the appropriate fund while those costs for projects for General Fund activities are retained in this account.