

HERITAGE LAND BANK

HERITAGE LAND BANK

Mayor

**Heritage Land
Bank
1221**

221 fund

**Real Estate
Services
1222**

101

DEPARTMENT SUMMARY

Department

HERITAGE LAND BANK

Mission

To 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.

To acquire and dispose of property rights for general government agencies, the Anchorage School District and utilities. Manage and dispose of properties taken title to through foreclosure process and maintain title reports and management authority records of Municipal property.

Major Department Highlights

Heritage Land Bank

- Update and maintain the Heritage Land Bank inventory by providing stewardship and on-site inspections.
- Promote community input in the HLB process for use, disposition and disposal of HLB properties as noted in the annual work plan, and for other properties to benefit the Municipality.
- Continue work on the transference of State lands to the Municipality.
- Oversee pending development of the Girdwood Golf and Nordic Ski Course.
- Administer grants and oversee development of the Alaska Salmon Research and Fisheries Center.

Real Estate Services

- Provide land acquisition and sale services for Municipal general government agencies and the Anchorage School District.
- Initiate and perform tax foreclosure proceedings on delinquent properties and manage the inventory of properties taken by title to the Municipality.
- Conduct an annual sealed bid auction of tax-foreclosed properties and other land sales for the Municipality.
- Assist the Heritage Land Bank and other department by providing research data on real estate matters.
- Provide assistance to HLB with special projects and activities such as easements, sales, and lease purchases.

RESOURCES

	2000	2001
Direct Costs	\$ 872,670	\$ 745,980
Program Revenues	\$ 661,510	\$ 705,590
Personnel	8 FT 1 PT	6 FT 1 PT

2001 RESOURCE PLAN

DEPARTMENT: HERITAGE LAND BANK

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY										
	2000 REVISED	2001 BUDGET	2000 REVISED				2001 BUDGET						
			FT	PT	T	TOTAL	FT	PT	T	TOTAL			
EXECUTIVE MANAGER	274,510		3			3							
REAL ESTATE SERVICES	93,150	250,880	1			1		2					2
HERITAGE LAND BANK	505,010	495,100	4	1		5		4	1				5
OPERATING COST	872,670	745,980	8	1		9		6	1				7
ADD DEBT SERVICE	0	0											
DIRECT ORGANIZATION COST	872,670	745,980											
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	370,270	150,860											
TOTAL DEPARTMENT COST	1,242,940	896,840											
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	483,310	0											
FUNCTION COST	759,630	896,840											
LESS PROGRAM REVENUES	661,510	705,590											
NET PROGRAM COST	98,120	191,250											

2001 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
REAL ESTATE SERVICES	127,400	500	122,980		250,880
HERITAGE LAND BANK	322,460	3,200	169,440		495,100
DEPT. TOTAL WITHOUT DEBT SERVICE	449,860	3,700	292,420		745,980
LESS VACANCY FACTOR					
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	449,860	3,700	292,420		745,980

RECONCILIATION FROM 2000 REVISED BUDGET TO 2001 APPROVED BUDGET

DEPARTMENT: HERITAGE LAND BANK

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		<u>FT</u>	<u>PT</u>	<u>T</u>
2000 REVISED BUDGET:	\$ 872,670	8	1	
2000 ONE-TIME REQUIREMENTS:				
- Legal services for litigation	(15,270)			
- Mita copier	(8,180)			
- Professional services for Real Estate Services	(6,000)			
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 2001:				
- Salaries and benefits adjustment	7,560			
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- Executive Manager's positions transferred to Mayor's Office	(268,470)	(3)		
- Transfer of Foreclosure position from Finance Dept	164,900	1		
MISCELLANEOUS INCREASES (DECREASES):				
- Insurance decrease	(1,230)			
2001 CONTINUATION LEVEL:	<u>\$ 745,980</u>	<u>6</u>	<u>1</u>	<u>0</u>
PROGRAMMATIC BUDGET CHANGES:				
- None				
2001 APPROVED BUDGET:	<u><u>\$ 745,980</u></u>	<u><u>6</u></u>	<u><u>1</u></u>	<u><u>0</u></u>

2001 PROGRAM PLAN

DEPARTMENT: HERITAGE LAND BANK
PROGRAM: HERITAGE LAND BANK

DIVISION: HERITAGE LAND BANK

PURPOSE:

To 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).

2000 PERFORMANCES:

- Promoted community input in the HLB process for use, disposition and management of HLB lands.
- Updated and maintained a current inventory of HLB real estate holdings.
- Marketed HLB parcels of land identified for disposal in Annual Work Plan
- Continued to receive and inventory lands transferred to the MOA from the State of Alaska pursuant to the 1986 Municipal Entitlement Agreement.
- Maintained an accurate accounting of active lease, contract, permit and escrow files.
- Completed the terms and conditions of the out-of-court settlement that identified areas for development and non-development in Section 36.
- Continued administration of NOAA Grant as it pertains to the Alaska Salmon Research Center.
- Revised and updated the HLB policies, forms and procedures.
- Implemented recommendations of the 1999 Internal Audit.

2001 PERFORMANCE OBJECTIVES:

- Promote community input in the HLB process for use, disposition and management of HLB lands.
- Continue maintaining a current inventory of HLB properties.
- Market HLB real estate holdings identified for disposal in the Annual Work Plan.
- Maintain an accurate accounting of active lease, contract, permit and escrow files.
- Continue to receive and inventory lands transferred to the MOA from the State of Alaska pursuant to the 1986 Municipal Entitlement Agreement.
- Complete the Section 36 agreement per conditions of out-of-court settlement to define areas of development/nondevelopment.
- Continue litigation proceedings on Girdwood Golf Course/Nordic Ski area to completion.
- Pending outcome of litigation, oversee development of Girdwood Golf Course Nordic Ski Area.
- Revise and update HLB policies, forms and procedures.

2001 P R O G R A M P L A N

DEPARTMENT: HERITAGE LAND BANK
 PROGRAM: HERITAGE LAND BANK
 RESOURCES:

DIVISION: HERITAGE LAND BANK

	1999 REVISED			2000 REVISED			2001 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	1	0	4	1	0	4	1	0
PERSONAL SERVICES	\$	273,840		\$	308,600		\$	322,460	
SUPPLIES		3,200			3,200			3,200	
OTHER SERVICES		233,210			185,030			169,440	
CAPITAL OUTLAY		10,000			8,180			0	
TOTAL DIRECT COST:	\$	520,250		\$	505,010		\$	495,100	
PROGRAM REVENUES:	\$	623,690		\$	646,300		\$	630,380	
WORK MEASURES:									
- Maintain HLB inventory of parcels of land			582			582			582
- Perform land use studies			2			2			2
- Make public-requested on-site inspections of HLB parcels, as needed			8			32			32
- Conduct special projects for MOA in selling or acquiring properties			4			5			0

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

2001 PROGRAM PLAN

DEPARTMENT: HERITAGE LAND BANK
PROGRAM: Real Estate Services

DIVISION: REAL ESTATE SERVICES

PURPOSE:

Acquire and dispose of property rights for general government agencies, the Anchorage School District and AWWU. Manage and dispose of properties taken title to through foreclosure. Maintain title reports and management authority records of MOA property.

2000 PERFORMANCES:

- Continued maintenance of management authority list of Municipal properties.
- Conducted sealed bid auction of tax-foreclosed properties of the MOA.
- Provided land acquisition and sale services to Municipal agencies & ASD.
- Continued management of inventory of properties taken title to by the Municipality through tax and special assessment foreclosure process.
- Prepared management authority transfers between Municipal agencies on an as-needed basis.
- Devised other means of land disposal for foreclosed properties not sold at auction.
- Assisted Heritage Land Bank with special projects and HLB properties and activities such as easements, sales and lease purchases.
- Provided research data on real estate matters to HLB, public & requestor agencies.
- Held sealed bid sale of Municipal properties approved for disposal.

2001 PERFORMANCE OBJECTIVES:

- Conduct sealed bid and/or outcry auctions of tax-foreclosed properties.
- Provide continual maintenance of management authority list of MOA properties.
- Provide land acquisition and sale services to Municipal agencies and ASD.
- Regularly update inventory of properties taken title to by the Municipality through tax and special assessment foreclosure processes.
- Prepare management authority transfers between Municipal agencies on an as-needed basis.
- Assist the HLB with special projects and HLB properties and activities to include easements, sales, leases and disposal of properties.
- Provide research data on real estate matters to HLB, public and requestor agencies.
- Assist the public on tax foreclosure sale processes.
- Implement other means of land disposal for foreclosed properties not sold at auction, either through other sales or donations to non-profit orgs.

2001 P R O G R A M P L A N

DEPARTMENT: HERITAGE LAND BANK
 PROGRAM: Real Estate Services
 RESOURCES:

DIVISION: REAL ESTATE SERVICES

	1999 REVISED			2000 REVISED			2001 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	1	0	0	1	0	0	2	0	0
PERSONAL SERVICES	\$	71,880		\$	72,040		\$	127,400	
SUPPLIES		300			500			500	
OTHER SERVICES		25,460			20,160			122,980	
CAPITAL OUTLAY		350			450			0	
TOTAL DIRECT COST:	\$	97,990		\$	93,150		\$	250,880	
PROGRAM REVENUES:	\$	26,800		\$	15,210		\$	75,210	
WORK MEASURES:									
- Administer tax fore-closed real property for sale or retention			150			150			150
- Inventory of tax foreclosed real property			180			280			280
- Land purchases			5			5			5
- Number of foreclosed properties sold at auction			30			30			30

7 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 2, 5

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MUNICIPALITY OF ANCHORAGE
2001 DEPARTMENT RANKING

DEPT: 07 -HERITAGE LAND BANK

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 Minimum response to private and Muni-
OF cial requests for Heritage Land Bank
5 (HLB) resources. Oversee selection of
State land under Municipal Entitlement
Program. Manage HLB properties.

PROGRAM REVENUES 390,210

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	227,900	1,500	97,870	0	0	327,270

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-
OF erty owned by the Municipality.
2 - Duties include and require regular
updating of management authority for
each MOA agency/department, title
records, contracts and inventory.
- Conduct regularly scheduled auctions
of tax and special assessment fore-
closures.
- Provide property research data.

PROGRAM REVENUES 14,960

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	71,780	200	12,850	0	0	84,830

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

CO 2 Minimal land use studies for Heritage
OF Land Bank (HLB) properties. Oversee
5 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.

PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	72,690	500	48,950	0	0	122,140

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MUNICIPALITY OF ANCHORAGE
2001 DEPARTMENT RANKING

DEPT: 07 -HERITAGE LAND BANK
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
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
5 planning large Heritage Land Bank prop-
erties. The disposal of surplus prop-
erties will increase revenues to the HLB
as well as to the general fund by re-
turning lands to the tax rolls. Lands
needed for public purposes will be
identified and retained.

PROGRAM REVENUES 250

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	1	0	21,870	500	4,830	0	0	27,200

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. Additional assistance to
be provided by HLB office to public.

PROGRAM REVENUES 60,250

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	55,620	300	110,130	0	0	166,050

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

CO 4 Expenses coverage for full office sup-
OF port of HLB activities with public.
5 Includes public hearing support, on-
site inspections (as needed) of HLB land
as requested by public for Municipal
code violations.

PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	700	2,790	0	0	3,490

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
5 related transactions.
Special assessments coverage for land
transactions. Support for additional,
as-needed land administration necessary
for immediate changes in function.

PROGRAM REVENUES 239,920

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MUNICIPALITY OF ANCHORAGE
 2001 DEPARTMENT RANKING

DEPT: 07 -HERITAGE LAND BANK

DEPT BUDGET UNIT/ SL SVC
 RANK PROGRAM CODE LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	15,000	0	0	15,000

 SUBTOTAL OF FUNDED SERVICE LEVELS, HERITAGE LAND BANK

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
6	1	0	449,860	3,700	292,420	0	0	745,980

----- DEPARTMENT OF HERITAGE LAND BANK FUNDING LINE -----
 745,980

TOTALS FOR DEPARTMENT OF HERITAGE LAND BANK , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
6	1	0	449,860	3,700	292,420	0	0	745,980