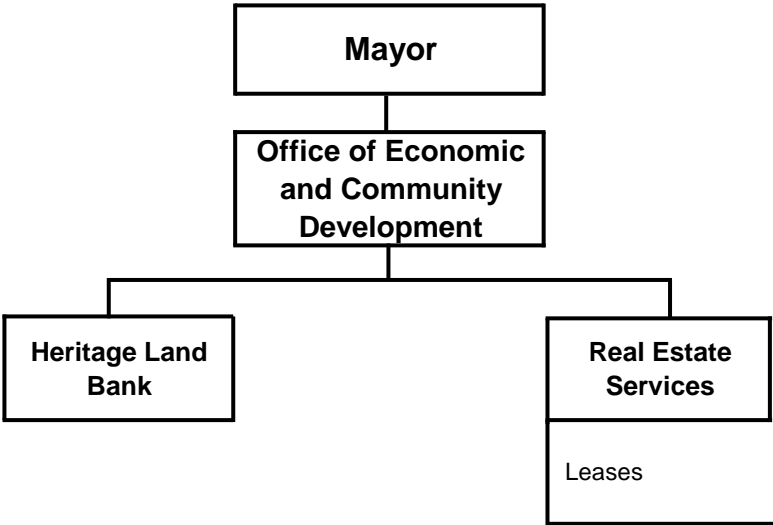


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# REAL ESTATE

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## 2005 Resource Plan

### *Department: Real Estate*

Division	<i>Financial Summary</i>		<i>Personnel Summary</i>							
	2004	2005	2004 Revised				2005 Proposed			
	Revised	Proposed	FT	PT	Temp	Total	FT	PT	Temp	Total
Real Estate Services	5,622,470	5,982,850	2			2	2			2
Heritage Land Bank	699,290	947,820	4	1		5	7	1		8
<b>Operating Cost</b>	<b>6,321,760</b>	<b>6,930,670</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>10</b>
Add Debt Service	0									
<b>Direct Organization Cost</b>	<b>6,321,760</b>	<b>6,930,670</b>								
Charges From/(To) Others, excluding charges from overhead units	(4,882,660)	(5,385,260)								
<b>Function Cost</b>	<b>1,439,100</b>	<b>1,545,410</b>								
Less Program Revenues	(1,064,710)	(1,349,650)								
<b>Net Program Cost</b>	<b>374,390</b>	<b>195,760</b>								
<hr/>										
Grant Resources (scheduled on last pages of this section)	250,000	0				0				0
<hr/>										
Real Estate Services	171,980	800	5,810,070				5,982,850			
Heritage Land Bank	597,390	4,850	336,180		9,400		947,820			
<b>Operating Cost</b>	<b>769,370</b>	<b>5,650</b>	<b>6,146,250</b>		<b>9,400</b>		<b>6,930,670</b>			
Less Vacancy Factor	0						0			
Add Debt Service							0			
<b>Total Direct Organization Cost</b>	<b>769,370</b>	<b>5,650</b>	<b>6,146,250</b>		<b>9,400</b>		<b>6,930,670</b>			

\* Travel budgeted by this department within the Other Services category is \$8,810

<b>RECONCILIATION FROM 2004 REVISED BUDGET TO 2005 PROPOSED BUDGET</b>
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DEPARTMENT: REAL ESTATE

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		<u>FT</u>	<u>PT</u>	<u>T</u>
2004 REVISED BUDGET:	\$ 6,321,760	6	1	
2004 ONE-TIME REQUIREMENTS:				
- None				
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- None				
DEBT SERVICE CHANGES:				
CHANGES IN EXISTING PROGRAMS FOR 2005:				
- Salaries and benefits adjustment	37,710			
- Insurance increase	470			
- Leases increase	348,870			
- Maintain Girdwood land	12,500			
CONTINUATION LEVEL FOR 2005:	\$ 6,721,310	6	1	0
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- None				
2005 PROGRAMMATIC CHANGES:				
- Additional staff for HLB	225,920	3		
- Procurement savings	(6,270)			
- Health care savings	(10,290)			
2005 PROPOSED BUDGET:	<u>\$ 6,930,670</u>	<u>9</u>	<u>1</u>	<u>0</u>

## 2005 P R O G R A M P L A N

DEPARTMENT: REAL ESTATE  
PROGRAM: Heritage Land Bank

DIVISION: HERITAGE LAND BANK

### PURPOSE:

Manage HLB inventory 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).

### 2004 PERFORMANCES:

- Promoted community input in the HLB process for use, disposition and management of Heritage Land Bank (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.

### 2005 PERFORMANCE OBJECTIVES:

- Promote community input in the Heritage Land Bank (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 Municipality of Anchorage (MOA) from the State of Alaska (SOA) pursuant to the 1986 Municipal Entitlement Agreement.

### RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	1	0	4	1	0	7	1	0
PERSONAL SERVICES	\$	360,130		\$	383,910		\$	597,390	
SUPPLIES		2,620			4,350			4,850	
OTHER SERVICES		442,990			308,030			336,180	
CAPITAL OUTLAY		5,480			3,000			9,400	
TOTAL DIRECT COST:	\$	811,220		\$	699,290		\$	947,820	
PROGRAM REVENUES:	\$	691,620		\$	896,650		\$	1,127,460	

9 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
1, 5, 6, 7, 8, 9

## 2005 P R O G R A M P L A N

DEPARTMENT: REAL ESTATE  
PROGRAM: Real Estate Services

DIVISION: REAL ESTATE SERVICES DIV

### PURPOSE:

Acquire and dispose of property rights for general government properties taken title to through foreclosure. Maintain title report and management authority records of MOA property.

### 2004 PERFORMANCES:

- Continued maintenance of management authority list of Municipal properties.
- Conducted sealed bid auction of tax-foreclosed properties of the Municipality of Anchorage.
- Provided land acquisition and sale of services to Municipal agencies and Anchorage School District.
- Continued management of inventory of properties taken title to by 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 purchase.
- Provided research data on real estate matters to HLB, public and requestor agencies.

### 2005 PERFORMANCE OBJECTIVES:

- Conduct sealed bid and/or outcry auctions of tax-foreclosed properties.
- Provide continual maintenance of management authority list of Municipality of Anchorage properties.
- Provide land acquisition and sale services to Municipal agencies and Anchorage School District.
- 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.

# 2005 P R O G R A M P L A N

DEPARTMENT: REAL ESTATE  
PROGRAM: Real Estate Services  
RESOURCES:

DIVISION: REAL ESTATE SERVICES DIV

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	137,240		\$	159,170		\$	171,980	
SUPPLIES		120			750			800	
OTHER SERVICES		89,260			163,250			161,900	
CAPITAL OUTLAY		2,480			0			0	
TOTAL DIRECT COST:	\$	229,100		\$	323,170		\$	334,680	
PROGRAM REVENUES:	\$	103,300		\$	180,000		\$	180,000	

9 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
2, 4

# 2005 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.

## 2004 PERFORMANCES:

- Provided leasing and space management services to government agencies for city offices, warehouse and building space for City Hall, APD substations, Permit Center and Municipal programs throughout the Municipal area.

## 2005 PERFORMANCE OBJECTIVES:

- Provide leasing and space management services to government agencies for city offices, warehouse and building space for City Hall, APD substations, Permit Center and Municipal programs throughout the Municipality of Anchorage area.

## RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	0
OTHER SERVICES			5,185,320			5,299,300			5,648,170
TOTAL DIRECT COST:			\$ 5,185,320			\$ 5,299,300			\$ 5,648,170
PROGRAM REVENUES:			\$ 36,670			\$ 81,000			\$ 42,190

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

3

**DEPARTMENT  
OF  
REAL ESTATE DEPT/HERITAGE LAND BANK**

**OPERATING GRANT FUNDED PROGRAMS**

GRANT PROGRAM	FY 2004 (Grants beginning in 2003)				FY 2005 (Grants beginning in 2004)				LATEST GRANT PERIOD
	Amount	FT	PT	T	Amount	FT	PT	T	
TOTAL GRANT FUNDING	\$ 250,000	0	0	0	\$ -	0	0	0	
TOTAL REAL ESTATE DEPT/HERITAGE LAND BANK GENERAL GOVERNMENT OPERATING BUDGET	\$ 6,321,760	6	1	0	\$ 6,930,670	9	1	1	
	\$ 6,571,760	6	1	0	\$ 6,930,670	9	1	1	

GRANT FUNDING REPRESENTED 3.95% OF THE DEPARTMENT'S REVISED 2004 DIRECT COST OPERATING BUDGET.

GRANT FUNDING WILL REPRESENT 0.00% OF DEPARTMENT'S DIRECT COST IN THE APPROVED 2005 OPERATING BUDGET.

CREEKSIDE TOWN CENTER PLANNING \$ 250,000 \$ - 7/1/03 - 6/30/07

- AHFC matching grant for coordination and  
community liason for the CreeksideTown  
Center.

Total \$ 250,000 - - - \$ - - - -



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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  
2005 DEPARTMENT RANKING

DEPT: 07 -REAL ESTATE

DEPT	BUDGET UNIT/ RANK	PROGRAM	SL CODE	SVC LVL
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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 396,010

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
3	0	0	281,290	2,750	169,580	0	0	453,620

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

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

PROGRAM REVENUES 12,500

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	171,980	550	136,000	0	0	308,530

3 1223-LEASES  
0546-Space Management  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT  
IGC SUPPORT

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

PROGRAM REVENUES 42,190

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	5,648,170	0	0	5,648,170

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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  
2005 DEPARTMENT RANKING

DEPT: 07 -REAL ESTATE

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
4	1222-REAL ESTATE SERVICES	co	2	Assistance to prepare for tax
	0793-Real Estate Services		0F	and special assessment properties sale
	SOURCE OF FUNDS, THIS SVC LEVEL:		2	via auction. Process foreclosure of
	TAX SUPPORT			properties due to nonpayment of
				necessary tax revenues. Conduct
	PROGRAM REVENUES			foreclosure auctions to recoup loss to
	167,500			tax base support of MOA.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	250	25,900	0	0	26,150

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5	1221-HERITAGE LAND BANK	CO	2	Minimal land use projects for Heritage
	0792-Heritage Land Bank		0F	Land Bank (HLB) properties only. Appro-
	SOURCE OF FUNDS, THIS SVC LEVEL:		6	priation of HLB assets for acquisition
				and management of HLB's inventory for
				Municipal use. Advise on privately
	PROGRAM REVENUES			initiated requests for purchase or
	10,000			lease of Municipal real property on
				limited basis. Conduct minimal sales of
				HLB property as warranted.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	87,890	750	79,780	0	2,500	170,920

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6	1221-HERITAGE LAND BANK	CO	5	Fund source for HLB operations pertain-
	0792-Heritage Land Bank		0F	ing to land acquisitions, sales and
	SOURCE OF FUNDS, THIS SVC LEVEL:		6	related transactions. Special
				assessments coverage for land
				transactions. Support for additional,
	PROGRAM REVENUES			as-needed land administration necessary
	484,200			for immediate changes in function.
				Provide for additional administrative
				and monetary support for projects
				pertaining to land management issues.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	4,300	0	0	4,300

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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  
2005 DEPARTMENT RANKING

DEPT: 07 -REAL ESTATE

DEPT	BUDGET UNIT/ RANK	PROGRAM	SL CODE	SVC LVL
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7	1221-HERITAGE LAND BANK 0792-Heritage Land Bank SOURCE OF FUNDS, THIS SVC LEVEL:	CO	3 OF 6	Funding for personnel, services and supplies to support level for 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		0		

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	1	0	49,480	700	33,720	0	0	83,900

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8	1221-HERITAGE LAND BANK 0792-Heritage Land Bank SOURCE OF FUNDS, THIS SVC LEVEL:	CO	4 OF 6	Provide for full office support of HLB activities. Includes public hearing 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		225,000		

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
3	0	0	178,730	650	36,550	0	6,900	222,830

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9	1221-HERITAGE LAND BANK 0792-Heritage Land Bank SOURCE OF FUNDS, THIS SVC LEVEL:	CO	6 OF 6	Professional services for overseeing and inspecting undeveloped land and projects for Heritage Land Bank in Girdwood during summer.
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PROGRAM REVENUES 12,250

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	12,250	0	0	12,250

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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  
2005 DEPARTMENT RANKING

DEPT: 07 -REAL ESTATE

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

SUBTOTAL OF FUNDED SERVICE LEVELS, REAL ESTATE . . . . .

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
9	1	0	769,370	5,650	6,146,250	0	9,400	6,930,670

----- DEPARTMENT OF REAL ESTATE FUNDING LINE -----  
. . . . . 6,930,670

TOTALS FOR DEPARTMENT OF REAL ESTATE , FUNDED AND UNFUNDED . . . . .

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
9	1	0	769,370	5,650	6,146,250	0	9,400	6,930,670