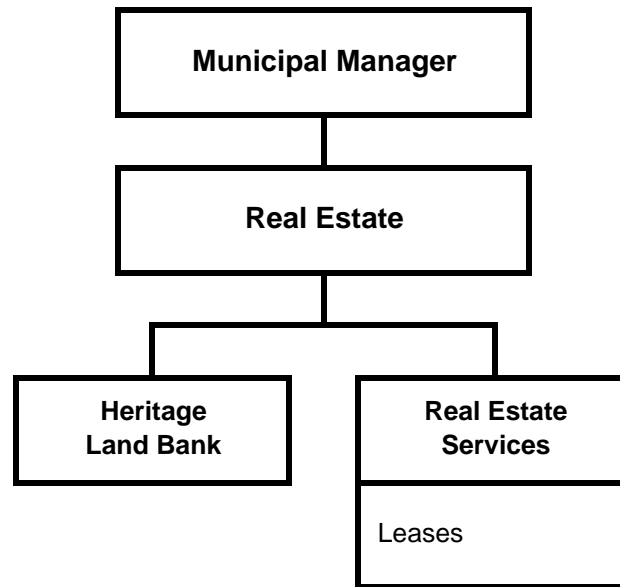


# Real Estate



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## Real Estate

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**Description**

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.

**Department Services**

- Acquisitions and disposals: Authority to administer on behalf of the Municipality of Anchorage the acquisition and disposal of real property via lease, exchange, sale, easements, permits and use agreements
- 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

**Divisions**

- Heritage Land Bank
  - Manages only Public Sector, Municipally owned real estate in a manner designed to benefit the citizens of Anchorage and promote orderly development.
- Real Estate Services
  - Buys, sells and leases land for other municipal departments (the public sector), and maintains and manages municipal lands not in the Heritage Land Bank or the Anchorage Community Development Authority inventories.
  - Forecloses and sells private sector properties that the MOA must take a Tax Deed for delinquencies on taxes and/or assessments.

## Real Estate Department Summary

	2010 Actuals	2011 Revised	2012 Approved	12 v 11 % Chg
<b>Direct Cost by Division</b>				
Heritage Land Bank	1,015,844	953,835	862,962	<9.53%>
Real Estate Services	7,694,107	6,880,420	7,149,247	3.91%
<b>Direct Cost Total</b>	<b>8,709,951</b>	<b>7,834,255</b>	<b>8,012,209</b>	<b>2.27%</b>
<b>Intragovernmental Charges</b>				
Charges by Other Departments	577,846	781,808	791,302	1.21%
Charges to Other Departments	(6,119,074)	(6,241,506)	(6,007,578)	<3.75%>
<b>Function Cost Total</b>	<b>3,168,723</b>	<b>2,374,557</b>	<b>2,795,934</b>	<b>17.75%</b>
Program Generated Revenue	(2,573,163)	(886,177)	(1,170,600)	32.10%
<b>Net Cost Total</b>	<b>595,560</b>	<b>1,488,380</b>	<b>1,625,334</b>	<b>9.20%</b>
<b>Direct Cost by Category</b>				
Personnel	821,537	922,528	809,940	<12.20%>
Supplies	4,000	5,200	5,500	5.77%
Travel	620	1,000	1,000	-
Contractual/Other Services	7,875,176	6,894,027	7,188,069	4.27%
Debt Service/Depreciation	-	-	-	-
Equipment, Furnishings	8,617	11,500	7,700	<33.04%>
<b>Direct Cost Total</b>	<b>8,709,951</b>	<b>7,834,255</b>	<b>8,012,209</b>	<b>2.27%</b>
<b>Position Summary as Budgeted</b>				
Full-Time	8	8	7	
Part-Time	-	-	-	
<b>Position Total</b>	<b>8</b>	<b>8</b>	<b>7</b>	

## Real Estate

### Reconciliation from 2011 Revised Budget to 2012 Approved Budget

	Direct Costs	Positions		
		FT	PT	T
<b>2011 Revised Budget</b>	7,834,255	8	-	-
<b>2011 One-Time Requirements</b>				
- None	-	-	-	-
<b>Transfers (to)/from Other Agencies</b>				
- None	-	-	-	-
<b>Debt Service Changes</b>				
- None	-	-	-	-
<b>Changes in Existing Programs/Funding for 2011</b>				
- Salary and benefits adjustments	41,129	-	-	-
- Annual increase in contractual obligations for pre-existing lease agreements	290,542	-	-	-
<b>2012 Continuation Level</b>	<b>8,165,926</b>	<b>8</b>	<b>-</b>	<b>-</b>
<b>2012 One-Time Requirements</b>				
- None	-	-	-	-
<b>Transfers (to)/from Other Agencies</b>				
- None	-	-	-	-
<b>2012 Proposed Budget Changes</b>				
- Leave cash-out adjustment	(31,282)	-	-	-
- Delete funded but vacant Property Management Officer	(122,435)	(1)	-	-
<b>2012 S Revisions/Assembly Amendments/Mayor Vetoes</b>				
- None	-	-	-	-
<b>2012 Approved Budget</b>	<b>8,012,209</b>	<b>7</b>	<b>-</b>	<b>-</b>

**Real Estate**  
**Division Summary**  
**Heritage Land Bank**  
 (Dept ID # 1221)

	2010 Actuals	2011 Revised	2012 Approved	12 v 11 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	528,729	606,435	533,162	<12.08%>
Supplies	3,480	4,400	4,700	6.82%
Travel	620	1,000	1,000	-
Contractual/Other Services	479,489	331,000	316,900	<4.26%>
Equipment, Furnishings	3,525	11,000	7,200	<34.55%>
<b>Manageable Direct Cost Total</b>	<b>1,015,844</b>	<b>953,835</b>	<b>862,962</b>	<b>&lt;9.53%&gt;</b>
Debt Service, Depreciation	-	-	-	
<b>Direct Cost Total</b>	<b>1,015,844</b>	<b>953,835</b>	<b>862,962</b>	<b>&lt;9.53%&gt;</b>
<b>Revenue by Fund</b>				
Fund 221 - HLB Fund	2,173,273	522,000	607,000	16.28%
<b>Revenue Total</b>	<b>2,173,273</b>	<b>522,000</b>	<b>607,000</b>	<b>16.28%</b>

**Positions as Budgeted**

	2010 Revised		2011 Revised		2012 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Junior Admin Officer	1	-	1	-	1	-
Program & Policy Director	1	-	1	-	-	-
Special Admin Assistant	1	-	1	-	1	-
Special Admin Assistant I	2	-	2	-	2	-
<b>Positions as Budgeted Total</b>	<b>5</b>	<b>-</b>	<b>5</b>	<b>-</b>	<b>4</b>	<b>-</b>

**Real Estate  
Division Detail  
Heritage Land Bank  
(Dept ID # 1221)**

	2010 Actuals	2011 Revised	2012 Approved	12 v 11 % Chg
<b>Direct Cost by Category</b>				
<b>Salaries and Benefits</b>				
1101 - Straight Time Labor	314,170	374,705	359,489	<4.06%>
1301 - Leave/Holiday Accruals	33,442	25,068	3,445	<86.26%>
1401 - Benefits	181,117	206,662	170,228	<17.63%>
<b>Salaries and Benefits Total</b>	<b>528,729</b>	<b>606,435</b>	<b>533,162</b>	<b>&lt;12.08%&gt;</b>
<b>Supplies</b>	3,480	4,400	4,700	6.82%
<b>Travel</b>	620	1,000	1,000	-
<b>Contractual/Other Services</b>	479,489	331,000	316,900	<4.26%>
<b>Equipment, Furnishings</b>	3,525	11,000	7,200	<34.55%>
<b>Manageable Direct Cost Total</b>	<b>1,015,844</b>	<b>953,835</b>	<b>862,962</b>	<b>&lt;9.53%&gt;</b>
<b>Debt Service, Depreciation</b>	-	-	-	-
<b>Direct Cost Total</b>	<b>1,015,844</b>	<b>953,835</b>	<b>862,962</b>	<b>&lt;9.53%&gt;</b>
<b>Intra-Governmental Charges</b>				
Charges By Other Departments	463,028	632,414	510,608	<19.26%>
<b>Program Generated Revenue</b>				
9139 - Land Use Permits	1,040,850	5,000	5,000	-
9499 - Reimbursed Cost	797	1,000	2,000	100.00%
9566 - Pipe ROW Fee	142,857	60,000	144,000	140.00%
9672 - Prior Yr Expense Recovery	193,632	-	-	-
9731 - Lease & Rental Revenue	61,903	40,000	40,000	-
9732 - Lease-St Land Conveyance	3,267	5,000	5,000	-
9741 - State Land Block	-	10,000	10,000	-
9744 - Land Sales-Cash	-	400,000	400,000	-
9748 - Wetlands Mitigation Credit	692,693	-	-	-
9761 - Cash Pools Short-Term Int	26,763	1,000	1,000	-
9767 - Unrealized Gains & Losses	8,761	-	-	-
9798 - Miscellaneous Revenues	1,750	-	-	-
<b>Program Generated Revenue Total</b>	<b>2,173,273</b>	<b>522,000</b>	<b>607,000</b>	<b>16.28%</b>
<b>Net Cost</b>				
Manageable Direct Cost	1,015,844	953,835	862,962	<9.53%>
Debt Service, Depreciation	-	-	-	-
Charges By Other Departments	463,028	632,414	510,608	<19.26%>
Program Generated Revenue	(2,173,273)	(522,000)	(607,000)	16.28%
<b>Net Cost Total</b>	<b>(694,400)</b>	<b>1,064,249</b>	<b>766,570</b>	<b>&lt;27.97%&gt;</b>

**Real Estate**  
**Division Summary**  
**Real Estate Services**  
 (Dept ID # 1222, 1223)

	2010 Actuals	2011 Revised	2012 Approved	12 v 11 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	292,808	316,093	276,778	<12.44%>
Supplies	520	800	800	-
Travel	-	-	-	
Contractual/Other Services	7,395,687	6,563,027	6,871,169	4.70%
Equipment, Furnishings	5,092	500	500	-
<b>Manageable Direct Cost Total</b>	<b>7,694,107</b>	<b>6,880,420</b>	<b>7,149,247</b>	<b>3.91%</b>
Debt Service, Depreciation	-	-	-	
<b>Direct Cost Total</b>	<b>7,694,107</b>	<b>6,880,420</b>	<b>7,149,247</b>	<b>3.91%</b>
<b>Revenue by Fund</b>				
Fund 101 - Areawide General	399,890	364,177	563,600	54.76%
<b>Revenue Total</b>	<b>399,890</b>	<b>364,177</b>	<b>563,600</b>	<b>54.76%</b>

**Positions as Budgeted**

	2010 Revised		2011 Revised		2012 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	1	-	1	-	1	-
Program & Policy Director	-	-	-	-	1	-
Property Management Ofcr	1	-	1	-	-	-
Senior Office Associate	1	-	1	-	1	-
<b>Positions as Budgeted Total</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>-</b>

**Real Estate**  
**Division Detail**  
**Real Estate Services**  
 (Dept ID # 1222, 1223)

	2010 Actuals	2011 Revised	2012 Approved	12 v 11 % Chg
<b>Direct Cost by Category</b>				
<b>Salaries and Benefits</b>				
1101 - Straight Time Labor	167,593	189,838	144,620	<23.82%>
1301 - Leave/Holiday Accruals	20,786	12,700	3,401	<73.22%>
1401 - Benefits	104,429	113,554	128,757	13.39%
<b>Salaries and Benefits Total</b>	<b>292,808</b>	<b>316,093</b>	<b>276,778</b>	<b>&lt;12.44%&gt;</b>
<b>Supplies</b>	520	800	800	-
<b>Travel</b>	-	-	-	-
<b>Contractual/Other Services</b>	7,395,687	6,563,027	6,871,169	4.70%
<b>Equipment, Furnishings</b>	5,092	500	500	-
<b>Manageable Direct Cost Total</b>	<b>7,694,107</b>	<b>6,880,420</b>	<b>7,149,247</b>	<b>3.91%</b>
<b>Debt Service, Depreciation</b>	-	-	-	-
<b>Direct Cost Total</b>	<b>7,694,107</b>	<b>6,880,420</b>	<b>7,149,247</b>	<b>3.91%</b>
<b>Intra-Governmental Charges</b>				
Charges by Other Departments	114,817	149,394	280,694	87.89%
Charges To Other Departments	(6,119,074)	(6,241,506)	(6,007,578)	<3.75%>
<b>Program Generated Revenue</b>				
9004 - Tax Cost Recoveries	271,200	250,000	250,000	-
9139 - Land Use Permits	900	-	-	-
9449 - Museum Admission Fees	1,125	1,000	-	-
9492 - Service Fees-School Dist	522	500	1,000	100.00%
9499 - Reimbursed Cost	24,477	15,000	15,000	-
9672 - Prior Yr Expense Recovery	1,434	-	-	-
9731 - Lease & Rental Revenue	100,232	97,677	297,600	204.68%
<b>Program Generated Revenue Total</b>	<b>399,890</b>	<b>364,177</b>	<b>563,600</b>	<b>54.76%</b>
<b>Net Cost</b>				
Manageable Direct Cost	7,694,107	6,880,420	7,149,247	3.91%
Debt Service, Depreciation	-	-	-	-
Charges by Other Departments	114,817	149,394	280,694	87.89%
Charges To Other Departments	(6,119,074)	(6,241,506)	(6,007,578)	<3.75%>
Program Generated Revenue	(399,890)	(364,177)	(563,600)	54.76%
<b>Net Cost Total</b>	<b>1,289,961</b>	<b>424,131</b>	<b>858,764</b>	<b>102.48%</b>

*Anchorage: Performance. Value. Results*

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## **Real Estate Department**

*Anchorage: Performance. Value. Results.*

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### **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**

- Acquisitions and disposals: Authority to administer on behalf of the Municipality of Anchorage the acquisition and disposal of real property via lease, exchange, sale, easements, permits and use agreements.
- 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

### **Accomplishment Goals**

- Maximize amount of acreage mitigated through appropriate responses to negative impacts on HLB inventory due to fire, insect damage, illegal dumping of hazardous or contaminated materials, and/or vandalism.
- Number of disposals from HLB inventory provided to: a) municipal agencies, and b) the private sector
- Respond to project reviews with a goal of no more than five working days
- 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.

## Heritage Land Bank Division Real Estate Department

*Anchorage: Performance. Value. Results.*

### Purpose

“It is the mission of the Heritage Land Bank (HLB) to manage uncommitted municipal land and the Heritage Land Bank Fund in a manner designed to benefit present and future residents of Anchorage, promote orderly development, and achieve the goals of the Comprehensive Plan.” (AMC 25.40.010)

### Division Direct Services

Provide 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
- Dispose of inventory to appropriate municipal agencies and the private sector
- Timely reviews in order to keep current and move forward on municipal projects involving real estate

### Performance Measures

Progress in achieving goals will be measured by:

**Measure #1: Number of HLB parcels mitigated through appropriate responses to negative impacts on HLB inventory due fire, insect damage, illegal dumping of hazardous or contaminated materials, and vandalism.**

**2011: # of Inspected HLB Inventory Parcels, by Quarter**

	1 <sup>st</sup> Qtr 2011	2 <sup>nd</sup> Qtr 2011	3 <sup>rd</sup> Qtr 2011	4 <sup>th</sup> Qtr 2011
<b>Region 1</b>	0	0	0	
<b>Region 2</b>	0	5	0	
<b>Region 3</b>	0	6	2	
<b>Region 4</b>	0	4	1	
<b>Region 5</b>	1	0	4	
<b>Region 6 (Bird/Indian)</b>	0	12	1	
<b>Region 6 (Girdwood)</b>	1	4	14	
<b>TOTAL</b>	<b>2</b>	<b>31</b>	<b>22</b>	

**Measure #2: Number of disposals from HLB inventory provided to: a) municipal agencies and; b) the private sector**

2011 Year-to-Date

	ENTITY	ACTION	HLB PARCEL #	ACRES	AMOUNT
<b>PUBLIC SECTOR</b>	US Gov't.	Lease amendment	4-033-A	.67	No fee
<b>PRIVATE SECTOR</b>	CEA	Lease	6-009B	.32	FMV
	Private	Sale	6-003A	2.36	FMV
	Private?	Sale	4-039	5±	FMV
	GCI	Easement	6-002	.58	FMV
	CEA	Easement	6-016 (ptn.)	1,000 sq. ft.	No Fee

**Measure #3: Respond to project reviews with a goal of no more than five working days.**

2011							
1 <sup>st</sup> Qtr.		2 <sup>nd</sup> Qtr.		3 <sup>rd</sup> Qtr.		4 <sup>th</sup> Qtr.	
# of reviews	<b>n/a</b>	# of reviews	<b>52</b>	# of reviews	<b>34</b>	# of reviews	
Average response days	<b>n/a</b>	Average response days	<b>2.38</b>	Average response days	<b>1.41</b>	Average response days	

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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.

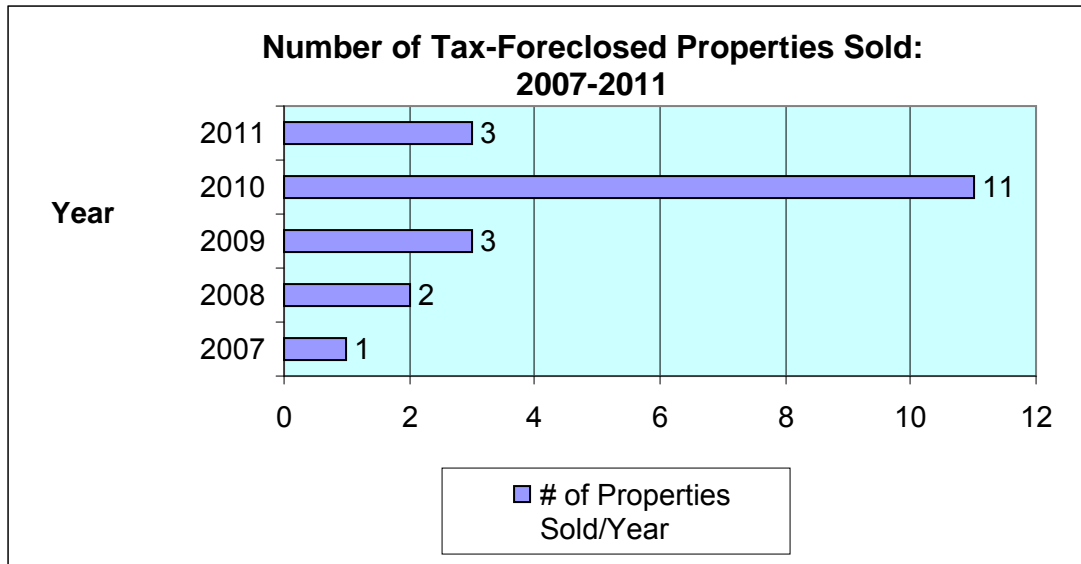
**Accomplishment Goals**

- 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.

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

FORECLOSURE PUBLICATION														
FINDINGS OF FACT														
DEEDED														
TAX YEAR	FRCL Year	No. Accts.	Prin., Interest, Cost	Penalty	FRCL Year	No. Accts.	Prin., Interest, Cost	Penalty	Deed Year	No. Accts.	Prin., Interest, Cost	Penalty		
1999	2000	Tax	2,016	\$4,874,891	2000	Tax	1,346	\$3,584,382	2001	Tax	42	\$54,052		
		BID	13	\$6,800		BID	8	\$4,080		BID	2	\$3,243		
		S.A.	209	\$225,259		S.A.	127	\$174,399		S.A.	3	\$1,201		
	3AN-00-5343		2,238	\$5,106,950		1,481	\$3,762,861		47	\$58,497				
2000	2001	Tax	2,008	\$4,971,818	2001	Tax	1,143	\$3,463,492	2002	Tax	35	\$62,255		
		BID	19	\$12,162		BID	15	\$11,956		BID	1	\$685		
		S.A.	227	\$255,316		S.A.	124	\$173,368		S.A.	3	\$1,767		
	3AN-01-05311		2,254	\$5,239,296		1,282	\$3,648,816		39	\$64,707				
2001	2002	Tax	1,831	\$5,179,633	2002	Tax	1,009	\$3,464,433	2003	Tax	55	\$108,654		
		BID	46	\$16,079		BID	22	\$12,116		BID				
		S.A.	177	\$224,513		S.A.	108	\$180,411		S.A.	4	\$8,853		
	3AN-02-05143		2,054	\$5,420,225		1,139	\$3,656,960		59	\$117,507				
2002	2003	Tax	1,748	\$4,602,814	2003	Tax	983	\$3,197,381	2004	Tax	34	\$80,684		
		BID	25	\$13,948		BID	13	\$11,220		BID	0	\$0		
		S.A.	140	\$204,514		S.A.	70	\$153,057		s/a onl	3	\$4,074		
	3AN-03-04871		1,913	\$4,821,276		1,066	\$3,361,658		37	\$84,758				
2003	2004	Tax	1,570	\$4,349,292	2004	Tax	855	\$2,751,122	2005	Tax/BID	18	\$52,419		
		BID	66	\$27,282		BID	41	\$20,990		BID	0	\$0		
		S.A.	90	\$155,575		S.A.	44	\$106,940		S.A.	3	\$5,189		
	3AN-04-05143		1,726	\$4,532,149		940	\$2,879,052		21	\$57,608				
2004	2005	Tax	1,540	\$4,415,608	2005	Tax	819	\$2,647,767	2006	Tax	26	\$51,725		
		BID	47	\$39,373		BID	26	\$16,741		BID	1	\$564		
		S.A.	91	\$68,668		S.A.	38	\$45,530		S.A.	2	\$4,090		
	3AN-05-05683		1,678	\$4,523,649		883	\$2,710,038		29	\$56,379				
2005	2006	Tax	1,528	\$5,220,666	2006	Tax	936	\$3,235,347	2007	Tax	30	\$85,166		
		BID	44	\$20,716		BID	16	\$8,442		BID	0			
		S.A.	136	\$101,268		S.A.	50	\$54,192		S.A.	1	\$1,557		
	3AN-06-05726		1,708	\$5,342,650		1,002	\$3,297,981		31	\$86,723				
2006	2007	Tax	1,773	\$5,785,999	2007	Tax	972	\$3,500,725	2008	Tax	50	\$115,712		
		BID	37	\$49,754		BID	25	\$30,309		BID				
		S.A.	81	\$86,853		S.A.	45	\$58,348		S.A.	2	\$14,684		
	3AN-07-05551		1,891	\$5,922,606		1,042	\$3,589,382		52	\$130,396				
2007	2008	Tax	1,784	\$5,565,615	2008	Tax	1,112	\$4,670,006	2009	Tax	29	\$60,964		
		BID	38	\$26,518		BID	31	\$27,297		BID	0			
		S.A.	63	\$68,703		S.A.	63	\$40,601		S.A.	4	\$5,538		
	3AN-08-05622		1,885	\$5,660,836		1,206	\$4,737,904		33	\$66,502				
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				
		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.				
	3AN-10-05650		1,835	\$9,554,989	ADJ'D FR	1,053	\$4,978,400			\$0				
2010	2011	Tax	1,677	\$7,417,715	2011	Tax	972	\$5,006,176	2012	Tax				
		1st Pub 3/3/2011	DID	47		\$45,127	DID	24		\$33,077	DID			
		S.A.	44	\$42,557		S.A.	22	\$25,339		S.A.				
	3AN-11-05912		1,768	\$7,505,399		1,018	\$5,064,592			\$0				

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



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