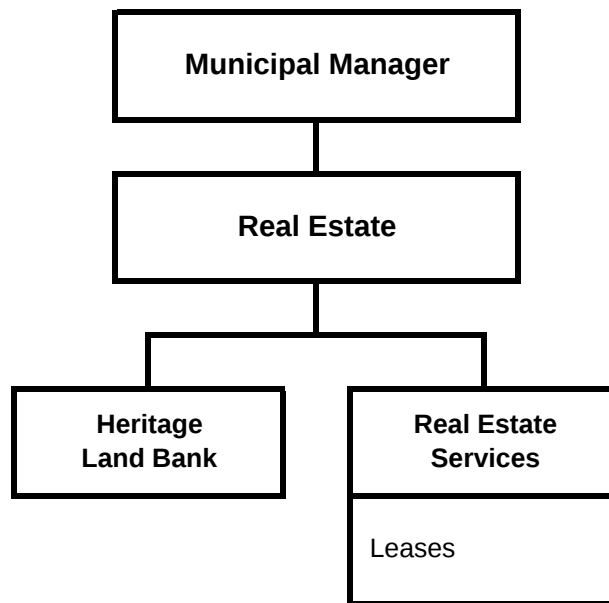




Municipality of Anchorage

Real Estate

Real Estate



Real Estate

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
 - o 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
 - o 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.
 - o 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

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Division				
Heritage Land Bank	2,106,319	778,637	791,620	1.67%
Real Estate Services	10,667,573	7,250,378	7,353,060	1.42%
Direct Cost Total	12,773,892	8,029,014	8,144,680	1.44%
Intragovernmental Charges				
Charges by Other Departments	969,843	755,161	2,792,365	269.77%
Charges to Other Departments	(6,294,687)	(6,662,156)	(6,672,426)	0.15%
Function Cost Total	7,449,048	2,122,019	4,264,618	100.97%
Program Generated Revenue	(2,823,147)	(1,351,010)	(1,550,040)	14.73%
Net Cost Total	4,625,901	771,009	2,714,578	252.08%
Direct Cost by Category				
Personnel	747,419	809,940	835,945	3.21%
Supplies	3,331	5,500	5,300	<3.64%>
Travel	3,060	1,000	1,000	-
Contractual/Other Services	12,020,082	7,204,874	7,294,735	1.25%
Debt Service/Depreciation	-	-	-	-
Equipment, Furnishings	-	7,700	7,700	-
Direct Cost Total	12,773,892	8,029,014	8,144,680	1.44%
Position Summary as Budgeted				
Full-Time	8	7	7	
Part-Time	-	-	-	
Position Total	8	7	7	

Real Estate

Reconciliation from 2012 Revised Budget to 2013 Approved Budget

	Direct Costs	Positions		
		FT	PT	T
2012 Revised Budget	8,029,014	7	-	-
2012 One-Time Requirements				
- None	-	-	-	-
Transfers (to)/from Other Agencies				
- None	-	-	-	-
Debt Service Changes				
- None	-	-	-	-
Changes in Existing Programs/Funding for 2013				
- Salary and benefits adjustments	26,005	-	-	-
- Leases contractual increases	89,661	-	-	-
2013 Continuation Level	8,144,680	7	-	-
2013 One-Time Requirements				
- None	-	-	-	-
Transfers (to)/from Other Agencies				
- None	-	-	-	-
2013 Proposed Budget Changes				
- None	-	-	-	-
2013 S Revisions and Amendments				
- None	-	-	-	-
2013 Approved Budget	8,144,680	7	-	-

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

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Category				
Salaries and Benefits	472,524	448,837	461,820	2.89%
Supplies	2,514	4,700	4,500	<4.26%>
Travel	3,060	1,000	1,000	-
Contractual/Other Services	1,628,221	316,900	317,100	0.06%
Equipment, Furnishings	-	7,200	7,200	-
Manageable Direct Cost Total	2,106,319	778,637	791,620	1.67%
Debt Service, Depreciation	-	-	-	
Direct Cost Total	2,106,319	778,637	791,620	1.67%
Revenue by Fund				
Fund 221 - HLB Fund	2,093,850	606,578	606,440	<0.02%>
Revenue Total	2,093,850	606,578	606,440	<0.02%>

Positions as Budgeted

	2011 Revised		2012 Revised		2013 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Junior Admin Officer	1	-	1	-	1	-
Program & Policy Director	1	-	-	-	-	-
Special Admin Assistant II	3	-	2	-	2	-
Positions as Budgeted Total	5	-	3	-	3	-

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

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Category				
Salaries and Benefits				
1101 - Straight Time Labor	269,088	317,885	325,285	2.33%
1301 - Leave/Holiday Accruals	31,722	2,748	2,822	2.70%
1401 - Benefits	171,714	128,203	133,712	4.30%
Salaries and Benefits Total	472,524	448,837	461,820	2.89%
Supplies	2,514	4,700	4,500	<4.26%>
Travel	3,060	1,000	1,000	-
Contractual/Other Services	1,628,221	316,900	317,100	0.06%
Equipment, Furnishings	-	7,200	7,200	-
Manageable Direct Cost Total	2,106,319	778,637	791,620	1.67%
Debt Service, Depreciation	-	-	-	-
Direct Cost Total	2,106,319	778,637	791,620	1.67%
Intra-Governmental Charges				
Charges By Other Departments	553,182	478,051	1,682,597	251.97%
Program Generated Revenue				
9139 - Land Use Permits	20,750	5,000	5,000	-
9499 - Reimbursed Cost	90,315	2,000	2,000	-
9566 - Pipe ROW Fee	168,831	144,000	144,000	-
9601 - Contributions Other Funds	866,000	-	-	-
9672 - Prior Yr Expense Recovery	662,500	-	-	-
9731 - Lease & Rental Revenue	83,497	40,000	40,000	-
9732 - Lease-St Land Conveyance	11,074	5,000	5,000	-
9741 - State Land Block	-	10,000	10,000	-
9743 - Gain/Loss Sale Property	11,646	-	-	-
9744 - Land Sales-Cash	118,354	400,000	400,000	-
9761 - Cash Pools Short-Term Int	25,952	578	440	<23.88%>
9767 - Unrealized Gains & Losses	1,819	-	-	-
9795 - Sale Of Contractor Specs	112	-	-	-
9798 - Miscellaneous Revenues	33,000	-	-	-
Program Generated Revenue Total	2,093,850	606,578	606,440	<0.02%>
Net Cost				
Manageable Direct Cost	2,106,319	778,637	791,620	1.67%
Debt Service, Depreciation	-	-	-	-
Charges By Other Departments	553,182	478,051	1,682,597	251.97%
Program Generated Revenue	(2,093,850)	(606,578)	(606,440)	<0.02%>
Net Cost Total	565,652	650,110	1,867,777	187.30%

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

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Category				
Salaries and Benefits	274,895	361,104	374,125	3.61%
Supplies	817	800	800	-
Travel	-	-	-	-
Contractual/Other Services	10,391,861	6,887,974	6,977,635	1.30%
Equipment, Furnishings	-	500	500	-
Manageable Direct Cost Total	10,667,573	7,250,378	7,353,060	1.42%
Debt Service, Depreciation	-	-	-	-
Direct Cost Total	10,667,573	7,250,378	7,353,060	1.42%
Revenue by Fund				
Fund 101 - Areawide General	729,297	744,432	943,600	26.75%
Revenue Total	729,297	744,432	943,600	26.75%

Positions as Budgeted

	2011 Revised		2012 Revised		2013 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	1	-	1	-	1	-
Program & Policy Director	-	-	1	-	1	-
Property Management Officer	1	-	-	-	-	-
Senior Office Associate	1	-	1	-	1	-
Special Admin Assistant II	-	-	1	-	1	-
Positions as Budgeted Total	3	-	4	-	4	-

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

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Category				
Salaries and Benefits				
1101 - Straight Time Labor	150,257	186,224	191,423	2.79%
1301 - Leave/Holiday Accruals	20,976	4,098	4,227	3.15%
1401 - Benefits	103,662	170,781	178,475	4.50%
Salaries and Benefits Total	274,895	361,104	374,125	3.61%
Supplies	817	800	800	-
Travel	-	-	-	-
Contractual/Other Services	10,391,861	6,887,974	6,977,635	1.30%
Equipment, Furnishings	-	500	500	-
Manageable Direct Cost Total	10,667,573	7,250,378	7,353,060	1.42%
Debt Service, Depreciation	-	-	-	-
Direct Cost Total	10,667,573	7,250,378	7,353,060	1.42%
Intra-Governmental Charges				
Charges By Other Departments	416,660	277,110	1,109,767	300.48%
Charges to Other Departments	(6,294,687)	(6,662,156)	(6,672,426)	0.15%
Program Generated Revenue				
9004 - Tax Cost Recoveries	287,770	250,000	250,000	-
9139 - Land Use Permits	750	-	-	-
9449 - Museum Admission Fees	25	-	-	-
9492 - Service Fees-School Dist	-	1,000	1,000	-
9499 - Reimbursed Cost	16,164	15,000	15,000	-
9731 - Lease & Rental Revenue	158,711	297,600	342,600	15.12%
9743 - Gain/Loss Sale Property	255,879	-	-	-
9744 - Land Sales-Cash	9,998	180,832	335,000	85.25%
Program Generated Revenue Total	729,297	744,432	943,600	26.75%
Net Cost				
Manageable Direct Cost	10,667,573	7,250,378	7,353,060	1.42%
Debt Service, Depreciation	-	-	-	-
Charges By Other Departments	416,660	277,110	1,109,767	300.48%
Charges to Other Departments	(6,294,687)	(6,662,156)	(6,672,426)	0.15%
Program Generated Revenue	(729,297)	(744,432)	(943,600)	26.75%
Net Cost Total	4,060,249	120,900	846,801	600.42%

Anchorage: Performance. Value. Results

Real Estate Department

Anchorage: Performance. Value. Results.

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.

2012: # of Inspected HLB Inventory Parcels, by Quarter

	1 st Qtr 2012	2 nd Qtr 2012	3 rd Qtr 2012	4 th Qtr 2012
Region 1	0	2	4	0
Region 2	0	0	0	0
Region 3	0	2	0	0
Region 4	3	4	2	4
Region 5	0	1	0	0
Region 6 (Bird/Indian)	0	0		0
Region 6 (Girdwood)	0	9	4	0
TOTAL	3	18	10	4

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

4th Quarter 2012

	ENTITY	ACTION	HLB PARCEL #	ACRES	AMOUNT
PUBLIC SECTOR	EPA	Access Permit	4-046 & 47	n/a	n/a
	SOA	Access Permit	3-009	n/a	\$500
	SOA/DNR	Permit	1-085		\$500
PRIVATE SECTOR	Boutet	Access Permit	4-033		\$500
	Salvation Army	Access Permit	3-073		\$500
	Chugach Electric	Lease	6-009B		\$1,600/Yr.

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

2012							
1st Qtr.		2nd Qtr.		3rd Qtr.		4th Qtr.	
# of reviews	52	# of reviews	69	# of reviews	n/a	# of reviews	81
Average response days	1.18	Average response days	1.49	Average response days		Average response days	1.518

Real Estate Services Division

Real Estate Department

Anchorage: Performance. Value. Results.

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.

<u>Measure #4:</u> Annual foreclosure process: Collection of Delinquent property taxes and assessments

See attached graph, page 16.

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



	FORECLOSURE PUBLICATION				JUDGMENT & DECREE OF FORECLOSURE				EXPIRATION OF REDEMPTION PERIOD COURT CLERKS DEED ISSUED			
TAX YEAR	FRCL Year	No. Accts.	Prin., Penalty Interest, Cost		FRCL Year	No. Accts.	Prin., Penalty Interest, Cost		Deed Year	No. Accts.	Prin., Penalty Interest, Cost	
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	92	\$147,150
				APU 004-201-10 PENDING SEPARATE RESOLUTION			(1)	(\$916,757)				
		DID	41	\$77,255	ADJ'D TAX FRCL'D BAL-	1007	\$4,905,788			DID		
		S.A.	48	\$41,221		DID	25	\$48,725		DID		
						S.A.	21	\$23,887		S.A.	1	\$717
	3AN-10-05650		1,835	\$9,554,989	ADJ'D FRCL'D BAL-	1,053	\$4,978,400				93	\$147,867
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
2011	2012	Tax	1,526	\$7,636,407	2012	Tax	996	\$5,749,710	2013	Tax		
	1st Pub 3/8/12	DID	65	\$51,631		DID	35	\$37,631		DID		
		S.A.	43	\$44,246		S.A.	26	\$34,089		S.A.		
	3AN-12-05833		1,634	\$7,732,284				\$5,821,430				\$0
2012	2013	Tax			2013	Tax			2014	Tax		
		DID				DID				DID		
		S.A.				S.A.				S.A.		
	3AN-13-0		0	\$0				\$0				\$0
2013	2014	Tax			2014	Tax			2015	Tax		
		DID				DID				DID		
		S.A.				S.A.				S.A.		
	3AN-14-0		0	\$0				\$0				\$0
2014	2015	Tax			2015	Tax			2016	Tax		
		DID				DID				DID		
		S.A.				S.A.				S.A.		
	3AN-15-0		0	\$0				\$0				\$0
2015	2016	Tax			2016	Tax			2017	Tax		
		DID				DID				DID		
		S.A.				S.A.				S.A.		
	3AN-16-0		0	\$0				\$0				\$0