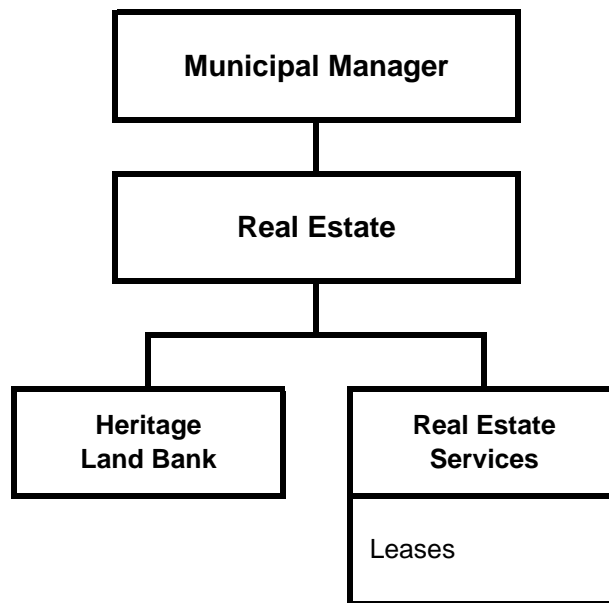




Municipality of Anchorage

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
 - Manages municipally owned real estate in the Heritage Land Bank inventory 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 unpaid taxes and/or assessments.

Real Estate Department Summary

	2012 Actuals	2013 Revised	2014 Proposed	14 v 13 % Chg
Direct Cost by Division				
Heritage Land Bank	736,240	790,045	804,492	1.83%
Real Estate Services	7,019,640	7,351,693	7,369,904	0.25%
Direct Cost Total	7,755,879	8,141,738	8,174,396	0.40%
Intragovernmental Charges				
Charges by Other Departments	726,000	1,025,360	961,568	<6.22%>
Charges to Other Departments	(6,630,295)	(6,672,485)	(6,686,155)	0.20%
Function Cost Total	1,851,585	2,494,613	2,449,809	<1.80%>
Program Generated Revenue	(1,936,112)	(1,550,418)	(1,550,418)	-
Net Cost Total	(84,527)	944,195	899,391	<4.75%>
Direct Cost by Category				
Salaries and Benefits	786,134	833,003	865,482	3.90%
Supplies	5,459	5,300	5,300	-
Travel	-	1,000	1,000	-
Contractual/Other Services	6,964,286	7,294,735	7,294,314	<0.01%>
Debt Service	-	-	-	-
Equipment, Furnishings	-	7,700	8,300	7.79%
Direct Cost Total	7,755,879	8,141,738	8,174,396	0.40%
Position Summary as Budgeted				
Full-Time	7	7	7	
Part-Time	-	-	-	
Position Total	7	7	7	

Real Estate

Reconciliation from 2013 Revised Budget to 2014 Proposed Budget

	Direct Costs	Positions		
		FT	PT	T
2013 Revised Budget	8,141,738	7	-	-
Changes in Existing Programs/Funding for 2014				
- Salary and benefits adjustments	32,479	-	-	-
- Contractual - Leases	179	-	-	-
2014 Continuation Level	8,174,396	7	-	-
2014 Proposed Budget Changes				
- None	-	-	-	-
2014 Proposed Budget	8,174,396	7	-	-

Real Estate
Division Summary
Heritage Land Bank
(Fund Center # 122100)

	2012 Actuals	2013 Revised	2014 Proposed	14 v 13 % Chg
Direct Cost by Category				
Salaries and Benefits	504,211	460,245	474,692	3.14%
Supplies	3,938	4,500	4,500	-
Travel	-	1,000	1,000	-
Contractual/Other Services	228,091	317,100	316,800	<0.09%>
Equipment, Furnishings	-	7,200	7,500	4.17%
Manageable Direct Cost Total	736,240	790,045	804,492	1.83%
Debt Service	-	-	-	
Direct Cost Total	736,240	790,045	804,492	1.83%
Revenue by Fund				
Fund 221000 - HLB Fund	966,265	606,818	606,818	-
Revenue Total	966,265	606,818	606,818	-

Positions as Budgeted

	2012 Revised		2013 Revised		2014 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Junior Admin Officer	1	-	1	-	1	-
Special Admin Assistant II	2	-	2	-	2	-
Positions as Budgeted Total	3	-	3	-	3	-

Real Estate
Division Detail
Heritage Land Bank
(Fund Center # 122100)

	2012 Actuals	2013 Revised	2014 Proposed	14 v 13 % Chg
Direct Cost by Category				
Salaries and Benefits	504,211	460,245	474,692	3.14%
Supplies	3,938	4,500	4,500	-
Travel	-	1,000	1,000	-
Contractual/Other Services	228,091	317,100	316,800	<0.09%>
Equipment, Furnishings	-	7,200	7,500	4.17%
Manageable Direct Cost Total	736,240	790,045	804,492	1.83%
Debt Service	-	-	-	-
Direct Cost Total	736,240	790,045	804,492	1.83%
Intra-Governmental Charges				
Charges by Other Departments	479,227	423,904	469,920	10.86%
Program Generated Revenue				
406010 - LandUse Prmt-HLB	17,545	5,000	5,000	-
406080 - Lease & Rntl Rev-HLB	(114,659)	40,000	40,000	-
406090 - Pipe ROW Fee	155,844	144,000	144,000	-
406620 - Rmb Cost-NonGrntFund	1,051	2,000	2,000	-
408380 - Prior Yr Exp Recov	619,767	-	-	-
408410 - Lease-St L& Convey	4,160	5,000	5,000	-
408515 - Lease&Rental Rev-MF	229,318	-	-	-
408580 - Miscellaneous Revenues	11,790	-	-	-
440010 - GCP CshPool ST-Int	17,107	818	818	-
440080 - UnRlzd Gns&Lss Invs	4,250	-	-	-
460060 - State Land Block	-	10,000	10,000	-
460080 - Land Sales-Cash	20,093	400,000	400,000	-
Program Generated Revenue Total	966,265	606,818	606,818	-
Net Cost				
Manageable Direct Cost	736,240	790,045	804,492	1.83%
Debt Service	-	-	-	-
Charges by Other Departments	479,227	423,904	469,920	10.86%
Program Generated Revenue	(966,265)	(606,818)	(606,818)	-
Net Cost Total	249,201	607,131	667,594	9.96%

Real Estate Division Summary Real Estate Services

(Fund Center # 122301, 122309, 122310, 122300, 122307, 122305, 122308, 122379, 122200,...)

	2012 Actuals	2013 Revised	2014 Proposed	14 v 13 % Chg
Direct Cost by Category				
Salaries and Benefits	281,923	372,758	390,790	4.84%
Supplies	1,522	800	800	-
Travel	-	-	-	-
Contractual/Other Services	6,736,195	6,977,635	6,977,514	-
Equipment, Furnishings	-	500	800	60.00%
Manageable Direct Cost Total	7,019,640	7,351,693	7,369,904	0.25%
Debt Service	-	-	-	-
Direct Cost Total	7,019,640	7,351,693	7,369,904	0.25%

Revenue by Fund				
Fund 101000 - Areawide General	969,847	943,600	943,600	-
Revenue Total	969,847	943,600	943,600	-

Positions as Budgeted

	2012 Revised		2013 Revised		2014 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	1	-	1	-	1	-
Junior Admin Officer	-	-	-	-	1	-
Program & Policy Director	1	-	1	-	1	-
Senior Office Associate	1	-	1	-	-	-
Special Admin Assistant II	1	-	1	-	1	-
Positions as Budgeted Total	4	-	4	-	4	-

**Real Estate
Division Detail
Real Estate Services**

(Fund Center # 122301, 122309, 122310, 122300, 122307, 122305, 122308, 122379, 122200,...)

	2012 Actuals	2013 Revised	2014 Proposed	14 v 13 % Chg
Direct Cost by Category				
Salaries and Benefits	281,923	372,758	390,790	4.84%
Supplies	1,522	800	800	-
Travel	-	-	-	-
Contractual/Other Services	6,736,195	6,977,635	6,977,514	-
Equipment, Furnishings	-	500	800	60.00%
Manageable Direct Cost Total	7,019,640	7,351,693	7,369,904	0.25%
Debt Service	-	-	-	-
Direct Cost Total	7,019,640	7,351,693	7,369,904	0.25%
Intra-Governmental Charges				
Charges by Other Departments	246,773	601,456	491,648	<18.26%>
Charges to Other Departments	(6,630,295)	(6,672,485)	(6,686,155)	0.20%
Program Generated Revenue				
401040 - Tax Cost Recoveries	301,844	250,000	250,000	-
406010 - LandUse Prmt-HLB	12,960	-	-	-
406080 - Lease & Rntl Rev-HLB	295,207	342,600	342,600	-
406560 - Serv Fees-ASD	-	1,000	1,000	-
406620 - Rmb Cost-NonGrntFund	33,439	15,000	15,000	-
406640 - Park Garages & Lots	145,264	-	-	-
408580 - Miscellaneous Revenues	300	-	-	-
460080 - Land Sales-Cash	180,833	335,000	335,000	-
Program Generated Revenue Total	969,847	943,600	943,600	-
Net Cost				
Manageable Direct Cost	7,019,640	7,351,693	7,369,904	0.25%
Debt Service	-	-	-	-
Charges by Other Departments	246,773	601,456	491,648	<18.26%>
Charges to Other Departments	(6,630,295)	(6,672,485)	(6,686,155)	0.20%
Program Generated Revenue	(969,847)	(943,600)	(943,600)	-
Net Cost Total	(333,729)	337,064	231,797	<31.23%>

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.

2013: # of Inspected HLB Inventory Parcels, by Quarter

	1 st Qtr 2013	2 nd Qtr 2013	3 rd Qtr 2013	4 th Qtr 2013
Region 1	0	1	0	0
Region 2	0	0	0	0
Region 3	0	4	0	0
Region 4	0	4	0	0
Region 5	0	0	0	0
Region 6 (Bird/Indian)	0	0	0	0
Region 6 (Girdwood)	0	8	0	0
TOTAL	0	17		

Due to the amount of snow and inclement weather, there were no on-site inspections conducted of HLB inventory during the 1st quarter of 2013. Weather and seasonal change contributed to the jump in property inspections during the 2nd quarter, a pattern that will likely continue in the 3rd quarter of 2013.

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

2nd Quarter 2013

	ENTITY	ACTION	HLB PARCEL #	ACRES	AMOUNT
a) PUBLIC SECTOR					
b) PRIVATE SECTOR					
	Misc.	Permits	Various	n/a	\$3,250
	JCM Inc.	Sale	5-035, 36 & 37	.7 (total)	\$310,000

Two new permits were issued in the 2nd quarter of the year, and a sale of three HLB parcels closed in this quarter. Another land sale is pending and expected to close in 3rd quarter 2013.

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

See attached graph

Measure #4: Annual Process for taking Clerk's Deed and subsequent sale of deeded property via sealed bid auction

In the first quarter of this year, the Assembly approved the annual sale of tax-foreclosed properties (AO 2013-48) and was provided with the initial list of 31 properties slated for sale, a number that is within the normal range at this stage of the sale notification process. The Real Estate Services Division strives to reduce this number significantly before the actual sale date.

This year, the sealed bid sale occurred on June 18, 2013. It was anticipated that by that date fewer than ten properties would remain to be sold, with the rest successfully repurchased by the former owner(s) or record or their legal representatives. As a result, nine properties were sold in this year's foreclosure sale.

Results from the June 18, 2013 sale are reflected in the updated graph below of foreclosed properties sales since 2008.

