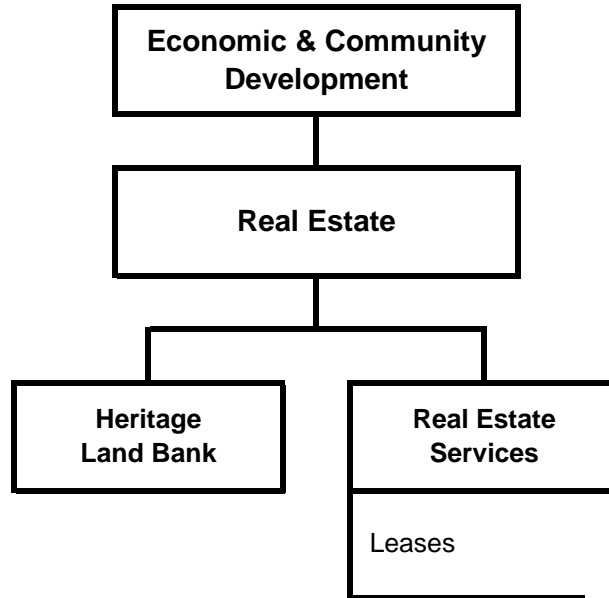


Real Estate



Real Estate Department

Description

Manage all municipally owned 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

- Except as AMC provides otherwise, the Real Estate Department has exclusive authority and responsibility to negotiate, administer, prepare and secure the execution of all contracts, leases, conveyances and other documents pertaining to the acquisitions and disposal of real property for the municipality.
- 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 and/or special assessments.

Divisions

- Heritage Land Bank
 - Manages municipally owned real estate in the HLB inventory in a manner designed to benefit the citizens of Anchorage and promote orderly development.
 - Monitor and provide reporting for existing Conservation Easements held by the HLB. Facilitate the execution of Conservation Easements on appropriate HLB parcels with wetlands to offset the impacts associated with public improvements that meet specific needs of the community as identified in local planning documents.
- Real Estate Services
 - Buys, sells, and leases land for other municipal departments.
 - Maintains and manages all municipal land for which no other managing agency has been designated.
 - Maintain all records in connection with foreclosure processing, acquisition, ownership and status of municipal land.
 - Dispose private sector properties that the MOA has taken Clerk's Deed for delinquent property taxes and/or special assessments.
 - Maintain a current inventory of all municipal land.

Department Goals that Contribute to Achieving the Mayor's Mission:



Administration – Make city government more efficient, accessible, transparent, and responsive to the citizens of Anchorage

- Revenue generated through disposals and use permits of HLB inventory provided to municipal and other agencies, and to the private sector.
- 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.



Strengthen Anchorage's Economy – Build a city that attracts and retains a talented workforce, the most innovative companies, and provides a strong environment for economic growth

- Maximize amount of acreage mitigated through appropriate responses to negative impacts on the MOA land inventory due to fire, insect damage, illegal dumping of hazardous or contaminated materials, and/or vandalism.
- Maximize amount of acreage available for development of housing by reviewing inventories, determining if surplus to municipal needs, perform steps necessary for disposal, market approved disposals, complete real estate transactions with private parties to create a larger available housing inventory.
- Identify municipal raw lands suitable for pre-development activities; e.g. zoning, platting, roads, water/sewer, etc.

Real Estate Department Summary

	2015 Actuals	2016 Revised	2017 Approved	17 v 16 % Chg
Direct Cost by Division				
RED Heritage Land Bank	1,006,325	662,008	666,996	0.75%
RED Real Estate Services	7,582,109	7,251,993	7,166,491	(1.18%)
Direct Cost Total	8,588,434	7,914,001	7,833,487	(1.02%)
Intragovernmental Charges				
Charges by/to Other Departments	(5,825,022)	(5,559,840)	(5,519,441)	(0.73%)
Function Cost Total	2,763,412	2,354,161	2,314,046	(1.70%)
Program Generated Revenue	(1,639,990)	(1,011,891)	(1,132,629)	11.93%
Net Cost Total	1,123,422	1,342,270	1,181,417	(11.98%)

Direct Cost by Category

Salaries and Benefits	668,566	727,921	684,345	(5.99%)
Supplies	20,088	5,800	5,708	(1.59%)
Travel	-	1,000	1,000	-
Contractual/Other Services	7,899,385	7,170,980	7,134,134	(0.51%)
Debt Service	-	-	-	-
Equipment, Furnishings	395	8,300	8,300	-
Direct Cost Total	8,588,434	7,914,001	7,833,487	(1.02%)

Position Summary as Budgeted

Full-Time	7	5	5	-
Part-Time	-	1	1	-
Position Total	7	6	6	-

2015 Positions: end-of-year count is 6, due to Special Admin Assistant II being eliminated May 2015.

**Real Estate
Reconciliation from 2016 Revised Budget to 2017 Approved Budget**

	Direct Costs	Positions		
		FT	PT	Seas/T
2016 Revised Budget	7,914,001	5	1	-
2016 One-Time Requirements				
- REMOVE 2016 Prop - ONE-TIME - Leave cash-out due to anticipated employee retirement.	(16,543)	-	-	-
Changes in Existing Programs/Funding for 2017				
- Salary and benefits adjustments	(27,033)	-	-	-
<hr/>				
2017 Continuation Level	7,870,425	5	1	-
2017 Proposed Budget Changes				
- Reduce Professional Services	(36,846)	-	-	-
2017 Assembly Amendments				
- <u>Assembly Member Flynn, as amended by Assembly Member Weddleton</u> - Restore \$120,937 to the Library Department funded by specific reductions of 1.5958% to all departments' supply budgets except Police and Fire	(92)	-	-	-
<hr/>				
2017 Approved Budget	7,833,487	5	1	-

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

	2015 Actuals	2016 Revised	2017 Approved	17 v 16 % Chg
Direct Cost by Category				
Salaries and Benefits	297,093	347,548	352,536	1.44%
Supplies	2,540	4,500	4,500	-
Travel	-	1,000	1,000	-
Contractual/Other Services	706,693	301,460	301,460	-
Equipment, Furnishings	-	7,500	7,500	-
Manageable Direct Cost Total	1,006,325	662,008	666,996	0.75%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,006,325	662,008	666,996	-
Intragovernmental Charges				
Charges by/to Other Departments	376,652	520,856	503,414	(3.35%)
Function Cost Total	1,382,977	1,182,864	1,170,410	(1.05%)
Program Generated Revenue by Fund				
Fund 221000 - HLB Fund	889,694	377,691	409,657	8.46%
Program Generated Revenue Total	889,694	377,691	409,657	8.46%
Net Cost Total	493,283	805,173	760,753	(5.52%)
Position Summary as Budgeted				
Full-Time	3	3	2	(33.33%)
Part-Time	-	-	1	100.00%
Position Total	3	3	3	-

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

	2015 Actuals	2016 Revised	2017 Approved	17 v 16 % Chg
Direct Cost by Category				
Salaries and Benefits	297,093	347,548	352,536	1.44%
Supplies	2,540	4,500	4,500	-
Travel	-	1,000	1,000	-
Contractual/Other Services	706,693	301,460	301,460	-
Equipment, Furnishings	-	7,500	7,500	-
Manageable Direct Cost Total	1,006,325	662,008	666,996	0.75%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,006,325	662,008	666,996	0.75%
Intragovernmental Charges				
Charges by/to Other Departments	376,652	520,856	503,414	(3.35%)
Program Generated Revenue				
406010 - Land Use Permits-HLB	16,469	139,278	132,529	(4.85%)
406080 - Lease & Rental Revenue-HLB	59,961	103,000	86,135	(16.37%)
406090 - Pipeline in ROW Fees	189,100	61,899	62,899	1.62%
406100 - Wetlands Mitigation Credit	500,000	-	-	-
408395 - Claims & Judgments	50,000	-	-	-
408580 - Miscellaneous Revenues	1,877	-	-	-
440010 - GCP CshPool ST-Int(MOA/ML&P)	51,401	58,286	108,094	85.45%
440040 - Other Short-Term Interest	36,366	15,228	20,000	31.34%
440080 - UnRlzd Gns&Lss Invs(MOA/AWWU)	(15,480)	-	-	-
Program Generated Revenue Total	889,694	377,691	409,657	8.46%
Net Cost				
Direct Cost Total	1,006,325	662,008	666,996	0.75%
Charges by/to Other Departments Total	376,652	520,856	503,414	(3.35%)
Program Generated Revenue Total	(889,694)	(377,691)	(409,657)	8.46%
Net Cost Total	493,283	805,173	760,753	(5.52%)

Position Detail as Budgeted

	2015 Revised		2016 Revised		2017 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Junior Admin Officer	1	-	1	-	1	-
Special Admin Assistant II	2	-	2	-	1	-
Special Administrative Assistant II	-	-	-	-	-	1
Position Detail as Budgeted Total	3	-	3	-	2	1

**Real Estate
Division Summary
RED Real Estate Services**

(Fund Center # 122306, 122307, 122302, 122308, 122300, 122309, 122200, 122301, 122305,...)

	2015 Actuals	2016 Revised	2017 Approved	17 v 16 % Chg
Direct Cost by Category				
Salaries and Benefits	371,474	380,373	331,809	(12.77%)
Supplies	17,549	1,300	1,208	(7.08%)
Travel	-	-	-	-
Contractual/Other Services	7,192,692	6,869,520	6,832,674	(0.54%)
Equipment, Furnishings	395	800	800	-
Manageable Direct Cost Total	7,582,109	7,251,993	7,166,491	(1.18%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	7,582,109	7,251,993	7,166,491	-
Intragovernmental Charges				
Charges by/to Other Departments	(6,201,674)	(6,080,696)	(6,022,855)	(0.95%)
Function Cost Total	1,380,435	1,171,297	1,143,636	(2.36%)
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	750,296	634,200	722,972	14.00%
Program Generated Revenue Total	750,296	634,200	722,972	14.00%
Net Cost Total	630,139	537,097	420,664	(21.68%)

Position Summary as Budgeted

Full-Time	4	2	3	50.00%
Part-Time	-	1	-	(100.00%)
Position Total	4	3	3	-

2015 Postions: end-of-year count is 3, due to Special Admin Assistant II being eliminated May 2015.

**Real Estate
Division Detail
RED Real Estate Services**

(Fund Center # 122306, 122307, 122302, 122308, 122300, 122309, 122200, 122301, 122305,...)

	2015 Actuals	2016 Revised	2017 Approved	17 v 16 % Chg
Direct Cost by Category				
Salaries and Benefits	371,474	380,373	331,809	(12.77%)
Supplies	17,549	1,300	1,208	(7.08%)
Travel	-	-	-	-
Contractual/Other Services	7,192,692	6,869,520	6,832,674	(0.54%)
Equipment, Furnishings	395	800	800	-
Manageable Direct Cost Total	7,582,109	7,251,993	7,166,491	(1.18%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	7,582,109	7,251,993	7,166,491	(1.18%)
Intragovernmental Charges				
Charges by/to Other Departments	(6,201,674)	(6,080,696)	(6,022,855)	(0.95%)
Program Generated Revenue				
401040 - Tax Cost Recoveries	242,635	250,000	255,000	2.00%
406080 - Lease & Rental Revenue-HLB	391,820	304,200	393,236	29.27%
406540 - Other Charges For Services	-	-	7,981	100.00%
406625 - Reimbursed Cost-NonGrant Funded	16,089	28,100	15,000	(46.62%)
406640 - Parking Garages & Lots	48,950	51,900	51,755	(0.28%)
408380 - Prior Year Expense Recovery	40	-	-	-
460080 - Land Sales-Cash	50,762	-	-	-
Program Generated Revenue Total	750,296	634,200	722,972	14.00%
Net Cost				
Direct Cost Total	7,582,109	7,251,993	7,166,491	(1.18%)
Charges by/to Other Departments Total	(6,201,674)	(6,080,696)	(6,022,855)	(0.95%)
Program Generated Revenue Total	(750,296)	(634,200)	(722,972)	14.00%
Net Cost Total	630,139	537,097	420,664	(21.68%)

Position Detail as Budgeted

	2015 Revised		2016 Revised		2017 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	1	-	1	-	1	-
Junior Admin Officer	1	-	1	-	-	-
Program & Policy Director	1	-	-	1	1	-
Property Management Officer	-	-	-	-	1	-
Special Admin Assistant II	1	-	-	-	-	-
Position Detail as Budgeted Total	4	-	2	1	3	-

2015 Positions: end-of-year count is 3, due to Special Admin Assistant II being eliminated May 2015.

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

- Inventory and Contracts: Maintain current and accurate inventory of municipal lands. Maintain current and accurate contract files.
- 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.
- Acquisitions and disposals: Authority to administer on behalf of the MOA the acquisition and disposal of real property via lease, exchange, sale, easement, permits and use agreements.
- 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 and/or assessments.

Accomplishment Goals

- Review all contract files annually to maintain current and accurate information and contractor compliance.
- Maximize amount of acreage mitigated through appropriate responses to negative impacts on MOA land inventory due to fire, insect damage, illegal dumping of hazardous or contaminated materials, trespassing, and/or vandalism by property inspections.
- Revenue generated through disposals and use permits of HLB inventory.
- Annual tax foreclosure process: Collection of delinquent property taxes and/or assessments.
- Annual process for taking Clerk's Deed and subsequent sale of deeded properties via sealed bid auction.

Performance Measures

Progress in achieving goals will be measured by:

Measure #1: Number of contract files reviewed for current information, accuracy and contractor compliance (Goal: approximately 120 contracts annually).

Number of Real Estate Contract Files Reviewed						
	2015	Q1	Q2	Q3	Q4	EOY 2015
Contract Files Reviewed		35	25	13	24	97
	2016	Q1	Q2	Q3	Q4	2016 To Date
Contract Files Reviewed		32	61			93

Measure #2: Number of parcels mitigated through appropriate responses to negative impacts on municipal land inventory due to fire, insect damage, illegal dumping of hazardous or contaminated materials, trespass, and/or vandalism by property inspections (Goal: 150 parcels inspected annually).

Number of Municipal Parcel Inspections						
	2015	2016 Q1	2016 Q2	2016 Q3	2016 Q4	2016 To Date
Region 1 (Eagle River)	66	1	1			2
Region 2 (SE Anchorage)	0	0	1			1
Region 3 (NE Anchorage)	34	12	21			33
Region 4 (NW Anchorage)	65	12	10			22
Region 5 (SW Anchorage)	5	2	1			3
Region 6 (Bird, Indian & Girdwood)	34	11	39			50
TOTAL	204	38	73			111

Heritage Land Bank Division Real Estate Department

Anchorage: Performance. Value. Results.

Purpose

Pursuant to AMC 25.40.010, it is the mission of the HLB to manage uncommitted municipal land and the HLB Fund in a manner designed to benefit present and future residents of Anchorage, promote orderly development, and achieve the goals of the Comprehensive Plan.

Division Direct Services

A self-supporting agency, HLB provides 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
- Disposal and permitting of inventory to appropriate municipal agencies and the private sector for approved uses that also generate revenue to the HLB Fund

Performance Measures

Progress in achieving goals will be measured by:

Measure #3: Revenue generated by disposals and permits of HLB inventory to the HLB Fund

The graph below compares revenues to the fund from permits, leases and disposals of HLB inventory:

Revenue Type	Total 2015	2016 Q2	YTD 2016
<i>Land Use Permits</i>	16,468.94	546.00	8,710.81
<i>ROW Fees</i>	189,099.84	15,474.96	30,949.92
<i>Leases</i>	59,960.73	31,520.65	67,794.77
<i>Land Sales</i>	0	427,525.00	428,852.50
<i>Wetlands Mitig. Credits</i>	500,000.00	0	0
TOTALS	765,529.51	475,066.61	536,308.00

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.

Performance Measures

Progress in achieving goals will be measured by:

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

TAX YEAR	FORECLOSURE PUBLICATION				JUDGMENT & DECREE OF FORECLOSURE				EXPIRATION OF REDEMPTION PERIOD COURT CLERKS DEED ISSUED			
	FRCL Year	No. Accts.	Prin., Interest	Penalty Cost	FRCL Year	No. Accts.	Prin., Interest	Penalty Cost	Deed Year	No. Accts.	Prin., Interest	Penalty 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		
3AN-10-05650		1,835	\$9,554,989	ADJ'D FRCL'D BAL-	1,053	\$4,978,400		S.A.	1	\$717		
2010	2011	Tax	1,677	7,417,715	2011	Tax	972	5,006,176	2012	Tax	40	131,875
	1st Pub 3/3/2011	DID	47	\$45,127		DID	24	\$33,077		DID		\$0
		S.A.	44	\$42,557		S.A.	22	\$25,339		S.A.	6	\$5,966
	3AN-11-05912		1,768	\$7,505,399			1,018	\$5,064,592			46	\$137,842
2011	2012	Tax	1,526	7,636,407	2012	Tax	996	5,749,710	2013	Tax	45	149,746
	1st Pub 3/8/12	DID	65	\$51,631		DID	35	\$37,631		DID	0	\$0
		S.A.	43	\$44,246		S.A.	26	\$34,089		S.A.	1	\$3,425
	3AN-12-05833		1,634	\$7,732,284			1,057	\$5,821,430			46	\$153,171
2012	2013	Tax	1,602	7,189,222	2013	Tax	1,011	5,180,801	2014	Tax	27	124,229
	1st Pub 3/7/13	DID	53	40,946		DID	31	27,021		DID	1	738
		S.A.	25	26,057		S.A.	11	12,294		S.A.	0	0
	3AN-13-05671		1,680	\$7,256,225			1,053	\$5,220,116			28	\$124,966
2013	2014	Tax	1,511	7,263,780	2014	Tax	856	4,885,740	2015	Tax	32	\$89,044
	1st Publ 3/6/14	DID	48	\$62,468		DID	27	\$51,164		DID	0	\$0
		S.A.	21	\$20,061		S.A.	13	\$16,382		S.A.	2	\$1,949
	3AN-14-05422		1,580	\$7,346,309			896	\$4,953,286			34	\$90,993
2014	2015	Tax	1,259	6,344,979	2015	Tax	821	4,835,275	2016	Tax		
	1st Pub 3/5/15	DID	39	108,876		DID	30	85,303		DID		
		S.A.	31	35,914		S.A.	11	16,832		S.A.		
	3AN-15-05409		1,329	\$6,489,770			862	\$4,937,410				\$0
2015	2016	Tax	1,321	\$6,376,732	2016	Tax	870	\$4,432,675	2017	Tax		
	1st Pub 3/3/16	DID	44	\$74,588	Apr	DID	23	\$56,157		DID		
		S.A.	21	\$59,620		S.A.	13	\$24,668		S.A.		
	3AN-16-05175	TOTAL	1,386	\$6,510,940				\$4,513,500				\$0

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

Tax Foreclosed Properties Sale: 2008 - 2016									
Year	2008	2009	2010	2011	2012	2013	2014	2015	2016
Properties Sold	2	3	11	3	3	9	5	5	6

In the first quarter, the Assembly approved the annual sale of tax-foreclosed properties (AO 2016-19). A list of 25 properties scheduled for sale was provided. The Real Estate Services Division strives to reduce this number significantly before the actual sale date. The sealed bid sale occurred in April.