

Real Estate



**Municipal
Manager**

**Planning,
Development &
Public Works**

Real Estate

**Heritage Land
Bank**

**Real Estate
Services**

Real Estate

Description

Manages all municipally owned land, both uncommitted and under management authority of municipal agencies, in a manner designed to benefit present and future citizens, promotes orderly development, and improvement of lands for municipal purposes.

Department Services

- Except as Anchorage Municipal Code (AMC) provides otherwise, the Real Estate Department has exclusive authority and responsibility to negotiate, administer, prepare and secure the execution of all real estate transactions, such as 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: Holder of all MOA-recorded conservation easements, maintenance and protection of MOA lands and improvements, to include prevention and cleanup of hazardous conditions.
- Highest and Best Use: Employs maximum value, use, and purpose for municipal lands and improvements.
- Tax Foreclosures: Administers the foreclosure proceedings for delinquent real estate property taxes and/or special assessments.
- Mortgage Foreclosure Registry: Maintain mortgage foreclosure registry records and database, monitor State of Alaska Recorder's Office website for recorded Notices of Default and communicate with the various lending entities of duty to register.

Divisions

- Heritage Land Bank (HLB)
 - Manages municipally owned real estate in the HLB inventory, consistent with the HLB Work Program and Five-Year Management Plan (Plan), in a manner designed to benefit the citizens of Anchorage and promote orderly development.
 - Staffs the HLB Advisory Commission who provides recommendations to the Assembly on HLB inventory actions including, acquisition, disposal, transfer, the HLB Plan, etc.
 - Monitors and provides reporting for existing conservation easements held or managed by the HLB. Facilitates the execution of conservation easements on appropriate HLB and non-HLB parcels 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, mortgage foreclosure registry, acquisition, ownership and status of municipal land.
 - Disposes of private sector properties that the MOA has taken Clerk's Deed as a result of 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:



Good Government – Staffing up departments, balancing the budget, and delivering better services.

- Generate revenue 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.
- Review all contract files annually to maintain current and accurate information and contractor compliance.



Safe Streets and Trails – Tackling homelessness, staffing up the Anchorage Police Department, and improving public safety for everyone.

- 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.



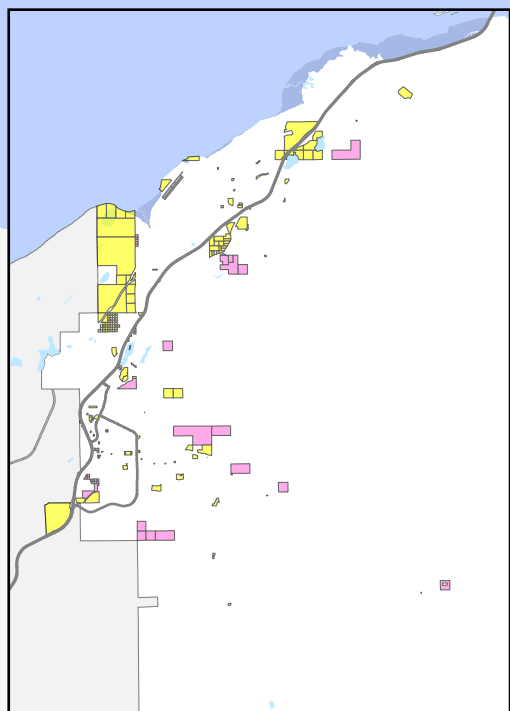
Building Our Future – Delivering better economic opportunities, more housing, affordable childcare, and a reliable energy future.

- Identify municipal raw lands suitable for pre-development activities, e.g., zoning, platting, roads, water/sewer, etc.
- 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.

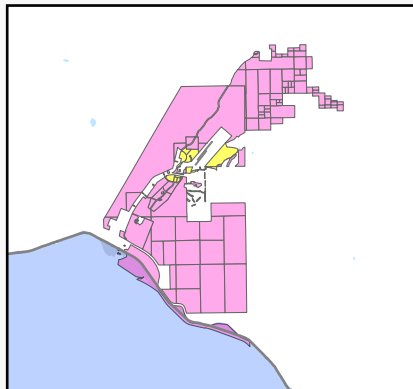
Municipality of Anchorage Owned Property

The Municipality of Anchorage (MOA) does not warrant the accuracy of maps or data provided, nor their suitability for any particular application.

Chugiak/Eagle River



Girdwood



MOA Owned Parcels

- HLB
- Real Estate

N



Prepared by:
Geographic Data and Information Center
September 2023

*Not to scale

Real Estate Department Summary

	2023 Actuals Unaudited	2024 Revised	2025 Approved	25 v 24 % Chg
Direct Cost by Division				
RED Heritage Land Bank	272,288	658,838	676,442	2.67%
RED Real Estate Services	26,414,393	10,133,303	9,837,703	(2.92%)
Direct Cost Total	26,686,681	10,792,141	10,514,145	(2.58%)
Intragovernmental Charges				
Charges by/to Other Departments	(6,808,674)	(8,058,490)	(8,170,538)	1.39%
Function Cost Total	19,878,008	2,733,651	2,343,607	(14.27%)
Program Generated Revenue	(22,243,655)	(2,449,396)	(1,586,044)	(35.25%)
Net Cost Total	(2,365,647)	284,255	757,563	166.51%
Direct Cost by Category				
Salaries and Benefits	457,698	726,036	794,500	9.43%
Supplies	295	5,708	5,708	-
Travel	-	1,000	1,000	-
Contractual/OtherServices	25,926,600	3,988,426	3,547,808	(11.05%)
Debt Service	282,800	6,062,671	6,156,829	1.55%
Equipment, Furnishings	19,288	8,300	8,300	-
Direct Cost Total	26,686,681	10,792,141	10,514,145	(2.58%)
Position Summary as Budgeted				
Full-Time	6	6	6	-
Part-Time	-	-	-	-
Position Total	6	6	6	-

Real Estate

Reconciliation from 2024 Revised Budget to 2025 Approved Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
2024 Revised Budget	10,792,141	5	-	-
2024 One-Time Adjustments				
- Reverse ONE-TIME - 2024 Assembly Amendment #4, (Mayor Vetoed, Veto Overridden) Creating specific fund in RE (Housing Fund)	(500,000)	-	-	-
Debt Service Changes				
- 716 Building	1	-	-	-
Changes in Existing Programs/Funding for 2025				
- Salaries and benefits adjustments	68,464	-	-	-
- City Hall operating and maintenance estimated increase	59,382	-	-	-
- Permit Center estimated lease increase	94,157	-	-	-
2025 Continuation Level	10,514,145	5	-	-
2025 Proposed Budget Changes				
- None	-	-	-	-
2025 Approved Budget	10,514,145	5	-	-

This reconciliation represents the actual position counts. The position counts on the Department and Division reports may include positions that are budgeted in multiple fund centers, which may result in a position being counted multiple times.

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						
	2023	Q1	Q2	Q3	Q4	EOY 2023
Contract Files Reviewed		15	23	24	30	92
	2024	Q1	Q2	Q3	Q4	YTD 2024
Contract Files Reviewed		15	21			36

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 Preventative/Routine Inspections						
	2023	2024 Q1	2024 Q2	2024 Q3	2024 Q4	YTD 2024
Region 1 (Eagle River)	1					
Region 2 (SE Anchorage)	16					
Region 3 (NE Anchorage)	27					
Region 4 (NW Anchorage)	42					
Region 5 (SW Anchorage)	11					
Region 6 (Bird, Indian & Girdwood)	8					
TOTAL	118	25	45	0	0	70

Number of Municipal Parcel Citizen Initiated Inspections						
	2023	2024 Q1	2024 Q2	2024 Q3	2024 Q4	YTD 2024
Region 1 (Eagle River)	0					0
Region 2 (SE Anchorage)	1					0
Region 3 (NE Anchorage)	0					0
Region 4 (NW Anchorage)	0					0
Region 5 (SW Anchorage)	0					0
Region 6 (Bird, Indian & Girdwood)	0					0
TOTAL	1	0	0	0	0	0

Heritage Land Bank Division Real Estate Department

Anchorage: Performance. Value. Results.

Mission

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.

Core 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, and wetlands mitigation credits for the land management of conservation easements in perpetuity:

Revenue Type	Total 2023	2024 Q2	YTD 2024
Land Use Permits	\$ 21,418.00	\$ 17,095.00	\$ 27,715.00
Leases	346,546.35	65,469.37	147,338.01
ROW Fees	150,000.00	0.00	0.00
Land Sales	2,002,770.90	155,000.00	155,000.00
Wetlands Mitigation Credits	0.00	0.00	0.00
TOTALS	\$2,520,735.25	\$237,564.37	\$330,053.01

Real Estate Services Division Real Estate Department

Anchorage: Performance. Value. Results.

Mission

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.

Core 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., Penalty Interest, Cost	FRCL Year	No. Accts.	Prin., Penalty Interest, Cost	Deed Year	No. Accts.	Prin., Penalty Interest, Cost
2018	2019	Tax	1,506	2019	Tax	763	2022	Tax	14
	1st Pub 3/6/19	DID	54	Apr	DID	25		DID	0
		S.A.	19		S.A.	12		S.A.	2
	3AN-19-06397		1,579			800			16
2019	2020	Tax	1,428	2021	Tax		2023	Tax	
	1st Pub 3/4/20	DID	59		DID	COVID		DID	COVID
		S.A.	20		S.A.			S.A.	
	3AN-20-		1,507			0			0
2020	2021	Tax	2,651	2021	Tax	1,013	2024	Tax	23
	1st Pub 3/10/21	DID	73		DID	34		DID	0
		S.A.	18		S.A.	11		S.A.	0
	3AN-21-04880		2,742			1,058			23
2021	2022	Tax	1,298	2022	Tax	786	2024	Tax	
	1st Pub 3/9/22	DID	68		DID	42		DID	
		S.A.	10		S.A.	6		S.A.	
	3AN-22-		1,376			834			0
2022	2023	Tax	1,252	2023	Tax	619	2024	Tax	
		DID	74		DID	39		DID	
		S.A.	13		S.A.	2		S.A.	
	3AN-23-		1,339			660			0
2023	2024	Tax	1,008	2024	Tax			Tax	
	1st Pub 7/10/24	DID	30		DID			DID	
		S.A.	8		S.A.			S.A.	
	3AN-24-		1,046			\$0			0

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

Tax Foreclosed Properties Sale: 2012 - 2023												
Year	2012	2013	2014	2015	2016	2017	2018	2019	2020	2020	2022	2023
Properties Sold	3	9	5	5	6	4	3	3	8*	0	0	5

During 2021 and 2022, the Real Estate Services Division did not hold a tax foreclosure sealed bid auction. Due to COVID-19, the Municipality did not take Clerk's Deed to any properties in 2021 or 2022.

In 2020 Q1, the Assembly approved the annual sale of tax-foreclosed properties (AO 2020-12, as Amended). An amended list of 11 properties scheduled for sale was approved. The Real Estate Services Division strived to reduce this number significantly before the actual sale date, which occurred in Q2.

*Includes 3 properties that were withheld from the 2019 Tax Foreclosure Sale, pursuant to AO 2019-30, As Amended.

PVR Measure WC: Managing Workers' Compensation Claims

Reducing job-related injuries is a priority for the Administration by ensuring safe work conditions and safe practices. By instilling safe work practices, we ensure not only the safety of our employees but reduce the potential for injuries and property damage to the public. The Municipality is self-insured and every injury poses a financial burden on the public and the injured worker's family. It just makes good sense to WORK SAFE.

Results are tracked by monitoring monthly reports issued by the Risk Management Division.

