

# Real Estate



## 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.

Real Estate (907)343-7525  
4700 Elmore Road, 2nd floor Anchorage, AK 99507  
<https://www.muni.org/Departments/hlb>

### 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 – Ensuring ethical and accountable government, balancing the budget, and delivering quality, effective government 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 – Creating a safer, healthier Anchorage for all by addressing homelessness, investing in crisis response services and public health, cleaning up our parks, trails and public spaces, and staffing up our public safety departments.**

- 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 – Laying the foundation for a more prosperous future through housing solutions, economic development and investments in childcare, public infrastructure and quality of life.**

- 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.



## Real Estate Department Summary

	2024 Actuals Unaudited	2025 Revised	2026 Approved	26 v 25 % Chg
<b>Direct Cost by Division</b>				
RED Heritage Land Bank	312,590	737,762	743,252	0.74%
RED Real Estate Services	9,582,322	10,872,552	10,530,845	(3.14%)
<b>Direct Cost Total</b>	<b>9,894,912</b>	<b>11,610,314</b>	<b>11,274,097</b>	<b>(2.90%)</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(8,180,361)	(8,761,008)	(8,597,726)	(1.86%)
<b>Function Cost Total</b>	<b>1,714,551</b>	<b>2,849,306</b>	<b>2,676,371</b>	<b>(6.07%)</b>
Program Generated Revenue	(1,895,252)	(1,586,044)	(1,492,044)	(5.93%)
<b>Net Cost Total</b>	<b>(180,701)</b>	<b>1,263,262</b>	<b>1,184,327</b>	<b>(6.25%)</b>
<b>Direct Cost by Category</b>				
Salaries and Benefits	438,883	810,874	824,657	1.70%
Supplies	208	5,708	5,708	-
Travel	-	1,000	1,000	-
Contractual/OtherServices	3,278,418	4,617,971	4,267,971	(7.58%)
Debt Service	6,170,404	6,166,461	6,166,461	-
Equipment, Furnishings	7,000	8,300	8,300	-
<b>Direct Cost Total</b>	<b>9,894,912</b>	<b>11,610,314</b>	<b>11,274,097</b>	<b>(2.90%)</b>
<b>Position Summary as Budgeted</b>				
Full-Time	6	6	6	-
Part-Time	-	-	-	-
<b>Position Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>-</b>

## Real Estate

### Reconciliation from 2025 Revised Budget to 2026 Approved Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
<b>2025 Revised Budget</b>	11,610,314	5	-	-
<b>2025 One-Time Adjustments</b>				
- Reverse 2025 1Q - ONE-TIME - Facility Inventory Assessment - independent analysis and comprehensive report of condition of all municipal buildings to be used for planning future operations and support requests for capital funding	(200,000)	-	-	-
- Reverse 2025 1Q - ONE-TIME - Security Cameras for City Hall	(150,000)	-	-	-
<b>Changes in Existing Programs/Funding for 2026</b>				
- Salaries and benefits adjustments	13,783	-	-	-
<b>2026 Continuation Level</b>	<b>11,274,097</b>	<b>5</b>	<b>-</b>	<b>-</b>
<b>2026 Proposed Budget Changes</b>				
- None	-	-	-	-
<b>2026 Approved Budget</b>	<b>11,274,097</b>	<b>5</b>	<b>-</b>	<b>-</b>

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 100 contracts annually).**

Number of Real Estate Contract Files Reviewed						
	2024	Q1	Q2	Q3	Q4	EOY 2024
Contract Files Reviewed		15	21	22	36	94
	2025	Q1	Q2	Q3	Q4	YTD 2025
Contract Files Reviewed		11	25			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						
	2024	2025 Q1	2025 Q2	2025 Q3	2025 Q4	YTD 2025
Region 1 (Eagle River)						
Region 2 (SE Anchorage)						
Region 3 (NE Anchorage)						
Region 4 (NW Anchorage)						
Region 5 (SW Anchorage)						
Region 6 (Bird, Indian & Girdwood)						
<b>TOTAL</b>	<b>172</b>	<b>43</b>	<b>17</b>			<b>60</b>

Number of Municipal Parcel Citizen Initiated Inspections						
	2024	2025 Q1	2025 Q2	2025 Q3	2025 Q4	YTD 2025
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
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>



## 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 2024	2025 Q1	YTD 2025
<b>Land Use Permits</b>	\$197,780.00	\$ 5,750.00	\$ 11,570.00
<b>Leases</b>	222,325.31	38,965.84	108,614.32
<b>ROW Fees</b>	0.00	0.00	0.00
<b>Land Sales</b>	166,970.40	0.00	1,277,474.83
<b>Wetlands Mitigation Credits</b>	0.00	0.00	0.00
<b>TOTALS</b>	<b>\$2,520,735.25</b>	<b>\$44,715.84</b>	<b>\$1,397,659.15</b>

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## **Real Estate Services Division Real Estate Department**

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### **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:

<b><u>Measure #4:</u> Annual foreclosure process: Collection of Delinquent property taxes and/or assessments</b>
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# 2026 Approved General Government Operating Budget

	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			
2018	2019	Tax	1,506	\$7,774,896	2019	Tax	763	\$4,966,654	2022	Tax	14	\$233,624
	1st Pub 3/6/19	DID	54	\$87,015	Apr	DID	25	\$38,057		DID	0	\$0
		S.A.	19	\$25,109		S.A.	12	\$15,873		S.A.	2	\$7,723
	3AN-19-06397		1,579	\$7,887,020			800	\$5,020,584			16	\$241,347
2019	2020	Tax	1,428	\$7,798,965	2021	Tax			2023	Tax		
	1st Pub 3/4/20	DID	59	\$89,293		DID	COVID			DID	COVID	
		S.A.	20	\$18,472		S.A.				S.A.		
	3AN-20-		1,507	\$7,906,730			0	\$0			0	\$0
2020	2021	Tax	2,651	\$12,320,316	2021	Tax	1,013	\$7,281,584	2024	Tax	23	\$261,431
	1st Pub 3/10/21	DID	73	\$112,327		DID	34	\$68,502		DID	0	\$0
		S.A.	18	\$27,572		S.A.	11	\$17,679		S.A.	0	\$0
	3AN-21-04880		2,742	\$12,460,215			1,058	\$7,367,765			23	\$261,431
2021	2022	Tax	1,298	\$8,920,738	2022	Tax	786	\$6,280,785	2025	Tax	10	\$47,682
	1st Pub 3/9/22	DID	68	\$106,069		DID	42	\$89,022		DID	0	\$0
		S.A.	10	\$25,256		S.A.	6	\$14,913		S.A.	0	\$0
	3AN-22-		1,376	\$9,052,063			834	\$6,384,720			10	\$47,682
2022	2023	Tax	1,252	\$8,390,524	2023	Tax	619	\$6,036,989	2025	Tax		
		DID	74	\$126,714		DID	39	\$74,493		DID		
		S.A.	13	\$20,630		S.A.	2	\$1,960		S.A.		
	3AN-23-		1,339	\$8,537,868			660	\$6,113,442			0	\$0
2023	2024	Tax	1,008	\$6,863,294	2024	Tax	574	\$4,820,254		Tax		
	1st Pub 7/10/24	DID	30	\$61,457		DID	19	\$52,521		DID		
		S.A.	8	\$12,187		S.A.	4	\$4,075		S.A.		
	3AN-24-		1,046	\$6,936,938			597	\$4,876,850			0	\$0
2024	2025	Tax	1,210	\$7,742,436	2025	Tax	555	\$4,758,088		Tax		
		DID	35	\$83,341		DID	19	\$26,273		DID		
		S.A.	8	\$14,104		S.A.	5	\$8,168		S.A.		
	3AN-24-		1,253	\$7,839,881			579	\$4,792,529			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: 2013 - 2024												
Year	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Properties Sold	5	5	6	4	3	3	8*	0	0	5	7*	

\*2020 sale includes 3 properties that were held over from the 2019 sale

\*2024 sale includes 1 property held over from the 2023 sale

\*2025 sale scheduled to take place September 10

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.

**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.

