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## Real Estate Department

*Anchorage: Performance. Value. Results.*

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### 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						
	2017	Q1	Q2	Q3	Q4	EOY 2016
Contract Files Reviewed		29	45	48	45	167
	2018	Q1	Q2	Q3	Q4	2018 to date
Contract Files Reviewed		35				35

**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).**

<b>Number of Municipal Parcel Inspections</b>						
	<b>2017</b>	<b>2018 Q1</b>	<b>2018 Q2</b>	<b>2018 Q3</b>	<b>2018 Q4</b>	<b>2018 to date</b>
<b>Region 1 (Eagle River)</b>	18	0				0
<b>Region 2 (SE Anchorage)</b>	6	0				0
<b>Region 3 (NE Anchorage)</b>	43	1				1
<b>Region 4 (NW Anchorage)</b>	25	2				2
<b>Region 5 (SW Anchorage)</b>	27	1				1
<b>Region 6 (Bird, Indian &amp; Girdwood)</b>	36	10				10
<b>TOTAL</b>	<b>164</b>	<b>14</b>				<b>14</b>

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## Heritage Land Bank Division Real Estate Department

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### 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:

<b>Measure #3: Revenue generated by disposals and permits of HLB inventory to the HLB Fund</b>
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The graph below compares revenues to the fund from permits, leases and disposals of HLB inventory:

<b>Revenue Type</b>	<b>Total 2017</b>	<b>2018 Q1</b>	<b>2018 to date</b>
<i>Land Use Permits</i>	166,502.26	5,749.62	5,749.62
<i>ROW Fees</i>	67,058.16	15,474.96	15,474.96
<i>Leases</i>	187,760.16	100,966.73	100,966.73
<i>Land Sales</i>	568,859.00	0.00	0.00
<i>Wetlands Mitig. Credits</i>	0.00	0.00	0.00
<b>TOTALS</b>	<b>990,179.58</b>	<b>122,191.31</b>	<b>122,191.31</b>

Unaudited data with financial software conversion effective 2017 Q4.

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## **Real Estate Services Division**

### **Real Estate Department**

*Anchorage: Performance. Value. Results.*

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#### **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., Penalty Interest, Cost	FRCL Year	No. Accts.	Prin., Penalty Interest, Cost	Deed Year	No. Accts.	Prin., Penalty Interest, Cost			
2016	2017	Tax	1,473	\$7,191,357	2017	Tax	944	\$5,088,046	2018	Tax		
	1st Pub 3/2/17	DID	61	\$74,584	Apr	DID	50	\$50,399	Oct	DID		
		S.A	25	\$53,456		S.A	15	\$41,076		S.A		
	3AN-17-05180		1,559	\$7,319,396			1,009	\$5,179,522			0	\$0
2017	2018	Tax	1,348	\$6,994,029	2018	Tax			2019	Tax		
	1st Pub 3/8/17	DID	47	\$72,352		DID				DID		
		S.A	20	\$31,981		S.A				S.A		
	3AN-18-		1,415	\$7,098,362			0	\$0			0	\$0
2018	2019	Tax			2019	Tax			2020	Tax		
		DID				DID				DID		
		S.A				S.A				S.A		
	3AN-19-		0	\$0			0	\$0			0	\$0
2019	2020	Tax			2020	Tax			2021	Tax		
		DID				DID				DID		
		S.A				S.A				S.A		
	3AN-20-		0	\$0			0	\$0			0	\$0
2020	2021	Tax			2021	Tax			2022	Tax		
		DID				DID				DID		
		S.A				S.A				S.A		
	3AN-21-		0	\$0			0	\$0			0	\$0
2021	2022	Tax			2022	Tax			2023	Tax		
		DID				DID				DID		
		S.A				S.A				S.A		
	3AN-22-		0	\$0			0	\$0			0	\$0
2022	2023	Tax			2023	Tax			2024	Tax		
		DID				DID				DID		
		S.A				S.A				S.A		
	3AN-23-		0	\$0				\$0			0	\$0
2023	2024	Tax			2024	Tax				Tax		
		DID				DID				DID		
		S.A				S.A				S.A		
	3AN-24-		0	\$0				\$0			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: 2008 - 2017										
Year	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Properties Sold	2	3	11	3	3	9	5	5	6	4

In 2018 Q1, the Assembly approved the annual sale of tax-foreclosed properties (AO 2018-8, as Amended). An amended list of 18 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.

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**Performance Measure Methodology Sheet**  
**Real Estate Department**

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**Measure #1: Number of contract files reviewed for current information, accuracy and contractor compliance.**

**Type**

Effectiveness

**Accomplishment Goal**

Number of Real Estate Department (RED) contract files reviewed for current information, accuracy and contractor compliance.

**Definition**

Lease, permit, easement, reversionary, etc. contract files will be reviewed annually, at a minimum.

**Data Collection Method**

Randomly selected contract files will be reviewed by Land Management Officers (LMO) and approved by RED Director. Data will be collected, logged, tracked, and recorded in the contract file and next actions appropriately scheduled in the RED calendar.

**Frequency**

Randomly selected contract files will be supplied to LMOs on a weekly basis. All contract files will be reviewed on an annual basis, at minimum.

**Measured by**

LMOs shall review and provide Contract Summary reports for approval for inclusion in the appropriate contract file. Office Manager will log, track, record, and schedule required actions.

**Reporting**

The RED will memorialize information with written comments for inclusion in each contract file.

**Used By**

The RED Director will use the Contract Summary reports and RED calendar to prioritize and schedule actions required.

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**Performance Measure Methodology Sheet**  
**Real Estate Department**

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**Measure #2: Number of municipal 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.**

**Type**

Effectiveness

**Accomplishment Goal**

Record number of municipal parcel inspections to manage the assets in a responsible manner, potentially reducing risk and restoring value to contaminated or damaged municipal land inventory.

**Definition**

Protection of municipal land, in coordination with Land Use Enforcement, from adverse impacts such as fire, insect damage, illegal dumping of hazardous or contaminated materials, trespass, and/or vandalism, and mitigate adverse conditions of inventory.

**Data Collection Method**

Selected parcels will be visited and inspected by on a scheduled basis, with selection based upon the potential for adverse impacts on parcels in the inventory. Provide immediate response to public inquiries and notifications of illegal activities (within 72 hours). Create and file reports on the condition of inspected parcels, with emphasis on corrective actions taken. Data will be collected in the parcel file and on inventory data spreadsheet lists by region.

**Frequency**

Site visits are an on-going responsibility of all LMOs. Respond to public notification of illegal activities on municipal property to be made within 72 hours of initial call.

**Measured by**

All LMOs shall observe and provide reports for inclusion in the appropriate parcel file. Data spreadsheets of municipal inventory, listed by region, shall include inspection dates and comments from LMOs.

**Reporting**

RED will memorialize information with written comments and/or photos for inclusion in appropriate parcel files in hard copy format, and in electronic format. A report on the action taken will be added to the parcel files and updated regularly.

**Used By**

The RED Director will use the reports to prioritize capital expenditures and actions required. Resources will be allocated as available to provide protection of the inventory.

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**Performance Measure Methodology Sheet**  
**Heritage Land Bank Division**  
**Real Estate Department**

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

**Type**

Effectiveness

**Accomplishment Goal**

Amount of revenue generated through disposals and permits of HLB inventory to the HLB Fund.

**Definition**

Revenue generated through the disposal of property from the HLB inventory through sales, leases, exchanges or easements

**Data Collection**

HLB quarterly revenue will be tracked, calculated and reported by Office Manager.

**Frequency**

Quarterly and year-to-date HLB revenue will be reported by revenue type. Disposals are conducted as deemed necessary and with respect to market conditions. Most uncommitted land is held for a future unidentified use.

**Measured by**

HLB reports the revenue generated from land sales, leases, exchanges, and easements. Performance is based on the economy and the real estate market. Revenue levels assist RED in capital project planning and development with the recommendations of the HLB Advisory Commission.

**Reporting**

The HLB provides quarterly and annual reporting of revenue generated by property disposals, and are included in the following year's HLB Work Program.

**Used by**

The RED Director will use the report to assess progress of land disposals and determine capital project planning and development as a benefit to the community and to the MOA, and reports to the HLB Advisory Commission on their economic impacts to the tax base.



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**Performance Measure Methodology Sheet**  
**Real Estate Services Division**  
**Real Estate Department**

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**Measure #4: Annual foreclosure process: Collection of Delinquent property taxes and assessments.**

**Type**

Effectiveness

**Accomplishment Goal**

Aggressively manage the annual foreclosure procedure to reduce the number of delinquent tax properties by having owners pay their properties and recoup lost revenue.

**Definition**

The foreclosure process is initiated annually against real properties which there are delinquent property taxes and assessments from the prior year(s). Properties on which a foreclosure judgment is entered for nonpayment of taxes are held by the Municipality for the statutory 'one year' redemption period. During the redemption period a party having an interest in the property may redeem the property from the judgment by paying the lien amount applicable under the judgment plus penalty, interest and costs.

**Data Collection**

The statutory expiration of redemption period process gives the owner, mortgage or lien holders of record the opportunity to redeem the property from a prior year(s) foreclosure judgment by paying the delinquent year(s) tax and/or assessment lien amount applicable under the foreclosure judgment to prevent the property from being deeded to the Municipality.

**Frequency**

The foreclosure process begins annually in February with the last day to pay to prevent foreclosure falling in the later part of April. Thereafter, the Request for Foreclosure Judgment documents are prepared and filed with the court. Once the judgment is entered the statutory 'one year' redemption period commences.

**Measured by**

Collection is largely dictated by continuous monitoring and additional noticing that ensures property owners are noticed of the foreclosure proceedings.

**Reporting**

Maintain delinquent property foreclosure reports, property owner and lien-holder foreclosure notice mailing lists, publications and the Petition for Foreclosure and Request for Foreclosure Judgment court documents.

**Used by**

Real Estate Services and the Municipal Attorney's Office to ensure all statutory foreclosure requirements have been met.

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**Performance Measure Methodology Sheet**  
**Real Estate Services Division**  
**Real Estate Department**

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

**Type**

Effectiveness

**Accomplishment Goal**

Enforce collection to recover delinquent unpaid property taxes and assessments by the statutory expiration of redemption period process and through sale of foreclosed/deed real property by sealed bid auction which returns foreclosed/deeded properties to tax-producing status.

**Definition**

Recover unpaid taxes and assessments on property deeded to the Municipality Real Estate Services may sell the property at public sealed bid auction upon approval of the Assembly. All property owners share equally in the responsibility for providing funding for services for good local government. If some do not pay their taxes or assessments, the responsibility falls disproportionately upon those that do.

**Data Collection**

Expiration of Redemption Period occurs for those property taxes and special assessments delinquent for more than one year. Upon issuance of the Clerk's Deed, the property is technically owned by the Municipality of Anchorage. Records are prepared for each property to include all documentation relevant to each property beginning with the foreclosure process through the deed process, and ultimately to the repurchase or sale of the foreclosed property.

**Frequency**

This is a four month annual process. On the first business day of June, a courtesy notice is mailed to delinquent taxpayers regarding the impending expiration of redemption period on foreclosed properties. In mid-July, title reports are ordered for all remaining unredeemed properties. The expiration of redemption period arises during the last week of October.

**Measured by**

Statistically the Municipality takes deed to between ten to thirty properties a year and on average sells one to six properties per year. The numbers are directly related to current local economic factors such as unemployment, inflation and periods of recession.

**Reporting**

Real Estate Services staff maintains expiration of redemption reports, mailings, court documents, repurchase files, and all public auction sale documentation.

**Used by**

The Real Estate Services division, legal review, uses these reports to determine and forecast relative progress in tax recovery from year to year.