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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 2017
Contract Files Reviewed		29	45	48	45	167
	2018	Q1	Q2	Q3	Q4	2018 to date
Contract Files Reviewed		35	53	56		144

**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						
	2017	2018 Q1	2018 Q2	2018 Q3	2018 Q4	2018 to date
Region 1 (Eagle River)	18	0	17	0		17
Region 2 (SE Anchorage)	6	0	6	0		6
Region 3 (NE Anchorage)	43	1	0	13		14
Region 4 (NW Anchorage)	25	2	9	5		16
Region 5 (SW Anchorage)	27	1	0	0		1
Region 6 (Bird, Indian & Girdwood)	36	10	1	4		15
<b>TOTAL</b>	<b>164</b>	<b>14</b>	<b>33</b>	<b>22</b>		<b>69</b>

**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:

**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 2017	2018 Q3	2018 to date
<i>Land Use Permits</i>	166,502.26	3,250.00	15,194.10
<i>ROW Fees</i>	67,058.16	15,724.96	41,516.56
<i>Leases</i>	187,760.16	58,030.29	270,936.60
<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>77,005.25</b>	<b>327,647.26</b>

Unaudited data with financial software conversion effective 2017 Q4.

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## Real Estate Services Division Real Estate Department

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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**

See attached schedule.

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

<b>Tax Foreclosed Properties Sale: 2009 - 2018</b>										
Year	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Properties Sold	3	11	3	3	9	5	5	6	4	3

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.

**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.

