

**FY 2004-2005 Budget
Fairbanks North Star Borough**

PROGRAM BUDGET SUMMARY

DEPARTMENT OF LAND MANAGEMENT

MISSION/Program Description

MISSION: TO MANAGE THE BOROUGH'S REAL PROPERTY ASSETS IN A MANNER THAT MAXIMIZES BOTH PUBLIC BENEFIT AND REVENUE, TO ACQUIRE LANDS OR FACILITIES FOR PUBLIC PURPOSES, AND TO COMPLETE THE ANNUAL PROPERTY TAX FORECLOSURE PROCESS. The Department prudently manages the Borough's land assets to foster the long-term growth of the community that is in the best interest of both current and future Borough residents. The Department programs consist of: 1) The Land Nomination Program which identifies Borough land for development, sale, or retention through a public involvement process; 2) The Land Sale Program, which develops nominated land in a manner that best meets the public's needs while maintaining a maximum revenue return; 3) The Retained Lands Program, which promotes the use of Borough-owned land through licenses, leases, easements, resource sales, land management consulting to other departments, and land acquisitions for public purposes; 4) The Property Tax Foreclosure Program, which ensures delinquent property tax collection through the annual property tax foreclosure process and sale. Our management of 100,000+ acres of Municipal Entitlement Land generates two income streams to the Borough; a) to the Land Enterprise Fund, which supports department programs and operations; and b) a supplemental income to the General Fund through property taxes from land sold.

Major Long-Term Issues and Concerns

The role that municipal land plays in the development of the community is a cornerstone of the mission of the Land Management Department. In the coming years it will be important to continue to look for new methods to economically and effectively transfer Borough Land into private ownership. The impact of annual withdrawals from the Land Enterprise Fund balance should be analyzed for their long-term impact on land management responsibilities.

Objectives for FY 2005

- Focus on increasing the efficiency and effectiveness of the Land Nomination and Sale Programs.
- Continue working with the Land Management Advisory Commission.
- Use the request-for-proposal process for the private development of a large parcel of Borough land.
- Advertise for land nominations and complete the nomination review process.
- Prepare for and complete the 2005 Land Auction.
- Complete the 2001 Tax-Foreclosure Process and begin the process for 2002 properties.
- Grant easements and rights-of-way for road and utility projects, and issue temporary-use licenses.
- Protect Borough-owned land from trespass by all means necessary, including legal action.
- Administer current timber sales, and continue to inventory Borough land for new sales.
- Continue to refine the Borough land ownership maps and data.
- Expand the staff skills through professional seminars and other training opportunities.
- Continue to explore funding sources to deal with allegedly contaminated properties taken in tax foreclosure that remain in Borough ownership.

Significant Budget Changes

- The FY 2005 budget reflects a net increase in personnel costs due to cost of living adjustments, normal union and management longevity.

Previous Year's Accomplishments

- Continued the Over-the-Counter land sale, selling 7 parcels worth \$226,100.
- Completed the 2003 Land Nomination cycle identifying 31 lots for development and sale in 2005.
- Completed the 2000 tax foreclosure cycle by holding the annual foreclosure sale in August 2003.
- Sold 684,000 board feet of timber through a competitive bid process.
- Worked with DOT&PF to complete the William R. Wood Bridge as part of Riverfront Beautification.
- Submitted EPA Brownfields Assessment Grant application for contaminated tax foreclosure property.

**Dept: Land Management
Measures & Statistical Accomplishments**

The FNSB intends to measure the success of this Department by the use of the following measures, over time.

<u>Measures</u>	<u>2000/01 Actual</u>	<u>2001/02 Actual</u>	<u>2002/03 Actual</u>	<u>2003/04 Budget</u>	<u>2004/05 Budget</u>
Measure 1. Number of nominated parcels approved for commercial development / residential development / retention for open space, trail or recreation.	1 / 4 / 1	1 / 4 / 0	0	2 / 9 / 0	2 / 9 / 0
Measure 2. Number of parcels available for sale compared to number sold in current fiscal year.	80 / 42	38 / 30	40 / 11	27 / 22	38 / 20
Measure 3. Total number of Lease, Licenses, Easements requests/issued.	23	19	13	8	16
Measure 4. Timber sale units sold / revenue generated.	0 / 0	3 / \$70.0K	4 / \$47.0K	1 / \$46.0K	2 / \$23.5K
Measure 5. Percentage of tax delinquent properties from the End of Redemption Period to the Tax Foreclosure Sale.	3.9647%	3.6324%	3.7549%	3.7843%	3.7843%

Additional Statistical Accomplishments

Land Nominations

Nominations Received	10	7	16	14	14
Radio / Television / Newspaper Display Advertising Spots	110 / 20 / 9	191 / 44 / 8	40 / 0 / 10	40 / 20 / 15	40 / 20 / 15
Agency and Public comments received	1	5	3	79	50
Notices mailed (Nomination Period, Public Meeting, and Approved report)	400	400	250	870	700

Land Development

Field Trips / Inspections	45	30	45	65	60
Borough meetings (Assembly, Platting, Planning)	15	20	20	20	20
Permits for development projects	1	2	2	1	4
Contracts issued to consultants/contractors	5	7	3	3	20
Developed Subdivisions / Lots	5 / 43	2 / 20	6 / 15	3 / N/A	5 / 23
Parcels sold at Auction / Over-the-Counter	18 / 24	0 / 30	17 / 7	0 / 19	17 / 3
Acres sold at Auction / Over-the-Counter	148 / 91	0 / 320	367 / 73	0 / 444	281 / 79
Financed / Cash Land Sales	38 / 4	24 / 6	22 / 2	19 / 0	14 / 6
Number of Non-Judicial and Deed-in-Lieu foreclosures	3	2	0	0	2

Retained Lands

Municipal Entitlement Land (MEL)	109,398 ac	109,931 ac	112,445 ac	112,445 ac	114,632 ac
Acquisition Lands other than MEL	9,408 ac	9,767 ac	10,246 ac	10,246 ac	10,261 ac
Project Support to FNSB Depts., School District, etc.	855 hrs	432 hrs	427 hrs	626 hrs	750 hrs
Timber Sale Contracts Administered	0	1	4	4	6
Gravel - Commercial Sales / Personal Use	0 / 2	0 / 1	0 / 0	0 / 0	0 / 1
Firewood - Personal Use Licenses	3	0	2	1	2
Temporary Use Licenses Issued	14	12	8	6	8
FNSB and School District Leases	23	23	26	28	28
Easements Granted	4	6	3	1	5
Etc.	56	60	56	64	75
Acquisitions requests for FNSB	1	0	2	2	2

Tax Foreclosure

Properties on Judgment / at End of Redemption	1159 / 454	1137 / 468	1240 / 506	1124 / 443	1167 / 473
Courtesy Letters Mailed / # of Properties	329 / 290	354 / 294	381 / 301	325 / 226	353 / 274
Litigation Reports	114	96	102	113	104
Lienholder-Property owner letters / #of Properties	995 / 69	519 / 60	897 / 65	804 / 75	804 / 75
1st Site Inspection / 2nd Inspection & Posting	57 / 35	51 / 28	53 / 38	75 / 34	75 / 34
Properties on Tax Deed	30	22	32	40	40
Properties in Tax Foreclosure Sale / Sold	18 / 13	17 / 10	19 / 7	18 / 10	18 / 10

**Dept: Land Management
Departmental Summary**

	2001/02 Actual	2002/03 Actual	2003/04 Approved	2003/04 Revised	2004/05 Recommended	2004/05 Approved
PERSONNEL SERVICES						
Permanent Salaries	402,695	409,823	447,960	447,960	464,210	464,210
Overtime Wages	866	2,118	2,000	2,000	3,000	3,000
Temporary Salaries	10,131	2,974	2,500	2,500	1,500	1,500
Benefits	163,505	161,394	199,570	199,570	248,230	240,290
Subtotal:	577,197	576,309	652,030	652,030	716,940	709,000
COMMODITIES						
Office Supplies	5,312	3,461	6,360	6,360	6,360	6,360
Computer Supplies	960	116	1,000	1,000	1,100	1,100
Operating Supplies	1,750	5,402	1,020	6,593	1,220	1,220
Books and Periodicals	1,194	767	1,210	1,210	1,210	1,210
Repair and Maint. Supplies	117	70	300	300	300	300
Clothing Supplies	-	-	-	-	-	-
Motor Fuels and Lubricants	27	-	-	-	200	200
Equipment Parts	-	-	-	-	-	-
Subtotal:	9,360	9,816	9,890	15,463	10,390	10,390
CONTRACTUAL SERVICES						
Professional Services	3,158	250	13,300	15,088	10,000	10,000
Communications	26	723	3,150	3,150	2,150	2,150
Travel	2,536	1,549	6,000	6,000	6,000	6,000
Professional Dues/Meetings	701	610	750	750	1,250	1,250
Training	2,664	7,099	9,260	9,260	8,860	8,860
Advertising, Printing & Binding	33,055	24,934	43,950	43,950	40,050	40,050
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	-	-	-	-	-
Repairs & Maint. -Other Equipment	-	-	-	-	500	500
Rent	-	-	1,000	1,000	1,000	1,000
Utilities	16	-	600	600	600	600
Equipment Leases	-	-	-	-	2,890	2,890
Other Contractual Services	58,046	54,549	106,730	99,369	114,030	114,030
Subtotal:	100,202	89,714	184,740	179,167	187,330	187,330
Grants Match, Indirect, Awaiting Budget	-	-	-	-	-	-
CAPITAL OUTLAY						
Controlled Assets	-	-	-	-	-	-
Buildings & Structures	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-
Office Equipment	-	-	-	-	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	278	943	-	-	-	-
Subtotal:	278	943	-	-	-	-
GRAND TOTAL:	687,037	676,782	846,660	846,660	914,660	906,720
FUNDING SOURCES:						
Fees, Leases, Land and Gravel Sales						556,230
Interest Earnings						62,300
Total Program Revenues:						<u>618,530</u>