

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA

THIRD JUDICIAL DISTRICT AT ANCHORAGE

CHRISTINA HENDRICKSON,)
)
Plaintiff,)

vs.)

MUNICIPALITY OF ANCHORAGE;)
DAVID BRONSON in his official capacity)
as the Mayor of the Municipality of)
Anchorage; ADAM TROMBLEY in his)
official capacity as Community Economic)
Director; and OTHER PERSONS)
RESPONSIBLE for firing Ms.)
Hendrickson in retaliation for her)
engagement in protected whistleblower)
activities, as they become known,)
Defendants.)

Case No.: 3AN-21-_____CI

COMPLAINT

Plaintiff Christina Hendrickson, by and through counsel, Ashburn & Mason, P.C., brings this complaint and alleges the following against Defendants Municipality of Anchorage (MOA); David Bronson; Adam Trombley; and other persons responsible for firing Ms. Hendrickson in retaliation for her engagement in protected whistleblower activities (collectively “Defendants”):

NATURE OF THE LAWSUIT

1. The Anchorage Municipal Code (AMC) expressly prohibits retaliation against any employee who reports on a matter of public concern, *i.e.*, files a whistleblower

ASHBURN & MASON P.C.
LAWYERS
1227 WEST 9TH AVENUE, SUITE 200
ANCHORAGE, ALASKA 99501
TEL 907.276.4331 • FAX 907.277.8235

complaint. Yet the MOA and the Bronson Administration did just that when they abruptly terminated Plaintiff after she reported both to her superiors and to Municipal Assembly members that the Municipality and the Bronson Administration had improperly attempted to place a high-salaried employee into an unfunded position that did not exist and had taken other actions that directly conflicted with AMC. On information and belief, the Administration began the termination process almost immediately after Ms. Hendrickson initially reported this issue to her supervisor and then ultimately terminated her after learning that Ms. Hendrickson reported this issue to Assembly Members.

2. Ms. Hendrickson's retaliatory termination violates the whistleblower protections in the AMC, and further constitutes a violation of the covenant of good faith and fair dealing. As a consequence of raising these issues of public concern, Ms. Hendrickson has lost her job and is being vilified by the Administration. The Municipality and those involved in the retaliation are liable for lost wages and other available damages under the AMC, as described herein.

PARTIES

3. Christina Hendrickson is an individual residing in Girdwood, Alaska.
4. MOA is a home rule municipality in the state of Alaska.
5. David Bronson is the Mayor of the MOA and on information and belief resides in or around Anchorage, Alaska.
6. Adam Trombley is the Community Development Director and on information and belief resides in or around Anchorage, Alaska.

7. On information and belief, additional responsible persons involved in this matter may exist and will be named as they are identified.

JURISDICTION AND VENUE

8. This Court has jurisdiction over the subject matter of this action pursuant to AS 22.10.020 and AMC 03.75.050.A. This Court has personal jurisdiction over the Defendants pursuant to AS 09.05.015(a)(1) and (2).

9. Venue is proper in the Third Judicial District pursuant to Alaska Rule of Civil Procedure 3(c), (d) as the activities giving rise to this action occurred within the Third Judicial District in Anchorage where Defendants may be personally served, and a trial in the Third Judicial District “would best serve the convenience of the parties and witnesses.”¹

FACTS GIVING RISE TO THE LAWSUIT

A. Ms. Hendrickson’s Hire as Real Estate Director

10. On July 25, 2021, Ms. Hendrickson interviewed for the MOA’s Real Estate Director position, a salaried executive position classified as Range 23E under AMC 3.30.172.F. On information and belief, Mr. James Winegarner also interviewed for this position.

¹ Alaska R. Civ. P. 3(c), (d).

11. On or around July 1, 2021, Ms. Hendrickson began in the role of Real Estate Director. The terms of her employment included an annual salary of \$122,990.40 and other forms of compensation as provided in AMC 3.30.174.²

12. On Tuesday, August 10, 2021, the Assembly unanimously approved Ms. Hendrickson's appointment, and Ms. Hendrickson then signed her oath of office where she confirmed, *inter alia*, that she would faithfully uphold her duties as well as the US Constitution and Municipal Charter.³

13. In her position, Ms. Hendrickson's direct supervisor was Adam Trombley, who delegated his authority to Ron Thompson when Mr. Trombley was out of the office on leave.

14. The Real Estate Director position offered Ms. Hendrickson the opportunity to exclusively oversee and manage the acquisition and disposal of real property for the MOA. The MOA holds a significant portfolio of real property, which under the AMC is generally managed and overseen by the MOA Real Estate Department.⁴

15. Additionally, the Heritage Land Bank (HLB) is a Division of the Real Estate Department. The HLB is a self-supporting, non-tax-based agency of the MOA with its own fund and advisory commission. The AMC provides "It is the mission of the Heritage Land Bank to manage uncommitted municipal land and the Heritage Land Bank Fund in

² A true and correct copy of Ms. Hendrickson's hire letter is attached as Exhibit 1.

³ A true and correct copy of the signed oath is attached as Exhibit 2.

⁴ AMC 25.10.030.

a manner designed to benefit present and future residents of Anchorage, promote orderly development, and achieve the goals of the Comprehensive Plan.”⁵

16. For at least the past decade, the Real Estate Director served as the Executive Director of the HLB. Specifically, the job description for the Real Estate Director provides that “the Real Estate Director oversees the Real Estate Department, including the divisions of Real Estate Services and Heritage Land Bank, and is responsible for the management oversight of the acquisition, retention, and disposal of municipal lands and lands within the [Heritage Land Bank] inventory, to include reserving needed lands for future public uses.” In addition, “the Director also oversees lease, planning, acquisition, management, maintenance[,] and disposition of real property owned or occupied by the municipality, including utilities, and tax foreclosures of property.”⁶

17. The job description clearly states that 75% of the position consists of general supervision of the Municipality’s real estate portfolio, and 25% consists of overseeing the HLB. Further, each division’s budget pays 50% toward the Real Estate Director’s annual salary.

18. Specifically, the job description provides that “Seventy-five percent (75%) of the Director of Real Estate’s portfolio consists of “[o]versee[ing] the Real Estate Department’s exclusive authority and responsibility to administer the acquisition and disposal of real property for the Municipality, which includes[,] but is not limited to,

⁵ AMC 25.40.010.

⁶ A true and correct copy of the Real Estate Director Job Description is attached as Exhibit 3.

negotiating all acquisitions of real property for the MOA; administering all disposals of municipal land; preparing and securing the execution of all contracts, leases, conveyances[,] and other documents pertaining to the acquisition, ownership[,] and status of municipal land and pertaining to the management of that land; maintaining a current inventory of all municipal land; managing all municipal land for which no other managing agency has been designated; leasing or renting facilities or floor space, all within the division of Real Estate Services.”⁷

19. The job description further provides that “Twenty-five percent (25%) of the Director of Real Estate’s portfolio consists of “[o]versee[ing] the Heritage Land Bank, a division of the Real Estate Department, whose mission is to manage uncommitted municipal land and the HLB Fund in a manner designed to benefit the present and future citizens of Anchorage, promote orderly development, and achieve the goals of the comprehensive plan. The Director oversees acquisitions, purchases, donations, [and] exchanges [of] all lands transferred from the state as part of the Municipal Entitlement Act, or other means which is to be managed by HLB on behalf of the MOA; perfect the Municipality’s title to all lands in the HLB inventory in a manner which will protect and enhance its economic and other municipal values; work with other agencies to determine long range analysis for future municipal needs and purposes; withdraw, transfer or dispose of lands; and oversee HLB [in its capacity as] exclusive grantee of conservation

⁷ Exh. 3 at 4.

easements and recipient of funds generated by compensatory mitigation agreements with the U.S. Army Corps of Engineers.”⁸

B. Ms. Hendrickson’s Oversight of the Real Estate Department and Heritage Land Bank.

20. Plaintiff realleges and incorporates by reference all of the allegations in the preceding paragraphs.

21. Ms. Hendrickson began performing her duties on July 1, 2021, the first day of the Bronson Administration. One of her first responsibilities was to respond to Mayor Bronson’s July 14, 2021, directive to all department directors to submit budget proposals for 2022 “identify[ing] not less than 5% in savings with an emphasis on efficiencies and effectiveness of government operations and streamlining services.”⁹

22. In response, Ms. Hendrickson conducted an analysis of the Department’s two divisions, Real Estate Services and the Heritage Land Bank, to find opportunities for savings and cost reductions, and she was able to reduce the overall proposed budget for the Real Estate department by approximately \$38,400.

23. In addition, Ms. Hendrickson addressed high level personnel needs and documented that the only position that needed to be filled for the Real Estate Department was the Land Management Officer position. Ms. Hendrickson budgeted for the position to be filled at a salary of \$60,000 per year. Notably, Ms. Hendrickson did not suggest any other positions be created, or that another individual needed to be hired to assume

⁸ *Id.*

⁹ A true and correct copy of this directive is attached as Exhibit 4.

some of her current job responsibilities, because doing so would impose substantial cost increases upon the MOA and its taxpayers in direct contradiction to the Mayor’s policy to reduce the MOA budget.

24. Initially, the MOA and Bronson Administration appeared to support Ms. Hendrickson’s budget and personnel proposals. On July 29, 2021, Adam Trombley presented Ms. Hendrickson’s proposed organizational chart for the Real Estate Department to the Director and other executives of the Planning Office. Again, this organizational chart did not include an Executive Director for the HLB, nor did it include a separate Chief Housing Officer position.

25. On August 3, 2021, Ms. Hendrickson submitted her final Department Budget and Organizational Chart to Adam Trombley and Karl Raszkievicz, who is the Executive Director of the MOA’s Office of Management and Budget (OMB). This budget proposal included Ms. Hendrickson’s plan to fill the vacant and funded Land Management Officer position, while not creating additional high-level positions. The proposal stated that the Real Estate Department “has one subject matter expert for each of its service areas. The hiring of a Land Management Officer to support Heritage Land Bank and administrative functions will increase efficiencies by placing an officer in the field to issue citations and enforce terms and conditions and code.”¹⁰

26. In August 2021, Ms. Hendrickson screened candidates and conducted interviews for the Land Management Officer. Mr. Winegarner did not submit an

¹⁰ A true and correct copy of this budget submittal is attached as Exhibit 5.

application, nor was he interviewed for this position. Ms. Hendrickson selected a qualified candidate and followed protocol in submitting a Request to Hire Memo through Adam Trombley to Mayor Bronson on August 26, 2021. In doing so, Ms. Hendrickson complied with AMC 3.30.170, which provides:

“Prior to an executive employee being hired, the individual shall have submitted a municipal employment application form including a resume describing relevant education, training and experience. Upon hiring, the resume shall become a public record and be included within the employee's personnel file.”

27. Unfortunately, Ms. Hendrickson's efforts to hire a qualified Land Management Officer through the protocols set forth in the AMC collided with the Bronson Administration's efforts to place Mr. Winegarner in a high-paying position in the Real Estate Department without following proper process or procedure.

28. As discussed below, after trying to place Mr. Winegarner in a grant-funded position without approval, and then trying to place him in an executive position that did not exist, the Bronson Administration superseded Ms. Hendrickson's efforts to hire a qualified Land Management Officer in accord with the procedures required by the AMC. Instead, the MOA unilaterally placed Mr. Winegarner in the position, even though he had never applied for it, much less demonstrated that he possessed the requisite qualifications for the position, and then modified the position to include the role of Executive Director of the Heritage Land Bank without required supporting documentation as outlined in AMC 25.40.040 and in support of a reorganization.

C. The MOA and Bronson Administration's Effort to Shoehorn Jim Winegarner into the Real Estate Department.

29. Plaintiff realleges and incorporates by reference all of the allegations in the preceding paragraphs.

30. Soon after the MOA hired Ms. Hendrickson, the MOA also purported to hire Mr. Winegarner as the Chief Housing Officer. On or around July 7, 2021, Adam Trombley tasked Ms. Hendrickson with hosting his initial onboarding session.

31. For March 2021 to April 2022, the Chief Housing Officer position is funded via a \$60,000 grant from the Rasmuson Foundation, and the Real Estate Department is the subrecipient of the grant, acting as the pass through to fund the position. The grant was not executed in 2020-2021 because the now-retired Real Estate Director, Robin Ward, held this role in addition to being the Real Estate Director and the Executive Director of the Heritage Land Bank. During her time in the role of Real Estate Director, Ms. Hendrickson was never instructed nor notified to follow the funding protocols outlined in the grant agreement between the MOA and the Rasmuson Foundation, thereby funding Mr. Winegarner's position. Nevertheless, Mr. Winegarner assumed the role of "Acting Chief Housing Officer."

32. As noted above, overseeing the HLB is part of the stated job responsibilities of the Real Estate Director. For cost savings and to streamline management, the two previous Real Estate Directors followed the procedure outlined in AMC 25.40.040 and obtained the approval of the HLB Advisory Commission, the support of the Mayor, and Assembly approval to assume the role of Executive Director of the HLB. Ms. Hendrickson informed Mr. Winegarner and her superiors of this problem.

Nonetheless, during the August and September 2021 time period, Mr. Winegarner purported to conduct Municipal business, collected a paycheck, and signed his emails “Acting Chief Housing Officer” and then added “Activ [sic] Executive Director of the Heritage Land Bank” on or about August 27, 2021.

33. On or about August 27, 2021, Mr. Winegarner abandoned his manufactured job titles, and instead was placed by the MOA and Bronson Administration into the open Land Management Officer position – a position he never applied for. The MOA then backdated the effective date of his hire to August 23, 2021, purportedly to align with payroll. Ms. Hendrickson had solicited applicants, conducted interviews, and selected another candidate for the position when the MOA unilaterally placed Mr. Winegarner into the funded position of Land Management Officer and included the title of Executive Director of the HLB.

34. Ms. Hendrickson once again communicated her substantial concerns regarding Mr. Winegarner’s employment status to her superiors. Ms. Hendrickson noted that this formal transfer of Mr. Winegarner from the Mayor’s Office to the Real Estate Department constituted a reorganization that necessarily required Assembly approval.¹¹ Ms. Hendrickson documented that this employee transfer violated the procedures outlined in AMC 3.30.068.C.2 and 3.30.068.C.7 because Mr. Winegarner was transferred from the Mayor’s Office to the Real Estate Department without a joint request, and without

¹¹ Mr. Winegarner was never actually formally transferred to the Real Estate Department before being placed in the Land Management Officer Position.

approval of the Real Estate Director. Further, the Bronson Administration did not follow procedure outlined in AMC 25.40.040, as noted in Section 33.

35. Again, Ms. Hendrickson had conducted interviews of qualified candidates for this open PCN, for which Mr. Winegarner did not apply. Further, Human Resources modified the PCN to Executive Director of the HLB. Per the submitted budget for the Real Estate Department, this was not a budgeted role. Based on Ms. Hendrickson's salary, another executive level position within the Department would cost approximately \$150,000 annually, whereas Ms. Hendrickson's Request to Hire Memo for the Land Management Officer position documented hiring the candidate for \$60,000 annually.

D. Ms. Hendrickson Raises Concerns Regarding the MOA and Bronson Administration's Efforts to Hire Mr. Winegarner in Contradiction of Grant Requirements and the Municipal Code.

36. Plaintiff realleges and incorporates by reference all of the allegations in the preceding paragraphs.

37. The MOA's actions actively impeded Ms. Hendrickson's ability to perform the duties of her executive position.

38. Ms. Hendrickson vigorously and repeatedly raised concerns with her superiors regarding how the Bronson Administration was handling Mr. Winegarner's employment with the MOA.

39. Between August 27 and September 9, 2021, Ms. Hendrickson actively sought solutions to determine the source of funding for Mr. Winegarner's purported

positions with the MOA, and to ensure that the MOA followed AMC, which clearly governs the duration and duties of Acting Employees; transfer of employees; responsibilities of Directors; and, the appointment of the Executive Director of the HLB. Ms. Hendrickson coordinated with Public Works Director Lance Wilbur, a former OMB Director; Niki Tshibaka, Chief Human Resources Officer; Adam Trombley, Community Development Director; Ron Thompson, Building Services Director; Karl Raszkievicz, OMB Director; and Marilyn Banzhaf, OMB Financial Analyst.

40. In the meantime, Mr. Winegarner began meeting with stakeholders with whom the Real Estate and Planning Departments were ushering specific projects. Mr. Winegarner reported to no one, nor did he invite any Municipal Director to any of these meetings. As the Real Estate Director, Ms. Hendrickson was solely responsible for negotiating leases, terms and conditions, and other confidential information per the job description cited above. Mr. Winegarner's conduct distracted Real Estate Department staff and created the real risk that he was making promises and commitments on behalf of the Municipality with no oversight and without the formal authority to do so.

41. On September 9, 2021, Ms. Hendrickson availed herself of the whistleblower protections provided in the AMC,¹² and submitted a formal written complaint *via email* to her direct supervisor, Adam Trombley, laying out her specific

¹² AMC 3.75.040C ("An employee initiating a report on a matter of public concern under this chapter shall first submit a written report concerning the matter to his immediate supervisor.").

concerns regarding Mr. Winegarner's employment as set forth above.¹³ Ms. Hendrickson made this report in good faith, believing the information she reported was a matter of public concern.

42. On September 13, 2021, Mr. Trombley and Ron Thompson met in person with Ms. Hendrickson to discuss her formal email complaint. Mr. Trombley then consulted with Craig Campbell, Chief of Staff to Mayor Bronson, and Mr. Campbell told Mr. Trombley, who told Ms. Hendrickson, that Mr. Winegarner would be the Executive Director of the HLB and that they would find the funding because this was a campaign promise.

43. On September 15, 2021, Ms. Hendrickson filed a formal whistleblower complaint with a public body, specifically members of the Anchorage Municipal Assembly, because the MOA failed to address or promptly remedy the matters of public concern that she previously raised with Mr. Trombley on September 9, 2021, and thereafter.¹⁴ The Assembly members in turn reported this complaint to the Bronson Administration on or about September 16, 2021.

E. The Unlawful Retaliation

44. Plaintiff realleges and incorporates by reference all of the allegations in the preceding paragraphs.

¹³ A true and correct copy of this email is attached as Exhibit 6.

¹⁴ A true and correct copy of this Whistleblower Complaint is attached as Exhibit 7.

45. The MOA and Bronson Administration's reaction to Ms. Hendrickson's formal reporting of her concerns regarding the process and legality of Mr. Winegarner's employment was swift, decisive, and retaliatory. On information and belief, the Bronson Administration began efforts to terminate her employment contemporaneous with her submission of the September 9, 2021, email to Mr. Trombley.

46. The MOA terminated Ms. Hendrickson after the Bronson Administration learned that she had made a whistleblower complaint.

47. On September 16, 2021, Ms. Hendrickson conducted a number of meetings on behalf of the MOA in her capacity as Real Estate Director. Later in the afternoon, Ms. Hendrickson learned that Human Resources personnel had taken her laptop and locked her out of her MOA email account. After hours, an MOA employee contacted Ms. Hendrickson and informed her that the MOA had issued a Press Release announcing Mr. Winegarner as the new Real Estate Director.

48. Ms. Hendrickson did not receive notice of her formal termination until the MOA emailed her a letter to her private email address on September 17, 2021.¹⁵ Accordingly, the MOA and David Bronson unlawfully retaliated against Ms. Hendrickson for raising matters of public concern to her direct supervisor, Adam Trombley, on September 9, 2021, and to certain members of the Anchorage Municipal Assembly on September 15, 2021.

COUNT I: VIOLATION OF THE ANCHORAGE WHISTLEBLOWER ACT

¹⁵ A true and correct copy of this termination letter is attached as Exhibit 8.

49. Plaintiff realleges and incorporates by reference all of the allegations in the preceding paragraphs.

50. MOA may not discharge an employee because the employee reports to a public body or public official on a matter of public concern.¹⁶ The definition of “public body” includes an officer of the MOA.¹⁷ In this case, officer of the MOA includes both Mr. Trombley and Mr. Bronson.

51. MOA, David Bronson, and the other named defendants unlawfully retaliated against Ms. Hendrickson because of her participation in protected whistleblower activities, to wit: reporting MOA’s waste of public funds and gross mismanagement, as well as MOA’s violations of the law, to her direct supervisor and members of the Anchorage Assembly.

52. Ms. Hendrickson suffered significant monetary damages as a result of Defendants’ violations of the Anchorage Whistleblower Act.

**COUNT II: BREACH OF COVENANT OF
GOOD FAITH AND FAIR DEALING AGAINST THE MOA**

53. Plaintiff realleges and incorporates by reference all of the allegations in the preceding paragraphs.

54. In every employment contract in Alaska, there is an implied, and legally binding, covenant of good faith and fair dealing.

55. The MOA acted intentionally in a manner that a reasonable person would

¹⁶ AMC 3.75.030.A.1.

¹⁷ AMC 3.75.020.

regard as unfair with respect to the allegations in this Complaint by, among other things, firing Ms. Hendrickson for raising her concerns about MOA's waste of taxpayer funds and violations of the law.

56. Ms. Hendrickson suffered significant economic damages as a result of the actions of the MOA.

REQUEST FOR RELIEF

- A. A judgment for compensatory damages in an amount to be demonstrated at trial in an amount over \$100,000;
- B. An award of punitive damages under AMC 3.75.050;
- C. An award of costs, interest, and attorney's fees;
- D. Leave to amend this Complaint as needed; and
- E. Any other relief the Court deems just and equitable.

ASHBURN & MASON, P.C.
Attorneys for Plaintiff

DATE: October 19, 2021

By: s/Jeffrey W. Robinson
Jeffrey W. Robinson
Alaska Bar No. 0805038

DATE: October 19, 2021

By: s/Matthew T. Findley
Matthew T. Findley
Alaska Bar No. 0504009



Municipality of Anchorage

Dave Bronson, Mayor

July 1, 2021

Christina Hendrickson
PO Box 978
Girdwood, AK 99587

Dear Christina:

I am pleased you have accepted the executive position of Director of Real Estate (position 30001131) with the Real Estate Department. Your executive appointment begins July 1, 2021.

Your salary will be based on an annual salary of \$122,990.40 (\$59.13 per hour) and is paid on a bi-weekly basis. This is a salaried executive position and as such is exempt from the minimum wage and overtime provisions of the Federal Fair Labor Standards Act. You will serve in an appointed capacity at the pleasure of the Mayor.

On an annual basis beginning July 1, 2021 you will receive eighty (80) hours of non-cashable leave in accordance with Anchorage Municipal Code (3.30.174.J)

In accordance with Anchorage Municipal Code (3.30.173), executive employees shall submit a resume prior to hire or appointment. Under Municipal policy, your resume will be submitted to the Assembly and become part of the public record.

The Municipal Executive Team and I look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dave Bronson".

Dave Bronson
Mayor

cc: Personnel File
Central Payroll



**Municipality of Anchorage
OATH OF OFFICE**

I solemnly swear (or affirm) that I will support and defend the Constitution of the United States, the Constitution of the State of Alaska and the Charter of Anchorage, and that I will faithfully perform the duties of **Director of Real Estate** to the best of my ability.

Christina Hendrickson

Christina Hendrickson

10 Aug 21

Date

Subscribed and sworn before me this 10 day of Aug, 2021.

Barbara A. Jones

Barbara A. Jones, Municipal Clerk

SEAL:





MUNICIPALITY OF ANCHORAGE POSITION DESCRIPTION (PD)

RECEIVED
AUG 7 2017
EMPLOYEE
RELATIONS

To the Employee/Supervisor:

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing performance appraisal standards, and to determine selection criteria for refilling the position. Extra sheets of paper may be attached if more space is needed.

1. Position Number(s)(Last 4 Digits): 1131	Department Name: Real Estate Department	
2. Name (last, first, middle): Ward, Robin E.	3. Current Class Title, Class Code, Range: Real Estate Director, 0126, 23E	
4. Working Title Real Estate Director	5. DEPT ID: 1221/1222	6. Work Phone: 907 343-4536
7. Section/Work Unit Name:	8. Division Name: Heritage Land Bank/Real Estate Director	
9. Physical Work Address: 4700 Elmore Road	10. Name/Title of Supervisor: Chris Schutte, OECD Executive Director PCN:4498 Work Phone: 343-7144	
11. Position Status Code <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal (Re-Occurring) <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Hours per Week		
12. Department Requested Action: <input checked="" type="checkbox"/> Updated PD <input type="checkbox"/> New Position <input type="checkbox"/> Reclassify to: _____ Class Title _____ Class Code _____ Range _____		
Justification for the Request: Update position description due to range change from 50%-50% RES-HLB split to a 75% RES and 25% HLB to more accurately reflect staff time attributed to actual work associated with the two Divisions.		

FINAL ACTION EMPLOYEE RELATIONS USE ONLY

Class Title	Class Code	Range	Pay Group	Union	Position Status	FTE %
Real Estate Director	0126	23E	EXE	EXE	REG	100%
Classification Analyst Initials			Effective Date			
MGE			9/11/17			

POSITION DESCRIPTION INSTRUCTIONS

Update Position Description: Update duties as needed but at least **every 2 years**. As duties change, be sure to review the physical, mental requirements and hazards under section 17.

Position Change Form (Formerly known as the OMB Funding Sheet): This form is required for the following actions: new positions, FTE increases/decreases, add/delete, bargaining unit change and reclassification actions to a higher/lower salary range.

Section 14

Examples of Poor and Good Duty Statements

Poor Statement

- Handles incoming Utility payments.
- Assists the Section Supervisor with the daily administration and control of operations.

Good Statement

Receives, opens, sorts, and prepares Utility payments for automated processing.

Monitors Section workload, adjusts work assignments to maximize productivity, participates with Section supervisor in interviewing and selecting new employees, trains new employees, develops and presents recommendations for problem resolution to Section supervisor.

List the duties of the position in the "good statement" format above.

Define Essential and Marginal Duties

Supervisors must determine and define essential and marginal functions/duties of the position. Essential functions are the fundamental duties of the position. Marginal functions are those duties that could reasonably be assigned to another position. A duty may be considered an essential function for several reasons, including but not limited to:

- ◇ the function may be essential because it is the reason the position exists;
- ◇ the function may be essential because of the limited number of employees available who could perform the function; and/or
- ◇ the function may be essential because it is highly specialized and requires specific expertise or ability.

For example, an essential function of a courier is mail delivery which typically requires lifting/carrying and transporting heavy items. The courier is also assigned to answer the office phones as a back-up to the regular staff person. The telephone reception duty is a marginal function as it can be assigned to another position.

The supervisor must mark each duty/function as essential (E) or marginal (M).

Calculate Percentage of Time for Each Duty

Determine the percentage of time spent on each duty by thinking of the job in a time block of a week. Estimate how much time spent is performing each duty. For example, if you spend one day each week processing Utility payments, divide the time spent on the duty by the time block: 1 day divided by 5 days equals 20 percent. Similarly, 6 hours/week divided by 40 = 15 percent. The total time spent on duties must equal 100 percent. If the work changes seasonally, prepare a Section #14 for each season; e.g., one for the summer season and one for winter.

<p>13. In one short paragraph, summarize the main purpose of the position to include duties and responsibilities and/or services provided. The Employment Office will use this text when posting the position for hire.</p>			
<p>The Real Estate Director oversees the Real Estate Department, including the divisions of Real Estate Services and Heritage Land Bank (HLB), and is responsible for the management oversight of the acquisition, retention, and disposal of municipal lands and lands within the HLB inventory, to include reserving needed lands for future public uses. The Director also oversees lease, planning, acquisition, management, maintenance and disposition of real property owned or occupied by the municipality, including utilities, and tax foreclosures of property.</p>			
<p>14. List the duties and responsibilities of the position. Begin with the most important duty and list in decreasing order of importance. Describe each duty in detail and include the percentage (%) of time of each. Use additional sheets as necessary. The supervisor must define each duty/function as essential (E) or marginal (M).</p>			
<table border="1"> <thead> <tr> <th data-bbox="264 415 300 441">*E/ M</th> <th data-bbox="300 415 397 441">%T</th> <th data-bbox="397 415 1372 441">DUTIES/FUNCTIONS</th> </tr> </thead> </table>	*E/ M	%T	DUTIES/FUNCTIONS
*E/ M	%T	DUTIES/FUNCTIONS	

E 75% Oversee the Real Estate Department's exclusive authority and responsibility to administer the acquisition and disposal of real property for the Municipality, which includes but is not limited to, negotiating all acquisitions of real property for the MOA; administering all disposals of municipal land; preparing and securing the execution of all contracts, leases, conveyances and other documents pertaining to the acquisition and disposal of real property; maintaining all records in connection with foreclosure proceedings, pertaining to the acquisition, ownership and status of municipal land and pertaining to the management of that land; maintaining a current inventory of all municipal land; managing all municipal land for which no other managing agency has been designated; leasing or renting facilities or floor space, all within the division of Real Estate Services.

E 25% Oversee the Heritage Land Bank, a division of the Real Estate Department, whose mission is to manage uncommitted municipal land and the HLB Fund in a manner designed to benefit the present and future citizens of Anchorage, promote orderly development, and achieve the goals of the comprehensive plan. The HLB Director oversees acquisitions, purchases, donations, exchanges, all lands transferred from the state as part of the Municipal Entitlement Act, or other means which is to be managed by HLB on behalf of the MOA; perfect the Municipality's title to all land in the HLB inventory; maintain complete and accurate public records of all parcels in the HLB inventory; manage lands in the HLB inventory in a manner which will protect and enhance its economic and other municipal values; work with other agencies to determine long range analysis for future municipal needs and purposes; withdraw, transfer or dispose of lands; and oversee HLB's exclusive grantee of conservation easements and recipient of funds generated by compensatory mitigation agreements with the U.S. Army Corps of Engineers.

15. Employee's comments – Note any other aspects of the position not covered:

16. **Employee Certification** – I certify that the above statements are accurate and complete to the best of my knowledge.

Signed Robert Ward Date 7/20/17

Note: **Employee signature is not required** if position description is: for a vacant position, for multiple positions, is being changed at the direction of management, or the employee does not want to sign.

The Supervisor, Division Manager, Director or designee must complete the following sections. Supervisory responses must be consistent with the information provided in Sections 13, 14, and 17, and the organization chart.

PHYSICAL AND MENTAL REQUIREMENTS AND POTENTIAL HAZARDS

17. The following identifies the physical demands and mental requirements and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. Responses should reflect physical demands or exposure to hazards that can be reasonably anticipated **and an expectation of the job**. If you are unsure and have questions in this are please contact Employee Relations, ADA Coordinator.
- Mark the box** with the rating that best matches the requirement of this position according to the following scale:
- NA:** Not applicable, not required of this position.
 - NE:** Requirement is present, but is **not** essential to the position. (For example, a receptionist encounters aggressive/angry people, but this is not an essential assignment.)
 - O:** Occasional up to 33 percent of the time **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; or a police officer must deal with aggressive/angry people.)
 - F:** Frequent over 33 percent of the time.

Physical and mental requirements and potential hazards checked below must be consistent with Duties/functions/ tasks listed in Section 14.

	NA	NE	O	F
Speaking				X
Hearing				X
Interacting with others				X
Seeing in limited light			X	
Seeing objects at a distance		X		
Seeing objects peripherally			X	

	NA	NE	O	F
Seeing close work (e.g., typed print)				X
Distinguishing colors			X	
Reading				X
Writing				X
Calculating				X
Editing				X
Evaluating				X
Interpreting			X	
Organizing				X
Sitting				X
Walking			X	
Running	X			
Bending, Twisting, Kneeling		X		
Pushing/Pulling		X		
Climbing (includes into/out of cramped spaces)	X			
Crawling (includes into/out of cramped spaces)	X			
Swimming (Indoors)	X			
Swimming (Outdoors)	X			
Repetitive motion of hands/fingers				X
Grasping with hand, gripping			X	
Lifting/carrying 10-25 pounds		X		
Lifting/carrying 26-50 pounds	X			
Lifting/carrying more than 50 pounds	X			
Driving (regular class D license – list under # 20)				X
Driving (CDL Class A, B, or C – list class and endorsement under # 20)	X			
Work in/exposure to inclement weather	X			
Work at heights (e.g., towers, poles)	X			
Exposure to dust, chemicals, or fumes, exhaust	X			
Exposure to loud noises	X			
Exposure to infection, germs, or contagious diseases		X		
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids	X			
Exposure to needles or sharp implements	X			
Exposure to electrical current (not outlets)	X			
Use of hazardous/dangerous equipment and/or machinery (e.g. chainsaws, explosives)	X			
Exposure to smoke, excessive heat, and fire (Public Safety)	X			
Exposure to aggressive/angry people (Public Safety)		X		
Restraining/grappling with people (Public Safety)	X			

	NA	NE	O	F
Firing Weapons	X			
Other:				
Other:				
Are there any other physical or mental requirements and/or potential hazards of the position that have not been addressed above?				
18. Review Sections 1-17 for accuracy and completeness. Note any additions or exceptions below:				
19. List machinery, tools, equipment, instruments, vehicles, computer hardware/software, etc., required to perform the essential duties of the position (e.g. car, fire apparatus, bus, calculator, bulldozer, drill, Excel, etc.)				
Computers; Microsoft Office Suite, PACE-Stellant, PeopleSoft, Kronos, AdobePro, Enterprise Server (CAMA), mapping software; calculator; telephone; smartphone; printer/copier/scanner/fax; and motor vehicle.				
20. List any license (driver's, CDL class and endorsements, paramedic license, nursing license, etc.), registration, permit, certification, physical or other standards etc. required by municipal, state or federal law or regulation to perform the duties and responsibilities of the Position. Please be specific. Note: If a license/certification is listed as requirement, identify what type of license/certification and describe why the license/certification is required in the space below.				
Driver's license is necessary due to frequent off-site meetings in locations from Girdwood to Eklutna.				
21. List any laws, rules, regulations, standards, codes, or other regulatory guides regularly used in performing the work. Examples are municipal codes, statutes, federal regulations, professional standards, building codes, trade practices, and procedure manuals. Please be specific.				
AMC Title 25 in its entirety, Municipal Policy and Procedures, Heritage Land Bank Policies and Procedures, and some of the related provisions in AMC Titles 4, 6, 7, 8 and 21.				
22. List the types of decisions/actions the employee independently makes on a regular basis. These are decisions/actions that do not require prior supervisory approval.				
All decisions and actions by the incumbent are performed independently, however often require the support of the Administration and Assembly approval.				

23. **SUPERVISORY RESPONSIBILITIES** (Must be reflected as an **Essential** function in Section 14)

- NO, the position does **not directly** supervise (go to Section 24)
 YES, the position directly **supervises** others on a regular basis.

If yes, then list all position numbers **supervised by** this position and mark level of supervisory authority exercised by this position for each supervisory action listed.

Definition of Authority

- X = Employee effectively recommends and/or takes action.
 Blank = No authority.

Position Numbers of Positions Supervised	Supervisory Actions								
	Hire	Assign	Reward	Promote	Transfer	Settle Grievances	Lay Off	Discipline	Discharge
1130	X	X	X	X	X	X	X	X	X
1132	X	X	X	X	X	X	X	X	X
1133	X	X	X	X	X	X	X	X	X
1217	X	X	X	X	X	X	X	X	X
6818	X	X	X	X	X	X	X	X	X
6703	X	X	X	X	X	X	X	X	X

THIS SECTION MUST BE HAND WRITTEN

24. **Supervisor Certification** – I certify that I have read the above statements, and that they are accurate and complete to the best of my knowledge.

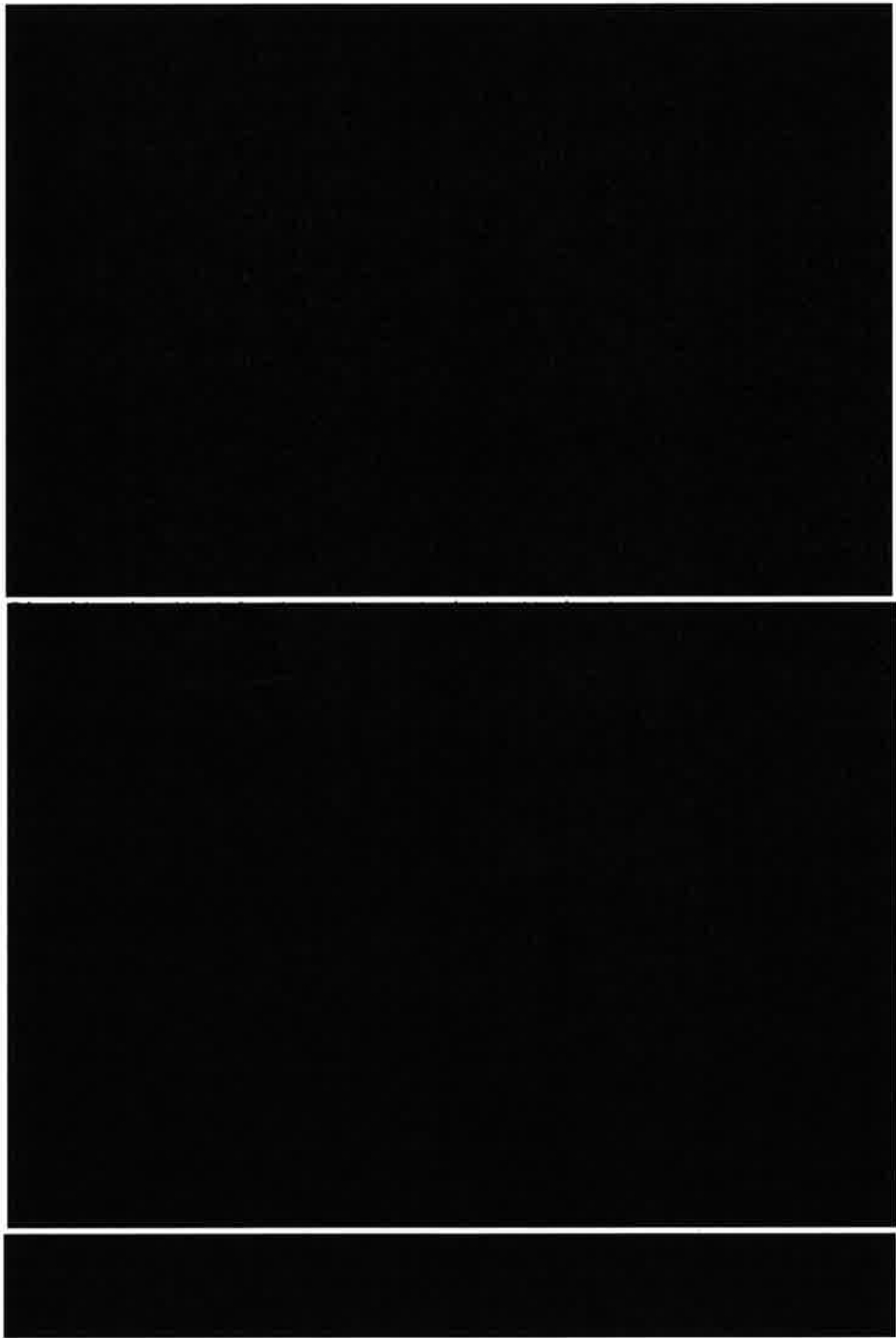
Signed  Date 07-24-2017

25. **Division Manager (or designee) Certification** – I certify that I have read the above statements, and that they are accurate and complete to the best of my knowledge.

Signed _____ Date _____

26. **Department Head Certification** – I certify that I have read the above statements, and that they are accurate and complete to the best of my knowledge.

Signed  Date 07-24-2017





Subject: 2022 Budget Department Proposal

July 14, 2021

Dear Directors,

Message from the Mayor:

It has been a full and rewarding first two weeks. I have enjoyed watching this great team come together. Though we have significant challenges ahead of us, I have full confidence in leadership and trust that we will get the job done. Thank you for your service to our great city. Please let me know if I can be of any help. Mayor Bronson.

2021

The Municipality faces many challenges related to its budget. To address these challenges and to protect the city's critical and necessary operations, swift and immediate action is required.

2022 Budget Proposals

The Administration will consider all constructive and productive operational improvement suggestions. Department submissions should identify not less than 5% in savings with an emphasis on efficiencies and effectiveness of government operations and streamlining services. All departments should strive to achieve an overall municipal-wide savings of not less than 5% of costs, while keeping core services intact to the extent possible. Submissions should include any possible service impacts resulting from the aforementioned savings identified.

As described above, we look forward to your suggestions for efficiencies as the Administration will be pursuing a variety of measures through the 2022 Proposed budget process. As you are preparing proposals, consider the following items that are included in the continuation budgets, with 2021 Revised as the basis of 2022 Proposed:

- One-time expenditure adjustments included in 2021 are removed when preparing the 2022 budget.
- Contractual salaries and benefits adjustments are adjusted by OMB throughout the decision-making process.
- For any labor cost increases by your department that are above the regular labor contracts agreements:
 - Offset the increase with other expenditure decreases to absorb (net zero).
- QuesticaBudget is available to review current personnel costing and make net-zero changes.
- For those departments considering 2022 capital projects, QuesticaBudget is open and available to input projects.

Please reach out to OMB direct contacts (attached) if you have questions and we encourage you to do so early if you are immediately aware of any new obligation(s) in 2022. Be sure to coordinate your proposed submissions with your Executive Managers before your submissions to OMB.

Some key dates in the process are (complete calendar attached):

Aug. 6 – All departments submit to OMB proposed 2022 department submissions in line with the guidance above, CIB/CIP, O&M schedules, and service area budgets.

Aug. 9-20 – Executive Managers and Mayor to meet with Departments to review proposals and budgets.

Aug. 27, Sept 1, Sept. 2 – Mayor's decisions on: Utility/Enterprise Operating and Capital Improvement Budget (CIB)/Capital Improvement Program (CIP), General Government CIB/CIP, and General Government Operations.

Sept. 1 – OMB provides 120-Day Memo with the Mayor's preliminary budget information to the Assembly.

Sept. 9-30 – OMB compiles budget.

Oct. 1 – OMB submits budgets and Six-Year Fiscal Program to Assembly and online.

Thank you in advance for your attention and action on this request.

Respectfully,

Karl Raszkwicz, Acting OMB Director



**MUNICIPALITY OF ANCHORAGE
MEMORANDUM
REAL ESTATE DEPARTMENT**

DATE: August 3, 2021
TO: Karl Raszkievicz, Director, Office of Management and Budget
THRU: Adam Trombley, Office of Community Development
FROM: Christina C. Hendrickson, Director, Real Estate Department
SUBJECT: Delegation of Authority

What specific steps (minimum of three) will your department take in 2022 to make your department more efficient by bringing down costs for the people of Anchorage?

1. Renegotiate Leases
2. Enforce lease terms and conditions
3. Hire a Land Management Officer

What specific steps (minimum of three) will your department take in 2022 to make your department more effective in serving the people of Anchorage?

1. Digitize records
2. Create space for visitors to the department to see for lease and sale opportunities and engage with the staff
3. Routinely engage other departments, such as Planning and Public Works, for investment related projects, such as infrastructure

Do you foresee any jobs/duties in your department that can be automated in the future due to the implementation of new software systems? Do we need to be aware of any resources that need to be allocated that will fulfill those goals?

Property and facility management software would reduce overhead burden and automate lease renewals, repair requests, vendor invoices, and manage facility and land assets and investments. The Real Estate Department is evaluating how other Department's software could be reprogrammed to service this need. The Director is engaging with other cities of similar size to learn what software they use and why.

What new programs have been added to your department in the last six years?

Brownfields cleanup program, funded by federal grant.

Would a reorganization of your department lead to more efficient operations thus leading to lowering the cost of operations?

No. Our Department has one subject matter expert for each of its service areas. The hiring of a Land Management Officer to support Heritage Land Bank and administrative functions will increase efficiencies by placing an officer in the field to issue citations and enforce terms and conditions and code.

How many employees were added to your department in the last six years? Please explain those reasons.

None.

From: Hendrickson, Christina C.
Sent: Thursday, September 9, 2021 4:58 PM
To: Trombley, Adam R. <Adam.Trombley@anchorageak.gov>
Cc: Thompson, Ronald J. <Ronald.Thompson@anchorageak.gov>
Subject: Real Estate Department: Org Chart, Budget, and Position Descriptions

Adam,

On 28 June, I accepted the position of Real Estate Director. Per the attached PCN, I oversee both Real Estate Services and the Heritage Land Bank. As such, my budget draws 50% of my salary from each division under my purview. Both

Tammy O and Robin W followed this model, reducing operating costs and redundancies in expertise and streamlining decision making authority.

On 7 July, my Department hosted Jim W for onboarding as the Chief Housing Officer, pending approval from Rasmuson, who funds the position. He began addressing himself as Chief Housing Officer in emails, in exchanges with stakeholders, and while attending industry meetings.

On 26 August, I submitted the attached memo to hire our selected, qualified and funded candidate for that LMO position. This action directly correlates with 3.30.014.D

On 27 August, Craig Campbell, et al, left me the attached voicemail. Jim Winegarner occupied a PCN in the Mayor's office that Corey T needed to shadow Matt S for two weeks. As a former corporate communications manager, I understood and supported this temporary assignment. The Rasmuson Foundation did not support Jim W in the role of Chief Housing Officer, and no grant funding had been administered. As such, since 7 June he was funded through the Mayor's office. This involuntary transfer violated 3.30.068.C.5

On 31 August, I conferred with Niki T to identify a solution to quickly move Jim W. out of the LMO position so that I may hire our desired candidate.

On 1 September, I hosted Jim W for a 30 minute walk in which I conveyed that he was moved temporarily and that a new position and funding was potentially being identified for him. He stated he knew nothing of the behind the scenes work to secure him a position with this administration. As Craig C conveyed this would be temporary, I have not assigned Jim LMO-related tasks.

Now, as of 9 September:

- A. The desired candidate has thrice followed up. With Matt S's imminent departure, I respectfully request Jim W be moved back into the Mayor's available PCN that Corey will vacate so that I may proceed with a formal offer and hiring.
- B. Jim W considers himself the Acting Chief Housing Officer, for which there is no funding and no PCN. He considers himself the Acting Executive Director of the Heritage Land Bank, for which there is no PCN nor funding, nor likely support from the Assembly to confirm him, per code.
 - a. His labeling is a violation of 3.30.067
 - b. Further, the EXE-21 "located" in M&O does not qualify for an Executive Director, per 3.30.172.D
- C. Jim meets with stakeholders actively involved in other pursuits with other Departments; he does not convey his actions to Directors.

Per the Municipal Manager's direction, I completed my personnel reviews and found the fulfillment of the LMO position the only support both divisions of my Department requires to remain successful, with optimal performance that will exceed expectations. I did not identify nor document the need or desire for an HLB Executive Director nor a Chief Housing Officer.

This is all documented. I take Ethics very seriously and find the code violations unethical and fiduciarily irresponsible.

An unqualified person occupying an PCN in an acting capacity violates the aforementioned citations and was done without my consent as the Real Estate Director.

From: Cisco Unity Connection Messaging System <unityconnection@ci.anchorage.ak.us>
Sent: Friday, August 27, 2021 9:46 AM
To: Hendrickson, Christina C. <Christina.Hendrickson@anchorageak.gov>
Subject: Message from MOA (9073604358)

--

- Christina

Reduce. Reuse. Recycle.

Reduce: Think before you print.

Dena'inaq elnen'aaq' gheshtnu ch'q'u yeshdu

'I live and work on the land of the Dena'ina.'

translation: S. Shaginoff-Stuart, J. Isaac

TO: Assembly Members
FROM: Christina C. Hendrickson, Real Estate Director
RE: Whistleblower Compliant
DATE: 15 September 2021

Below and attached is a whistle blowing compliant as governed by AMC 3.75. The following is a matter of public concern meeting the definition in points 1 and 3, defined below from AMC 3.75. Because of AMC 2.6.110.D, this matter is unqualified for Item 4. I reasonably believe the following information is a matter of public concern. I make this report in good faith and provided this information to my supervisor on 9 September 2021. The report did not result in prompt action to remedy the matter of public concern. The specifics of the following report is known by multiple Directors and multiple departments' staff. I do believe an emergency exists based on the abuse of power, and I do fear reprisal or discrimination for both myself and my valued staff as a result of this disclosure.

Matter of public concern means:

1. A violation of federal, state or municipal law, regulations or ordinance;
2. A danger to public health or safety;
3. Gross mismanagement, a substantial waste of funds, or clear abuse of authority; or
4. A matter accepted for investigation by the office of the ombudsman under section 2.60.110.

Much of the conversations among my supervisor and the Mayor's office are via phone and not recorded. Instead of relying on hearsay, I offer the attached documentation demonstrating the Department's organization, role and responsibility, our proper hiring procedures for the PCN that the Mayor's office transferred Jim Winegarner into, violating code, and more.

1. A violation of federal, state or municipal law, regulations or ordinance

The following AMC was violated: 3.30.067, 3.30.068.C.5, 25.4, and 3.30.172.D. I have not researched what fraud violations may be valid. Transfer of an employee without Director approval and without AO/AM and budget discussed in detail below.

3. Gross mismanagement, a substantial waste of funds, or clear abuse of authority

- A. Enabling and allowing Jim Winegarner to be "Acting."
- B. Transferring a PCN under the guise of support to the Mayor's office when really it was a plant to name Jim as Executive Director of the Heritage Land Bank because the Rasmuson Foundation would not fund him as Chief Housing Officer.
- C. Fraudging public funds to locate monies for an unqualified candidate to serve in a role that is already filled with qualified staff with no demonstrated need identified.

On 25 June, both myself and Jim Winegarner interviewed for the Real Estate Director position, vacated by Robin Ward's retirement on 30 June 2021 (Attachment A). On 1 July, I began as the Real Estate Director. On 7 July, my office hosted Jim to onboard him as Chief Housing Officer (Attachment B). The Mayor's office appointed Jim as Acting Chief Housing Officer, a position previously held by Robin Ward while she was the Real Estate Director and Executive Director of the Heritage Land Bank. The Rasmuson Foundation funds the grant for this position and approves the candidate. The grant is executed through the Real Estate Department (Attachment C).

When Rasmuson did not approve the candidate, Jim continued to sign his emails and act as the Acting Chief Housing Officer (below). On 26 August, I followed protocol and submitted by Request to Hire a highly-skilled candidate for an open and funded PCN in my Department (Attachment F). On 27 August, the Mayor's office transferred Jim from their office to an open PCN in my department without approval (see attached voicemail), placing him in a position for which he is not qualified and for which another candidate was selected from a series of interviews. The Mayor's office gifted him title of Executive Director of the Heritage Land Bank, for which he is not qualified and for which there is no funding in 2021 nor 2022 budgets (Attachment D).

Jim now signs his emails as follows; and yes, his misspells "Acting"

● Winegarner, James R
To ● Trombley, Adam R.; ● Thompson, Ronald J.; ● McNulty, Michelle J.
Cc ● Hendrickson, Christina C.

Hi Adam, Ron, and Michelle,
This report may be of interest to you as we review various code improvements.
Thanks,
Jim Winegarner
Acting Chief Housing Officer
Acting Executive Director of the Heritage Land Bank
Municipality of Anchorage
(907) 229-0881 mobile
(907) 360-1025 work

From: Baker, Anita (CED) <anita.baker@alaska.gov>
Sent: Tuesday, September 14, 2021 8:12 AM

During the week of 30 August, Adam Trombley worked with Sami Graham and Brice Wilbanks to remove Jim from the PCN I have for my qualified and selected candidate. None could articulate what Jim does; who he reports to; or how he is being paid. During the week of 7 September, while Adam was on PTO, Craig Campbell, filling the role of Policy and Programs Director, called Ron Thompson, delegated by Adam in his absence, and told him that Jim would remain in that PCN and that money was being located for him. I followed up with Office of Management and Budget and confirmed there is no budget for Jim in either Chief Housing Officer or as Executive Director of the Heritage Land Bank.

On 9 September, I provided the below email to my direct supervisor, Adam Trombley. He responded with an in-person meeting on 13 September with myself and Ron Thompson. He stated he would call Craig Campbell to resolve. Later he conveyed Craig's desire for Jim to become Executive Director of the Heritage Land Bank and would find the money to do so. Adam is on PTO from 15-20 September.

For over a decade, the Real Estate Director has fulfilled the role of Executive Director of the Heritage Land Bank. As shown in my budget proposal, there is no need for an additional Executive Director in the Real Estate Department (Attachment E). Our lean Department is a superb performer, exceeding the needs to stakeholders and collaborating among Departments in the best interest of citizens and neighbors. The method by which the Mayor's office hired, funded, transferred, and is trying to fund Jim violates multiple codes and is fiduciarily irresponsible. The Mayor required each Department to cut 5%. The Real Estate Department was unable to do so because we carry the lease and rent payments for municipal services. When evaluating my team for efficiency, I found the open and funded position in my department to be of the utmost need for modernization and succession planning. Further, the qualified candidate was willing to take a much lower salary to begin his/her career with the Municipality of Anchorage (Attachment F).

ATTACHMENT A



MUNICIPALITY OF ANCHORAGE POSITION DESCRIPTION (PD)

RECEIVED
MAY 2 17
EMPLOYEE
RELATIONS

To the Employee/Supervisor:

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing performance appraisal standards, and to determine selection criteria for refilling the position. Extra sheets of paper may be attached if more space is needed.

1. Position Number(s)(Last 4 Digits): 1131	Department Name: Real Estate Department	
2. Name (last, first, middle): Ward, Robin E.	3. Current Class Title, Class Code, Range: Real Estate Director, 0126, 23E	
4. Working Title Real Estate Director	5. DEPT ID: 1221/1222	6. Work Phone: 907 343-4536
7. Section/Work Unit Name:	8. Division Name: Heritage Land Bank/Real Estate Director	
9. Physical Work Address: 4700 Elmore Road	10. Name/Title of Supervisor: Chris Schutte, OECD Executive Director PCN:4498 Work Phone: 343-7144	
11. Position Status Code <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal (Re-Occurring) <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Hours per Week		
12. Department Requested Action: <input checked="" type="checkbox"/> Updated PD <input type="checkbox"/> New Position <input type="checkbox"/> Reclassify to: _____ Class Title _____ Class Code _____ Range _____		
Justification for the Request: Update position description due to range change from 50%-50% RES-HLB split to a 75% RES and 25% HLB to more accurately reflect staff time attributed to actual work associated with the two Divisions.		

FINAL ACTION EMPLOYEE RELATIONS USE ONLY

Class Title	Class Code	Range	Pay Group	Union	Position Status	FTE %
Real Estate Director	0126	23E	EXE	EXE	REG	100%
Classification Analyst Initials			Effective Date			
MGE			9/11/17			

POSITION DESCRIPTION INSTRUCTIONS

Update Position Description: Update duties as needed but at least **every 2 years**. As duties change, be sure to review the physical, mental requirements and hazards under section 17.

Position Change Form (Formerly known as the OMB Funding Sheet): This form is required for the following actions: new positions, FTE increases/decreases, add/delete, bargaining unit change and reclassification actions to a higher/lower salary range.

Section 14

Examples of Poor and Good Duty Statements

Poor Statement

- Handles incoming Utility payments.
- Assists the Section Supervisor with the daily administration and control of operations.

Good Statement

Receives, opens, sorts, and prepares Utility payments for automated processing.

Monitors Section workload, adjusts work assignments to maximize productivity, participates with Section supervisor in interviewing and selecting new employees, trains new employees, develops and presents recommendations for problem resolution to Section supervisor.

List the duties of the position in the "good statement" format above.

Define Essential and Marginal Duties

Supervisors must determine and define essential and marginal functions/duties of the position. Essential functions are the fundamental duties of the position. Marginal functions are those duties that could reasonably be assigned to another position. A duty may be considered an essential function for several reasons, including but not limited to:

- ◇ the function may be essential because it is the reason the position exists;
- ◇ the function may be essential because of the limited number of employees available who could perform the function; and/or
- ◇ the function may be essential because it is highly specialized and requires specific expertise or ability.

For example, an essential function of a courier is mail delivery which typically requires lifting/carrying and transporting heavy items. The courier is also assigned to answer the office phones as a back-up to the regular staff person. The telephone reception duty is a marginal function as it can be assigned to another position.

The supervisor must mark each duty/function as essential (E) or marginal (M).

Calculate Percentage of Time for Each Duty

Determine the percentage of time spent on each duty by thinking of the job in a time block of a week. Estimate how much time spent is performing each duty. For example, if you spend one day each week processing Utility payments, divide the time spent on the duty by the time block: 1 day divided by 5 days equals 20 percent. Similarly, 6 hours/week divided by 40 = 15 percent. The total time spent on duties must equal 100 percent. If the work changes seasonally, prepare a Section #14 for each season; e.g., one for the summer season and one for winter.

13. In one short paragraph, summarize the main purpose of the position to include duties and responsibilities and/or services provided. The Employment Office will use this text when posting the position for hire.

The Real Estate Director oversees the Real Estate Department, including the divisions of Real Estate Services and Heritage Land Bank (HLB), and is responsible for the management oversight of the acquisition, retention, and disposal of municipal lands and lands within the HLB inventory, to include reserving needed lands for future public uses. The Director also oversees lease, planning, acquisition, management, maintenance and disposition of real property owned or occupied by the municipality, including utilities, and tax foreclosures of property.

14. List the duties and responsibilities of the position. Begin with the most important duty and list in decreasing order of importance. Describe each duty in detail and include the percentage (%) of time of each. Use additional sheets as necessary.

The supervisor must define each duty/function as essential (E) or marginal (M).

*E/ M	%T	DUTIES/FUNCTIONS
----------	----	------------------

E 75% Oversee the Real Estate Department's exclusive authority and responsibility to administer the acquisition and disposal of real property for the Municipality, which includes but is not limited to, negotiating all acquisitions of real property for the MOA; administering all disposals of municipal land; preparing and securing the execution of all contracts, leases, conveyances and other documents pertaining to the acquisition and disposal of real property; maintaining all records in connection with foreclosure proceedings, pertaining to the acquisition, ownership and status of municipal land and pertaining to the management of that land; maintaining a current inventory of all municipal land; managing all municipal land for which no other managing agency has been designated; leasing or renting facilities or floor space, all within the division of Real Estate Services.

E 25% Oversee the Heritage Land Bank, a division of the Real Estate Department, whose mission is to manage uncommitted municipal land and the HLB Fund in a manner designed to benefit the present and future citizens of Anchorage, promote orderly development, and achieve the goals of the comprehensive plan. The HLB Director oversees acquisitions, purchases, donations, exchanges, all lands transferred from the state as part of the Municipal Entitlement Act, or other means which is to be managed by HLB on behalf of the MOA; perfect the Municipality's title to all land in the HLB inventory; maintain complete and accurate public records of all parcels in the HLB inventory; manage lands in the HLB inventory in a manner which will protect and enhance its economic and other municipal values; work with other agencies to determine long range analysis for future municipal needs and purposes; withdraw, transfer or dispose of lands; and oversee HLB's exclusive grantee of conservation easements and recipient of funds generated by compensatory mitigation agreements with the U.S. Army Corps of Engineers.

15. Employee's comments – Note any other aspects of the position not covered:

16. **Employee Certification** – I certify that the above statements are accurate and complete to the best of my knowledge.

Signed Robert Ward Date 7/20/17

Note: **Employee signature is not required** if position description is: for a vacant position, for multiple positions, is being changed at the direction of management, or the employee does not want to sign.

The Supervisor, Division Manager, Director or designee must complete the following sections. Supervisory responses must be consistent with the information provided in Sections 13, 14, and 17, and the organization chart.

PHYSICAL AND MENTAL REQUIREMENTS AND POTENTIAL HAZARDS

17. The following identifies the physical demands and mental requirements and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. Responses should reflect physical demands or exposure to hazards that can be reasonably anticipated **and an expectation of the job**. If you are unsure and have questions in this are please contact Employee Relations, ADA Coordinator.

Mark the box with the rating that best matches the requirement of this position according to the following scale:

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is **not** essential to the position. (For example, a receptionist encounters aggressive/angry people, but this is not an essential assignment.)
- O:** Occasional up to 33 percent of the time **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; or a police officer must deal with aggressive/angry people.)
- F:** Frequent over 33 percent of the time.

Physical and mental requirements and potential hazards checked below must be consistent with Duties/functions/ tasks listed in Section 14.

	NA	NE	O	F
Speaking				X
Hearing				X
Interacting with others				X
Seeing in limited light			X	
Seeing objects at a distance		X		
Seeing objects peripherally			X	

	NA	NE	O	F
Seeing close work (e.g., typed print)				X
Distinguishing colors			X	
Reading				X
Writing				X
Calculating				X
Editing				X
Evaluating				X
Interpreting			X	
Organizing				X
Sitting				X
Walking			X	
Running	X			
Bending, Twisting, Kneeling		X		
Pushing/Pulling		X		
Climbing (includes into/out of cramped spaces)	X			
Crawling (includes into/out of cramped spaces)	X			
Swimming (Indoors)	X			
Swimming (Outdoors)	X			
Repetitive motion of hands/fingers				X
Grasping with hand, gripping			X	
Lifting/carrying 10-25 pounds		X		
Lifting/carrying 26-50 pounds	X			
Lifting/carrying more than 50 pounds	X			
Driving (regular class D license – list under # 20)				X
Driving (CDL Class A, B, or C – list class and endorsement under # 20)	X			
Work in/exposure to inclement weather	X			
Work at heights (e.g., towers, poles)	X			
Exposure to dust, chemicals, or fumes, exhaust	X			
Exposure to loud noises	X			
Exposure to infection, germs, or contagious diseases		X		
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids	X			
Exposure to needles or sharp implements	X			
Exposure to electrical current (not outlets)	X			
Use of hazardous/dangerous equipment and/or machinery (e.g. chainsaws, explosives)	X			
Exposure to smoke, excessive heat, and fire (Public Safety)	X			
Exposure to aggressive/angry people (Public Safety)		X		
Restraining/grappling with people (Public Safety)	X			

	NA	NE	O	F
Firing Weapons	X			
Other:				
Other:				
Are there any other physical or mental requirements and/or potential hazards of the position that have not been addressed above?				
18. Review Sections 1-17 for accuracy and completeness. Note any additions or exceptions below:				
19. List machinery, tools, equipment, instruments, vehicles, computer hardware/software, etc., required to perform the essential duties of the position (e.g. car, fire apparatus, bus, calculator, bulldozer, drill, Excel, etc.)				
Computers; Microsoft Office Suite, PACE-Stellant, PeopleSoft, Kronos, AdobePro, Enterprise Server (CAMA), mapping software; calculator; telephone; smartphone; printer/copier/scanner/fax; and motor vehicle.				
20. List any license (driver's, CDL class and endorsements, paramedic license, nursing license, etc.), registration, permit, certification, physical or other standards etc. required by municipal, state or federal law or regulation to perform the duties and responsibilities of the Position. Please be specific. Note: If a license/certification is listed as requirement, identify what type of license/certification and describe why the license/certification is required in the space below.				
Driver's license is necessary due to frequent off-site meetings in locations from Girdwood to Eklutna.				
21. List any laws, rules, regulations, standards, codes, or other regulatory guides regularly used in performing the work. Examples are municipal codes, statutes, federal regulations, professional standards, building codes, trade practices, and procedure manuals. Please be specific.				
AMC Title 25 in its entirety, Municipal Policy and Procedures, Heritage Land Bank Policies and Procedures, and some of the related provisions in AMC Titles 4, 6, 7, 8 and 21.				
22. List the types of decisions/actions the employee independently makes on a regular basis. These are decisions/actions that do not require prior supervisory approval.				
All decisions and actions by the incumbent are performed independently, however often require the support of the Administration and Assembly approval.				

23. **SUPERVISORY RESPONSIBILITIES** (Must be reflected as an **Essential** function in Section 14)

- NO, the position does **not directly** supervise (go to Section 24)
 YES, the position directly **supervises** others on a regular basis.

If yes, then list all position numbers **supervised** by this position and mark level of supervisory authority exercised by this position for each supervisory action listed.

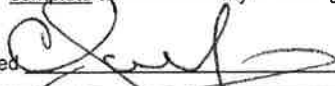
Definition of Authority

- X = Employee effectively recommends and/or takes action.
 Blank = No authority.

Position Numbers of Positions Supervised	Supervisory Actions								
	Hire	Assign	Reward	Promote	Transfer	Settle Grievances	Lay Off	Discipline	Discharge
1130	X	X	X	X	X	X	X	X	X
1132	X	X	X	X	X	X	X	X	X
1133	X	X	X	X	X	X	X	X	X
1217	X	X	X	X	X	X	X	X	X
6818	X	X	X	X	X	X	X	X	X
6703	X	X	X	X	X	X	X	X	X

THIS SECTION MUST BE HAND WRITTEN

24. **Supervisor Certification** – I certify that I have read the above statements, and that they are accurate and complete to the best of my knowledge.

Signed  Date 07-24-2017

25. **Division Manager (or designee) Certification** – I certify that I have read the above statements, and that they are accurate and complete to the best of my knowledge.

Signed _____ Date _____

26. **Department Head Certification** – I certify that I have read the above statements, and that they are accurate and complete to the best of my knowledge.

Signed  Date 07-24-2017

ATTACHMENT B

From: [Hendrickson, Christina C](#)
To: winegarnerllc@gmail.com; [Briggs, Tiffany E](#); [Rowton, Shelley A](#).
Cc: [Winegarner, James R](#); [Trombley, Adam B](#).
Subject: RE: Chief Housing Officer position discussion
Date: Friday, July 9, 2021 9:15:00 AM

Jim,

Thanks for meeting with us. We discussed:

[Housing and Community Development 2021 Action Plan](#)

Anchorage Health Department – CDBG Grants
tamiah.liebersbach@anchorageak.gov – Admin Grants & Contracts

HUD Field Office
chad.stovall@hud.gov – AK Field Office Director (this used to be Colleen Bickford; I've never met Chad – he just took over this month)
carma.reed@hud.gov – Director, Community Planning & Development (I've met Carma; she handles CDBG and other programs)

Contacting AHBA to meet with their [Builder's Council](#)

Nikki Giordano
Chief Executive Officer
nikki@ahba.net
907-522-3605

-----Original Appointment-----

From: Hendrickson, Christina C <Christina.Hendrickson@anchorageak.gov>
Sent: Friday, July 2, 2021 11:48 AM
To: winegarnerllc@gmail.com; [Briggs, Tiffany E](#); [Rowton, Shelley A](#).
Subject: Chief Housing Officer position discussion
When: Wednesday, July 7, 2021 11:00 AM-12:00 PM (UTC-09:00) Alaska.
Where: Conf. Permit Center, 266 - Real Estate (8)

ATTACHMENT C

From: [Hendrickson, Christina C.](#)
To: [Lawver, Leilah I.](#)
Cc: [Briggs, Tiffany E](#)
Subject: 2022 Operating Grant and Alternative Funded Programs - Real Estate
Date: Thursday, August 12, 2021 9:47:00 AM
Attachments: [09 - RED 2022 - Grant and Alternative Funded Programs.xlsx](#)
[Image002.png](#)

Leilah,

Attached is the Operating Grant and Alternative Funded Programs spreadsheet for today's 2022 Budget Meeting with the Mayor at 2:00pm.



Christina Hendrickson
Real Estate Director
Municipality of Anchorage
4700 Elmore Road, Anchorage Alaska 99507
(907) 343-7536
christina.hendrickson@anchorageak.gov

Real Estate Operating Grant and Alternative Funded Programs

Program	Fund Center	Award Amount	Expected Expenditures Thru 12/31/2021	Expected Expenditures In 2022	Expected Balance at End of 2022	Personnel			Program Expiration
						FT	PT	T	
Rasmuson Foundation Grant									
Real Estate Services & Heritage Land Bank: Chief Housing Officer for MOA, April, 2020 - March, 2021. (third party grant)	122100/ 122200	105,000	78,750	26,250	-	-	-	-	3/31/2021
Real Estate Services & Heritage Land Bank: Chief Housing Officer for MOA, April, 2021 - March, 2022. (third party grant)	122100/ 122200	80,000	-	80,000	20,000	-	-	-	3/31/2022
Real Estate Services & Heritage Land Bank: Chief Housing Officer for MOA, April, 2022 - March, 2023. (third party grant)	122100/ 122200	40,000	-	-	40,000	-	-	-	3/31/2023
Environmental Protection Agency: Brownfields Coalition Grant									
Real Estate Department: grant implementation (federal grant)	122200	600,000	200,000	350,000	50,000	-	-	-	9/30/2022
Oscar Anderson House Museum Grant									
Passed through from Alaska Community Foundation for Oscar Anderson House Museum costs, including, but not limited to repairs and collection acquisition. (third party grant)	122200	11,300	11,300	-	-	-	-	-	N/A
Total Grant and Alternative Operating Funding for Department		836,300	290,050	436,250	110,000	-	-	-	
Total General Government Operating Direct Cost for Department				8,252,175		5	1	-	
Total Operating Budget for Department				8,688,425		5	1	-	

ATTACHMENT D

Real Estate Department

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:



Administration – Make city government more efficient, accessible, transparent, and responsive

- 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.



Economy – Build a city that attracts and retains a talented workforce, is hospitable to diverse entrepreneurs, small business and established companies, and provides a strong environment for economic growth

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

Real Estate



From: [Hendrickson, Christina C.](#)
To: [Lawyer, Leilah I.](#)
Cc: [Trombley, Adam B.](#); [Raszkievicz, Karl K.](#)
Subject: RE: 2022 Budget Department Proposal/Mayor's Meetings
Date: Tuesday, August 3, 2021 4:24:00 PM
Attachments: [RED-BudgetMemo-210803.pdf](#)

Leilah,

Attached is my reply to the below questions.

From: Lawyer, Leilah I. <leilah.lawyer@anchorageak.gov>
Sent: Tuesday, August 3, 2021 11:34 AM
To: !Directors <Directors@anchorageak.gov>; Crapps, John E. <john.crapps@anchorageak.gov>
Cc: Banzhaf, Marilyn T. <marilyn.banzhaf@anchorageak.gov>; Chesnut, Christine L. <christine.chesnut@anchorageak.gov>; Petersen, Courtney <courtney.petersen@anchorageak.gov>; Demboski, Amy <Amy.Demboski@anchorageak.gov>; Campbell, Craig <Craig.Campbell@anchorageak.gov>
Subject: RE: 2022 Budget Department Proposal/Mayor's Meetings

Hello Directors,

As a request from the administration, please also provide by COB Friday, August 6th your responses to the following:

- What specific steps (minimum of three) will your department take in 2022 to make your department more efficient by bringing down costs for the people of Anchorage?
- What specific steps (minimum of three) will your department take in 2022 to make your department more effective in serving the people of Anchorage?
- Do you foresee any jobs/duties in your department that can be automated in the future due to the implementation of new software systems? Do we need to be aware of any resources that need to be allocated that will fulfill those goals?
- What new programs have been added to your department in the last six years?
- Would a reorganization of your department lead to more efficient operations thus leading to lowering the cost of operations?
- How many employees were added to your department in the last six years? Please explain those reasons.

Thank you very much!

Leilah Lawyer
Office of Management and Budget
Administrative Officer
Ext. 4496

From: Raszkievicz, Karl K. <karol.raszkievicz@anchorageak.gov>
Sent: Wednesday, July 14, 2021 5:05 PM
To: Acton, Jamie M. <jamie.acton@anchorageak.gov>; Alger, Rachelle <Rachelle.Alger@anchorageak.gov>; Anderson, Mitzi B. <mitzi.anderson@anchorageak.gov>

Armstrong III, Clifford <clifford.armstrong@anchorageak.gov>; Babb, Brendan J
<brendan.babb@anchorageak.gov>; Banzhaf, Marilyn T. <marilyn.banzhaf@anchorageak.gov>;
Belden, Carrie M. <carrie.belden@anchorageak.gov>; Bergt, Patrick
<Patrick.Bergt@anchorageak.gov>; Bockenstedt, Jason R. <jason.bockenstedt@anchorageak.gov>;
Campbell, Craig <Craig.Campbell@anchorageak.gov>; Carpenter, Kim
<kim.carpenter@anchorageak.gov>; Chadwick, Michael B. <michael.chadwick@anchorageak.gov>;
Cole, Jacob O. <jacob.cole@anchorageak.gov>; Corsentino, Mark A.
<wvmac@awwu.mail.onmicrosoft.com>; Dahl, Marc <marcus.dahl@anchorageak.gov>;
Degenhardt, Richard Jr <richard.degenhardt@anchorageak.gov>; Demboski, Amy
<Amy.Demboski@anchorageak.gov>; Doehl, Robert A. <robert.doehl@anchorageak.gov>; Durand,
Joshua A. <joshua.durand@anchorageak.gov>; Ellis, Pamela J. <pamela.ellis@anchorageak.gov>;
Ennis, Deitra L. <deitra.ennis@anchorageak.gov>; Evans, Cheryl L.
<cheryl.evans@anchorageak.gov>; Fetko, DeeAnn <deeann.fetko@anchorageak.gov>; Frisk, Travis
C. <Travis.Frisk@anchorageak.gov>; Frost, Jack L. <jack.frost@anchorageak.gov>; Gadamus, Jack J
<jack.gadamus@anchorageak.gov>; Gibbs, Donald R. <donald.gibbs@anchorageak.gov>; Graham,
Sami <Sami.Graham@anchorageak.gov>; Griffith, Raylene M. <raylene.griffith@anchorageak.gov>;
Harris, Heather <heather.harris@anchorageak.gov>; Harvey, Garrett J.
<Garrett.Harvey@anchorageak.gov>; Henderson, Anna C. <anna.henderson@anchorageak.gov>;
Hendrickson, Christina C <Christina.Hendrickson@anchorageak.gov>; Hettrick, Jodie M.
<jodie.hettrick@anchorageak.gov>; Hickel, Kolby A. <Kolby.Hickel@anchorageak.gov>; Jarvis,
Edward A. <edward.jarvis@anchorageak.gov>; Jendrusina, Matthew J.
<matthew.jendrusina@anchorageak.gov>; Johnson Jr., Harold D.
<harold.johnsonjr@anchorageak.gov>; Jumao-as, Alex B. <alex.jumao-as@anchorageak.gov>;
Kamahele, Ronald C. <ronald.kamahele@anchorageak.gov>; Kerle, Michael
<michael.kerle@anchorageak.gov>; Kohlhase, Kent E. <kent.kohlhase@anchorageak.gov>; Loach,
Amanda <amanda.loach@anchorageak.gov>; MacAlpine, Heather
<heather.macalpine@anchorageak.gov>; Maglaqui, Joy P. <joy.maglaqui@anchorageak.gov>;
McCoy, Ken <ken.mccoy@anchorageak.gov>; McNulty, Michelle J.
<michelle.mcnulty@anchorageak.gov>; Mears, Tracy <tracy.mears@anchorageak.gov>; Miller, Tina
<christina.miller@anchorageak.gov>; Monfore, Mark A <mark.monfore@anchorageak.gov>; Moore,
Daniel A. <daniel.moore@anchorageak.gov>; Morgan, David A. <David.Morgan@anchorageak.gov>;
Morrison, Mollie C. <mollie.morrison@anchorageak.gov>; Oswald, Russ H.
<russell.oswald@anchorageak.gov>; Penney, Juna M <juna.penney@anchorageak.gov>; Pywell,
Claire F. <claire.pywell@anchorageak.gov>; Raszkievicz, Karl K.
<karol.raszkievicz@anchorageak.gov>; Ribuffo, Stephen <steve.ribuffo@anchorageak.gov>; Risvold,
Ross H. <ross.risvold@anchorageak.gov>; Roberts, Anneliese C
<anneliese.roberts@anchorageak.gov>; Robinson, Maury F. <maury.robinson@anchorageak.gov>;
Ross, Clare E. <clare.ross@anchorageak.gov>; Schrage, Douglas R.
<Douglas.Schrage@anchorageak.gov>; Schutte, Christopher M
<christopher.schutte@anchorageak.gov>; Shearer, Saxton O. <saxton.shearer@anchorageak.gov>;
Slivka, Alexander H. <alexander.slivka@anchorageak.gov>; Slomski-Pritz, Ira F. <ira.slomski-pritz@anchorageak.gov>; Spafford, Mark W. <mark.spafford@anchorageak.gov>; Stanley, Sarah E.
<sarah.stanley@anchorageak.gov>; Thern, Alden P <alden.thern@anchorageak.gov>; Trombley,
Adam R. <Adam.Trombley@anchorageak.gov>; Tshibaka, Niki <Niki.Tshibaka@anchorageak.gov>;
Walsh, Sharen A. <sharen.walsh@anchorageak.gov>; Ward, Robin E.

<robin_ward@anchorageak.gov>; Wilber, Lance R. <lance.wilber@anchorageak.gov>; Williams, Stephanie <Stephanie.Williams@anchorageak.gov>
Cc: Banzhaf, Marilyn T. <marilyn.banzhaf@anchorageak.gov>; Chesnut, Christine L. <christine.chesnut@anchorageak.gov>; Petersen, Courtney <courtney.petersen@anchorageak.gov>; Lawyer, Leilah I. <leilah.lawyer@anchorageak.gov>; Demboski, Amy <Amy.Demboski@anchorageak.gov>; Campbell, Craig <Craig.Campbell@anchorageak.gov>

Subject: 2022 Budget Department Proposal

July 14, 2021

Dear Directors,

Message from the Mayor:

It has been a full and rewarding first two weeks. I have enjoyed watching this great team come together. Though we have significant challenges ahead of us, I have full confidence in leadership and trust that we will get the job done. Thank you for your service to our great city. Please let me know if I can be of any help. Mayor Bronson.

2021

The Municipality faces many challenges related to its budget. To address these challenges and to protect the city's critical and necessary operations, swift and immediate action is required.

2022 Budget Proposals

The Administration will consider all constructive and productive operational improvement suggestions. Department submissions should identify not less than 5% in savings with an emphasis on efficiencies and effectiveness of government operations and streamlining services. All departments should strive to achieve an overall municipal-wide savings of not less than 5% of costs, while keeping core services intact to the extent possible. Submissions should include any possible service impacts resulting from the aforementioned savings identified.

As described above, we look forward to your suggestions for efficiencies as the Administration will be pursuing a variety of measures through the 2022 Proposed budget process. As you are preparing proposals, consider the following items that are included in the continuation budgets, with 2021 Revised as the basis of 2022 Proposed:

- One-time expenditure adjustments included in 2021 are removed when preparing the 2022 budget.
- Contractual salaries and benefits adjustments are adjusted by OMB throughout the decision-making process.
- For any labor cost increases by your department that are above the regular labor contracts agreements:
 - Offset the increase with other expenditure decreases to absorb (net zero).
- QuesticaBudget is available to review current personnel costing and make net-zero changes.
- For those departments considering 2022 capital projects, QuesticaBudget is open and available to input projects.

Please reach out to OMB direct contacts (attached) if you have questions and we encourage you to do so early if you are immediately aware of any new obligation(s) in 2022. Be sure to coordinate your proposed submissions with your Executive Managers before your submissions to OMB.

Some key dates in the process are (complete calendar attached):

Aug. 6 – All departments submit to OMB proposed 2022 department submissions in line with the guidance above, CIB/CIP, O&M schedules, and service area budgets.

Aug. 9-20 – Executive Managers and Mayor to meet with Departments to review proposals and budgets.

Aug. 27, Sept 1, Sept. 2 – Mayor’s decisions on: Utility/Enterprise Operating and Capital Improvement Budget (CIB)/Capital Improvement Program (CIP), General Government CIB/CIP, and General Government Operations.

Sept. 1 – OMB provides 120-Day Memo with the Mayor’s preliminary budget information to the Assembly.

Sept. 9-30 – OMB compiles budget.

Oct. 1 – OMB submits budgets and Six-Year Fiscal Program to Assembly and online.

Thank you in advance for your attention and action on this request.

Respectfully,

Karl Raszkievicz, Acting OMB Director



**MUNICIPALITY OF ANCHORAGE
MEMORANDUM
REAL ESTATE DEPARTMENT**

DATE: August 3, 2021
TO: Karl Raszkievicz, Director, Office of Management and Budget
THRU: Adam Trombley, Office of Community Development
FROM: Christina C. Hendrickson, Director, Real Estate Department
SUBJECT: Delegation of Authority

What specific steps (minimum of three) will your department take in 2022 to make your department more efficient by bringing down costs for the people of Anchorage?

1. Renegotiate Leases
2. Enforce lease terms and conditions
3. Hire a Land Management Officer

What specific steps (minimum of three) will your department take in 2022 to make your department more effective in serving the people of Anchorage?

1. Digitize records
2. Create space for visitors to the department to see for lease and sale opportunities and engage with the staff
3. Routinely engage other departments, such as Planning and Public Works, for investment related projects, such as infrastructure

Do you foresee any jobs/duties in your department that can be automated in the future due to the implementation of new software systems? Do we need to be aware of any resources that need to be allocated that will fulfill those goals?

Property and facility management software would reduce overhead burden and automate lease renewals, repair requests, vendor invoices, and manage facility and land assets and investments. The Real Estate Department is evaluating how other Department's software could be reprogrammed to service this need. The Director is engaging with other cities of similar size to learn what software they use and why.

What new programs have been added to your department in the last six years?

Brownfields cleanup program, funded by federal grant.

Would a reorganization of your department lead to more efficient operations thus leading to lowering the cost of operations?

No. Our Department has one subject matter expert for each of its service areas. The hiring of a Land Management Officer to support Heritage Land Bank and administrative functions will increase efficiencies by placing an officer in the field to issue citations and enforce terms and conditions and code.

How many employees were added to your department in the last six years? Please explain those reasons.

None.

From: [Hendrickson, Christina C.](#)
To: [Lawyer, Leilah I.](#)
Cc: [Briggs, Tiffany E](#)
Subject: RE: For ACTION: 2022 Proposed Budget Department Description and Org. Chart - Real Estate
Date: Tuesday, August 24, 2021 10:58:00 AM
Attachments: [02 - Real Estate 2021 - Department Information.docx](#)
[Copy of 01 - Real Estate 2021 - Organization Chart.xlsx](#)
[Image002.png](#)

Leilah,

Attached are our revisions. Thank you.



Christina Hendrickson

Real Estate Director
Municipality of Anchorage
4700 Elmore Road, Anchorage Alaska 99519
(907) 343-7536
christina.hendrickson@anchorageak.gov

DISCLOSURE OF CONFIDENTIAL INFORMATION IS PROHIBITED BY AMC 1.15.120.
This communication is also covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521



Please consider the environment before printing this e-mail.

From: Briggs, Tiffany E <tiffany.briggs@anchorageak.gov>
Sent: Tuesday, August 24, 2021 8:16 AM
To: Hendrickson, Christina C. <Christina.Hendrickson@anchorageak.gov>
Subject: For ACTION: 2022 Proposed Budget Department Description and Org. Chart - Real Estate

From: Lawyer, Leilah I. <leilah.lawyer@anchorageak.gov>
Sent: Friday, August 20, 2021 8:34 AM
To: Briggs, Tiffany E <tiffany.briggs@anchorageak.gov>
Subject: 2022 Proposed Budget Department Description and Org. Chart - Real Estate

Hello Tiffany,

Happy Friday!

I am reaching out to ask for your review and update of the Real Estate Department's Information and Organization Chart sheets that I have attached. These sheets were included in the 2021 Approved Budget book and will be published in the 2022 Proposed Budget book. Please take a moment to make edits that you feel are necessary (please leave the text formatting as it is so that all departments look consistent throughout the

budget book) and send them back to me by *Wednesday, August 25th*. Feel free to contact me with any questions or concerns that you may have. Thank you for your time!



Lellah Lawyer
Administrative Officer
Municipality of Anchorage
632 W 6th Ave, Suite 800, Anchorage, AK 99501
P: 907-343-4496 F: 907-249-7702
www.muni.org Lellah.Lawyer@anchorageak.gov

From: [Hendrickson, Christina C.](#)
To: [Lawyer, Leilah I.](#)
Cc: [Briggs, Tiffany E](#)
Subject: RE: For ACTION: 2022 Proposed Budget Department Description and Org. Chart - Real Estate
Date: Tuesday, August 24, 2021 10:58:00 AM
Attachments: [02 - Real Estate 2021 - Department Information.docx](#)
[Copy of 01 - Real Estate 2021 - Organization Chart.xlsx](#)
[image002.png](#)

Leilah,

Attached are our revisions. Thank you.



Christina Hendrickson

Real Estate Director
Municipality of Anchorage
4700 Elmore Road, Anchorage Alaska 99519
(907) 343-7536
christina.hendrickson@anchorageak.gov

DISCLOSURE OF CONFIDENTIAL INFORMATION IS PROHIBITED BY AMC 1.15.120.
This communication is also covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521



Please consider the environment before printing this e-mail.

From: Briggs, Tiffany E <tiffany.briggs@anchorageak.gov>
Sent: Tuesday, August 24, 2021 8:16 AM
To: Hendrickson, Christina C. <Christina.Hendrickson@anchorageak.gov>
Subject: For ACTION: 2022 Proposed Budget Department Description and Org. Chart - Real Estate

From: Lawyer, Leilah I. <leilah.lawyer@anchorageak.gov>
Sent: Friday, August 20, 2021 8:34 AM
To: Briggs, Tiffany E <tiffany.briggs@anchorageak.gov>
Subject: 2022 Proposed Budget Department Description and Org. Chart - Real Estate

Hello Tiffany,

Happy Friday!

I am reaching out to ask for your review and update of the Real Estate Department's Information and Organization Chart sheets that I have attached. These sheets were included in the 2021 Approved Budget book and will be published in the 2022 Proposed Budget book. Please take a moment to make edits that you feel are necessary (please leave the text formatting as it is so that all departments look consistent throughout the

budget book) and send them back to me by *Wednesday, August 25th*. Feel free to contact me with any questions or concerns that you may have. Thank you for your time!



Leilah Lawyer
Administrative Officer
Municipality of Anchorage
632 W 6th Ave. Suite 800, Anchorage, AK 99501
P: 907-343-4496 F: 907-249-7702
www.muni.org Leilah.Lawyer@anchorageak.gov

ATTACHMENT E

Modify Position for Position: Land Management Officer

 Approve |  Reject | Form Utilities

▸ Attachments (0)

▾ Maintain Position

Attachments: When making changes your request must include a Position Description Form. Exception: Changes to funding source – if the funding of a position is the only item changing, a position description is not required.

Is this part of a Reorg?

- If this request is part of a re-organization of the Municipality's structure, see AMC 3.20.010 and attach a copy of the Assembly approval (AM & AO).
- If this request is part of a re-organization of a department, refer to Municipal Policy & Procedure 1-2 and attach a copy of the Mayor (including OMB and HR) approved memo.

Please note, before filling out this form make sure that all financial, cost and budget objects are created.

Effective Date *	<input type="text" value="08/23/2021"/> <input type="button" value="Refresh Data"/>	Position	30001132	Executive Director of Heritage Land Bank
Process Reference Number	<input type="text" value="000000029962"/>	Employee In Position:	00064399	Shelley Rowton

Current Position Details

Ready for Recruitment

Requested Position Details

Ready for Recruitment

Position Name Land Management Officer
Job 20000195
Special Administrative Assistant II
Organization 10000013
Heritage Land Bank
Supervisor 30001131
Christina Hendrickson

Position Name * Executive Director of Heritage Lan...
Job * 20000195
Special Administrative Assistant II
Organization * 10000013
Heritage Land Bank
Supervisor 30001131
Christina Hendrickson



Is this part of a reorg?

Is this position being moved (a change in reporting structure or moving to an different organization unit) as part of a re-organization?

If it is part of a re-organization of the Municipality's structure, see AMC 3.20.010 using the link above. Please attach a copy of the Assembly approval (AM & AO).

If this is part of a re-organization of a department, please refer to Municipal Policy & Procedure 1-2 using the link above. Please attach a copy of the Mayor (including OMB and HR) approved memo.

Employee Grouping

Employee Group Regular Full Time
Employee Sub-Group Full Time Exempt

Employee Grouping

Employee Group * Regular Full Time
Employee Sub-Group * Full Time Exempt

Work Schedule

Hours per Week 40.00
Work Schedule Percentage 100.00
Annual Budget FTE 0.75

Work Schedule

Hours per Week * 40.00
Work Schedule Percentage 100.00
Annual Budget FTE * 0.75

Account Assignment

Personnel Area REAL ESTATE
Personnel Sub-Area Executives

Account Assignment

Personnel Area * REAL ESTATE
Personnel Sub-Area * Executives

Planned Compensation

Salaried(Grade)

Hourly(Pay Scale)

Type: 01 Salaried Exempt
Area: 01 EXE EX
Group: GRD22

Level: 00
To: 00

Type:
Area:
Group:
To:
ESG:
Level:
To:

Planned Compensation

Salaried(Grade)

Hourly(Pay Scale)

Type: 01 Salaried Exempt
Area: 01 EXE EX
Group: GRD22

Level: 00
To: 00

Type:
Area:
Group:
To:
ESG:
Level:
To:

Physical Address

Building Planning and Development Ce...
House No / Street 4700 Elmore Road
City ANCHORAGE
State AK
Zip Code 99507

Cost Objects

Master Cost Center 122100
Heritage Land Bank

Existing Cost Assignment

Physical Address

Building * Planning and Development Ce...
House No / Street * 4700 Elmore Road
City * ANCHORAGE
State * AK
Zip Code * 99507

Cost Objects

Master Cost Center * 122100
Heritage Land Bank

Cost Center	Order	WBS Element	Fund	Grant	Functional Area	Funds Center	Budget Period	Percentage
122100			221000	NRG	1110000000000000		NRB	100.00

ATTACHMENT F



**MUNICIPALITY OF ANCHORAGE
MEMORANDUM
REAL ESTATE DEPARTMENT**

DATE: August 26, 2021
TO: Mayor Dave Bronson
Through: Adam Trombley, Director of OECD
Through: Niki Tshibaka, Chief Human Resources Officer
FROM: Christina Hendrickson, Real Estate Director
SUBJECT: Request to hire

I request your approval to hire Daniel Scheperle as Land Management Officer in the Real Estate Department.

The Land Management Officer position has been vacant for three years. In providing an additional staff member, both Real Estate Services and Heritage Land Bank operations improve in efficiency. Mr. Scheperle is an exemplary candidate in his forestry management background and his Geographic Information Systems (GIS) skillset. His references praised his organizational abilities and his agility in the field. He values data to make qualitative decisions and possess a background in developing technological applications with geospatial layers. As a true GIS user and project manager, he would be a formidable addition to the small, self-performing staff in the Real Estate Department. Mr. Scheperle will be trained as a Right of Way agent, enabling the Real Estate Department to self-perform and cite code violations and trespasses when in the field. His augmentation to the current team will increase revenues, enforce compliance, and ensure data-drive decisions for both Real Estate and Heritage Land Bank programs.

Mr. Scheperle will fill a current vacancy PCN 300001130 in the Real Estate Department with a desired effective hire date of 7 September 2021. A resume is attached for your review.

I propose to offer Mr. Scheperle a salary of \$60,000 with 120 hours of NCL. This position was budgeted in 2021 and in 2022. This timely hire brings in Mr. Scheperle as the Real Estate Department reviews wetlands delineations and appraisals and creates a 2022 work plan.

_____ Approved

_____ Denied

From: [Hendrickson, Christina C.](#)
To: [Demboski, Amy](#)
Cc: [Tshibaka, Niki](#); [Trombley, Adam R.](#)
Subject: Request to Hire
Date: Thursday, August 26, 2021 1:15:00 PM
Attachments: [RED-1.MOMemo-210826.pdf](#)
[Daniel Scheperle Resume 210812.pdf](#)
[image006.png](#)



**MUNICIPALITY OF ANCHORAGE
MEMORANDUM
REAL ESTATE DEPARTMENT**

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Approved

Denied



Christina Hendrickson
Real Estate Director
Municipality of Anchorage
4700 Elmore Road, Anchorage Alaska 99519
(907) 343-7536
christina.hendrickson@anchorageak.gov

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MUNICIPALITY OF ANCHORAGE
MAYOR DAVE BRONSON

Certified Mail

September 16, 2021

Christina Cope Hendrickson
PO Box 978
Girdwood, Alaska 99587

Dear Ms. Hendrickson,

Effective September 16, 2021, your service to the Municipality is terminated. Your last day of work, therefore, is September 16, 2021. As a Director of Real Estate with the Real Estate Department, you are aware that your position is an executive position and serves at the pleasure of the Mayor.

You are not permitted to use any Municipal equipment that may be currently in your possession. You are further advised that any improper use of Municipal property or unlawful access to Municipal facilities or devices will be reported to the appropriate authorities and may result in legal action.

You are to return any Municipal property in your possession immediately. This includes but not limited to ID badges, keys, cell phone, laptop or other equipment.

Please contact myself at 343-4478 or raylene.griffith@anchorageak.gov to notify me as to when and how you plan to return any Municipal property still in your possession.

Your contributions to the Municipality of Anchorage have been appreciated.

Sincerely,

Raylene Griffith, Labor Relations Director

cc: Personnel File
Central Payroll