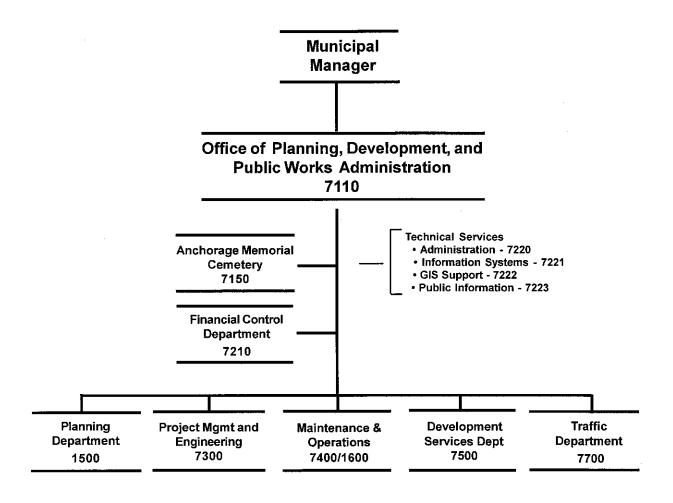
# OFFICE OF PLANNING, DEVELOPMENT AND PUBLIC WORKS

# OFFICE OF PLANNING, DEVELOPMENT & PUBLIC WORKS



#### 2003 Resource Plan

#### Department: Office of Planning, Development, and Public Works

	Financial	Summary	Personnel Summary								
•	2002	2003		200	2 Revi	sed			2003	Propose	<u></u>
Division	Revised	Proposed	FT	PT	Ten	ıp T	otal	FT	PT	Temp	Total
Office of Plan, Dev & Public Works	259,720	285,030		3			3		3		3
Technical Services		1,378,390						1	7		17
Anchorage Memorial Cemetery	294,360	294,680		1			1		1		1
Operating Cost	554,080	1,958,100		4	0	0	4	2	1	0 (	21
Add Debt Service	151,050	246,790									
Direct Organization Cost	705,130	2,204,890									
Charges From/(To) Others	(184,950)	(1,423,810)									
Function Cost	520,180	781,080									
Less Program Revenues	(164,300)	(240,400)									
Net Program Cost	355,880	540,680									

#### 2003 Resource Costs by Category

	Personal		Other	Capital	Total
Division	Services	Supplies	Services *	Outlay	Direct Cost
Office of Plan, Dev & Public Works	265,860	2,620	16,550		285,030
Technical Services	1,235,320	51,390	91,680		1,378,390
Anchorage Memorial Cemetery	75,600	10,640	208,440		294,680
Operating Cost	1,576,780	64,650	316,670	0	1,958,100
Add Debt Service					246,790
Total Direct Organization Cost	1,576,780	64,650	316,670	0	2,204,890

<sup>\*</sup> Travel budgeted by this department within the Other Services category is \$1,890

#### 2003 Budget Highlights

To better align program responsibilities, the following personnel and resources are transferred to this department:

- Research and Technical Services (\$374,810 and 4 positions) from the Planning Department;
- Technical Services Division (\$1.1 million and 13 positions) from the Development Services Department; and
- One position from Land Use Enforcement and \$55,280 from Development Serices.

DEPARTMENT: OFFICE OF PLAN, DEVEL, PW DIVISION: OFFICE OF PLAN, DEV & PW PROGRAM: Office of Plan, Dev & PW Admin

#### **PURPOSE:**

Provide policy direction and overall management of departmental programs to assure compliance with policies, goals and objectives of the Mayor and the Assembly.

#### 2002 PERFORMANCES:

See Strategic Framework

#### 2003 PERFORMANCE OBJECTIVES:

See Strategic Framework

	2001	REVI	SED	2002	REV	SED	2003	BU	GET
	FT	PΤ	Τ	FT	PT	T	FT	PT	Τ
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES SUPPLIES OTHER SERVICES	\$		420 370 520	\$	2	,210 ,100 ,950	\$	2	640 100 950
TOTAL DIRECT COST:	\$	177,	310	\$	171	,260	\$	195	690
WORK MEASURES: See Strategic Framework			0			0			0

<sup>8</sup> SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS: 2

DEPARTMENT: OFFICE OF PLAN, DEVEL, PW DIVISION: OFFICE OF PLAN, DEV & PW PROGRAM: FISCAL MANAGEMENT

#### **PURPOSE:**

Accomplish administrative, budgetary and fiscal oversight to ensure departmental compliance with all applicable Municipal policy and procedures, codes, guidelines and financial regulations.

#### 2002 PERFORMANCES:

See Strategic Framework

#### 2003 PERFORMANCE OBJECTIVES:

See Strategic Framework

	2001 FT	REVI PT	SED	<b>200</b> 2 FT	REVI PT	SED	<b>200</b> 3 FT	BUD	GET
PERSONNEL:	3	0	Ó	1	Ó	Ó	1	0	ó
PERSONAL SERVICES SUPPLIES OTHER SERVICES CAPITAL OUTLAY	\$	1,	810 050 000 690	\$	1, 1,	720 050 000 690	\$		220 520 600 0
TOTAL DIRECT COST:	\$	194,	550	\$	88,	460·	\$	89,	340
WORK MEASURES: See Strategic Framework			0			29			29

<sup>8</sup> SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

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**Investing for Results** 

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· Explain more...

**Priorities** 

Public Safety

· Quality of Life

Development

. Economic Growth

Individual & Family

Spirit of Community

### Anchorage Memorial Park Cemetery

**Our Mission:** To establish and preserve a serene dignified setting, which will enable quiet reflection, honor the deceased and afford the opportunity for healthy grieving by bereaved family members and friends

#### **Core Services**

- Provide year-round burial service
- Maintain the cemetery grounds in first-rate condition for constant visitation
- · Provide preferred customer service
- Advertise and market the cemetery and the services we provide

#### **Direct Services**

Direct Services Provided by Divisions

#### **Focus Areas**

- Maintain the cemetery grounds with grass properly mowed and trimmed or snow removed at least one hour before the scheduled graveside burial service 95 percent of the time
- Have the grave properly prepared for the graveside burial at least one hour before the scheduled service 95 percent of the time

#### We will measure our success by:

 Percent of time the cemetery was properly groomed at least one hour prior to a graveside burial service (the grass was mowed in the area surrounding the gravesite, etc.)

Q1-2002	Q2-2002	Q3-2002	Q4-2002	2002 Cumulative
100%	100%			100%

 Percent of time gravesite was properly prepared at least one hour prior to burial (site was dug out and all requested equipment in place)

	-3 Flace)									
Q1-2002	Q2-2002	Q3-2002	Q4-2002	2002 Cumulative						
91%	96%			95%						

Number of complaints received (from any source) for burial services provided

-	2001	Q1-2002	Q2-2002	Q3-2002	Q4-2002	2002 Cumulative
Number	0	0	0			0
%Change	0%	0%	0%			0%

- Ask a Question about Anchorage Memorial Park Cemetery
- Make a Comment about Anchorage Memorial Park Cemetery

#### **Questions and Comments about Anchorage Memorial Park Cemetery**

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DEPARTMENT: OFFICE OF PLAN, DEVEL, PW DIVISION: ANCH MEMORIAL CEMETERY

PROGRAM: Anchorage Memorial Park Cemetery

#### PURPOSE:

Fund cost of interment & groundskeeping services at the Memorial Park Cemetery. Maintain the integrity of interment & reservation records. Coordinate contractor & volunteers in development/restoration activities. Coordinate purchase of supplies & services to maintain quality appearance.

#### 2002 PERFORMANCES:

See Strategic Framework

#### 2003 PERFORMANCE OBJECTIVES:

See Strategic Framework

	2001	l REVI	SED	2002	: REVI	SED	2003	BUDG	ìΕΤ
	FT	PT	T	FT	PΤ	T	FT	PT	T
PERSONNEL:	1	0	0	1	0	0	1	0	0
PERSONAL SERVICES SUPPLIES OTHER SERVICES DEBT SERVICE	\$			\$			\$	75,6 10,6 208,4 246,7	540 140
TOTAL DIRECT COST:	\$	393,	210	\$	445,	410	\$	541,4	170
PROGRAM REVENUES:	\$	142,	450	\$	164,	300	\$	174,3	300
WORK MEASURES: See Strategic Framework			0			0			0

<sup>8</sup> SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS: 1, 3

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You are here: Home > Results > Measures > Development Services > Technical Services



#### **Technical Services Division**

**Development Services Department** 

**Our Purpose:** Provide technical support that improves the quality of services offered by the departments operating under the Office of Planning, Development and Public Works

#### **Core Services Supported**

- Maintain the archives of Anchorage's historical land use records and data to provide access to official documentation
- Implement and maintain automation to improve customer service through innovation and technology

#### **Direct Services**

- Provide computer operations planning, implementation, and support for Planning, Development and Public Works (PDPW) hardware and applications to support departments' operational needs
- Provide automation recommendations and project management assistance for technology implementation projects to help streamline PDPW business flow and to provide enhanced customer service
- Maintain, update, and improve core Geographical Information Sytem (GIS) layers and create new GIS data as needed to support the departments' GIS database needs
- Perform GIS analysis and provide specialized GIS products and maps to assist departments in their development and maintenance operations
- Perform Municipal addressing as defined in Municipal code to insure locations are available to the public

#### **Focus Areas**

- Maintain uptime to PDPW applications and computing servers at 95 % during normal working hours
- 65% of plats entered to GIS within fifteen working days of receipt
- 75% of requests for GIS analysis or maps completed within five working days

#### We will measure our success by:

 Percent of server and application uptime. Indicates reliability of computer-related equipment

Q1-2002	Q2-2002	Q3-2002	Q4-2002
99.6%	98%		

Percent of plats entered within fifteen working days

Q1-2002	Q2-2002	Q3-2002	Q4-2002
10%	100%		

Note: The low performance on this measure was because of the illness of two key staff members who perform the plat entries.

 Percent of requests for Geographical Information Sytem services delivered within five working days

Q1-2002	Q2-2002	Q3-2002	Q4-2002
80%	90%		

#### **Investing for Results**

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#### **Priorities**

- Public Safety
- . Economic Growth
- Quality of Life
- Individual & Family Development
- Spirit of Community

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You are here: Home > Results > Measures > Planning > Research & Technical Services



#### Research & Technical Services Division

Planning Department

**Our Purpose:** To provide research and geographic information in support of planning, land use, and development decisions

#### **Core Services Supported**

- Provide short and long-range services that lead to the planned growth of the community
- Provide consulting services to agencies, organizations, and all other constituents to fulfill their informational needs

#### **Direct Services**

- Provide GIS mapping, graphic support, demographic and housing analysis and reports to fulfill staff and customer informational needs
- Provide technical support to departmental Web initiatives to facilitate efficient transactions, both internal and external

#### **Focus Areas**

- Ability to fulfill an informational request within agreed upon timeframes
- Obtaining public input into design and implementation of the Planning Web site

#### We will measure our success by:

Percent of informational requests fulfilled within agreed upon timeframes

20	001	Q1-2002	Q2-2002	Q3-2002	Q4-2002
9	5%	95%	97%		

 Percent of Planning Department services available online. More services online increases our capacity to serve customers with negligible impact on operating costs

2001	Q1-2002	Q2-2002	Q3-2002	Q4-2002
Data in Q2	Data in Q2	35%	;	

- Ask a Question about Research & Technical Services Division
- Make a Comment about Research & Technical Services Division

#### Questions and Comments about Research & Technical Services Division

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#### **Priorities**

- Public Safety
- Economic Growth
- · Quality of Life
- Individual & Family Development
- . Spirit of Community

DEPARTMENT: OFFICE OF PLAN, DEVEL, PW DIVISION: TECHNICAL SERVICES

PROGRAM: Technical Services

#### **PURPOSE:**

Manage and develop the use of the Planning, Development and Public Works computer network, Automated Mapping System, Permit Automation System, and other computer applications and databases; coordinate interdepartmental use of the computer network with Municipal and private agencies.

#### 2002 PERFORMANCES:

See Strategic Framework

#### 2003 PERFORMANCE OBJECTIVES:

See Strategic Framework

		2001	REVI	SED	2002	REVI	SED	2003	BUD	GET
		FT	PT	T	FT	PT	T	FT	PT	Τ
PERSO	NNEL:	0	0	0	0	0	0	1	0	0
	PERSONAL SERVICES	\$		0	\$		0	\$	111,	460
TOTAL	DIRECT COST:	\$		0	\$		0	\$	111,	460

<sup>8</sup> SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

DEPARTMENT: OFFICE OF PLAN, DEVEL, PW DIVISION: TECHNICAL SERVICES

PROGRAM: Information Systems and E-Government

#### PURPOSE:

Staff and manage the PDPW Department's GIS computer network; provide programming support and training for over 200 users; provide technical support to GIS public and private system clients.

#### 2002 PERFORMANCES:

See Strategic Framework

#### 2003 PERFORMANCE OBJECTIVES:

See Strategic Framework

		2001	REVI	SED		REVI	SED	2003	BUD	GET
55555	ie.	FŢ	PT	T	FŢ	PT	Ţ	FŢ	PT	T
PERSONN	NEL:	0	0	0	0	0	0	6	0	0
S	PERSONAL SERVICES SUPPLIES OTHER SERVICES	\$		0 0 0	\$		0 0 0	\$		990 000 150
TOTAL D	DIRECT COST:	\$		0	\$		0	\$	530,	140

<sup>8</sup> SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

DEPARTMENT: OFFICE OF PLAN, DEVEL, PW DIVISION: TECHNICAL SERVICES

PROGRAM: GIS Support, Mapping and Analysis

#### PURPOSE:

Maintain and update the Municipal Base Map System; provide special map products. Assign/reassign street addresses and name changes as required by Title 21, Land Use Planning, of the Anchorage Municipal Code. Sell digital maps and data to Municipal and other agencies, and the private sector.

#### 2002 PERFORMANCES:

See Strategic Framework

#### 2003 PERFORMANCE OBJECTIVES:

See Strategic Framework

			REVI PT	SED		REVI	SED	2003	BUDGET
PERSO	NNEL:	FT 0	0	Ó	FT 0	0	0	FT 8	PT T 0 0
	PERSONAL SERVICES SUPPLIES OTHER SERVICES	\$		0 0 0	\$		0 0 0	\$	565,800 18,390 37,430
TOTAL	DIRECT COST:	\$		0	\$		0	\$	621,620
PROGR	AM REVENUES:	\$		0	\$		0	\$	40,600

<sup>8</sup> SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS: 7

DEPARTMENT: OFFICE OF PLAN, DEVEL, PW DIVISION: TECHNICAL SERVICES

PROGRAM: Public Counter

#### PURPOSE:

Maintain public access to MOA base maps, plats, record drawings, and research to government agencies, utilities, and the public. Provide duplication and scanning services along with indexing and filing of plats, record drawings, and documents.

#### 2002 PERFORMANCES:

See Strategic Framework

#### 2003 PERFORMANCE OBJECTIVES:

See Strategic Framework

			REVIS	SED		REVIS	ЕĎ	2003	BUDG	ΈŢ
PERSONNEL:	F	0	PT O	0	FT 0	PT O	0	FT 2	PT O	0
PERSONAL SERV SUPPLIES OTHER SERVICE		\$		0 0 0	\$		0 0 0	\$	97,0 8,0 10,1	00
TOTAL DIRECT COST:	:	\$		0	\$		0	\$	115,1	.70
PROGRAM REVENUES:	:	\$		0	\$		0	\$	25,5	00

<sup>8</sup> SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

BPAB010R 09/24/02 162331

#### MUNICIPALITY OF ANCHORAGE 2003 DEPARTMENT RANKING

DEPT:	30	-OFFICE	0F	PLAN,	DEVEL,	PW
	_					

DEPT BUDGET UNIT/ RANK PROGRAM

SVC CODE LVL

1 7150-ANCH MEMORIAL CEMETERY 0654-Anchorage Memorial Park C SOURCE OF FUNDS, THIS SVC LEVEL:

2 Debt service for Cemetery 0F

2

TAX SUPPORT

PEF	RSONNE	EL,	PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	0	246,790	0	246,790

10

7110-OFFICE OF PLAN, DEV & PW 0200~Office of Plan, Dev & PW SOURCE OF FUNDS, THIS SVC LEVEL:

CB

1 Provide policy direction and overall OF management of departmental programs

l to assure compliance with policies, goals and objectives of the Mayor and Assembly.

IGC SUPPORT

	CAPITAL	DEBT	OTHER		PERSONAL	EL	RSONN	PE
TOTAL	OUTLAY	SERVICE	SERVICES	SUPPLIES	SERVICE	T	PT	FT
195,690	0	0	15,950	2,100	177,640	0	0	2

CB

3 7150-ANCH MEMORIAL CEMETERY 0654-Anchorage Memorial Park C SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT

> PROGRAM REVENUES 174,300

1 Provide management and basic operation OF of the Anchorage Memorial Cemetery

2 through a contracted operator. Maintain computerized database of burial history reservation commitments. Work with the Cemetery Advisory Commission to resolve operational issues and guide development.

PEI	RSONNE	EL	PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	75,600	10,640	208,440	. 0	0	294,680

4 7210-FINANCIAL CONTROL 0082-FISCAL MANAGEMENT SOURCE OF FUNDS, THIS SVC LEVEL: CB

1 Coordinate the preparation and auditing OF of the departmental operating budget.

l Provide analysis and audit coordination at all levels as requested.

IGC SUPPORT

BPAB010R 09/24/02 162331

## M U N I C I P A L I T Y O F A N C H O R A G E 2003 DEPARTMENT RANKING

DEPT: 30 -OFFICE OF PLAN, DEVEL, PW

DEPT BUDGET UNIT/ RANK PROGRAM SL SVC CODE LVL

PER	RSONNE	ΕL	PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	88,220	520	600	0	0	89,340

- 5 7220-TECHNICAL SERVICES ADMIN 0872-Technical Services SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT IGC SUPPORT
- 1 Provide management and administrative OF support for the Technical Services area 1 and coordination for development and use of the Municipality's Geographic Information System (GIS), Vehicle Maintenance System, Permit Counter Automation System, E-Government and the computer network of Planning, Development, and Public Works.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	₽T	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	111,460	0	0	0	0	111,460

- 6 7223-PUBLIC INFORMATION
  0877-Public Counter
  SOURCE OF FUNDS, THIS SVC LEVEL:
  TAX SUPPORT
  IGC SUPPORT
  PROGRAM REVENUES 25,500
- 1 Provide base maps, plats, engineering
  OF research, and duplication service to the
  1 general public and general government
  agencies and utilities. Provide sets of

agencies and utilities. Provide sets of construction drawings for all CIP and other construction projects. Index drawings and documents into the grid system.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	97,070	8,000	10,100	0	0	115,170

- 7 7222-GIS SUPPORT
  0876-GIS Support, Mapping and
  SOURCE OF FUNDS, THIS SVC LEVEL:
  TAX SUPPORT
  IGC SUPPORT
  PROGRAM REVENUES 40,600
- 1 Maintain, update and QC GIS core data OF layers. Perform GIS analyses. Prepare
- 1 and provide specialized GIS products and maps. Assign and verify street names, addresses, and changes as required by Title 21 of the Anchorage Municipal Code Notify municipal agencies and the U.S. Post Office of address and street name changes.

BPAB010R 09/24/02 162331

21

1,576,780

64,650

# MUNICIPALITY OF ANCHORAGE 2003 DEPARTMENT RANKING

DEPT: 30 -OFFICE OF PLAN, DEVEL, PW

DEPT BUDGET UNIT/ RANK PROGRAM SL SVC CODE LVL

FT	RSONNI Pt O	Ŧ	PERSONAL SERVICE 565,800	18,390	OTHER SERVICES 37,430	0	OUTLAY O	TOTAL 621,620		
8	0874 SOURCE TAX	-Info CE Of C SUF		EMS ems and E	1 OF	Maintain of computer someone s	computer net security and t for applic evelop and m and GIS appl security p	work, provide recovery. Contract ation development. aintain web-based ications. Maintain rocedures, and tems for all PDPW		
FT	PT	T			SERVICES 44,150	0	OUTLAY 0	TOTAL 530,140		
SUBT	OTAL (	OF FL	UNDED SERVICE	LEVELS, OF	FICE OF PLAN,	DEVEL, PW				
PE	RSONNI	EL	PERSONAL		OTHER	DEBT	CAPITAL			
FT				SUPPLIES	SERVICES			TOTAL		
21	0				316,670					
		. nc	BARTMENT OF O		N DEVEL DA	FUNDING 1 TA	u <del>c</del>			
		- VEI			N, DEVEL, P₩ 					
TO	TOTALS FOR DEPARTMENT OF OFFICE OF PLAN, DEVEL, PW, FUNDED AND UNFUNDED									
. –	RSONNI PT		PERSONAL SERVICE	SUPPLIES	OTHER Services	DEBT Service	CAPITAL OUTLAY	TOTAL		

316,670

246,790

2,204,890