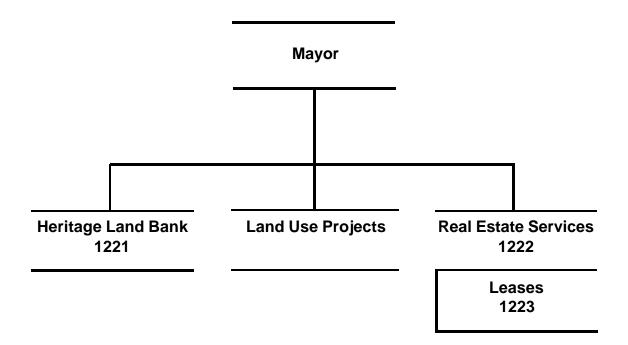
REAL ESTATE

REAL ESTATE



REAL ESTATE

Strategic Framework

Mission: To manage all Municipal land, both uncommitted and under authority of Municipal agencies, by providing real estate services on behalf of the MOA in a manner designed to benefit the present and future citizens of Anchorage, promote orderly development, and achieve the goals of the Comprehensive Plan

Core Services that Enable the Mission:

- □ Implement the Anchorage Comprehensive Plan by facilitating the acquisition, exchange, preservation, development and disposal of land throughout the Municipality
- Manage leases held by the Municipal government for MOA offices, warehouses and facilities via the Leases Section within Real Estate Services
- Oversee transfer of State of Alaska land to the MOA and into HLB inventory under the Municipal Entitlements program
- Maintain an updated listing of HLB inventory and management authority lists of Municipal properties

Key Areas of Focus:

- Annually process and dispose of foreclosed properties as repayment to the Municipality of Anchorage's tax base for lost revenue by conducting an auction of tax-foreclosed properties
- Sell a minimum of two uncommitted Municipally owned properties that have been determined to be excess to the MOA's needs per year and listed in the annual work program for disposal
- Safeguarding the HLB Fund through careful land management, investment and land sales

- □ Sales/disposals of land listed in the annual work program
- Annual return on HLB fund from investing activities

Divisional Contributions to Department Core Services

CORE SERVICE	HLB	REAL ESTATE SERVICES	REAL ESTATE SERVICES - LEASES
Implement the Anchorage Comprehensive Plan by facilitating the acquisition, exchange, preservation, development and disposal of land throughout the Municipality	X	X	
Manage leases held by the Municipal government for MOA offices, warehouses and facilities via the Leases Section within Real Estate Services		Х	Х
Oversee transfer of State of Alaska land to the MOA and into HLB inventory under the Municipal Entitlements program	Х	Х	
Maintain an updated listing of HLB inventory and management authority lists of Municipal properties	Х		

HERITAGE LAND BANK – Direct Services Contribution:

- Conduct sales of HLB inventory determined through agency reviews to be excess to Municipal needs
- □ Provide information to private and MOA requests for Heritage Land Bank resources and provide office-public contact for basic customer service needs
- Assist the Mayor and MOA with land use projects involving HLB and other properties

REAL ESTATE SERVICES – Direct Services Contribution:

- Assist the public and municipal agencies with information regarding Municipally owned properties
- □ Reduce the possibility of increased taxes to cover for any shortfall through inequitable property tax payments by property owners

REAL ESTATE SERVICE, LEASES - Direct Services Contribution:

- Competitively negotiate leases of office, warehouse and other required building spaces for Municipal agencies with local businesses throughout the Municipality of Anchorage.
- Manage properties for government agencies, including library, police substations, recreational facilities, communications, storage, the Weatherization Program, City Hall and Eagle River Town Hall building spaces

2002 Resource Plan

Department: Real Estate

	Financial	Financial Summary Personnel Summary				/						
	2001	2002		2001 Revised				2002 Approved				
Division	Revised	Approved	FT	PT	Te	mp	Total	FT	PT	Temp	Tota	Ī
Real Estate Services	250,880	4,599,520		2			2		2		:	2
Heritage Land Bank	677,412	486,240		4	1		5		4	1	:	5
Operating Cost	928,292	5,085,760		6	1	0	7		6	1	0	7
Add Debt Service	0	0										
Direct Organization Cost	928,292	5,085,760										
Charges From/(To) Others	168,400	(4,021,910)										
Function Cost	1,096,692	1,063,850										
Less Program Revenues	(713,940)	(830,450)										
Net Program Cost	382,752	233,400										

2002 Resource Costs by Category

Division	Personal Services	Supplies	Other Services	Capital Outlay	Total Direct Cost
Real Estate Services	139,130	550	4,459,840		4,599,520
Heritage Land Bank	343,510	3,200	131,730	7,800	486,240
Operating Cost	482,640	3,750	4,591,570	7,800	5,085,760
Less Vacancy Factor Add Debt Service					0 0
Total Direct Organization Cost	482,640	3,750	4,591,570	7,800	5,085,760

RECONCILIATION FROM 2001 REVISED BUDGET TO 2002 APPROVED BUDGET

DEPARTMENT: REAL ESTATE

	DIRE	POSITIONS			
	'	_	FT	PT	Т
2001 REVISED BUDGET:	\$	928,290	6	1	
2001 ONE-TIME REQUIREMENTS:					
- Transfer to HLB Capital Fund		(182,380)			
CHANGES FOR CONTINUATION OF EXISTING PROGRAMS IN 2002:					
 Salaries and benefits adjustment for continuing employees 		25,130			
- Non-rep wage increase		7,650			
TRANSFERS (TO)/FROM OTHER AGENCIES:					
From Facility Mgmt: LeasesFrom Finance: Foreclosure costs		4,485,030			
- From Finance: Foreclosure costs		51,800			
MISCELLANEOUS INCREASES (DECREASES):					
- Insurance		680			
 Leases: City Hall, Permit Ctr, Downtown Fire Station Land lease, and other leases 		(211,220)			
2002 PROGRAMMATIC BUDGET CHANGES:					
 Reduce funds for remediation of contaminated properties 		(19,220)			
2002 PROPOSED BUDGET:		5,085,760	6	1	0
2002 AMENDMENTS: - None					
2002 APPROVED BUDGET:	\$	5,085,760	6	1	0

REAL ESTATE HERITAGE LAND BANK DIVISION

Strategic Framework

How We Contribute to the Mission – Our Purpose:

The Heritage Land Bank was created in 1983 to provide land for a wide variety of public purposes, including parkland, open space, Municipal facilities and school sites. Associated purposes are: to provide land not needed for public purposes to the private sector for development of residential, commercial and industrial activities as the city grows; inform the public regarding proposed uses of Heritage Land Bank property, and to steward the inventory of HLB property and the HLB Fund.

Core Services Supported:

- Implement the Anchorage Comprehensive Plan by facilitating the acquisition, exchange, preservation, development and disposal of land throughout the Municipality
- Oversee transfer of State of Alaska land to the MOA and into HLB inventory under the Municipal Entitlements program
- Maintain an updated listing of HLB inventory and management authority lists of Municipal properties

Direct Services Provided:

- Conduct sales of HLB inventory determined through agency reviews to be excess to Municipal needs
- □ Provide information to private and MOA requests for Heritage Land Bank resources and provide office-public contact for basic customer service needs
- Assist the Mayor and MOA with land use projects involving HLB and other properties

Key Areas of Focus:

- Draft an HLB 2002 Work Program, outlining activities and functions of HLB and specifying particular properties for disposal via sale or exchange where at least two of the specified properties are disposed as part of the annual work program
- Maintain a current inventory of HLB properties to determine their potential use for the benefit of Anchorage citizens, and manage the HLB Fund for these same ends

- Create updated inventory of HLB property every three years
- Number of properties disposed of as part of the annual work program

REAL ESTATE REAL ESTATE SERVICES DIVISION

Strategic Framework

How We Contribute to the Mission – Our Purpose:

To facilitate economic development through sound real estate activities, serve the public and all levels of government by providing real estate services on behalf of Anchorage citizens through reclaiming lost tax revenue, responsible property and lease management, and conduct the sale of tax-foreclosed properties to repay the MOA tax base

Core Services Supported:

- □ Implement the Anchorage Comprehensive Plan by facilitating the acquisition, exchange, preservation, development and disposal of land throughout the Municipality
- Manage leases held by the Municipal government for MOA offices, warehouses and facilities via the Leases Section within Real Estate Services
- Oversee transfer of State of Alaska land to the MOA and into HLB inventory under the Municipal Entitlements program

Direct Services Provided:

- Assist the public and municipal agencies with information regarding Municipally owned properties
- □ Reduce the possibility of increased taxes to cover for any shortfall through inequitable property tax payments by property owners

Key Areas of Focus:

- □ To minimize the number of properties that must eventually go for sale due to non-payment of taxes and for delinquent BID (Business Improvement District) assessments.
- □ To maximize the number of payments on properties in tax foreclosure through responsive administration and regular notification to delinquent taxpayers.

- □ Sell 90% of available, uncontaminated foreclosed properties via sealed bid auction
- □ % of property tax recovered annually from delinquent accounts

REAL ESTATE REAL ESTATE SERVICES – LEASES

Strategic Framework

How We Contribute to the Mission – Our Purpose:

To negotiate, manage and fund the leasing of office, warehouse and other required spaces for local government agencies in order for them to perform their services on behalf of citizens

Core Services Supported:

 Manage leases held by the Municipal government for MOA offices, warehouses and facilities via the Leases Section within Real Estate Services

Direct Services Provided:

- Competitively negotiate leases of office, warehouse and other required building spaces for Municipal agencies with local businesses throughout the Municipality of Anchorage.
- Manage properties for government agencies, including library, police substations, recreational facilities, communications, storage, the Weatherization Program, City Hall and Eagle River Town Hall building spaces

Key Areas of Focus:

- Provide competitively negotiated leases and effectively administer lease contracts for Municipal agencies throughout the Municipality of Anchorage
- Provide office and program spaces, including City Hall, the Weatherization Program, local branch libraries, APD sub-stations, and Eagle River Parks and Recreation spaces

- □ Maintain lease rates within 5% of current competitive market rates
- □ Provide building space for 100% of municipal agencies

2002 PROGRAM PLAN

DEPARTMENT: REAL ESTATE DIVISION: REAL ESTATE SERVICES DIV

PROGRAM: Space Management

PURPOSE:

To negotiate, manage and fund the lease of office, warehouse and other types of space as required by general government agencies. The actual general government lease expense and related costs are recorded in this budget unit.

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000	REVI	SED	2001	REVI	SED	2002	BUD	GET
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	0
OTHER SERVICES	4	,115,	570	4	,485,	030	4	,273,	810
TOTAL DIRECT COST:	\$ 4	,115,	570	\$ 4	,485,	030	\$ 4	,273,	810
PROGRAM REVENUES:	\$	21,	600	\$	21,	600	\$		0
WORK MEASURES: See Strategic Framework			0			0			0

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS: 6, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18

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DEPT BUDGET UNIT/ SL SVC CODE LVL RANK PROGRAM

1 1221-HERITAGE LAND BANK CB

1 Minimal response to private and Muni-

0792-Heritage Land Bank

OF cipal requests for Heritage Land Bank

SOURCE OF FUNDS, THIS SVC LEVEL:

5 (HLB) resources at this level.

Oversee transfer of State land to MOA under the Municipal Entitlements program

Maintain HLB inventory.

Provide office-public contact for basic

customer service purposes.

PROGRAM REVENUES 523,250

	CAPTTAL	DEB.I.	OTHER		PERSONAL	lE:L	RSONN	PE
TOTAL	OUTLAY	SERVICE	SERVICES	SUPPLIES	SERVICE	Т	PT	FT
315,640	4,800	0	84,990	1,750	224,100	0	0	3

2 1222-REAL ESTATE SERVICES 0793-Real Estate Services

SOURCE OF FUNDS, THIS SVC LEVEL:

TAX SUPPORT

PROGRAM REVENUES 12,500

- cb 1 To manage, acquire and sell real prop-
 - OF erty owned by the Municipality.
 - 3 Duties require regular updating of management authority for all municipal agencies, title records, contracts and inventory. Provide basic property research data. Basic support to public regarding MOA real estate information and leases. Leases management for MOA agencies.

PERSONAL OTHER DEBT CAPITAL PERSONNEL SERVICE SUPPLIES SERVICES SERVICE OUTLAY FT PT T

1 0 0 79,050 0 0 132,510 200 53,260

CO

3 1221-HERITAGE LAND BANK

0792-Heritage Land Bank SOURCE OF FUNDS, THIS SVC LEVEL:

PROGRAM REVENUES 18,000

- 2 Minimal land use projects for Heritage
 - OF Land Bank (HLB) properties. Oversee

TOTAL

TOTAL

5 appropriation of HLB assets for acquisition and management of real property for Municipal use. Advise on privately initiated requests for purchase or lease of Municipal real property on limited basis. Conduct sales of HLB property as warranted.

PERSONAL DEBT CAPITAL PERSONNEL OTHER FT PT T SERVICE SUPPLIES SERVICES SERVICE OUTLAY 3,000 125,730 1 0 0 92,030 750 29,950 0

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DEPT: 07 -REAL ESTATE

DEPT BUDGET UNIT/ SL SVC CODE LVL RANK PROGRAM

0792-Heritage Land Bank

SOURCE OF FUNDS, THIS SVC LEVEL:

PROGRAM REVENUES 10,500

4 1221-HERITAGE LAND BANK CO 3 Funding for personnel, services and

OF supplies to support level for

5 planning, management of HLB inventory. The disposal of surplus properties will bring increased revenues to both the HLB as well as general fund by returning lands to tax rolls. Lands needed for public purposes will be identified and retained for improving quality of life for MOA citizens.

OTHER DEBT PERSONNEL PERSONAL CAPITAL FT PT T SERVICE SUPPLIES SERVICES SERVICE OUTLAY TOTAL 0 400 1,290 0 1 0 27,380 0 29,070

0793-Real Estate Services

SOURCE OF FUNDS, THIS SVC LEVEL:

TAX SUPPORT

PROGRAM REVENUES 93,610

5 1222-REAL ESTATE SERVICES co 2 Assistance to prepare for tax

OF and special assessment properties sale

3 via auction. Additional assistance is provided by HLB office for the public. Process foreclosure of properties due to nonpayment of necessary tax revenues. Conduct foreclosure auctions to recoup loss to tax base support of MOA.

DEBT PERSONNEL PERSONAL OTHER CAPITAL FT PT T SERVICE SUPPLIES SERVICES SERVICE OUTLAY TOTAL 60,080 350 132,770 0 193,200 1 0 0 0

6 1223-LEASES

0546-Space Management

SOURCE OF FUNDS, THIS SVC LEVEL:

TAX SUPPORT IGC SUPPORT CB 1 Provide space management services to

OF general government agencies for

11 city office facilities. This includes lease costs for the City Hall Building and the Eagle River Town Hall located in the Valley River Centre, and includes

E.R. Parks & Rec. offices.

PEF	RSONNE	EL	PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	2,317,280	0	0	2,317,280

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DEPT: 07 -REAL ESTATE

DEPT BUDGET UNIT/ SL SVC PROGRAM CODE RANK LVL

7 1221-HERITAGE LAND BANK

0792-Heritage Land Bank

SOURCE OF FUNDS, THIS SVC LEVEL:

PROGRAM REVENUES

CO 4 To better provide for full office sup-

OF port of HLB activities with public.

5 Includes public hearing support, onsite inspections (as needed) of HLB land as requested by public for Municipal code violations and related services. Provide more task-based assistance for requests from public and private sectors regarding HLB inventory and projects. Provide office support to HLB projects.

PEF	RSONNE	EL	PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	Т	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	300	4,000	0	0	4,300

CO

8 1221-HERITAGE LAND BANK 0792-Heritage Land Bank

SOURCE OF FUNDS, THIS SVC LEVEL:

PROGRAM REVENUES 172,590

5 Fund source for HLB operations pertain-

OF ing to land acquisitions, sales and

5 related transactions.

Special assessments coverage for land transactions. Support for additional, as-needed land administration necessary for immediate changes in function. Provide for additional administrative and monetary support for projects pertaining to land management issues.

	CAPITAL	DEBT	OTHER		PERSONAL	$_{ m EL}$	RSONN	PE:
TOTAL	OUTLAY	SERVICE	SERVICES	SUPPLIES	SERVICE	Т	PT	FT
11,500	0	0	11,500	0	0	0	0	0

9 1223-LEASES

0546-Space Management

SOURCE OF FUNDS, THIS SVC LEVEL:

TAX SUPPORT IGC SUPPORT CO 2 Provide funding for the lease of

OF 10,200 square feet of space in the

11 Dimond Center Shopping Mall in South Anchorage for the Samson-Dimond Library.

TOTAL

PERSONNEL PERSONAL OTHER DEBT CAPITAL SERVICE OUTLAY FT PT T SERVICE SUPPLIES SERVICES 0 113,840 113,840

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DEPT: 07 -REAL ESTATE

DEPT BUDGET UNIT/ SL SVC RANK CODE LVL PROGRAM

CO 3 Provide funding for the lease of 8,000 10 1223-LEASES

0546-Space Management OF square feet of space in the Boniface

SOURCE OF FUNDS, THIS SVC LEVEL: 11 Shopping Mall for the Muldoon Library.

TAX SUPPORT IGC SUPPORT

PERSONNEL	PERSONAL	OTHER	DEBT	CAPITAL

FT PT T SERVICE SUPPLIES SERVICES SERVICE OUTLAY TOTAL 0 0 0 0 0 107,570 0 0 107,570 0 107,570

11 1223-LEASES

CO 4 Provide funding for lease of 12,000
OF square feet of space at 12400 Old Glenn 0546-Space Management

SOURCE OF FUNDS, THIS SVC LEVEL:

11 Highway in Eagle River for the Eagle

River Library.

IGC SUPPORT

PERSONNEL	PERSONAL	OTHER	DEBT	CAPITAL
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FT PT T SERVICE SUPPLIES SERVICES SERVICE OUTLAY TOTAL 0 188,640 0 0 188,640 0 0 0 0

CB 5 Provide funding for lease of facilities
OF for two police substations, one located 12 1223-LEASES 1223-LEASES 0546-Space Management

SOURCE OF FUNDS, THIS SVC LEVEL: 11 downtown and the other in Fairview, and TAX SUPPORT

for lease of space in the State Court IGC SUPPORT House for the APD Warrants Section. There are no lease costs to the Municipality for the substations at

Spenard, Muldoon and Mountain View.

PERSONNEL PERSONAL OTHER DEBT CAPITAL FT PT T SERVICE SUPPLIES SERVICES SERVICE OUTLAY 0 0 0 0 0 33,140 0 0 OTHER DEBT CAPITAL PERSONNEL PERSONAL

TOTAL 0 33,140

13 1223-LEASES

CO 11 Lease of the Public Works Permit
OF Development Center located at the 0546-Space Management

SOURCE OF FUNDS, THIS SVC LEVEL: 11 Tudor Road Complex. This is full year funding. It is a 25 year lease that TAX SUPPORT

commenced February 2000.

IGC SUPPORT

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DEPT BUDGET UNIT/ SL SVC
RANK PROGRAM CODE LVL

RANK	I	PROGRA	MA		CODE	LVL			
PEF	RSONNE	EL	PERSONAL		OTHER		DEBT	CAPITAL	
FT	PT	Т	SERVICE	SUPPLIES	SERVICE		SERVICE	OUTLAY	TOTAL
0	0	0	0	0	1,055,52	0	0	0	1,055,520
14	1002	-LEASE	10		CO	6	Drovide f	funding for 1	lease of space for
11			Management		CO				vers, one located
		_	FUNDS, THIS	SVC LEVEL:					e and the other in
		X SUPE	•	SVC LEVEL.		11			se of 5,000 square
		C SUPE							ace for use by
	100	S DOFF	OKI						for storage of
									dio equipment.
							bignatize	acton and tac	ito equipment.
PEF	RSONNE	ΞL	PERSONAL		OTHER		DEBT	CAPITAL	
FT	PT	Т	SERVICE	SUPPLIES	SERVICE		SERVICE	OUTLAY	TOTAL
0	0	0	0	0	59,58		0	0	59,580
15	1000	-LEASE	1.0		СВ	7	Dwarri da f	Funding for 1	Lease of 7589 square
13			Management		СБ				410 L Street
		_	FUNDS, THIS	CVC TEVET.					cipal Prosecutor's
		X SUPE		SVC HEVEL.		11	Office.	TOT CHE MUIT	ccipal Flosecucol s
		C SUPE					Office.		
	100	5 5011	Olti						
PEF	RSONNE	ΞL	PERSONAL		OTHER		DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICE	S	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	147,00	0	0	0	147,000
16	1223-	-LEASE	S		CO	8	Provide f	funding for 1	Lease of 5,074
	0546-	-Space	Management			OF	square fe	eet of wareho	ouse space in the
			FUNDS, THIS	SVC LEVEL:		11			ess Park for the
							Municipal	l Weatherizat	cion Office.
	IGO	C SUPE	PORT				_		space for the
									Ann Steven Bldg and
									ld Food Program
							located i	in the Bonifa	ace Mall.
	RSONNI		PERSONAL		OTHER		DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICE		SERVICE	OUTLAY	TOTAL
0	0	0	0	0	66,00	0	0	0	66,000

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2002 DEPARTMENT RANKING

DEPT: 07 -REAL ESTATE

SL DEPT BUDGET UNIT/ SVC RANK PROGRAM CODE LVL

17 1223-LEASES CO 9 Provide funding for lease of locations 0546-Space Management

OF #109 and 110 on the first level of the

SOURCE OF FUNDS, THIS SVC LEVEL:

11 6th & G Parking Garage for the Bus

Accommodation Center from the Anchorage TAX SUPPORT IGC SUPPORT Parking Authority. This is

approximately 1,498 square feet.

PEF	RSONNI	EL	PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	30,000	0	0	30,000

1223-LEASES CO 10 Provide funding for lease of 13,490 0546-Space Management OF square feet of space in the Muldoon 18 1223-LEASES

SOURCE OF FUNDS, THIS SVC LEVEL:

11 Mall for the Northeast Community

TAX SUPPORT Center.

IGC SUPPORT

PERSONNEL PERSONAL

FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	155,240	0	0	155,240

OTHER DEBT CAPITAL

SUBTOTAL OF FUNDED SERVICE LEVELS, REAL ESTATE

PEF	RSONNI	EL	PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
6	1	0	482,640	3,750	4,591,570	0	7,800	5,085,760

----- DEPARTMENT OF REAL ESTATE FUNDING LINE -----

3 Additional funds for the remediation of OF contaminated properties; \$39,780 still 19 1222-REAL ESTATE SERVICES

0793-Real Estate Services

SOURCE OF FUNDS, THIS SVC LEVEL:

3 remain in 2002 budget. TAX SUPPORT

 PERSONNEL
 PERSONAL
 OTHER
 DEBT
 CAPITAL

 FT
 PT
 T
 SERVICE
 SUPPLIES
 SERVICES
 SERVICE
 OUTLAY
 TOTAL

 0
 0
 0
 0
 0
 0
 0
 19,220

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DEPT: 07 -REAL ESTATE

DEPT BUDGET UNIT/ SL SVC RANK PROGRAM CODE LVL

TOTALS FOR DEPARTMENT OF REAL ESTATE , FUNDED AND UNFUNDED

PEF	RSONNI	EL	PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	Т	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
6	1	0	482,640	3,750	4,610,790	0	7,800	5,104,980