

CITY OF PALM DESERT

FINANCE DEPARTMENT

STAFF REPORT

Request: Authorization of Out-of-State Travel in FY 2015/2016 budget

Submitted by: Paul S. Gibson, Director of Finance/City Treasurer

Date: June 18, 2015

The FY 2015/2016 budget includes out-of-state travel for the departments listed below. The trips are for attendance at national conferences of professional organizations of which the City or department head is a member. Staff requests approval for the following meetings and attendees:

<u>Department</u>	<u>Organization</u>	<u>Destination</u>	<u>Attendee</u>
City Clerk	IIMC	Omaha, NE	City Clerk or Deputy City Clerk
City Council	ICSC	Las Vegas, NV	Councilmember
Community Dev.	Americans for the Arts Conference	Boston, MA	Management Analyst
Economic Dev.	ICMA	Seattle, WA	Director of Economic Development Assistant City Manager
	American Marketing Association Annual Conference	Austin, TX	Tourism & Marketing Manager or Marketing Assistant
	ICSC	Las Vegas, NV	Economic Development Manager Director of Economic Development
	The Lodging Conference	Phoenix, AZ	Director of Economic Development
Public Works	ITE Annual Meeting	Las Vegas, NV	Director of Public Works Transportation Engineer
	ITE International Meetings APWA Congress	Hollywood, FL Phoenix, AZ	Director of Public Works Director of Public Works and Capital Improvements Technician
	National Recreation and Park Association	Las Vegas, NV	Landscape Supervisor
	ITE Technical Conference	Tucson, AZ	Director of Public Works and Transportation Engineer
	Autodesk University	Las Vegas, NV	Transportation Engineer or Senior Engineer
	ASCE International Conference on Transportation & Development	Houston, TX	Senior Engineer
Special Programs	National Community Development Assn.	Unknown	Director of Special Programs
	Solid Waste Association of North America	Orlando, FL	Director of Special Programs

Submitted by:

Approval:

Paul S. Gibson, Finance Director

John M. Wohlmuth, City Manager

RESOLUTION NO. 2015-62

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, RESCINDING RESOLUTION NO. 2014-70, AND 2015-03 ADOPTING ALLOCATED CLASSIFICATIONS, AUTHORIZED POSITIONS, SALARY SCHEDULE, AND SALARY RANGES, "EXHIBIT A", FOR THE PERIOD OF JULY 1, 2015 THROUGH JUNE 30, 2016.

WHEREAS, the City of Palm Desert has met and conferred in good faith with the Palm Desert Employees Organization (PDEO) in accordance with the Meyers-Milias-Brown Act and the City employer - employee relations Ordinance No. 1042; and

WHEREAS, the City of Palm Desert has reached agreement and entered into a Memorandum of Understanding with the employees represented by the Palm Desert Employees Organization, for the period July 1, 2014, through June 30, 2017; and

WHEREAS, "EXHIBIT A" is consistent with the MOU/Agreement between the Palm Desert Employees Organization and the City of Palm Desert.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM DESERT AS FOLLOWS:

SECTION I - SALARY SCHEDULE, RANGES & ALLOCATED CLASSIFICATIONS

All employees shall be classified and shall receive compensation for services performed. This compensation shall be in accordance with the established salary schedule and salary ranges for their respective classification as shown below.

The City of Palm Desert's Personnel System, Section 2.52 of the Palm Desert Municipal Code prescribes specific terms for appointment and tenure of all City employees. The following allocated classifications, positions and salary ranges in each department are authorized and approved for Fiscal Year 2015-2016.

<u>Department / Division</u>	<u>FTE</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Authorized</u>
CITY MANAGER	(5)	City Manager	1	1
		Risk Manager	129	1
		Sr. Management Analyst	127	1
		Sr. Management Analyst - OR -	127	
		Management Analyst II - OR -	123	1
		Management Analyst I	120	
		Administrative Secretary (City Manager)	113	1
Human Resources	(3)	Human Resources Director - OR -	139	
		Human Resources Manager	131	1
		Human Resources Technician	113	1
		Human Resources Assistant	95	1
CITY CLERK	(6)	City Clerk	139	1
		Deputy City Clerk	118	1
		Administrative Secretary (City Council)	113	1
		Records Technician	113	1
		Office Assistant II	104	1
		Clerical Assistant	90	1
SPECIAL PROGRAMS	(4)	Director of Special Programs	137	1
		Recycling Technician	113	1
		Administrative Secretary	113	1
		Office Assistant II	104	1
FINANCE/CITY TREASURER	(14)	Director of Finance/City Treasurer	145	1
<i>Accounting/Investments</i>		Assistant Finance Director	135	1
		Deputy City Treasurer	127	1
		Senior Financial Analyst	127	1
		Management Analyst II - OR -	123	1
		Management Analyst I	120	
		Administrative Secretary	113	1
<i>Payroll</i>	(1)	Accounting Technician II	118	1
<i>Accounts Payable</i>	(1)	Accounting Technician II	118	1
<i>Accounts Receivable</i>	(1)	Accounting Technician II	118	1
<i>Purchasing/Fixed Assets</i>	(1)	Accounting Technician II	118	1
Information Technology	(4)	Information Systems Manager	135	1
		G.I.S. Specialist	114	1
		Information Systems Technician	114	2

<u>Department / Division</u>	<u>FTE</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Authorized</u>	
COMMUNITY DEVELOPMENT	(16)	Director of Community Development	144	1	
Community Development / Planning	(6)	Principal Planner	135	1	
		Associate Planner - OR - Assistant Planner	127	2	
		Administrative Secretary	123	1	
		Senior Office Assistant	113	1	
			107	1	
Art in Public Places	(2)	Management Analyst II	123	1	
		Public Arts Technician	113	1	
Code Compliance	(6)	Code Compliance Supervisor	123	1	
		Code Compliance Officer II - OR - Code Compliance Officer I	118	4	
		Code Compliance Technician	114	1	
			113	1	
<i>Business License</i>	(2)	Sr. Office Assistant (Business License)	107	1	A
		Office Assistant II	104	1	
PUBLIC WORKS	(42)				
Public Works Administration	(16)	Director of Public Works	145	1	
		City Engineer	139	1	
		Transportation Engineer	130	1	
		Senior Engineer/City Surveyor	130	1	
		Senior Engineer - OR - Associate Engineer	129	1	
			127		
		Project Administrator	127	2	B
		Assistant Engineer	125	1	
		Public Works Inspector II - OR - Public Works Inspector I	120	3	
			118		
		Capital Improvement Projects Technician	113	1	
		Administrative Secretary	113	1	
		Accounting Technician (Public Works)	113	1	
		Office Assistant II - OR - Office Assistant I	104	1	
			100		
		Clerical Assistant	90	1	
Landscape Services	(5)	Landscape Supervisor	123	1	
		Landscape Specialist	121	1	
		Landscape Inspector II - OR - Landscape Inspector I	118	3	
			114		
Public Works - Corporation Yard					
Streets Maintenance	(16)	Maintenance Services Manager	130	1	
		Streets Maintenance Supervisor	121	1	
		Senior Maintenance Worker	111	2	
		Equipment Operator I	109	3	
		Maintenance Worker II - OR - Maintenance Worker I	106	7	
			101		
		Laborer II - OR - Laborer	87	2	

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<u>Department / Division</u>	<u>FTE</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Authorized</u>
Traffic Signal Maintenance	(3)	Traffic Signal Specialist	121	1
		Traffic Signal Technician II	118	1
		Traffic Signal Technician I	111	1
Building Operations/ Maintenance	(2)	Building Maintenance Supervisor	114	1
		Maintenance Worker II	106	1
BUILDING AND SAFETY	(12)	Director of Building & Safety	140	1
		Supervising Plans Examiner	123	1
		Building Permit Specialist II - OR - Building Permit Specialist I	118	2
		Building Inspector II - OR - Building Inspector I	111	5
		Administrative Secretary	118	1
		Building & Safety Technician	114	1
		Office Assistant II	113	1
			111	1
			104	1
ECONOMIC DEVELOPMENT	(9.3)	Assistant City Manager	145	1
		Director of Economic Development	137	1
		Economic Development Manager	134	1
		Marketing and Tourism Manager	131	1
		Economic Development Technician I	114	1
		Clerical Assistant	90	1
Visitor Center Operations		Visitor Center Supervisor	114	1
		Customer Service Clerk (full-time)	87	1
		Customer Service Clerk (part-time) - 1.3 FTE	87	2
AFFORDABLE HOUSING	(5)	Director of Housing	140	1
		Management Analyst II - OR - Management Analyst I	123	1
		Sr. Management Analyst - OR - Management Analyst II	120	
		Housing Programs Technician	127	
			123	1
			113	2
TOTAL ALLOCATED POSITIONS				117
<i>Total FTE = 116.3</i>				

Footnotes:

- A: Business License transferred to Community Development/Code Compliance
- B: Position changes as outlined in budget session whitepaper.

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SECTION II - EXEMPT PERSONNEL

The following positions are exempt from overtime provisions as defined by the Fair Labor Standards Act and set forth in the Personnel Rules and Regulations, Section 2.52.305.

The positions designated as Group A have a higher level of responsibility and authority and among other things, these positions require spending numerous extra hours at meetings, conferences and work.

Group A:

- City Manager
- Assistant City Manager
- City Clerk
- City Engineer
- Director of Building & Safety
- Director of Community Development
- Director of Economic Development
- Director of Finance/City Treasurer
- Director of Housing
- Director of Public Works
- Director of Special Programs

The following positions are exempt from overtime provisions as defined by the Fair Labor Standards Act and set forth in the Personnel Rules and Regulations, Section 2.52.305.

The positions designated as Group B are professional in nature and among other things; these positions require spending occasional extra hours at meetings, conferences and work.

Group B:

Assistant Finance Director	Economic Development Manager
Assistant Engineer	Human Resources Manager
Assistant Planner	Information Systems Manager
Associate Planner	Landscape Supervisor
Building Maintenance Supervisor	Marketing and Tourism Manager
Code Compliance Supervisor	Management Analyst I/II
Deputy City Treasurer	Maintenance Services Manager

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Principal Planner
Project Administrator
Risk Manager
Senior Engineer
Senior Engineer/City Surveyor
Senior Financial Analyst

Senior Management Analyst
Supervising Plans Examiner
Streets Maintenance Supervisor
Transportation Engineer
Visitor Information Center Supervisor

SECTION III - MILEAGE REIMBURSEMENT

The mileage reimbursement rate to employees required to use their personal car on City business shall be set by Council and conform to current Internal Revenue Service guidelines.

SECTION IV - OTHER COMPENSATION

Employees may be eligible for post employment retirement benefits as follows:

- A Retiree Health Service Stipend is proscribed in Resolution 2008-02. In accordance with that resolution, employees hired prior to December 31, 2007, receive benefits under Tier One, while qualifying employees hired after January 1, 2008, are eligible to receive benefits under Tier Two. Employees hired after January 1, 2015 are not eligible for either benefit but are instead enrolled in the City's ICMA Retirement Health Savings Account.
- The City contracts with the California Public Employees Retirement System (CalPERS) to provide pension benefits to qualifying employees. Employees hired prior to August 31, 2011, receive benefits under the 2.7% @ 55 formula and employees hired after September 1, 2011, receive benefits under the 2% @ 55 formula, and those hired after January 1, 2013, receive benefits under the 2% @ 62 formula.

While this resolution establishes the ranges and gross salary for certain positions in the classified service for the City of Palm Desert, there are other benefits both tangible and intangible that are not addressed in this document. Unless referenced otherwise, all benefits in place on June 30, 2015, will continue as constituted.

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SECTION V

This resolution is effective upon adoption. The provisions relating to salary and other compensation shall be effective and where applicable, accrue on, and from July 1, 2015.

PASSED, APPROVED AND ADOPTED by the Palm Desert City Council this 18th day of June 2015 by the following vote, to wit:

AYES: HARNIK, JONATHAN, SPIEGEL, TANNER, and WEBER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE



Susan Marie Weber, Mayor

ATTEST:



RAGHELLE D. KLASSEN, CITY CLERK
CITY OF PALM DESERT, CALIFORNIA

CITY OF PALM DESERT
SCHEDULE OF SALARY RANGES
EFFECTIVE 7/1/2015 - 6/30/2016
2% COLA

Resolution 2015-_____
Attachment "A"

GRADE	Step 1	5%	5%	5%	5%	5%	3.5%	3.9%
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
REGU/ 1	119.67							
City Council	1950.75	per month						
Housing Auth	50.00	per meeting attended (Maximum 4 meetings per month)						
REGU/ 87	12.48	13.10	13.75	14.45	15.17	15.94	16.50	17.14
REGU/ 90	17.16	18.03	18.92	19.86	20.86	21.90	22.67	23.55
REGU/ 95	18.51	19.44	20.41	21.43	22.50	23.62	24.45	25.40
REGU/100	22.03	23.16	24.30	25.51	26.80	28.15	29.13	30.25
REGU/101	22.59	23.72	24.91	26.15	27.46	28.84	29.84	31.01
REGU/104	24.32	25.53	26.82	28.17	29.58	31.05	32.14	33.37
REGU/106	25.53	26.82	28.17	29.58	31.05	32.60	33.74	35.04
REGU/107	26.19	27.52	28.90	30.33	31.86	33.43	34.59	35.94
REGU/109	27.54	28.92	30.34	31.87	33.44	35.14	36.37	37.77
REGU/111	28.93	30.36	31.89	33.47	35.16	36.91	38.19	39.67
REGU/113	30.36	31.89	33.47	35.16	36.91	38.77	40.12	41.67
REGU/114	31.14	32.69	34.33	36.03	37.84	39.74	41.13	42.71
REGU/118	34.36	36.07	37.89	39.80	41.75	43.84	45.37	47.14
REGU/120	36.11	37.92	39.82	41.77	43.87	46.08	47.69	49.54
REGU/121	37.01	38.87	40.82	42.84	45.00	47.25	48.90	50.78
REGU/123	38.89	40.85	42.88	45.03	47.28	49.64	51.37	53.35
REGU/125	40.87	42.90	45.07	47.32	49.70	52.17	54.00	56.08
REGU/127	42.92	45.08	47.33	49.71	52.18	54.80	56.72	58.90
REGU/129	45.10	47.35	49.73	52.20	54.82	57.55	59.56	61.88
REGU/130	46.24	48.54	50.96	53.51	56.20	59.00	61.06	63.42
REGU/131	47.38	49.75	52.23	54.84	57.58	60.46	62.57	64.99
REGU/134	51.03	53.59	56.26	59.08	62.03	65.14	67.42	70.03
REGU/135	52.29	54.92	57.67	60.53	63.56	66.73	69.07	71.75
REGU/137	54.95	57.70	60.57	63.61	66.76	70.13	72.58	75.38
REGU/139	57.73	60.63	63.65	66.83	70.17	73.68	76.25	79.21
REGU/140	59.17	62.11	65.23	68.50	71.91	75.51	78.15	81.19
REGU/144	65.32	68.58	72.00	75.61	79.40	83.36	86.28	89.61
REGU/145	66.96	70.28	73.82	77.50	81.37	85.45	88.44	91.86
Y Rated/ 50							66.32	

Accounting System:	The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of any entity.
Activity:	A specific unit of work or service performed.
Appropriations:	An authorization made by the City Council which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one year period.
Appropriations Ordinance:	The official enactments by the City Council establishing the legal authority for the City officials to obligate and expend resources.
Assessed Valuation:	The estimated value placed upon real and personal property by the County Assessor as the basis for levying property taxes.
Assets:	Property owned by the City which has monetary values.
Audit:	<p>A systematic examination of resource utilization concluding in a written report. It is a test of managements internal accounting controls and is intended to:</p> <ul style="list-style-type: none">- ascertain whether financial statements fairly present Financial positions and results of operations;- test whether transactions have been legally performed;- identify areas for possible improvements in accounting practices and procedures;- ascertain whether transactions have been recorded accurately and consistently, and;- ascertain the managerial conduct of officials responsible for governmental resources.
Balance Sheet:	A statement purporting to present the financial position of an entity by disclosing its assets, liabilities, and fund equities as of a specific date. Under varying circumstances, assets are carried at a lower of cost or market, a cost less allowance for depreciation, etc.

Base Budget:	On going expense for personnel, contractual services, and the replacement of supplies and equipment required to maintain service levels previously authorized by the City
Bond (Debt Instrument):	A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.
Budget (Operating):	A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of Financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which the City and its departments operate.
Budget Calendar:	The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.
Budget Message: (City Managers)	A general discussion of the proposed budget presented in writing as a part of, or supplement to, the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager.
Capital Assets:	Assets of significant value and having a useful life of more than one year. Capital assets are also called fixed assets.
Capital Budget:	A plan of proposed capital expenditures and the means of financing them. The capital budget is enacted as part of the City's consolidated budget which includes both operating and capital outlays, and is based on a capital improvement program (CIP).

Capital Improvement Program:	A plan for capital expenditures to be incurred each year over a period of ten future years setting forth each capital project, the amount to be expended in each year, and the method of financing those expenditures.
Capital Outlays:	Expenditures for the acquisition of capital assets. Includes the cost of land, buildings, permanent improvements, machinery, large tools, rolling and stationary equipment.
Capital Projects:	Projects which purchase or construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.
Capital Projects Fund:	Used to account for financial resources used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds).
Certificate of Deposit:	A negotiable or non-negotiable receipt for monies deposited in a bank or financial institution for a specified period for a specified rate of interest.
Commodities:	Items of expenditure (in the operating budget) which after use, are consumed or show a material change in their physical condition, and which are generally of limited value and are characterized by rapid depreciation. Office supplies and motor fuel are examples of commodities.
Contingency:	A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.
Contractual Services:	Are items of expenditure for services the City receives from an internal service fund or an outside company. Utilities, rent, and maintenance service agreements are examples of contractual services.
Debt Service:.	Payment of interest and repayment of principal to holders of the City's debt instruments

- Debt Service Fund:** Used to account for the accumulation of resources for and payment of general long-term debt.
- Deficit:** (1) The excess of an entity's liabilities over its assets
(See Fund Balance).
(2) The excess of expenditures or expenses over revenues during a single accounting period.
- Depreciation:** (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.
(2) That portion of the cost of a capital asset which is charged as an expense during a particular period.
- Encumbrances:** Obligations in the form of purchase orders or contract commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when an actual liability is set up.
- Enterprise Fund:** Separate financial accounting used for government operations that are financed and operated in a manner similar to business enterprises, and where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges, or where the governing body has decided that periodic determination of net income is appropriate for capital maintenance, public policy, management control, or other purposes. Examples of Enterprise Funds are those used for utilities and transit systems.
- Expenditures:** Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

Fiscal Year:	The twelve month period beginning July 1st and ending the following June 30th.
Fixed Charges:	Are items of expenditure for services rendered by internal operations of the City. Rental of City equipment, computer services, building rental, indirect operating expenses and depreciation are examples of fixed charges. Full Faith and Credit: A pledge of the Cities taxing power of a government to repay debt obligations (typically used in reference to General Obligation Bonds or tax supported debt).
Fund:	An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.
Fund Balance:	The excess of an entities assets over its liabilities. A negative fund balance sometimes is called a deficit.
General Fund:	The fund supported by taxes, fees, and other revenues that may be used for any lawful purpose. The general fund accounts for all financial resources except those required to be accounted for in another fund.
General Obligation Bonds:	When the City pledges in full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (G.O.) Bonds. Sometimes the term is also used to refer to bonds which are to be repaid from taxes and other general revenues. In California, G.O. bonds must be authorized by public referenda with two-thirds voter approval.

Intergovernmental Grants:	A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the State and Federal governments. Grants are usually made for specified purposes.
Object of Expenditure:	Expenditure classification based upon the types or categories of goods and services purchased. Typical objects and expenditures include: -personnel services (salaries and wages); -contractual services (utilities, maintenance contract, travel) -commodities (supplies) -fixed charges (rental of City equipment, City building rental); and -capital outlays.
Operating Funds:	Resources derived from recurring revenue sources used to finance ongoing operating expenditures and pay-as-you-go capital projects.
Performance Measurers:	Specific quantitative measurers of work performed within an activity or program (e.g., total miles of streets cleaned). Also, a specific quantitative measure of results obtained through a program or activity (e.g., reduced incidence of vandalism due to new street lighting program).
Personnel Services:	Items of expenditures in the operating budget for salaries and wages paid for services performed by City employees the incidental fringe benefit cost associated with City employment, and amounts paid to outside firms, consultants, or individuals for contract personnel services.
Rating:	The creditworthiness of a city is evaluated by independent agencies.

Reserve:	An account used to indicate that a portion of fund equity is legally restricted for a specific purpose, or set aside for emergencies or unforeseen expenditures not otherwise budgeted for. Reserve accounts can also be used to earmark a portion of fund balance to indicate that it is not appropriate for expenditures.
Resources:	Total dollars available for appropriations including estimated revenues, fund transfers and beginning fund balances.
Revenue:	The term designates an increase to a fund=s assets which: -does not increase a liability (e.g. proceeds from a loan); -does not represent a repayment of an expenditure already made; -does not represent a cancellation of certain liabilities; and -does not represent an increase in contributed capital.
Revenue Bonds:	When a government issues bonds which do not pledge the full faith and credit of the jurisdiction, it issues limited liability revenue bonds. Typically, pledges are made to dedicate one specific revenue source to repay these bonds. In addition to a pledge of revenues, such bonds sometimes may be secured by a lien against property. In Santa Ana, revenues are typically derived from rates charged for utilities.
Revenue Estimate:	A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically a future fiscal year.
Source of Revenue:	Revenues are classified according to their source or point of origin.
Special Revenue Fund:	Used to account for the proceeds of special revenue sources that are restricted by law (or administrative action) to expenditures for specific purposes.

Unit Cost:	The cost required to produce a specific product or unit of service (e.g. the cost to purify one thousand gallons of water).
User Charges (also Known as User Fees):	The payment of a fee for direct receipt of a public service by the party benefitting from the service.
Y-Rating:	Designates a position which salary has been frozen at a specific salary graded step until the position fits into a lower salary grade.
Yield:	The rate earned on an investment based on the price paid.

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