ADMINISTRATION AND REGULATORY AFFAIRS

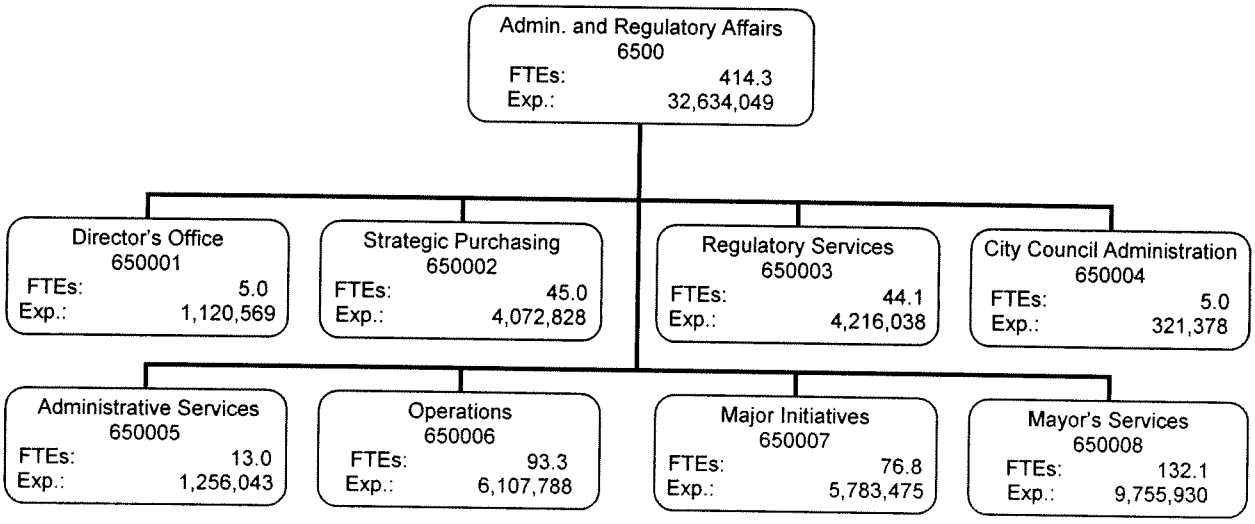
Department Description and Mission

The Administration and Regulatory Affairs Department serves the citizens of the community and provides support to the City departments through sound management of the City's financial activities. It implements and monitors policies and procedures concerning the administrative, insurance management, procurement and regulatory affairs of the City.

The department's objectives are to:

- Demonstrate integrity, accountability, consistency, and professionalism.
- Provide excellent customer service.
- Emphasize strategic financial planning and performance reporting.
- Maximize the effective and efficient use of public funds.
- Follow directives and policies of City Council and City management.
- Build a cohesive team based on trust, respect, and mutual support.

Department Organization



Note: Certain functions are contained within the Administration and Regulatory Affairs budget although they report elsewhere within the organization.

Business Area Budget Summary

Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus. Area No. : 1000 / 6500

		FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Expenditures	Personnel Services	19,211,863	26,198,767	25,794,508	**27,639,782**
	Supplies	327,404	881,884	1,126,729	**1,099,871**
	Other Services and Charges	3,649,245	3,899,262	3,841,852	**3,857,862**
	Equipment	0	0	0	**0**
	Non-Capital Equipment	29,248	21,902	21,835	**14,714**
	Total M & O Expenditures	23,217,760	31,001,815	30,784,924	**32,612,229**
	Debt Service & Other Uses	(372,560)	24,051	24,051	**21,820**
	Total Expenditures	22,845,200	31,025,866	30,808,975	**32,634,049**
Revenues		194,549,927	190,292,153	193,576,027	**193,789,777**
Staffing	Full-Time Equivalents - Civilian	288.9	412.7	403.1	**414.3**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	288.9	412.7	403.1	**414.3**
	Full-Time Equivalents - Overtime	3.1	2.2	2.3	**2.7**

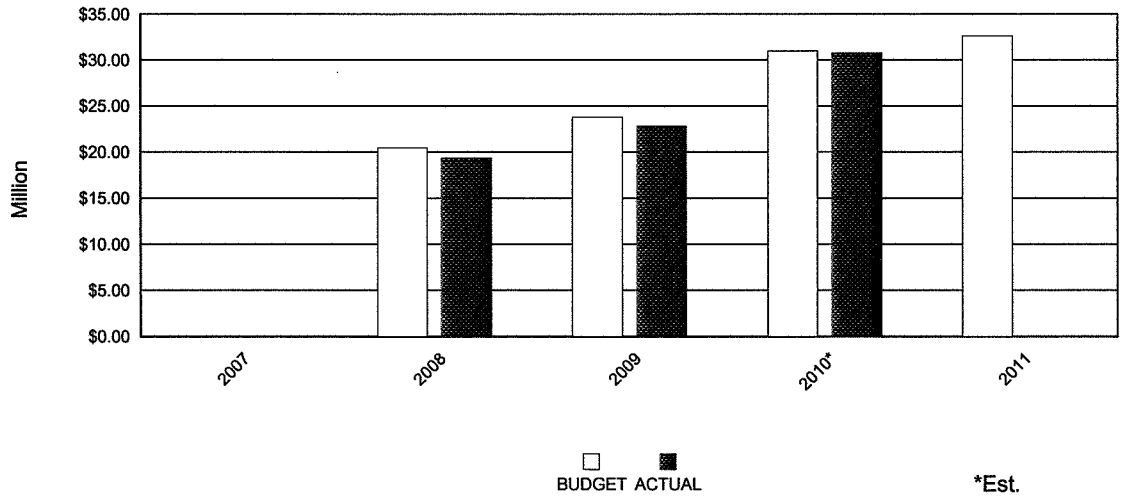
Significant Budget Changes and Highlights

- o The FY2011 Budget provides funding for the HOPE 3% increase ($574,145) and 1.25% Pay for Performance ($236,703) increase.

In addition, the FY2011 Budget includes:

- o Payroll consolidation budget ($1,096,694) for Enterprise and other funds employees (21 FTEs).
- o Budget transfer of Asset Disposition's building maintenance budget ($45,558) to GSD.
- o Legislative sessions budget ($95,500) in Government Affairs.
- o Three fleet positions added to Asset Disposition ($137,962).
- o Transfer of one employee ($56,277) to Asset Disposition from Finance Department.
- o The transfer of two employees ($143,365) to Mayor's Office.

Administration and Regulatory Affairs
Current Budget vs Actual Expenditures



Business Area Group Summary

Fund Name : **General Fund**
Business Area Name : **Administration and Regulatory Affairs**
Fund No./Bus. Area No. : **1000 / 6500**

Group Description	Group Objectives
650001 Director's Office	
Executive head of Administration and Regulatory Affairs Department with authority over all policies, procedures, and employees.	Improve administrative and regulatory functions citywide by exercising sound management through hiring top performers who execute best practices, strategies, logical tactics and excellent customer service.
650002 Strategic Purchasing	
Develop, implement and manage citywide policies and procedures related to the purchasing of goods and services that are consistent with applicable City policies and procedures and the State of Texas Bid Laws.	Facilitate the purchase of requested goods and services for user departments in a timely and cost effective manner. Reduce the costs associated with the purchase of goods and services through best practices. Continue citywide quasi consolidation program.
650003 Regulatory Services	
Regulate utilities (electricity, natural gas, private water companies). Administer ordinances related to regulation of vehicles for hire and certain permits for alcohol-related businesses. Manage franchises for the use of City rights-of-way.	Ensure value is obtained for use of public right-of-way by public entities. Process permitting and licensing requests. Conduct enforcement activities for vehicles for hire and certain commercial & alcohol permits to ensure public safety.
650004 City Council Administration	
Manage all administrative functions of City Council including payroll, accounts payable, human resources, vendor payments and travel expenses. Create and maintain detailed budget reports.	Provide excellent service to City Council Members and their staff. Continue work on developing smarter work processes.
650005 Administrative Services	
Provide administrative services including financial accounting, budgeting, human resources, policies and procedures, training and asset management for Administrative and Regulatory Affairs and various City departments.	Provide proactive, responsive, reliable and timely services for the administrative functions to our client departments with the utmost level of accountibility, integrity, due diligence and in compliance with all City ordinances, policies and procedures.
650006 Operations	
Organize and manage the citywide records program. Deliver accurate, reliable and timely payroll and financial services. Organize, develop and supervise revenue-generating contracts and operations. Provide mail room services to 611 Walker, City Hall / City Hall Annex.	Earn the trust and respect of our clients by providing innovative, effective, and efficient services. Be known for our expertise, helpfulness, and creativity. Be tenacious problem-solvers focused on customer satisfaction.

Business Area Group Summary

Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1000 / 6500

Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
Revenues realized	100.01%			102%			100%		
360°/DISC/Assessment	26			12			12		
Mgmt & perf. initiatives	19			14			18		
Customer/Employee surveys	3			6			9		
		4.8	1,056,606		5.0	897,603		5.0	1,120,569
Purchasing-savings ($)	30M			20M			12M		
Purchasing-cost avoidance	N/A			10M			10M		
Avg days to award contract	140			140			140		
		48.2	4,331,302		47.0	4,141,581		45.0	4,072,828
Commercial permits issued	33,000			33,000			33,000		
Vehicle inspections perfmd	6,200			6,200			6,000		
Burglar alarm permits	91,000			100,000			100,000		
Utility cust req handled	965			900			900		
Total revenue managed ($)	192.9M			191.9M			188.9M		
		42.0	2,433,888		46.1	4,087,557		44.1	4,216,038
Requisitions processed	100			60			55		
New Hire/Sal. adjustment submitted	100%			100%			100%		
		4.3	289,524		4.4	299,992		5.0	321,378
HR selection to start days	12			11			11		
Acct. trans. processed	13,107			19,539			23,305		
Policy and procedure developed/updated	20			25			55		
Trainings processed	456			480			450		
		12.2	954,744		13.5	1,203,460		13.0	1,256,043
Records schedules maint	300			300			300		
Pieces of mail handled	1,800,000			1,800,000			1,800,000		
Increase Asset Disposal revenue	N/A			458%			161%		
		32.1	2,461,547		70.5	4,972,587		93.3	6,107,788

Business Area Group Summary

Fund Name : **General Fund**
Business Area Name : **Administration and Regulatory Affairs**
Fund No./Bus. Area No. : **1000 / 6500**

Group Description	Group Objectives
650007 Major Initiatives	
Manage major initiatives for citywide projects. Develop a business plan and strategy that addresses the need for Houston Permiting Center and online permitting and payment portal. Continue to improve Bureau of Animal Regulation Center Operations (BARC).	Develop innovative and best practices solutions to enhance and refine municipal government products and services for both internal and external customers. Continue turnaround and proper funding of BARC.
650008 Mayor's Services	
Oversee Houston Airport System, international affairs, economic development, and City's emergency and non-emergency response centers. Manage citywide special events. Administer services to address gang activities.	Coordinate citywide initiatives. City's preparedness and recovery from disaster. Answer citizens' calls 7 days a week. Produce special events for citizens. Provide comprehensive strategies to deter gang activity and delinquency.

Business Area Group Summary

Fund Name : **General Fund**
Business Area Name : **Administration and Regulatory Affairs**
Fund No./Bus Area No. : **1000 / 6500**

Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
Expected opening date									
-Houston Permitting Center	N/A			N/A			4/30/2011		
Spay/Neuter	N/A			3,800			7,200		
Calls dispatched	N/A			32,000			32,000		
Animals impounded	N/A			25,000			30,000		
		5.9	1,522,337		78.0	5,711,624		76.8	5,783,475
Wkly reports to the Mayor	52			52			52		
Emergency Mgmt Activations	8			8			8		
311 calls handled/month	210,000			210,000			210,000		
City special events	958			1,005			1,000		
Trainings for anti-gang	225			250			250		
		135.1	9,354,088		138.6	9,494,571		132.1	9,755,930
Total		288.9	22,845,200		403.1	30,808,975		**414.3**	**32,634,049**

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1000 / 6500

Job Description	Pay Grade	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
3-1-1 TELECOMMUNICATOR	13	52.0	50.0	(2.0)
3-1-1 TELECOMMUNICATOR SUPERVISOR	20	7.0	7.0	
ACCOUNTANT	17	1.0	1.0	
ACCOUNTANT ASSOCIATE	14	1.0	1.0	
ADMINISTRATION & REGULATORY AFFAIRS DIRECTOR	37	1.0	1.0	
ADMINISTRATION MANAGER	26	7.0	9.0	2.0
ADMINISTRATION MANAGER (EXE LEV)	26	4.0	3.0	(1.0)
ADMINISTRATIVE AIDE	10	3.7	3.0	(0.7)
ADMINISTRATIVE ASSISTANT	17	10.0	18.5	8.5
ADMINISTRATIVE ASSISTANT (EXE LEV)	17	3.0	4.0	1.0
ADMINISTRATIVE ASSOCIATE	13	3.0	9.0	6.0
ADMINISTRATIVE COORDINATOR	24	7.0	9.0	2.0
ADMINISTRATIVE COORDINATOR (EXE LEV)	24	1.0	3.0	2.0
ADMINISTRATIVE SPECIALIST	20	19.0	16.0	(3.0)
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	2.0	1.0	(1.0)
ADMINISTRATIVE SUPERVISOR	22	4.0	9.0	5.0
ANIMAL CARE TECHNICIAN	11	0.0	16.0	16.0
ANIMAL CONTROL OFFICER	13	0.0	14.0	14.0
ANIMAL CONTROL OFFICER TRAINEE	11	0.0	4.0	4.0
ANIMAL CONTROL SUPERVISOR	22	0.0	2.0	2.0
ASSISTANT BUYER	12	1.0	1.0	
ASSISTANT CUSTOMER SERVICE MANAGER	26	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	6.0	7.0	1.0
ASSISTANT PURCHASING AGENT (EXE LEV)	30	1.0	0.0	(1.0)
CHIEF ADMINISTRATIVE OFFICER	39	1.0	0.0	(1.0)
CHIEF VETERINARIAN,DVM	30	0.0	1.0	1.0
CLERK	5	1.0	1.0	
COLLECTIONS SUPERVISOR	18	1.0	1.0	
COMMUNITY INVOLVEMENT COORDINATOR	22	0.0	2.0	2.0
CONTRACT ADMINISTRATOR	22	1.0	1.0	
COUNSELOR	20	6.0	6.0	
CUSTOMER SERVICE CLERK	10	0.3	3.5	3.2
CUSTOMER SERVICE MANAGER	29	1.0	1.0	
CUSTOMER SERVICE REPRESENTATIVE I	13	7.0	7.0	
CUSTOMER SERVICE REPRESENTATIVE II	15	2.0	2.0	
CUSTOMER SERVICE REPRESENTATIVE III	16	3.0	3.0	
DATA ENTRY OPERATOR	8	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	4.0	6.0	2.0
DEPUTY DIRECTOR (EXE LEV)	34	3.0	4.0	1.0
DEPUTY DIRECTOR-FINANCE/ADMINISTRATION (EXE LEV)	36	3.0	0.0	(3.0)
DIVISION MANAGER	29	7.0	12.0	5.0
DIVISION MANAGER (EXE LEV)	29	1.0	1.0	
EQUIPMENT OPERATOR II	10	1.0	0.0	(1.0)
EVENT COORDINATOR	19	3.0	3.0	
EXECUTIVE OFFICE ASSISTANT	15	2.0	2.0	
FINANCIAL ANALYST I	15	0.0	1.0	1.0
FINANCIAL ANALYST II	18	0.0	1.0	1.0
FINANCIAL ANALYST III	21	1.0	1.0	
FINANCIAL ANALYST IV	25	1.0	0.0	(1.0)
FIXED ASSET SPECIALIST	13	1.0	1.0	
HEARING OFFICER	27	1.0	1.0	
HUMAN RESOURCES MANAGER	27	1.0	1.0	
HUMAN RESOURCES SPECIALIST	17	1.0	6.0	5.0

Business Area Roster Summary

Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1000 / 6500

Job Description	Pay Grade	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
INVENTORY MANAGEMENT CLERK	9	1.0	2.5	1.5
INVENTORY MANAGEMENT SUPERVISOR	17	1.0	2.0	1.0
IRM MANAGER	29	1.0	1.0	
KENNEL ATTENDANT	8	0.0	1.2	1.2
LABORER	4	0.0	1.0	1.0
MANAGEMENT ANALYST I	15	0.0	1.0	1.0
MANAGEMENT ANALYST III	21	1.0	2.0	1.0
MANAGEMENT ANALYST IV	25	6.0	6.0	
MARKETING SPECIALIST	25	1.0	1.0	
MECHANIC III	19	0.0	0.9	0.9
OFFICE SUPERVISOR	17	3.0	2.0	(1.0)
PAYROLL CLERK	9	0.0	4.0	4.0
PAYROLL SUPERVISOR	17	0.0	4.0	4.0
PROCUREMENT SPECIALIST	24	8.0	7.0	(1.0)
PROGRAMMER ANALYST IV	25	1.0	1.0	
PURCHASING MANAGER	27	3.0	3.0	
RECEPTIONIST	7	0.0	1.0	1.0
RECORDS ADMINISTRATOR	23	1.0	1.0	
RECORDS MANAGER	25	1.0	1.0	
REGULATORY INVESTIGATOR	11	4.0	4.0	
REGULATORY SUPERVISOR	20	2.0	1.0	(1.0)
SENIOR 3-1-1 TELECOMMUNICATOR	15	21.0	21.0	
SENIOR ACCOUNT CLERK	13	0.0	1.0	1.0
SENIOR ANIMAL CARE TECHNICIAN	15	0.0	2.0	2.0
SENIOR ANIMAL CONTROL OFFICER	16	0.0	4.0	4.0
SENIOR BUYER	22	4.0	4.0	
SENIOR CASHIER	10	1.2	1.0	(0.2)
SENIOR CLERK	8	2.0	2.7	0.7
SENIOR COUNSELOR	22	1.0	1.0	
SENIOR CUSTOMER SERVICE CASHIER	13	1.0	1.0	
SENIOR DISPATCHER	12	0.0	7.0	7.0
SENIOR FIXED ASSET SPECIALIST	17	1.0	0.0	(1.0)
SENIOR GIS ANALYST	24	1.0	1.0	
SENIOR HUMAN RESOURCES SPECIALIST	21	0.0	2.0	2.0
SENIOR INVENTORY MANAGEMENT CLERK	12	0.0	1.0	1.0
SENIOR OFFICE ASSISTANT	12	1.0	0.0	(1.0)
SENIOR PAYROLL CLERK	13	0.0	17.0	17.0
SENIOR PROCUREMENT SPECIALIST	27	11.0	11.0	
SENIOR REGULATORY INVESTIGATOR	14	8.0	9.0	1.0
SENIOR STAFF ANALYST	28	6.0	6.0	
SENIOR STAFF ANALYST (EXE LEV)	28	4.0	3.0	(1.0)
SENIOR SUPERINTENDENT	27	1.0	1.0	
SHELTER SUPERVISOR	22	0.0	1.0	1.0
STAFF ANALYST	26	8.0	7.0	(1.0)
STAFF ANALYST (EXE LEV)	26	1.0	0.0	(1.0)
STAFF VETERINARIAN,DVM	28	0.0	1.0	1.0
STAGE SUPERVISOR	15	1.0	1.0	
STUDENT INTERN II	10	1.2	1.0	(0.2)
SYSTEMS ACCOUNTANT IV	29	1.0	0.0	(1.0)
SYSTEMS SUPPORT ANALYST II	19	0.0	1.0	1.0
SYSTEMS SUPPORT ANALYST III	22	2.0	2.0	
SYSTEMS SUPPORT ANALYST IV	25	3.0	2.0	(1.0)
TRAINING ADMINISTRATOR	24	1.0	1.0	

Business Area Roster Summary

Fund Name : **General Fund**
Business Area Name : **Administration and Regulatory Affairs**
Fund No./Bus Area No. : **1000 / 6500**

Job Description	Pay Grade	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
VETERINARIAN TECHNICIAN SUPERVISOR	21	0.0	1.0	1.0
VETERINARIAN,DVM	26	0.0	0.7	0.7
VETERINARY TECHNICIAN	15	0.0	5.0	5.0
Total FTEs		**304.4**	**426.0**	**121.6**
Less adjustment for Civilian Vacancy Factor		**(108.3)**	**11.7**	**120.0**
Full-Time Equivalents		**412.7**	**414.3**	**1.6**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1000 / 6500

Commit Item	Description	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
6500020001	**ARA - SPD**			
452030	Miscellaneous Revenue	500,000	500,000	**500,000**
6500030001	**ARA - Transportation**			
421220	School Bus Licenses & Permits	11,900	17,000	**13,340**
421230	Taxicab Licenses & Permits	909,600	899,600	**908,150**
421570	Limousine Permits	590,000	500,000	**543,150**
421580	Charter Bus Permits	153,200	153,200	**151,950**
421600	Jitney Permit & Inspection Fees	0	2,800	**3,275**
424110	Other Interfund Services	0	9,000	**0**
426240	Limousine Inspection Fees	36,875	36,875	**33,925**
428080	Returned Check Charges	288	288	**288**
434330	Subrogations	0	17,581	**0**
Total	**ARA - Transportation**	1,701,863	1,636,344	**1,654,078**
6500030002	**ARA - Franchise Administration**			
416010	Electricity Franchise Tax	95,584,506	95,584,506	**96,586,122**
417010	Telephone Franchise Tax	47,150,000	47,067,020	**46,000,000**
418010	Natural Gas Franchise Tax	21,727,470	21,727,470	**21,889,640**
419010	Cable TV Franchise Tax	14,400,000	16,862,300	**17,077,000**
419040	Solid Waste Hauler Franichise Fee	5,685,600	5,290,605	**5,325,000**
419050	Spur Track Franchise Fee	20,426	20,426	**20,426**
419070	Fiber Optics Franchise Fee	309,350	303,954	**272,361**
419090	Telecomm Franchise Fees - Prior Year	0	915,000	**0**
419110	Cable TV Franchise Fees-Prior Year	0	1,000	**0**
419120	Solid Waste Franchise Fees-Prior Year	0	515,000	**0**
421590	Right-of-way Permits	272,500	308,700	**317,018**
428080	Returned Check Charges	0	152	**0**
452020	Recoveries & Refunds	0	20,815	**0**
Total	**ARA - Franchise Administration**	185,149,852	188,616,948	**187,487,567**
6500030003	**ARA - Commercial Permitting**			
421100	Occupation Licenses	130,000	120,000	**120,000**
421130	Decals for Coin-Ope.Amusement Machines	400,000	300,000	**375,000**
421140	Dance Licenses	80,000	70,000	**75,000**
421150	Liquor Licenses	1,010,000	1,010,000	**1,020,000**
421280	Other Licenses & Permits	30,000	30,000	**28,000**
421410	Permit Preparation Fees	0	18,715	**18,000**
426330	Miscellaneous Copies Fees	0	100	**0**
428080	Returned Check Charges	288	480	**288**
452020	Recoveries & Refunds	0	40	**0**
Total	**ARA - Commercial Permitting**	1,650,288	1,549,335	**1,636,288**
6500070001	**ARA - Payroll Services**			
424080	Interfund Payroll Services	0	0	**1,096,694**
426290	Other Service Charges	102,250	102,250	**102,250**
Total	**ARA - Payroll Services**	102,250	102,250	**1,198,944**
6500070002	**ARA - Administrative Services**			
490080	Other Operating Transfers In	0	0	**250,000**
6500070007	**ARA - Asset Disposition/PDMO**			
434205	Sale of Scrap Metal	5,000	37,500	**30,000**
434225	Sale of Non-Capital Equip. & Merchandise	450,000	400,000	**300,000**
Total	**ARA - Asset Disposition/PDMO**	455,000	437,500	**330,000**

Business Area Revenue Summary

Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus Area No. : 1000 / 6500

Commit Item	Description	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
6500080008	**ARA - Bureau of Animal Regulation and Care**			
421080	Rabies Control Licenses	560,000	560,000	**560,000**
426050	Animal Control Fees	102,200	102,200	**102,200**
434230	Animal Adoption	70,700	70,700	**70,700**
444010	Private Contributions	0	750	**0**
Total	**ARA - Bureau of Animal Regulation and Care**	732,900	733,650	**732,900**
Total	**Administration and Regulatory Affairs**	190,292,153	193,576,027	**193,789,777**

Business Area Expenditure Summary

Fund Name : **General Fund**
Business Area Name : **Administration and Regulatory Affairs**
Fund No./Bus. Area No. : **1000 / 6500**

Commit Item	Description	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
500010	Salary Base Pay - Civilian	13,795,236	18,745,359	18,419,680	**19,539,547**
500030	Salary Part Time - Civilian	108,992	141,613	208,317	**238,561**
500060	Overtime - Civilian	110,088	181,777	168,088	**148,779**
500090	Premium Pay - Civilian	15,181	20,150	13,281	**20,150**
500110	Bilingual Pay - Civilian	52,766	64,359	72,031	**71,595**
500180	Temporary Employees	0	18,000	21,140	**12,000**
500210	Pay for Performance-Municipal	41,654	33,000	33,400	**33,000**
500250	HOPE UNION BUSINESS USAGE	931	1,200	2,605	**1,200**
501050	Employee Awards	2,851	5,000	5,000	**6,500**
501070	Pension - Civilian	2,068,000	2,805,329	2,678,724	**2,833,254**
501120	Termination Pay - Civilian	239,720	62,355	163,688	**29,588**
501160	Vehicle Allowance - Civilian	13,763	16,903	10,661	**16,988**
502010	FICA - Civilian	1,059,398	1,466,803	1,406,100	**1,522,124**
503010	Health Ins-Act Civilian	1,629,788	2,416,403	2,386,617	**2,720,331**
503015	Basic Life Insurance - Active Civilian	10,339	10,912	10,809	**11,619**
503060	Long Term Disability-Civilian	(2,510)	34,190	32,454	**34,669**
503090	Workers Compensation-Civilian-Admin	40,167	85,808	85,298	**87,114**
503100	Workers Compensation-Civilian-Claim	3,336	75,531	53,242	**61,717**
504020	Compensation Contingency	0	0	0	**236,703**
504030	Unemployment Claims	22,163	14,075	23,373	**14,343**
Total	**Personnel Services**	**19,211,863**	**26,198,767**	**25,794,508**	**27,639,782**
511010	Chemical Gases & Special Fluids	0	1,000	1,000	**1,000**
511015	Cleaning & Sanitary Supplies	0	5,300	60,300	**53,800**
511020	Construction Materials	683	8,000	8,000	**5,650**
511025	Electrical Hardware & Parts	873	2,020	2,020	**500**
511030	Mechanical Hardware & Parts	687	2,500	2,500	**1,150**
511040	Audiovisual Supplies	11,645	20,922	20,922	**17,550**
511045	Computer Supplies	12,494	26,207	26,722	**19,232**
511050	Paper & Printing Supplies	3,760	15,211	26,498	**13,895**
511055	Publications & Printed Materials	2,937	10,254	10,656	**10,712**
511060	Postage	19,290	33,359	35,758	**35,370**
511070	Miscellaneous Office Supplies	135,644	150,874	156,345	**156,599**
511085	Drugs & Medical Chemicals	0	55,000	55,000	**55,000**
511090	Medical & Surgical Supplies	2,314	38,740	48,740	**43,740**
511095	Small Technical & Scientific Equipment	6,484	8,700	8,700	**26,500**
511100	Veterinary & Animal Supplies	0	304,077	330,000	**335,791**
511110	Fuel	24,257	94,822	165,000	**165,936**
511115	Vehicle Repair & Maintenance Supplies	55	6,900	6,900	**6,900**
511120	Clothing	10,705	9,757	9,757	**9,784**
511125	Food Supplies	5,128	4,900	5,549	**10,500**
511140	Landscaping & Gardening Supplies	0	1,860	1,860	**0**
511145	Small Tools & Minor Equipment	6,174	14,358	14,358	**6,500**
511150	Miscellaneous Parts & Supplies	84,274	67,123	130,144	**123,762**
Total	**Supplies**	**327,404**	**881,884**	**1,126,729**	**1,099,871**
520100	Temporary Personnel Services	220,092	489,878	472,908	**425,076**
520101	Janitorial Services	4,550	4,200	4,200	**0**
520102	Security Services	8,000	13,260	12,830	**12,000**
520103	Subrecipient Contract Services	617	258,555	372,867	**281,599**
520105	Accounting & Auditing Services	1,136,165	1,123,249	987,236	**1,126,942**
520106	Architectural Services	(884)	5,000	5,000	**5,000**
520108	Information Resource Services	1,296	0	21	**0**
520109	Medical Dental & Laboratory Services	0	6,300	6,548	**6,300**
520110	Management Consulting Services	408,172	141,350	108,189	**142,105**
520113	Photographic Services	0	1,100	1,100	**250**
520114	Miscellaneous Support Services	131,340	120,601	93,613	**117,175**
520115	Real Estate Lease/Office Rental	98,544	55,067	55,217	**100,067**

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus. Area No. : 1000 / 6500

Commit Item	Description	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
520118	Refuse Disposal	15,336	18,750	18,750	**18,000**
520119	Computer Equipment/Software Maintenance	114,093	134,501	159,389	**156,501**
520120	Communications Equipment Services	0	10,000	7,960	**7,403**
520121	IT Application Svcs	58,695	87,024	87,024	**30,750**
520122	Office Equipment Services	502	1,050	1,050	**2,050**
520123	Vehicle & Motor Equipment Services	42,174	54,287	54,287	**52,548**
520126	Construction Site Work Services	19,000	15,315	15,315	**0**
520132	Contracts/Sponsorships	0	30,000	17,500	**30,000**
520145	Criminal Intelligence Services	200	1,580	1,580	**1,580**
520510	Mail/Delivery Services	1,302	4,870	4,511	**3,870**
520515	Print Shop Services	27,621	27,073	28,151	**28,736**
520520	Printing & Reproduction Services	45,364	27,961	27,561	**69,418**
520605	Advertising Services	41,291	48,700	48,154	**47,200**
520705	Insurance Fees	6,738	19,925	19,925	**23,004**
520725	Assessments - Other Governments	37	0	0	**0**
520765	Membership & Professional Fees	12,233	15,231	16,592	**10,255**
520805	Education & Training	19,734	30,124	45,303	**66,449**
520905	Travel - Training Related	88,810	36,775	41,984	**30,771**
520910	Travel - Non-Training Related	42,051	53,341	61,694	**75,377**
521405	Building Maintenance Services	40,762	(1,143)	25,797	**0**
521410	Sewer Services	1,043	450	1,500	**0**
521415	Land and Grounds Maintenance	4,550	4,200	4,200	**0**
521505	Electricity	26,728	23,392	23,392	**500**
521510	Natural Gas	937	1,863	2,000	**0**
521605	Data Services	78,897	143,571	140,853	**78,968**
521610	Voice Services	429,123	409,741	374,741	**423,329**
521615	Radio Communications	0	3,000	3,000	**3,000**
521620	Voice Equipment	14,114	53,555	53,555	**13,963**
521625	Voice Labor	13,778	5,768	5,768	**11,109**
521630	GIS Revolving Fund Services	0	0	0	**22,370**
521705	Vehicle/Equipment Rental/Lease	20,140	26,750	26,750	**21,750**
521715	Office Equipment Rental	84,581	83,003	81,413	**84,516**
521725	Other Rental	35,985	39,910	25,857	**27,551**
521730	Parking Space Rental	117,081	145,395	148,130	**151,714**
522305	Freight Charges	0	1,000	1,000	**1,000**
522410	Cashier Shortages	130	100	0	**100**
522430	Miscellaneous Other Services & Charges	220,050	90,835	114,632	**121,566**
522735	Interfund Communication Equipment Repair	9,165	11,000	11,000	**11,000**
522780	Interfund Photo Copy Services	503	20,000	20,000	**15,000**
522795	Other Interfund Services	8,605	1,805	1,805	**0**
Total	**Other Services and Charges**	**3,649,245**	**3,899,262**	**3,841,852**	**3,857,862**
551010	Non-Capital Office Furniture & Equipment	5,864	14,252	14,251	**7,064**
551015	Non-Capital Computer Equipment	23,384	6,600	6,534	**6,600**
551040	Non-Capital Other	0	1,050	1,050	**1,050**
Total	**Non-Capital Equipment**	**29,248**	**21,902**	**21,835**	**14,714**
531040	Other Principal Retirement	923	0	0	**0**
532015	Transfers to Convention & Entertainment	(403,588)	0	0	**0**
532120	Transfer to Fleet/Eq	30,105	24,051	24,051	**21,820**
Total	**Debt Service and Other Uses**	**(372,560)**	**24,051**	**24,051**	**21,820**
	Grand Total Expenditures	**22,845,200**	**31,025,866**	**30,808,975**	**32,634,049**