

ADMINISTRATION AND REGULATORY AFFAIRS

Department Description and Mission

The Administration and Regulatory Affairs (ARA) 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:

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

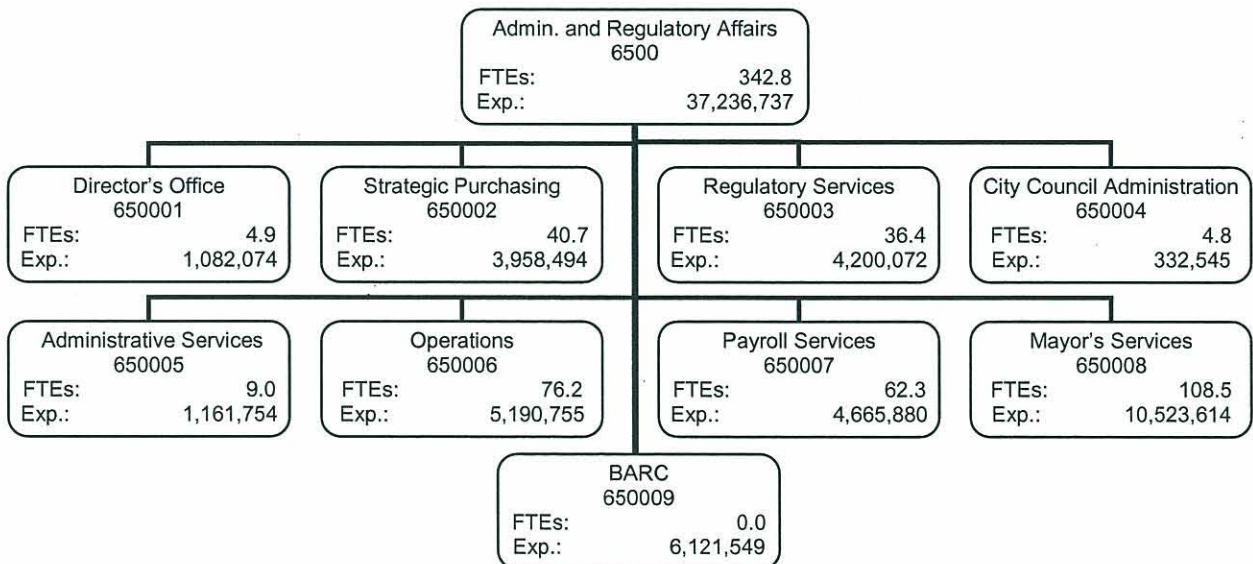
Department Short Term Goals

1. Successfully move the Commercial Permitting into the new Houston Permitting Center.
2. Transform the 311 Service Helpline Division from a telephone operator-centric platform to a voice IVR/technology platform to increase citizen engagement ratio from 1:1 to 3:1/6:1.
3. Continue the transformation of BARC successfully.
4. Complete the execution of the KRONOS Time & Attendance System.
5. Continue the excellent performance of all ARA Divisions.

Department Long Term Goals

1. Transform BARC into the top municipal Animal Shelter and Adoptions Center in the United States.
2. Transform the 311 Service Helpline Division into the top citizen engagement center in the United States.
3. Continue the excellent performance that all ARA divisions have exhibited.
4. Continue the transformation of Payroll Services.

Department Organization

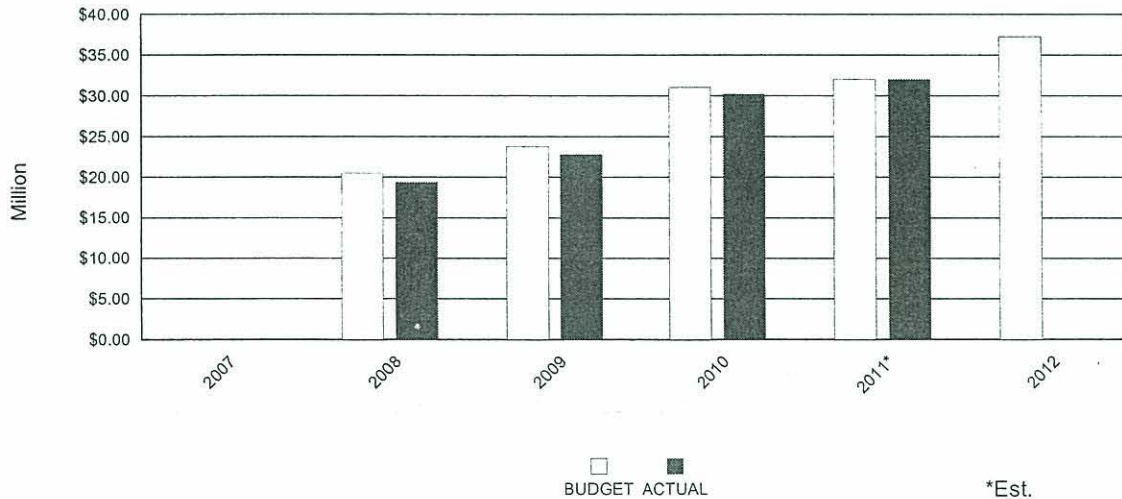


Note: Certain functions are contained within the Administration and Regulatory Affairs budget although they report elsewhere within the organization.

FISCAL YEAR 2012 BUDGET

Business Area Budget Summary					
Fund Name : General Fund					
Business Area Name : Administration and Regulatory Affairs					
Fund No./Bus. Area No. : 1000 / 6500					
		FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
Expenditures	Personnel Services	25,786,314	22,435,936	22,665,971	25,172,848
	Supplies	900,962	341,228	305,119	431,433
	Other Services and Charges	3,845,760	3,108,803	2,915,547	5,510,907
	Equipment	8,445	0	0	0
	Non-Capital Equipment	20,872	29,407	28,737	0
	Total M & O Expenditures	30,562,353	25,915,374	25,915,374	31,115,188
	Debt Service & Other Uses	(356,783)	6,143,369	6,143,369	6,121,549
	Total Expenditures	30,205,570	32,058,743	32,058,743	37,236,737
Revenues		194,699,959	193,789,777	195,276,817	195,741,929
Staffing	Full-Time Equivalents - Civilian	374.5	336.7	327.8	342.8
	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	374.5	336.7	327.8	342.8
	Full-Time Equivalents - Overtime	1.4	1.9	1.7	3.5
Significant Budget Changes and Highlights	The FY2012 Budget includes the following: o Economic Development Office budget of \$471,720 with 5 FTEs transferred to Finance. o Office of Emergency Management budget of \$830,475 with 8 FTEs transferred to HEC. o Intergovernmental Relations Division budget of \$296,651 with 4 FTEs transferred to Mayor's Office. o Legislative Sessions budget of \$95,500 in Intergovernmental Relations removed in FY2012. o 2 FTEs with budget of \$116,993 transferred from ERP to Payroll Services Division. o Citizens Assistance Office budget of \$906,498 with 11 FTEs transferred from Mayor's Office to ARA. o Neighborhood Protection Corps budget of \$6,430,917 with 74 FTEs transferred from HPD. o Houston Permitting Center's lease and operational cost of \$393,391. o Funding for the pension increase of \$612,131.				

**Administration and Regulatory Affairs
Current Budget vs Actual Expenditures**



FISCAL YEAR 2012 BUDGET

Division Mission and Performance Measures			
Fund Name : General Fund Business Area Name : Administration and Regulatory Affairs Fund No./Bus Area No. : 1000 / 6500			
Name: Director's Office -- 650001			
Mission: To efficiently deliver superior administration and regulatory affairs services to our customers through the efforts of a highly dedicated and professional staff committed to world class customer service and excellence in everything we do.			
Goal: Improve administrative and regulatory functions citywide by exercising sound management through hiring top performers that execute best practices, strategies, logical tactics and excellent customer service.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Revenues realized	100%	100%	100%
360°/DISC/Assessment	12	11	12
Mgmt & Perf. initiatives	14	12	14
Customer/Employee surveys	6	12	12
Name: Strategic Purchasing -- 650002			
Mission: To manage, facilitate, and provide the highest quality, value added procurement services that exceed the needs and expectations of our customers.			
Goal: Facilitate the purchase of 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 and continue the citywide consolidation program.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Purchasing-savings (\$)	\$27.6M	\$10M	\$8M
Avg days to award contract	96 days	140 days	160 days
Name: Regulatory Services -- 650003			
Mission: To efficiently provide reliable service of exceptional quality to the citizens of Houston in the areas of licensing and permitting vehicles for hire in order to ensure the public's safety, permitting over 50 categories of commercial activities in order to ensure community standards, and the administration and collection of franchise fees in order to maximize the public's revenue from private use of the public right-of-way.			
Goal: 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 and alcohol permits to ensure public safety.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Commercial permits issued	32,377	30,889	30,889
Vehicle inspections perfmd	5,398	5,460	5,549
Burglar alarm permits	91,232	109,203	109,550
Utility cust req handled	930	541	550
Total revenue managed	\$193.1M	\$192.8M	\$191.3M

FISCAL YEAR 2012 BUDGET

Division Mission and Performance Measures			
Fund Name : General Fund Business Area Name : Administration and Regulatory Affairs Fund No./Bus Area No. : 1000 / 6500			
Name: City Council Administration -- 650004			
Mission: To effectively manage all administrative functions of City Council including payroll, accounts payable and human resources. We strive to utilize the most efficient office procedures in our effort to provide continuous support to City Council Members and their staff. Offering excellent customer service while providing sound fiscal management.			
Goal: Provide excellent service to City Council Members and their staff. Offer consistent superior customer service by ensuring all requests are handled timely and efficiently. Continue being proactive and constantly develop smarter work processes.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Requisitions processed	176	250	220
New hire/salary adjustment submitted	100%	100%	100%
Name: Administrative Services -- 650005			
Mission: To efficiently provide pro-active, responsive, reliable, and timely administrative services for the administration functions of budget, financial accounting, policies and procedures, training and asset management to our client departments with the utmost level of accountability, integrity, due diligence and in compliance with all City ordinances, policies, and procedures.			
Goal: Implement best practices and innovative advancements by setting the example for excellent customer service, streamlining the accounting process, ensuring departmental spending within budget, improving policy and procedures process, maintaining accurate fixed assets records and keeping employees abreast of professional training.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Cust svc satisfaction	86.0%	97%	95%
Policy and procedure developed/updated	20	42	40
Trainings processed	336	286	251
Fixed assets managed	73	599	599
Name: Operations -- 650006			
Mission: Provide first-class customer service. Facilitate citizen engagement with the City, and increase accountability of City departments. Manage citywide record classification, retention and retrieval. Generate revenue by selling used or excess property via online auction.			
Goal: To earn the trust and respect of our clients and customers by providing innovative, effective, and efficient services, and to be known for our expertise, helpfulness, and creativity.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Retention schedule updated	300	300	300
Pieces of mail handled	1,800,000	1,800,000	1,800,000
Asset disposition revenue	\$749K	\$2.1M	\$2.4M
311 Citizen engagements	2.4M	2.4M	2.4M
Elec. syst. certifications	2	4	4

FISCAL YEAR 2012 BUDGET

Division Mission and Performance Measures			
Fund Name : General Fund Business Area Name : Administration and Regulatory Affairs Fund No./Bus Area No. : 1000 / 6500			
Name: Payroll Services -- 650007			
Mission: To efficiently deliver accurate, reliable, and timely payroll and support services to our employees and department customers through the efforts of a professional and dedicated staff committed to superior customer service and excellence in everything we do.			
Goal: To be the nationally recognized model of excellence in payroll planning, staffing, and operations, where City governments throughout the United States acknowledges the Houston Central Payroll as the beacon of best practices dedicated to delivering responsive, no excuse service.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Cust Svc satisfaction	98%	95%	95%
Payroll consolidation	60%	100%	100%
Div. SOP for all functions	25%	100%	100%
Kronos implem citywide	N/A	75%	100%
Payroll Academy - all emps	30%	75%	100%
Name: Mayor's Services -- 650008			
Mission: To assist with the processing of contracts, awards and ordinance amendments through efficient communication with City departments and Council Member offices. To bring communities together through positive interaction and events. To effectively assist youth and families in the prevention of gang activity. To defend and improve the quality of life of Houston neighborhoods by promoting city services.			
Goal: To publish a weekly City Council agenda as approved by the Mayor and respond to all Council office agenda related inquiries in a timely manner. To execute City's Civic Celebration Program. To improve identification, assessment and intervention for at-risk and delinquent youth. To improve neighborhood through the support of community initiatives.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Wkly pub of council agenda	47	48	48
Event days number	959	970	999
Youth and adults served	3,655	3,600	3,800
Site sweeps	4,896	5,100	5,800
Dangerous bldgs demolished	1,021	500	800
Name: BARC -- 650009			
Mission: (BARC has been moved to Special Revenue Fund 2427 in FY2011.)			
Goal: N/A			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
N/A	N/A	N/A	N/A

Division Mission and Performance Measures

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

Name: Major Initiatives -- 650091

Mission: Major initiatives for citywide projects were managed here in FY2011. This division is eliminated in FY2012.

Goal: N/A

Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
N/A	N/A	N/A	N/A

FISCAL YEAR 2012 BUDGET

Division Summary						
Fund Name : General Fund Business Area Name : Administration and Regulatory Affairs Fund No./Bus Area No. : 1000 / 6500						
Division Description	FY2010 Actual		FY2011 Estimate		FY2012 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Director's Office 650001						
Executive head of Administration and Regulatory Affairs Department with authority over all policies, procedures, and employees.	5.8	960,075	6.8	1,136,065	4.9	1,082,074
Strategic Purchasing 650002						
Manage citywide purchasing of goods and services that are consistent with applicable City policies and procedures and the State of Texas Bid Laws.	46.4	4,115,432	43.6	3,827,734	40.7	3,958,494
Regulatory Services 650003						
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.	44.0	3,886,352	42.4	4,149,038	36.4	4,200,072
City Council Administration 650004						
Manage all administrative functions of City Council including but not limited to payroll, accounts payable, human resources, information technology issues, vendor payments and travel expenses. Create and maintain detailed budget reports.	3.9	288,222	4.7	315,181	4.8	332,545
Administrative Services 650005						
Provide administrative services including financial accounting, budgeting, policies and procedures, training and asset management for Administration and Regulatory Affairs and various City departments.	13.2	1,154,240	12.3	1,214,245	9.0	1,161,754
Operations 650006						
Organize and manage the citywide records program. Organize, develop and supervise revenue-generating contracts and operations. Respond to citizens' questions. Sell surplus city property. Provide mail room services to 611 Walker, City Hall / City Hall Annex.	104.0	6,133,630	101.6	6,220,239	76.2	5,190,755

FISCAL YEAR 2012 BUDGET

Division Summary							
Fund Name : General Fund Business Area Name : Administration and Regulatory Affairs Fund No./Bus Area No. : 1000 / 6500							
Division Description		FY2010 Actual		FY2011 Estimate		FY2012 Budget	
		FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Payroll Services	650007						
Manage employee services and payroll systems processing support for all employees in the City of Houston.		50.3	3,672,994	70.5	4,660,978	62.3	4,665,880
Mayor's Services	650008						
Coordinate with various City departments to publish a weekly agenda. To manage and produce City events. Direct service programming and education initiatives. Coordinate responses and resolutions to community complaints. Enforce the code of ordinance for dangerous buildings, junk vehicles and solid waste.		49.6	4,296,228	44.4	4,207,728	108.5	10,523,614
BARC	650009						
BARC was moved to a Special Revenue Fund 2427 in FY2011. The budget line item "Transfer to Special Revenue Fund" is set up in General Fund.		53.4	5,466,744	0.0	6,121,549	0.0	6,121,549
Major Initiatives	650091						
Manage major initiatives for citywide projects in FY2011. This division is eliminated in FY2012.		3.9	231,653	1.5	205,986	0.0	0
Total		374.5	30,205,570	327.8	32,058,743	342.8	37,236,737

FISCAL YEAR 2012 BUDGET

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	FY2011 Current Budget FTE	FY2012 Budget FTE	Change
3-1-1 TELECOMMUNICATOR	13	50.0	31.5	(18.5)
3-1-1 TELECOMMUNICATOR SUPERVISOR	20	7.0	6.0	(1.0)
ACCOUNTANT	17	1.0	2.0	1.0
ACCOUNTANT ASSOCIATE	14	1.0	0.0	(1.0)
ACCOUNTANT SUPERVISOR	24	0.0	1.0	1.0
ADMINISTRATION & REGULATORY AFFAIRS DIRECTOR	37	1.0	1.0	
ADMINISTRATION MANAGER	26	9.0	7.0	(2.0)
ADMINISTRATION MANAGER (EXE LEV)	26	3.0	0.0	(3.0)
ADMINISTRATIVE AIDE	10	3.0	5.0	2.0
ADMINISTRATIVE ASSISTANT	17	18.5	26.0	7.5
ADMINISTRATIVE ASSISTANT (EXE LEV)	17	4.0	0.0	(4.0)
ADMINISTRATIVE ASSOCIATE	13	9.0	6.0	(3.0)
ADMINISTRATIVE COORDINATOR	24	9.0	5.0	(4.0)
ADMINISTRATIVE COORDINATOR (EXE LEV)	24	3.0	1.0	(2.0)
ADMINISTRATIVE SPECIALIST	20	16.0	13.0	(3.0)
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	1.0	0.0	(1.0)
ADMINISTRATIVE SUPERVISOR	22	9.0	10.0	1.0
ANIMAL CARE TECHNICIAN	11	16.0	0.0	(16.0)
ANIMAL CONTROL OFFICER	13	14.0	0.0	(14.0)
ANIMAL CONTROL OFFICER TRAINEE	11	4.0	0.0	(4.0)
ANIMAL CONTROL SUPERVISOR	22	2.0	0.0	(2.0)
ASSISTANT BUYER	12	1.0	0.0	(1.0)
ASSISTANT CUSTOMER SERVICE MANAGER	26	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	7.0	4.0	(3.0)
CHIEF INSPECTOR	27	0.0	5.0	5.0
CHIEF VETERINARIAN,DVM	30	1.0	0.0	(1.0)
CLERK	5	1.0	1.0	
COLLECTIONS SUPERVISOR	18	1.0	0.0	(1.0)
COMMUNITY INVOLVEMENT COORDINATOR	22	2.0	0.0	(2.0)
COMMUNITY LIAISON	18	0.0	5.0	5.0
COMMUNITY SERVICE INSPECTOR	16	0.0	40.0	40.0
CONTRACT ADMINISTRATOR	22	1.0	1.0	
CONTRACT COMPLIANCE SUPERVISOR	22	0.0	2.0	2.0
COUNSELOR	20	6.0	5.0	(1.0)
CUSTOMER SERVICE CLERK	10	3.5	0.0	(3.5)
CUSTOMER SERVICE MANAGER	29	1.0	1.0	
CUSTOMER SERVICE REP. I	13	7.0	7.0	
CUSTOMER SERVICE REP. II	15	2.0	3.0	1.0
CUSTOMER SERVICE REP. III	16	3.0	3.0	
DATA ENTRY OPERATOR	8	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	6.0	4.0	(2.0)
DEPUTY DIRECTOR (EXE LEV)	34	4.0	4.0	
DIVISION MANAGER	29	12.0	13.0	1.0
DIVISION MANAGER (EXE LEV)	29	1.0	1.0	
ERP BUSINESS SYSTEMS CONSULTANT	28	0.0	1.0	1.0
EVENT COORDINATOR	19	3.0	2.0	(1.0)
EXECUTIVE OFFICE ASSISTANT	15	2.0	0.0	(2.0)
FINANCIAL ANALYST I	15	1.0	1.0	
FINANCIAL ANALYST II	18	1.0	1.0	
FINANCIAL ANALYST III	21	1.0	1.0	
FINANCIAL ANALYST IV	25	0.0	1.0	1.0
FIXED ASSET SPECIALIST	13	1.0	1.0	
HEARING OFFICER	27	1.0	1.0	
HUMAN RESOURCES MANAGER	27	1.0	0.0	(1.0)
HUMAN RESOURCES SPECIALIST	17	6.0	5.0	(1.0)

FISCAL YEAR 2012 BUDGET

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	FY2011 Current Budget FTE	FY2012 Budget FTE	Change	
INVENTORY MANAGEMENT CLERK	9	2.5	1.0	(1.5)	
INVENTORY MANAGEMENT SUPERVISOR	17	2.0	1.0	(1.0)	
IRM MANAGER	29	1.0	0.0	(1.0)	
KENNEL ATTENDANT	8	1.2	0.0	(1.2)	
LABORER	4	1.0	0.0	(1.0)	
MANAGEMENT ANALYST I	15	1.0	0.0	(1.0)	
MANAGEMENT ANALYST III	21	2.0	2.0		
MANAGEMENT ANALYST IV	25	6.0	8.0	2.0	
MARKETING SPECIALIST	25	1.0	1.0		
MECHANIC III	19	0.9	0.0	(0.9)	
OFFICE SERVICE MANAGER	23	0.0	1.0	1.0	
OFFICE SUPERVISOR	17	2.0	2.0		
PAYROLL CLERK	9	4.0	2.0	(2.0)	
PAYROLL SUPERVISOR	17	4.0	0.0	(4.0)	
PROCUREMENT SPECIALIST	24	7.0	5.0	(2.0)	
PROGRAMMER ANALYST IV	25	1.0	1.0		
PURCHASING MANAGER	27	3.0	3.0		
RECEPTIONIST	7	1.0	0.8	(0.2)	
RECORDS ADMINISTRATOR	23	1.0	1.0		
RECORDS MANAGER	25	1.0	1.0		
REGULATORY INVESTIGATOR	11	4.0	2.0	(2.0)	
REGULATORY SUPERVISOR	20	1.0	0.0	(1.0)	
SENIOR 3-1-1 TELECOMMUNICATOR	15	21.0	18.5	(2.5)	
SENIOR ACCOUNT CLERK	13	1.0	1.0		
SENIOR ACCOUNTANT	20	0.0	1.0	1.0	
SENIOR ANIMAL CARE TECHNICIAN	15	2.0	0.0	(2.0)	
SENIOR ANIMAL CONTROL OFFICER	16	4.0	0.0	(4.0)	
SENIOR BUYER	22	4.0	5.0	1.0	
SENIOR CASHIER	10	1.0	0.0	(1.0)	
SENIOR CLERK	8	2.7	2.0	(0.7)	
SENIOR COMMUNICATIONS SPECIALIST	20	0.0	1.0	1.0	
SENIOR COMMUNITY LIAISON	23	0.0	5.0	5.0	
SENIOR COUNSELOR	22	1.0	1.0		
SENIOR CUSTOMER SERVICE CASHIER	13	1.0	1.0		
SENIOR DISPATCHER	12	7.0	0.0	(7.0)	
SENIOR ERP BUSINESS SYSTEMS ANALYST	26	0.0	1.0	1.0	
SENIOR GIS ANALYST	24	1.0	0.0	(1.0)	
SENIOR HUMAN RESOURCES SPECIALIST	21	2.0	0.0	(2.0)	
SENIOR INSPECTOR	22	0.0	2.0	2.0	
SENIOR INVENTORY MANAGEMENT CLERK	12	1.0	0.0	(1.0)	
SENIOR OFFICE ASSISTANT	12	0.0	1.0	1.0	
SENIOR PAYROLL CLERK	13	17.0	13.0	(4.0)	
SENIOR PROCUREMENT SPECIALIST	27	11.0	11.0		
SENIOR REGULATORY INVESTIGATOR	14	9.0	7.3	(1.7)	
SENIOR STAFF ANALYST	28	6.0	8.0	2.0	
SENIOR STAFF ANALYST (EXE LEV)	28	3.0	0.0	(3.0)	
SENIOR SUPERINTENDENT	27	1.0	1.0		
SHELTER SUPERVISOR	22	1.0	0.0	(1.0)	
STAFF ANALYST	26	7.0	4.0	(3.0)	
STAFF VETERINARIAN,DVM	28	1.0	0.0	(1.0)	
STAGE SUPERVISOR	15	1.0	1.0		
STUDENT INTERN II	10	1.0	0.9	(0.1)	
SYSTEMS CONSULTANT	26	0.0	1.0	1.0	
SYSTEMS SUPPORT ANALYST II	19	1.0	0.0	(1.0)	
SYSTEMS SUPPORT ANALYST III	22	2.0	0.0	(2.0)	
SYSTEMS SUPPORT ANALYST IV	25	2.0	1.0	(1.0)	

FISCAL YEAR 2012 BUDGET

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	FY2011 Current Budget FTE	FY2012 Budget FTE	Change
TRAINING ADMINISTRATOR	24	1.0	1.0	
VETERINARIAN TECHNICIAN SUPERVISOR	21	1.0	0.0	(1.0)
VETERINARIAN,DVM	26	0.7	0.0	(0.7)
VETERINARY TECHNICIAN	15	5.0	0.0	(5.0)
Total FTEs		426.0	350.0	(76.0)
Less adjustment for Civilian Vacancy Factor		89.3	7.2	(82.1)
Full-Time Equivalents		336.7	342.8	6.1

FISCAL YEAR 2012 BUDGET

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	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
6500020001	ARA - SPD			
452030	Miscellaneous Revenue	500,000	380,000	260,000
6500030001	ARA - Transportation			
421220	School Bus Licenses & Permits	13,340	16,000	36,550
421230	Taxicab Licenses & Permits	908,150	1,160,000	1,134,500
421570	Limousine Permits	543,150	580,000	696,000
421580	Charter Bus Permits	151,950	166,000	177,650
421600	Jitney Permit & Inspection Fees	3,275	2,330	4,010
421610	Low Speed Shuttle Permit/Inspection Fees	0	200	2,300
421620	Pedicab Permits & Inspection Fees	0	10,000	25,000
421630	Administrative Fee - Licenses & Permits	0	235,000	541,000
424110	Other Interfund Services	0	18,000	16,800
426240	Limousine Inspection Fees	33,925	40,000	71,425
426330	Miscellaneous Copies Fees	0	120	0
428080	Returned Check Charges	288	288	288
452020	Recoveries & Refunds	0	508	0
Total	ARA - Transportation	1,654,078	2,228,446	2,705,523
6500030002	ARA - Franchise Administration			
416010	Electricity Franchise Tax	96,586,122	96,591,383	98,193,604
417010	Telephone Franchise Tax	46,000,000	46,000,000	44,482,800
418010	Natural Gas Franchise Tax	21,889,640	21,889,640	22,009,397
419010	Cable TV Franchise Tax	17,077,000	18,187,950	18,439,200
419040	Solid Waste Hauler Franchise Fee	5,325,000	5,400,000	5,568,000
419050	Spur Track Franchise Fee	20,426	20,426	20,426
419070	Fiber Optics Franchise Fee	272,361	40,180	16,100
419090	Telecomm Franchise Fees - Prior Year	0	150,000	0
419110	Cable TV Franchise Fees-Prior Year	0	163,135	0
419120	Solid Waste Franchise Fees-Prior Year	0	300,237	0
421590	Right-of-way Permits	317,018	317,018	324,378
Total	ARA - Franchise Administration	187,487,567	189,059,969	189,053,905
6500030003	ARA - Commercial Permitting			
421100	Occupation Licenses	120,000	142,000	152,650
421110	Sexually Oriented Business Permits	0	28,630	28,420
421130	Decals for Coin-Ope.Amusement Machines	375,000	265,000	280,141
421140	Dance Licenses	75,000	65,330	70,230
421150	Liquor Licenses	1,020,000	1,098,210	1,098,212
421280	Other Licenses & Permits	28,000	50,000	65,700
421410	Permit Preparation Fees	18,000	0	0
421630	Administrative Fee - Licenses & Permits	0	0	41,600
426330	Miscellaneous Copies Fees	0	0	120
428080	Returned Check Charges	288	288	288
Total	ARA - Commercial Permitting	1,636,288	1,649,458	1,737,361
6500070001	ARA - Payroll Services			
424030	Intfd Computer Dev	0	67,000	0
424080	Interfund Payroll Services	1,096,694	1,096,694	1,200,000
426290	Other Service Charges	102,250	102,250	101,000
Total	ARA - Payroll Services	1,198,944	1,265,944	1,301,000
6500070002	ARA - Administrative Services			
490080	Other Operating Transfers In	250,000	250,000	250,000

FISCAL YEAR 2012 BUDGET

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	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
6500070007	ARA - Asset Disposition/PDMO			
434205	Sale of Scrap Metal	30,000	5,000	30,000
434225	Sale of Non-Capital Equip. & Merchandise	300,000	420,000	300,000
Total	ARA - Asset Disposition/PDMO	330,000	425,000	330,000
6500080005	ARA - Special Events			
421410	Permit Preparation Fees	0	18,000	18,000
6500080008	ARA - BARC			
421080	Rabies Control Licenses	560,000	0	0
426050	Animal Control Fees	102,200	0	0
434230	Animal Adoption	70,700	0	0
Total	ARA - BARC	732,900	0	0
6500080091	ARA - Neighborhood Services- GF			
421200	Other Building & Construction Permits	0	0	20,140
421630	Administrative Fee - Licenses & Permits	0	0	15,000
426330	Miscellaneous Copies Fees	0	0	3,000
428030	Release of Liens	0	0	48,000
Total	ARA - Neighborhood Services- GF	0	0	86,140
Total	Administration and Regulatory Affairs	193,789,777	195,276,817	195,741,929

FISCAL YEAR 2012 BUDGET

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	FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
500010	Salary Base Pay - Civilian	18,287,247	16,171,113	16,149,922	17,125,079
500030	Salary Part Time - Civilian	258,020	124,787	119,267	40,912
500060	Overtime - Civilian	147,923	88,779	78,811	192,022
500090	Premium Pay - Civilian	13,994	20,150	13,036	266
500110	Bilingual Pay - Civilian	72,350	57,138	59,114	69,242
500180	Temporary Employees	12,674	0	0	0
500210	Pay for Performance-Municipal	14,683	0	0	0
501050	Employee Awards	4,171	6,500	6,500	6,500
501070	Pension - Civilian	2,741,726	2,410,374	2,406,338	3,082,516
501120	Termination Pay - Civilian	245,421	29,588	254,774	28,860
501160	Vehicle Allowance - Civilian	13,827	16,988	14,862	8,471
502010	FICA - Civilian	1,385,591	1,248,630	1,235,469	1,324,994
503010	Health Ins-Act Civilian	2,393,018	2,125,074	2,113,922	2,741,527
503015	Basic Life Insurance - Active Civilian	10,614	9,891	9,841	10,156
503060	Long Term Disability-Civilian	32,438	28,126	26,687	29,001
503090	Workers Compensation-Civilian-Admin	73,225	70,251	71,348	68,598
503100	Workers Compensation-Civilian-Claim	43,836	16,717	47,337	48,658
504030	Unemployment Claims - Administration	35,556	11,830	58,743	396,046
Total	Personnel Services	25,786,314	22,435,936	22,665,971	25,172,848
511010	Chemical Gases & Special Fluids	564	0	175	0
511015	Cleaning & Sanitary Supplies	42,017	300	150	300
511020	Construction Materials	4,491	650	325	650
511025	Electrical Hardware & Parts	21	500	250	500
511030	Mechanical Hardware & Parts	380	650	325	650
511040	Audiovisual Supplies	10,732	15,050	7,105	73,720
511045	Computer Supplies	20,220	19,232	19,232	14,735
511050	Paper & Printing Supplies	14,634	13,595	2,177	8,868
511055	Publications & Printed Materials	10,492	6,712	17,518	2,850
511060	Postage	28,710	32,470	33,588	87,290
511070	Miscellaneous Office Supplies	125,364	116,599	100,011	104,931
511085	Drugs & Medical Chemicals	36,177	0	0	0
511090	Medical & Surgical Supplies	23,886	8,740	6,032	240
511095	Small Technical & Scientific Equipment	1,638	6,500	0	0
511100	Veterinary & Animal Supplies	339,689	0	0	0
511110	Fuel	63,239	24,834	24,990	27,334
511115	Vehicle Repair & Maintenance Supplies	1,600	5,900	2,700	5,850
511120	Clothing	7,811	6,284	6,487	35,347
511125	Food Supplies	530	9,450	10,500	1,206
511140	Landscaping & Gardening Supplies	1,860	0	0	0
511145	Small Tools & Minor Equipment	6,083	6,000	3,000	0
511150	Miscellaneous Parts & Supplies	160,824	67,762	70,554	66,962
Total	Supplies	900,962	341,228	305,119	431,433
520100	Temporary Personnel Services	478,725	140,332	125,422	153,770
520101	Janitorial Services	2,625	0	0	0
520102	Security Services	10,538	9,000	9,000	9,000
520103	Subrecipient Contract Services	337,714	1,599	1,000	0
520105	Accounting & Auditing Services	1,217,714	1,126,942	1,077,301	1,079,511
520106	Architectural Services	5,000	0	0	0
520108	Information Resource Services	37	0	831	0

FISCAL YEAR 2012 BUDGET

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	FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
520109	Medical Dental & Laboratory Services	2,854	0	467	300
520110	Management Consulting Services	119,632	142,105	82,286	66,918
520112	Banking Services	1,426	0	0	0
520113	Photographic Services	0	250	0	0
520114	Miscellaneous Support Services	102,711	114,175	58,458	1,340,491
520115	Real Estate Lease/Office Rental	55,034	100,067	100,067	680,793
520116	Parking Services Contract	0	300	300	0
520118	Refuse Disposal	5,964	15,000	15,000	15,500
520119	Computer Equipment/Software Maintenance	153,308	150,501	148,413	126,035
520120	Communications Equipment Services	7,604	7,403	7,403	0
520121	IT Application Svcs	41,044	26,994	26,994	40,347
520122	Office Equipment Services	190	2,050	2,050	450
520123	Vehicle & Motor Equipment Services	45,293	37,548	31,360	26,821
520124	Other Equipment Services	672	0	0	0
520126	Construction Site Work Services	14,192	0	0	0
520132	Contracts/Sponsorships	0	30,000	30,000	0
520143	Credit/Bank Card Services	360	0	0	0
520145	Criminal Intelligence Services	240	1,580	1,819	1,625
520510	Mail/Delivery Services	295	3,570	3,310	1,560
520515	Print Shop Services	26,523	25,736	25,989	53,106
520520	Printing & Reproduction Services	22,186	59,162	59,618	30,216
520605	Advertising Services	35,484	47,200	47,957	92,172
520705	Insurance Fees	17,918	23,004	23,004	12,996
520740	Document Recording/Filing Fees	0	0	0	30,000
520765	Membership & Professional Fees	12,641	10,255	9,697	14,385
520805	Education & Training	25,526	55,230	40,900	34,957
520905	Travel - Training Related	32,318	27,771	30,997	15,204
520910	Travel - Non-Training Related	31,846	72,127	52,139	25,774
521405	Building Maintenance Services	30,424	0	500	0
521410	Sewer Services	1,400	0	878	0
521415	Land and Grounds Maintenance	1,600	0	0	0
521505	Electricity	21,517	500	500	0
521510	Natural Gas	2,450	0	0	0
521605	Data Services	56,853	74,308	74,308	106,658
521610	Voice Services	459,988	380,480	380,480	358,987
521615	Radio Communications	0	3,000	3,000	0
521620	Voice Equipment	32,010	13,276	13,276	14,426
521625	Voice Labor	3,847	11,109	11,109	6,059
521630	GIS Revolving Fund Services	0	22,370	22,370	22,201
521705	Vehicle/Equipment Rental/Lease	36,341	11,750	11,750	11,750
521715	Office Equipment Rental	85,447	83,416	85,497	83,072
521725	Other Rental	2,351	14,313	14,313	47,739
521730	Parking Space Rental	125,196	151,714	171,718	152,627
522305	Freight Charges	310	0	0	0
522410	Cashier Shortages	0	100	100	100
522430	Miscellaneous Other Services & Charges	142,230	101,566	102,966	213,372
522435	Interest Charges Past Due Accounts	1	0	0	0
522721	Interfund HR Client Services	0	0	0	236,735
522722	KRONOS Service Chargeback	0	0	0	11,859
522735	Interfund Communication Equipment Repair	9,000	11,000	11,000	0
522780	Interfund Photo Copy Services	25,376	0	0	0

FISCAL YEAR 2012 BUDGET

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	FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
522795	Other Interfund Services	1,805	0	0	0
522840	Interfund Permit Center Rent Chargeback	0	0	0	393,391
Total	Other Services and Charges	3,845,760	3,108,803	2,915,547	5,510,907
560240	Communication Equipment	8,445	0	0	0
Total	Equipment	8,445	0	0	0
551010	Non-Capital Office Furniture & Equipment	14,062	8,519	8,519	0
551015	Non-Capital Computer Equipment	5,952	6,600	6,980	0
551020	Non-Capital Communication Equipment	(192)	2,860	2,860	0
551040	Non-Capital Other	1,050	11,428	10,378	0
Total	Non-Capital Equipment	20,872	29,407	28,737	0
532015	Transfers to Convention & Entertainment	(380,834)	0	0	0
532025	Transfers to Special Revenues	0	6,121,549	6,121,549	6,121,549
532120	Transfer to Fleet/Eq	24,051	21,820	21,820	0
Total	Debt Service and Other Uses	(356,783)	6,143,369	6,143,369	6,121,549
Grand Total Expenditures		30,205,570	32,058,743	32,058,743	37,236,737