

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.

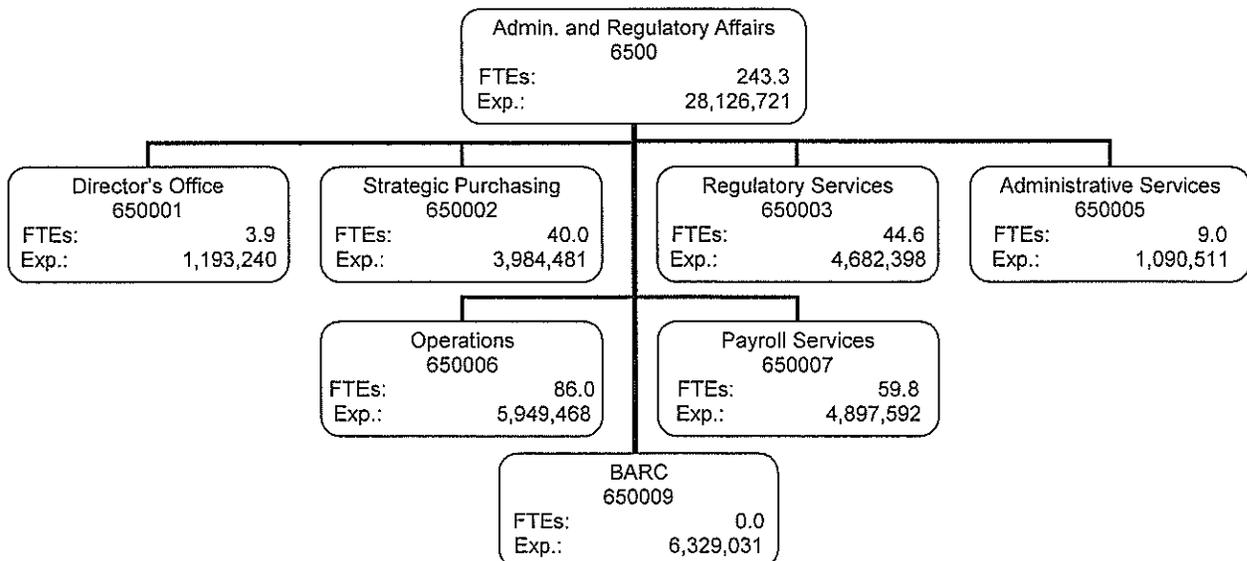
Department Short Term Goals

1. Execute citywide procurement upgrade determined by the Mayor's Procurement Taskforce.
2. Consolidation of smaller departmental purchasing units.
3. Complete permit compliance exercise to ensure payment collection for all commercial and alcohol related businesses.
4. Complete staffing analysis on permitting customer service and revenue.
5. Update KRONOS Time and attendance to version 6.3 and continue the user training to better manage employees.

Department Long Term Goals

1. Transform Bureau of Animal Regulation and Care (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. Transform the taxicab industry in Houston through technology, training and economic initiatives.
4. Improve and streamline citywide procurement processes.

Department Organization



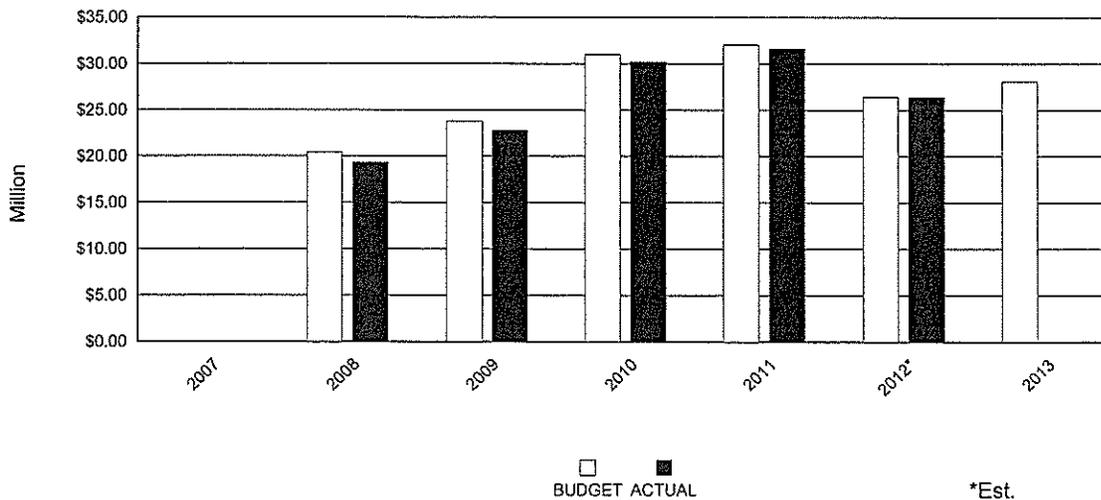
FISCAL YEAR 2013 BUDGET

Business Area Budget Summary

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

| | | FY2011 Actual | FY2012 Current Budget | FY2012 Estimate | FY2013 Budget |
|---|---|------------------|--------------------------|--------------------|------------------|
| Expenditures | Personnel Services | 22,658,593 | 17,103,536 | 16,997,791 | 18,390,387 |
| | Supplies | 256,682 | 167,969 | 185,799 | 164,687 |
| | Other Services and Charges | 2,944,683 | 3,038,341 | 3,124,256 | 3,242,616 |
| | Equipment | 7,952 | 0 | 0 | 0 |
| | Non-Capital Equipment | 20,867 | 0 | 2,000 | 0 |
| | Total M & O Expenditures | 25,888,777 | 20,309,846 | 20,309,846 | 21,797,690 |
| | Debt Service & Other Uses | 5,751,923 | 6,121,549 | 6,121,549 | 6,329,031 |
| | Total Expenditures | 31,640,700 | 26,431,395 | 26,431,395 | 28,126,721 |
| Revenues | | 196,022,426 | 195,655,789 | 196,994,111 | 196,840,715 |
| Staffing | Full-Time Equivalents - Civilian | 292.8 | 227.5 | 227.0 | 243.3 |
| | 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 | 292.8 | 227.5 | 227.0 | 243.3 |
| | Full-Time Equivalents - Overtime | 1.5 | 0.6 | 0.9 | 0.7 |
| Significant Budget Changes and Highlights | <ul style="list-style-type: none"> o City Council Administrative Support budget of \$332,545 with 5 FTEs transferred to Finance in FY2012. o Executive Services Division budget of \$415,570 with 4 FTEs transferred to Mayor's Office in FY2012. o Special Events Division budget of \$1,172,197 with 10 FTEs transferred to Mayor's Office in FY2012. o FY2013 Budget includes funding for 311 Call Center's weekend and evening services. o FY2013 Budget includes funding for expenditure increases in health benefits (\$369,416) and pension contribution (\$369,988). o Execute citywide procurement upgrade determined by Mayor's Procurement Taskforce. o Update KRONOS Time and Attendance to version 6.3 and continue the user training to better manage employees. | | | | |

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



FISCAL YEAR 2013 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 | FY2011 Actual | FY2012 Estimate | FY2013 Budget |
| Revenues realized | 100% | 100% | 100% |
| 360°/DISC/Assessment | 11 | 11 | 12 |
| Management and performance initiatives | 13 | 16 | 18 |
| Customer/Employee surveys | 9 | 20 | 8 |
| 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 | FY2011 Actual | FY2012 Estimate | FY2013 Budget |
| Average days to award contract | 96 days | 140 days | 160 days |
| Customer 360 Survey | N/A | N/A | 12/31/2012 |
| Upgrade server for E Signature | N/A | N/A | 12/31/2012 |
| Name: Regulatory Services -- 650003 | | | |
| Mission: To provide service of exceptional quality to the citizens of Houston in the areas of licensing and permitting vehicles for hire in order to safeguard the public's health and safety, permitting over 50 categories of commercial activities to uphold community standards, and administering and collecting 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 timely and correctly. Conduct enforcement activities for vehicles for hire and commercial and alcohol licenses and permits to enhance public safety. | | | |
| Performance Measures | FY2011 Actual | FY2012 Estimate | FY2013 Budget |
| Commercial permits issued | 35,351 | 31,753 | 31,817 |
| Vehicle inspections performed | 5,045 | 6,225 | 5,650 |
| Burglar alarm permits | 99,677 | 102,459 | 102,459 |
| Utility customer requests handled | 553 | 483 | 500 |
| Total revenue managed | \$193.5M | \$195.4M | \$195.6M |

FISCAL YEAR 2013 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: 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 ARA and 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 to our fifteen (15) business units and client departments, streamlining the accounting process, ensuring revenues properly recorded, improving policy and procedures process, maintaining accurate fixed assets records and keeping employees abreast of professional training. | | | |
| Performance Measures | FY2011 Actual | FY2012 Estimate | FY2013 Budget |
| Customer Service survey | 8 | 8 | 8 |
| Accounting uploads | 2 | 2 | 1 |
| ARA Revenue administered | \$241.2M | \$246.4M | \$251.7M |
| Policy developed/updated | 20 | 42 | 40 |
| Fixed Assets managed | 599 | 700 | 801 |
| 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 | FY2011 Actual | FY2012 Estimate | FY2013 Budget |
| 311 Citizen engagement | 2.1M | 2.1M | 2.4M |
| Pieces of mail handled | 1.8M | 1.8M | 1.8M |
| Asset disposition revenue | \$749K | \$2.1M | \$2.4M |
| Retention schedule updated | 300 | 300 | 300 |
| Record management certifications | 2 | 4 | 4 |
| 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 | FY2011 Actual | FY2012 Estimate | FY2013 Budget |
| Customer service satisfaction | 98% | 98% | 98% |
| Payroll consolidation | 60% | 100% | N/A |
| Divison SOP for all functions | 25% | 100% | 100% |
| KRONOS implementation citywide | N/A | 75% | 100% |
| Payroll Academy - all employees | 30% | 75% | 100% |

FISCAL YEAR 2013 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: BARC -- 650009

Mission: BARC was moved to Special Revenue Fund 2427 in FY2011. The budget line item "Transfer to Special Revenue Fund" is set up in General Fund.

Goal: N/A

| Performance Measures | FY2011 Actual | FY2012 Estimate | FY2013 Budget |
|----------------------|---------------|-----------------|---------------|
| N/A | N/A | N/A | N/A |

Name: Transferred Out -- 659999

Mission: City Council Administrative Support, Agenda Office, and Special Events are being transferred out of ARA in FY2012.

Goal: N/A

| Performance Measures | FY2011 Actual | FY2012 Estimate | FY2013 Budget |
|----------------------|---------------|-----------------|---------------|
| N/A | N/A | N/A | N/A |

FISCAL YEAR 2013 BUDGET

| Division Summary | | | | | | | |
|---|---------------|-----------|-----------------|-----------|---------------|-----------|--|
| Fund Name : General Fund Business Area Name : Administration and Regulatory Affairs Fund No./Bus Area No. : 1000 / 6500 | | | | | | | |
| Division Description | FY2011 Actual | | FY2012 Estimate | | FY2013 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. | 6.9 | 1,287,468 | 3.9 | 1,087,593 | 3.9 | 1,193,240 | |
| 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. | 43.1 | 3,798,876 | 39.7 | 3,775,911 | 40.0 | 3,984,481 | |
| Regulatory Services 650003 Regulate utilities (electricity, natural gas, private water companies). Administer ordinances related to regulation of vehicles for hire and certain commercial permits, as well as licenses for alcohol-related businesses. Manage franchises for the use of City rights-of-way. | 41.6 | 3,792,696 | 37.4 | 4,281,220 | 44.6 | 4,682,398 | |
| 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. | 12.2 | 1,187,669 | 8.4 | 1,064,169 | 9.0 | 1,090,511 | |
| Operations 650006 Manage 311 Call Center and respond to citizens' questions. Organize and manage the citywide records program. Organize, develop and supervise revenue-generating contracts and operations. Sell surplus city property. Provide mail room services to 611 Walker, City Hall / City Hall Annex. | 99.2 | 6,020,010 | 78.4 | 5,365,533 | 86.0 | 5,949,468 | |
| Payroll Services 650007 Manage employee services and payroll systems processing support for all employees in the City of Houston. | 70.0 | 4,875,604 | 59.2 | 4,735,420 | 59.8 | 4,897,592 | |

FISCAL YEAR 2013 BUDGET

| Division Summary | | | | | | |
|--|---------------|-------------------|-----------------|-------------------|---------------|-------------------|
| Fund Name : General Fund Business Area Name : Administration and Regulatory Affairs Fund No./Bus Area No. : 1000 / 6500 | | | | | | |
| Division Description | FY2011 Actual | | FY2012 Estimate | | FY2013 Budget | |
| | FTEs | Cost \$ | FTEs | Cost \$ | FTEs | Cost \$ |
| 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. | 0.0 | 6,121,278 | 0.0 | 6,121,549 | 0.0 | 6,329,031 |
| Transferred Out 659999 City Council Administrative Support, Agenda Office, and Special Events are being transferred out of ARA in FY2012. | 19.8 | 4,557,099 | 0.0 | 0 | 0.0 | 0 |
| Total | 292.8 | 31,640,700 | 227.0 | 26,431,395 | 243.3 | 28,126,721 |

FISCAL YEAR 2013 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 | FY2012 Current Budget FTE | FY2013 Budget FTE | Change |
|--|-----------|---------------------------|-------------------|--------|
| 3-1-1 TELECOMMUNICATOR | 13 | 31.5 | 38.0 | 6.5 |
| 3-1-1 TELECOMMUNICATOR SUPERVISOR | 20 | 6.0 | 3.0 | (3.0) |
| ACCOUNTANT | 17 | 2.0 | 1.0 | (1.0) |
| ACCOUNTANT SUPERVISOR | 24 | 1.0 | 1.0 | |
| ADMINISTRATION & REGULATORY AFFAIRS DIRECTOR | 37 | 1.0 | 1.0 | |
| ADMINISTRATION MANAGER | 26 | 7.0 | 8.0 | 1.0 |
| ADMINISTRATIVE AIDE | 10 | 5.0 | 2.0 | (3.0) |
| ADMINISTRATIVE ASSISTANT | 17 | 26.0 | 16.0 | (10.0) |
| ADMINISTRATIVE ASSOCIATE | 13 | 6.0 | 3.0 | (3.0) |
| ADMINISTRATIVE COORDINATOR | 24 | 5.0 | 3.0 | (2.0) |
| ADMINISTRATIVE COORDINATOR (EXE LEV) | 24 | 1.0 | 0.0 | (1.0) |
| ADMINISTRATIVE SPECIALIST | 20 | 13.0 | 13.4 | 0.4 |
| ADMINISTRATIVE SUPERVISOR | 22 | 10.0 | 7.0 | (3.0) |
| ASSISTANT CUSTOMER SERVICE MANAGER | 26 | 1.0 | 0.0 | (1.0) |
| ASSISTANT DIRECTOR (EXE LEV) | 32 | 4.0 | 3.0 | (1.0) |
| CHIEF INSPECTOR | 27 | 5.0 | 0.0 | (5.0) |
| CLERK | 5 | 1.0 | 1.0 | |
| COMMUNITY LIAISON | 18 | 5.0 | 0.0 | (5.0) |
| COMMUNITY SERVICE INSPECTOR | 16 | 40.0 | 0.0 | (40.0) |
| CONTRACT ADMINISTRATOR | 22 | 1.0 | 1.0 | |
| CONTRACT COMPLIANCE SUPERVISOR | 22 | 2.0 | 0.0 | (2.0) |
| COUNSELOR | 20 | 5.0 | 0.0 | (5.0) |
| CUSTOMER SERVICE MANAGER | 29 | 1.0 | 1.0 | |
| CUSTOMER SERVICE REP. I | 13 | 7.0 | 8.0 | 1.0 |
| CUSTOMER SERVICE REP. II | 15 | 3.0 | 2.5 | (0.5) |
| CUSTOMER SERVICE REP. III | 16 | 3.0 | 2.0 | (1.0) |
| CUSTOMER SERVICE SECTION CHIEF | 22 | 0.0 | 2.0 | 2.0 |
| CUSTOMER SERVICE SUPERVISOR | 18 | 0.0 | 1.0 | 1.0 |
| DATA ENTRY OPERATOR | 8 | 1.0 | 1.0 | |
| DEPUTY ASSISTANT DIRECTOR (EXE LEV) | 30 | 4.0 | 4.0 | |
| DEPUTY DIRECTOR (EXE LEV) | 34 | 4.0 | 2.0 | (2.0) |
| DIVISION MANAGER | 29 | 13.0 | 9.0 | (4.0) |
| DIVISION MANAGER (EXE LEV) | 29 | 1.0 | 0.0 | (1.0) |
| ERP BUSINESS SYSTEMS CONSULTANT | 28 | 1.0 | 0.0 | (1.0) |
| EVENT COORDINATOR | 19 | 2.0 | 0.0 | (2.0) |
| FINANCIAL ANALYST I | 15 | 1.0 | 0.0 | (1.0) |
| FINANCIAL ANALYST II | 18 | 1.0 | 0.0 | (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 SPECIALIST | 17 | 5.0 | 4.0 | (1.0) |
| INVENTORY MANAGEMENT CLERK | 9 | 1.0 | 1.0 | |
| INVENTORY MANAGEMENT SUPERVISOR | 17 | 1.0 | 1.0 | |
| MANAGEMENT ANALYST I | 15 | 0.0 | 1.0 | 1.0 |
| MANAGEMENT ANALYST II | 18 | 0.0 | 1.0 | 1.0 |
| MANAGEMENT ANALYST III | 21 | 2.0 | 1.7 | (0.3) |
| MANAGEMENT ANALYST IV | 25 | 8.0 | 4.0 | (4.0) |
| MARKETING SPECIALIST | 25 | 1.0 | 0.0 | (1.0) |
| OFFICE SERVICE MANAGER | 23 | 1.0 | 0.0 | (1.0) |
| OFFICE SUPERVISOR | 17 | 2.0 | 2.0 | |
| PAYROLL CLERK | 9 | 2.0 | 3.0 | 1.0 |
| PROCUREMENT SPECIALIST | 24 | 5.0 | 4.0 | (1.0) |
| PROGRAMMER ANALYST IV | 25 | 1.0 | 0.0 | (1.0) |
| PURCHASING MANAGER | 27 | 3.0 | 4.0 | 1.0 |

FISCAL YEAR 2013 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 | FY2012 Current Budget FTE | FY2013 Budget FTE | Change |
|--|-----------|---------------------------|-------------------|----------------|
| RECEPTIONIST | 7 | 0.8 | 0.0 | (0.8) |
| RECORDS ADMINISTRATOR | 23 | 1.0 | 1.0 | |
| RECORDS MANAGER | 25 | 1.0 | 0.0 | (1.0) |
| REGULATORY INVESTIGATOR | 11 | 2.0 | 4.5 | 2.5 |
| REGULATORY SUPERVISOR | 20 | 0.0 | 1.5 | 1.5 |
| SENIOR 3-1-1 TELECOMMUNICATOR | 15 | 18.5 | 19.0 | 0.5 |
| SENIOR ACCOUNT CLERK | 13 | 1.0 | 1.0 | |
| SENIOR ACCOUNTANT | 20 | 0.0 | 2.0 | 2.0 |
| SENIOR BUYER | 22 | 5.0 | 3.0 | (2.0) |
| SENIOR CLERK | 8 | 2.0 | 2.0 | |
| SENIOR COMMUNICATIONS SPECIALIST | 20 | 1.0 | 0.0 | (1.0) |
| SENIOR COMMUNITY LIAISON | 23 | 5.0 | 0.0 | (5.0) |
| SENIOR COUNSELOR | 22 | 1.0 | 0.0 | (1.0) |
| SENIOR CUSTOMER SERVICE CASHIER | 13 | 1.0 | 1.0 | |
| SENIOR ERP BUSINESS SYSTEMS ANALYST | 26 | 1.0 | 0.0 | (1.0) |
| SENIOR INSPECTOR | 22 | 2.0 | 0.0 | (2.0) |
| SENIOR OFFICE ASSISTANT | 12 | 1.0 | 1.0 | |
| SENIOR PAYROLL CLERK | 13 | 13.0 | 11.0 | (2.0) |
| SENIOR PROCUREMENT SPECIALIST | 27 | 11.0 | 11.0 | |
| SENIOR REGULATORY INVESTIGATOR | 14 | 7.3 | 7.8 | 0.5 |
| SENIOR STAFF ANALYST | 28 | 8.0 | 8.0 | |
| SENIOR SUPERINTENDENT | 27 | 1.0 | 0.0 | (1.0) |
| STAFF ANALYST | 26 | 4.0 | 8.0 | 4.0 |
| STAGE SUPERVISOR | 15 | 1.0 | 0.0 | (1.0) |
| STUDENT INTERN II | 10 | 0.9 | 0.0 | (0.9) |
| SYSTEMS CONSULTANT | 26 | 1.0 | 1.0 | |
| SYSTEMS SUPPORT ANALYST IV | 25 | 1.0 | 0.0 | (1.0) |
| TRAINER | 17 | 0.0 | 2.0 | 2.0 |
| TRAINING ADMINISTRATOR | 24 | 1.0 | 1.0 | |
| Total FTEs | | 349.0 | 249.4 | (99.6) |
| Less adjustment for Civilian Vacancy Factor | | 121.5 | 6.1 | (115.4) |
| Full-Time Equivalents | | 227.5 | 243.3 | 15.8 |

FISCAL YEAR 2013 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 | FY2012 Current Budget | FY2012 Estimate | FY2013 Budget |
|-------------------|---|-----------------------|--------------------|--------------------|
| 6500020001 | ARA - SPD | | | |
| 452030 | Miscellaneous Revenue | 260,000 | 260,000 | 30,000 |
| 6500030001 | ARA - Transportation | | | |
| 421220 | School Bus Licenses & Permits | 36,550 | 40,000 | 37,214 |
| 421230 | Taxicab Licenses & Permits | 1,134,500 | 1,280,052 | 1,280,052 |
| 421570 | Limousine Permits | 696,000 | 696,000 | 723,322 |
| 421580 | Charter Bus Permits | 177,650 | 165,000 | 181,236 |
| 421600 | Jitney Permit & Inspection Fees | 4,010 | 4,010 | 7,243 |
| 421610 | Low Speed Shuttle Permit/Inspection Fees | 2,300 | 2,300 | 4,373 |
| 421620 | Pedicab Permits & Inspection Fees | 25,000 | 16,000 | 14,918 |
| 421630 | Administrative Fee - Licenses & Permits | 541,000 | 625,000 | 155,110 |
| 424110 | Other Interfund Services | 16,800 | 16,800 | 16,800 |
| 426240 | Limousine Inspection Fees | 71,425 | 81,000 | 73,286 |
| 428080 | Returned Check Charges | 288 | 0 | 288 |
| | Total ARA - Transportation | 2,705,523 | 2,926,162 | 2,493,842 |
| 6500030002 | ARA - Franchise Administration | | | |
| 416010 | Electricity Franchise Tax | 98,193,604 | 98,193,604 | 102,196,852 |
| 417010 | Telephone Franchise Tax | 44,482,800 | 45,401,556 | 44,606,000 |
| 418010 | Natural Gas Franchise Tax | 22,009,397 | 22,009,397 | 19,194,072 |
| 419010 | Cable TV Franchise Tax | 18,439,200 | 18,575,370 | 18,439,200 |
| 419040 | Solid Waste Hauler Franchise Fee | 5,568,000 | 5,494,804 | 5,674,000 |
| 419050 | Spur Track Franchise Fee | 20,426 | 20,426 | 20,426 |
| 419070 | Fiber Optics Franchise Fee | 16,100 | 41,668 | 41,100 |
| 419090 | Telecomm Franchise Fees - Prior Year | 0 | 36,166 | 0 |
| 419110 | Cable TV Franchise Fees-Prior Year | 0 | 145,209 | 0 |
| 419120 | Solid Waste Franchise Fees-Prior Year | 0 | 212,805 | 0 |
| 421590 | Right-of-way Permits | 324,378 | 319,163 | 324,974 |
| | Total ARA - Franchise Administration | 189,053,905 | 190,450,168 | 190,496,624 |
| 6500030003 | ARA - Commercial Permitting | | | |
| 421100 | Occupation Licenses | 152,650 | 158,036 | 204,573 |
| 421110 | Sexually Oriented Business Permits | 28,420 | 38,654 | 36,713 |
| 421130 | Decals for Coin-Oper. Amusement Machines | 280,141 | 304,669 | 289,999 |
| 421140 | Dance Licenses | 70,230 | 54,543 | 91,254 |
| 421150 | Liquor Licenses | 1,098,212 | 1,073,153 | 1,406,574 |
| 421280 | Other Licenses & Permits | 65,700 | 161,800 | 171,873 |
| 421630 | Administrative Fee - Licenses & Permits | 41,600 | 0 | 634,058 |
| 426330 | Miscellaneous Copies Fees | 120 | 114 | 132 |
| 428080 | Returned Check Charges | 288 | 288 | 168 |
| 428090 | Miscellaneous Fines & Forfeitures | 0 | 266,985 | 0 |
| 434340 | Cashier Overages | 0 | 2 | 0 |
| | Total ARA - Commercial Permitting | 1,737,361 | 2,058,244 | 2,835,344 |
| 6500070001 | ARA - Payroll Services | | | |
| 424080 | Interfund Payroll Services | 1,200,000 | 800,000 | 553,905 |
| 426290 | Other Service Charges | 101,000 | 101,000 | 101,000 |
| | Total ARA - Payroll Services | 1,301,000 | 901,000 | 654,905 |
| 6500070002 | ARA - Administrative Services | | | |
| 490080 | Other Operating Transfers In | 250,000 | 0 | 0 |
| 6500070007 | ARA - Asset Disposition/PDMO | | | |

FISCAL YEAR 2013 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 | FY2012 Current Budget | FY2012 Estimate | FY2013 Budget |
|-------------------|--|-----------------------|--------------------|--------------------|
| 434205 | Sale of Scrap Metal | 30,000 | 30,000 | 30,000 |
| 434225 | Sale of Non-Capital Equip. & Merchandise | 300,000 | 350,000 | 300,000 |
| Total | ARA - Asset Disposition/PDMO | 330,000 | 380,000 | 330,000 |
| 6500080005 | ARA - Special Events | | | |
| 421410 | Permit Preparation Fees | 18,000 | 18,537 | 0 |
| Total | Administration and Regulatory Affairs | 195,655,789 | 196,994,111 | 196,840,715 |

FISCAL YEAR 2013 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 | FY2011 Actual | FY2012 Current Budget | FY2012 Estimate | FY2013 Budget |
|--------------|---|-------------------|-----------------------|-------------------|-------------------|
| 500010 | Salary Base Pay - Civilian | 16,010,692 | 11,749,782 | 11,633,941 | 12,110,602 |
| 500030 | Salary Part Time - Civilian | 119,894 | 111,159 | 54,175 | 338,256 |
| 500060 | Overtime - Civilian | 79,624 | 31,386 | 86,942 | 39,886 |
| 500090 | Premium Pay - Civilian | 11,077 | 0 | 5,001 | 5,000 |
| 500110 | Bilingual Pay - Civilian | 57,962 | 46,061 | 40,173 | 46,966 |
| 500250 | HOPE Union Business Usage | 1,424 | 0 | 5,197 | 0 |
| 501050 | Employee Awards | 0 | 6,500 | 6,500 | 6,500 |
| 501070 | Pension - Civilian | 2,601,460 | 2,084,172 | 2,106,726 | 2,591,667 |
| 501110 | Strategic Staffing-Classified | 4 | 0 | 0 | 0 |
| 501120 | Termination Pay - Civilian | 203,907 | 0 | 65,432 | 0 |
| 501160 | Vehicle Allowance - Civilian | 14,861 | 0 | 0 | 0 |
| 502010 | FICA - Civilian | 1,225,160 | 884,736 | 895,359 | 948,258 |
| 503010 | Health Ins-Act Civilian | 2,130,356 | 1,812,314 | 1,713,372 | 1,920,119 |
| 503015 | Basic Life Insurance - Active Civilian | 9,813 | 6,842 | 7,416 | 7,124 |
| 503060 | Long Term Disability-Civilian | (2,181) | 19,345 | 19,500 | 19,958 |
| 503090 | Workers Compensation-Civilian-Admin | 60,425 | 45,511 | 50,916 | 58,449 |
| 503100 | Workers Compensation-Civilian-Claim | 46,747 | 33,518 | 92,543 | 39,018 |
| 504030 | Unemployment Claims - Administration | 87,368 | 272,210 | 214,598 | 258,584 |
| Total | Personnel Services | 22,658,593 | 17,103,536 | 16,997,791 | 18,390,387 |
| 511010 | Chemical Gases & Special Fluids | 175 | 0 | 33 | 0 |
| 511040 | Audiovisual Supplies | 8,089 | 9,135 | 9,335 | 9,000 |
| 511045 | Computer Supplies | 14,600 | 12,539 | 24,654 | 10,094 |
| 511050 | Paper & Printing Supplies | 8,667 | 5,634 | 5,534 | 5,534 |
| 511055 | Publications & Printed Materials | 22,593 | 1,800 | 3,655 | 1,800 |
| 511060 | Postage | 17,811 | 20,700 | 20,700 | 20,700 |
| 511070 | Miscellaneous Office Supplies | 65,094 | 69,604 | 70,657 | 70,251 |
| 511095 | Small Technical & Scientific Equipment | 50 | 0 | 0 | 0 |
| 511110 | Fuel | 18,664 | 19,734 | 17,090 | 17,234 |
| 511115 | Vehicle Repair & Maintenance Supplies | 20 | 1,350 | 6,272 | 1,950 |
| 511120 | Clothing | 2,841 | 4,531 | 4,780 | 4,780 |
| 511125 | Food Supplies | 5,747 | 1,000 | 1,000 | 1,000 |
| 511130 | Weapons Munitions & Supplies | (406) | 0 | 0 | 0 |
| 511145 | Small Tools & Minor Equipment | 169 | 0 | 93 | 0 |
| 511150 | Miscellaneous Parts & Supplies | 92,568 | 21,942 | 21,996 | 22,344 |
| Total | Supplies | 256,682 | 167,969 | 185,799 | 164,687 |
| 520100 | Temporary Personnel Services | 104,716 | 171,857 | 171,905 | 108,668 |
| 520102 | Security Services | 7,798 | 9,000 | 7,900 | 9,600 |
| 520105 | Accounting & Auditing Services | 1,101,976 | 1,029,011 | 1,041,845 | 1,028,818 |
| 520107 | Computer Info/Contr | 0 | 0 | 40 | 0 |
| 520108 | Information Resource Services | 34 | 0 | 0 | 0 |
| 520109 | Medical Dental & Laboratory Services | 946 | 300 | 1,181 | 400 |
| 520110 | Management Consulting Services | 55,992 | 41,731 | 71,733 | 41,731 |
| 520113 | Photographic Services | 0 | 0 | 350 | 0 |
| 520114 | Miscellaneous Support Services | 57,968 | 55,250 | 55,250 | 55,250 |
| 520115 | Real Estate Lease/Office Rental | 86,520 | 0 | 0 | 0 |
| 520118 | Refuse Disposal | 14,240 | 0 | 0 | 0 |
| 520119 | Computer Equipment/Software Maintenance | 139,967 | 124,300 | 114,621 | 253,735 |
| 520120 | Communications Equipment Services | 5,055 | 0 | 0 | 0 |
| 520121 | IT Application Svcs | 64,979 | 10,900 | 66,078 | 209,612 |
| 520122 | Office Equipment Services | 0 | 450 | 400 | 450 |
| 520123 | Vehicle & Motor Equipment Services | 16,796 | 21,905 | 19,760 | 21,654 |
| 520126 | Construction Site Work Services | 922 | 0 | 0 | 0 |

FISCAL YEAR 2013 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 | FY2011 Actual | FY2012 Current Budget | FY2012 Estimate | FY2013 Budget |
|---------------------------------|--|-------------------|-----------------------|-------------------|-------------------|
| 520132 | Contracts/Sponsorships | 27,813 | 0 | 0 | 0 |
| 520145 | Criminal Intelligence Services | 2,019 | 0 | 0 | 0 |
| 520510 | Mail/Delivery Services | 2,301 | 760 | 798 | 670 |
| 520515 | Print Shop Services | 50,124 | 15,059 | 16,691 | 16,239 |
| 520520 | Printing & Reproduction Services | 11,568 | 15,140 | 14,919 | 15,390 |
| 520605 | Advertising Services | 30,541 | 57,172 | 57,000 | 57,172 |
| 520705 | Insurance Fees | 5,019 | 6,321 | 33,977 | 16,590 |
| 520765 | Membership & Professional Fees | 7,050 | 10,540 | 11,402 | 8,597 |
| 520805 | Education & Training | 24,873 | 32,657 | 42,338 | 32,392 |
| 520905 | Travel - Training Related | 18,084 | 14,704 | 15,404 | 16,604 |
| 520910 | Travel - Non-Training Related | 36,943 | 7,170 | 7,970 | 7,970 |
| 521405 | Building Maintenance Services | 2,317 | 0 | 0 | 0 |
| 521510 | Natural Gas | (444) | 0 | 0 | 0 |
| 521605 | Data Services | 66,778 | 84,612 | 98,905 | 130,868 |
| 521610 | Voice Services | 366,340 | 422,383 | 334,681 | 346,250 |
| 521620 | Voice Equipment | 2,501 | 11,341 | 11,341 | 10,122 |
| 521625 | Voice Labor | 10,138 | 5,720 | 9,280 | 7,488 |
| 521630 | GIS Revolving Fund Services | 18,521 | 22,201 | 17,831 | 16,547 |
| 521705 | Vehicle/Equipment Rental/Lease | 5,757 | 0 | 0 | 0 |
| 521715 | Office Equipment Rental | 85,558 | 71,445 | 79,961 | 71,445 |
| 521725 | Other Rental | 3,257 | 0 | 0 | 0 |
| 521730 | Parking Space Rental | 165,815 | 116,338 | 138,312 | 131,696 |
| 522410 | Cashier Shortages | 100 | 100 | 0 | 0 |
| 522430 | Miscellaneous Other Services & Charges | 210,540 | 71,923 | 74,332 | 74,928 |
| 522720 | Interfund Payroll Services | (1,037) | 0 | 0 | 0 |
| 522721 | Interfund HR Client Services | 134,298 | 202,801 | 202,801 | 183,222 |
| 522722 | KRONOS Service Chargeback | 0 | 11,859 | 11,859 | 9,401 |
| 522840 | Interfund Permit Center Rent Chargeback | 0 | 393,391 | 393,391 | 359,107 |
| Total | Other Services and Charges | 2,944,683 | 3,038,341 | 3,124,256 | 3,242,616 |
| 560210 | Furniture Fixtures and Equipment | 7,952 | 0 | 0 | 0 |
| Total | Equipment | 7,952 | 0 | 0 | 0 |
| 551010 | Non-Capital Office Furniture & Equipment | 5,001 | 0 | 0 | 0 |
| 551015 | Non-Capital Computer Equipment | 1,948 | 0 | 0 | 0 |
| 551020 | Non-Capital Communication Equipment | 3,540 | 0 | 0 | 0 |
| 551025 | Non-Capital Scientific/Medical Equipment | 0 | 0 | 2,000 | 0 |
| 551040 | Non-Capital Other | 10,378 | 0 | 0 | 0 |
| Total | Non-Capital Equipment | 20,867 | 0 | 2,000 | 0 |
| 532015 | Transfers to Convention & Entertainment | (391,446) | 0 | 0 | 0 |
| 532025 | Transfers to Special Revenues | 6,121,549 | 6,121,549 | 6,121,549 | 6,329,031 |
| 532120 | Transfer to Fleet/Eq | 21,820 | 0 | 0 | 0 |
| Total | Debt Service and Other Uses | 5,751,923 | 6,121,549 | 6,121,549 | 6,329,031 |
| Grand Total Expenditures | | 31,640,700 | 26,431,395 | 26,431,395 | 28,126,721 |