

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.

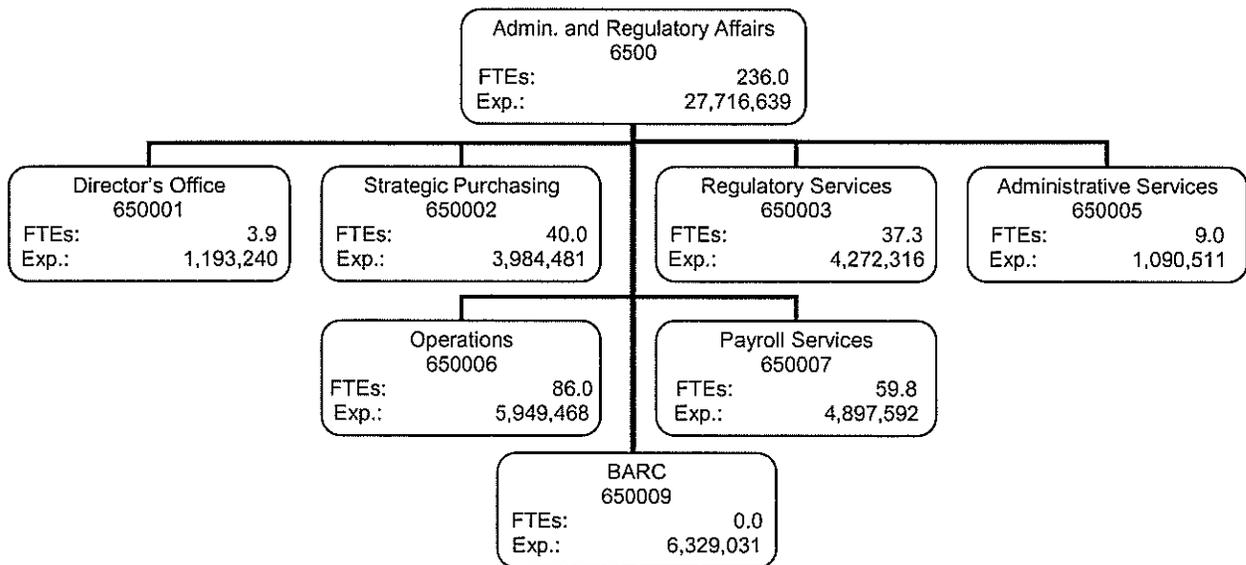
Department Short Term Goals

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



Business Area Budget Summary

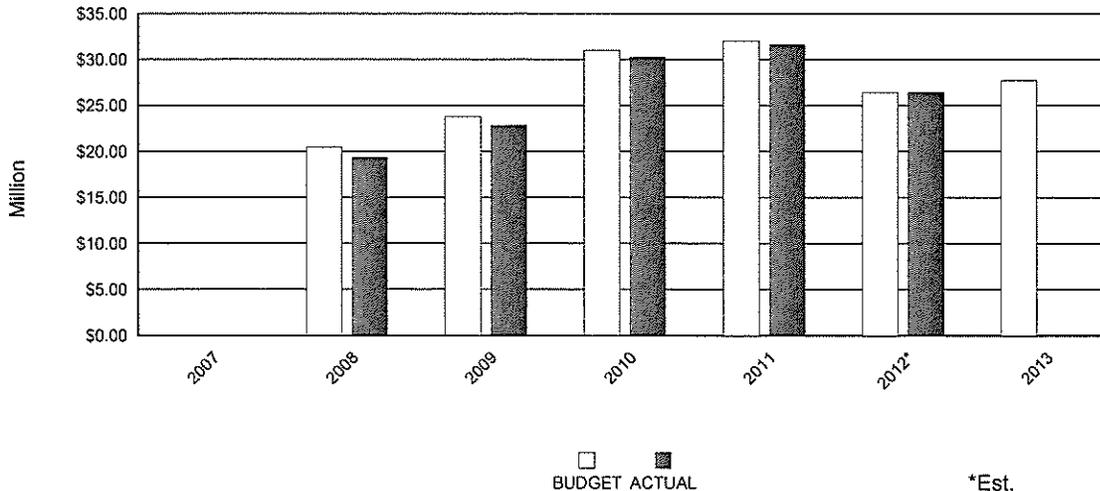
Fund Name : General Fund
Business Area Name : Administration and Regulatory Affairs
Fund No./Bus. Area No. : 1000 / 6500

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	22,658,593	17,103,536	16,997,791	18,025,093
	Supplies	256,682	167,969	185,799	164,687
	Other Services and Charges	2,944,683	3,038,341	3,124,256	3,197,828
	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	21,387,608
	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	27,716,639
Revenues	196,022,426	195,655,789	196,994,111	196,597,615	
Staffing	Full-Time Equivalents - Civilian	292.8	227.5	227.0	236.0
	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	236.0
	Full-Time Equivalents - Overtime	1.5	0.6	0.9	0.7

Significant Budget Changes and Highlights

- 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 require 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	37.3	4,272,316
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	236.0	27,716,639

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	7.0	
CUSTOMER SERVICE REP. II	15	3.0	2.0	(1.0)
CUSTOMER SERVICE REP. III	16	3.0	2.0	(1.0)
CUSTOMER SERVICE SECTION CHIEF	22	0.0	2.0	2.0
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
RECEPTIONIST	7	0.8	0.0	(0.8)

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
RECORDS ADMINISTRATOR	23	1.0	1.0	
RECORDS MANAGER	25	1.0	0.0	(1.0)
REGULATORY INVESTIGATOR	11	2.0	2.0	
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	7.0	(0.3)
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	242.1	(106.9)
Less adjustment for Civilian Vacancy Factor		121.5	6.1	(115.4)
Full-Time Equivalents		227.5	236.0	8.5

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	18,196,100
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	190,253,524
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-Operated 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	<u>330,000</u>	<u>380,000</u>	<u>330,000</u>
6500080005	ARA - Special Events			
421410	Permit Preparation Fees	18,000	18,537	0
Total	Administration and Regulatory Affairs	<u><u>195,655,789</u></u>	<u><u>196,994,111</u></u>	<u><u>196,597,615</u></u>

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	11,860,637
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	2,538,175
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	929,135
503010	Health Ins-Act Civilian	2,130,356	1,812,314	1,713,372	1,879,998
503015	Basic Life Insurance - Active Civilian	9,813	6,842	7,416	6,999
503060	Long Term Disability-Civilian	(2,181)	19,345	19,500	19,310
503090	Workers Compensation-Civilian-Admin	60,425	45,511	50,916	56,629
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	18,025,093
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	63,880
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	3,197,828
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	27,716,639