

# ADMINISTRATION AND REGULATORY AFFAIRS

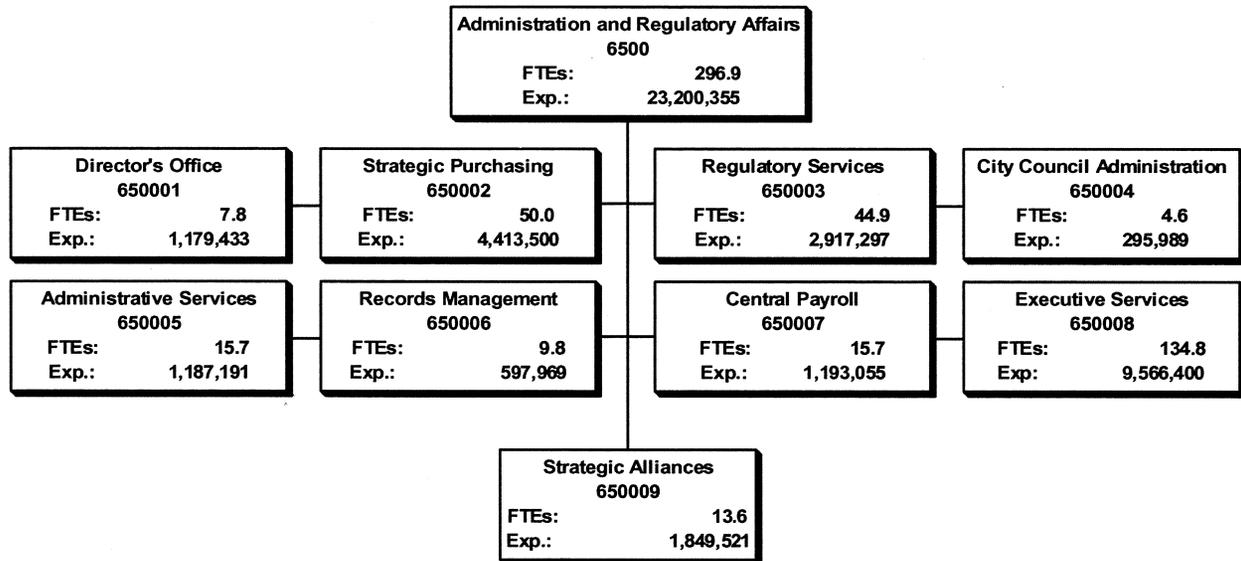
## Department Description and Mission

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:

- 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 Organization



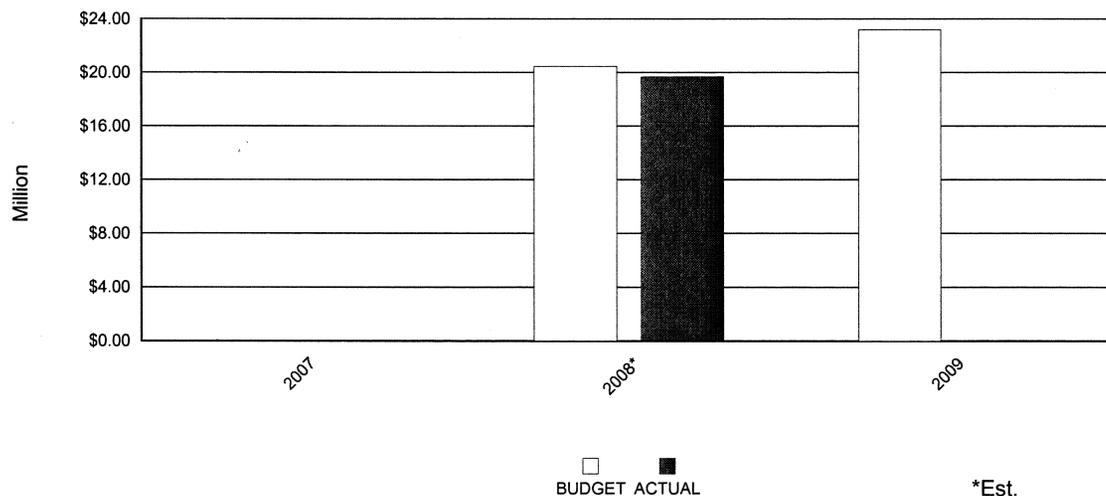
Note: Certain functions are contained within the Administration and Regulatory Affairs budget although they report elsewhere within the organization.

**FISCAL YEAR 2009 BUDGET**

**Business Area Budget Summary**

<b>Fund Name : General Fund</b>					
<b>Business Area Name : Administration and Regulatory Affairs</b>					
<b>Fund No./Bus. Area No. : 1000 / 6500</b>					
		<b>FY2007 Actual</b>	<b>FY2008 Current Budget</b>	<b>FY2008 Estimate</b>	<b>FY2009 Budget</b>
Expenditures	Personnel Services	0	17,980,688	16,802,503	<b>19,414,048</b>
	Supplies	0	319,816	357,333	<b>349,595</b>
	Other Services and Charges	0	2,127,747	2,482,288	<b>3,406,607</b>
	Equipment	0	0	0	<b>0</b>
	Non-Capital Equipment	0	3,272	4,631	<b>0</b>
	Total M & O Expenditures	0	20,431,523	19,646,755	<b>23,170,250</b>
	Debt Service & Other Uses	0	33,404	33,404	<b>30,105</b>
	Total Expenditures	0	20,464,927	19,680,159	<b>23,200,355</b>
Revenues		0	187,720,669	192,205,494	<b>192,602,689</b>
Staffing	Full-Time Equivalents - Civilian	0.0	266.2	260.4	<b>296.9</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	<b>0.0</b>
	Total	0.0	266.2	260.4	<b>296.9</b>
	Full-Time Equivalents-Overtime	0.0	1.1	1.6	<b>1.0</b>
Budget Highlights	<ul style="list-style-type: none"> <li>o The Finance and Administration Department was reorganized into two departments during FY2008, Finance Department and Administration and Regulatory Affairs Department.</li> <li>o A new cost center, Alarm Permitting, is created with seven (7) positions. Four (4) employees and the Electronic Data System contract (\$1.293 million) are being transferred from the Houston Police Department.</li> <li>o FY2009 revenues are expected to increase by \$6.1M from FY2008.</li> <li>o FY2009 budget includes 3% pay increase (\$377K), 1.25% Pay for Performance (\$167K), shift differential increase (\$25K), health benefits increase (\$145K), IT increase (\$66K), and E-bidding project (\$300K).</li> </ul>				

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



**FISCAL YEAR 2009 BUDGET**

**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
<p><b>650001 Directors Office</b></p> <p>Executive head of Administration and Regulatory Affairs Department with authority over all policies, procedures, and employees.</p>	<p>Improve administrative and regulatory functions Citywide by exercising sound management through improved training, balanced scorecard, and other management tools, resulting in a fair and sound budgeting practice and a new strategy of maximizing revenue.</p>
<p><b>650002 Strategic Purchasing</b></p> <p>Develop, implement and manage citywide policies and procedures for purchasing goods and services. Ensure that the City's cost is minimized through the use of market research, maximization of competition and utilization of Strategic Purchasing websites.</p>	<p>Seek to assure purchasing needs are fulfilled through minimizing purchasing cycle time, consolidating requirements in fewer contracts and achieving purchasing savings that meet or exceed twice the annual budget and offering cost effective purchasing alternatives.</p>
<p><b>650003 Regulatory Services</b></p> <p>Regulate utilities (electricity, natural gas, private water companies). Administer ordinances related to regulation of vehicles for hire &amp; certain permits for alcohol-related businesses. Manage franchises for the use of city rights-of-way.</p>	<p>Process permitting and licensing requests, conduct enforcement activities for vehicles for hire &amp; certain commercial &amp; alcohol permits to ensure public safety. Ensure value is obtained for use of public right-of-way by public entities.</p>
<p><b>650004 City Council Administration</b></p> <p>Manage the operations of the Administrative Office of City Council. Review, analyze and monitor monthly/annual budget reports that are issued by the Finance department. Work closely with each City Council office to assist them with their administrative needs.</p>	<p>Maintain excellent services to our customer, City Council and their staff. Manage City Council administrative and HR requests effectively and efficiently.</p>
<p><b>650005 Administrative Services</b></p> <p>Provide administrative &amp; accounting supports for financial accounting, budgeting, human resources, asset management, accounts payable, payroll, policies and procedures for Administrative and Regulatory Affairs and various City departments.</p>	<p>Provide proactive, responsive, reliable and timely services for the administrative functions to our client departments with the utmost level of accountability, integrity, due diligence and in compliance with all City ordinances, policies and procedures.</p>
<p><b>650006 Records Management</b></p> <p>Coordinate the Citywide records management program. Develop and implement records retention policies. Provide mail room services to 611 Walker, City Hall and City Hall Annex.</p>	<p>Maintain citywide records control and retention schedules, manage the off site storage contract and improve administrative functions. Begin to develop the Mayor's citywide Records Management Initiative.</p>

**FISCAL YEAR 2009 BUDGET**

<b>Business Area Group Summary</b>									
<b>Fund Name : General Fund</b> <b>Business Area Name : Administration and Regulatory Affairs</b> <b>Fund No./Bus Area No. : 1000 / 6500</b>									
Group Performance Measures	FY2007 Actual			FY2008 Estimate			FY2009 Budget		
	Group Activities	Budget FTEs	Group Costs \$	Group Activities	Budget FTEs	Group Costs \$	Group Activities	Budget FTEs	Group Costs \$
Revenues Realized		N/A			103.05%			100%	
360°/Benchmarking		N/A			5			8	
Mgmt & Performance Studies		N/A			3			10	
		0.0	0		6.0	1,290,362		7.8	1,179,433
Purchasing Savings (\$)		N/A			25M			30M	
Avg Days to Award Contract		N/A			125			120	
		0.0	0		48.0	4,162,586		50.0	4,413,500
Commercial Permits Issued		N/A			45,000			40,000	
Vehicle Inspections Perfmd		N/A			5,935			6,117	
Utility Cust Req Handled		N/A			565			600	
Total Revenue managed (\$)		N/A			190,726,782			191,620,439	
		0.0	0		36.0	2,192,488		44.9	2,917,297
Requisitions Processed		N/A			115			100	
New Hire/Sal. Adjustment Submitted		N/A			99%			100%	
		0.0	0		3.0	244,211		4.6	295,989
Employee Training Processed		N/A			300			325	
No. of Payments Handled		N/A			7,052			6,100	
Policy & Procedure Developed		N/A			4			5	
		0.0	0		14.1	1,028,677		15.7	1,187,191
Imaging Services (Images)		N/A			600,000			700,000	
Records Schedules Maint		N/A			270			300	
Pieces of Mail Handled		N/A			1,600,000			1,800,000	
		0.0	0		9.0	545,976		9.8	597,969

**FISCAL YEAR 2009 BUDGET**

**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
<p><b>650007 Central Payroll</b></p> <p>Process citywide payroll. Balance and submit city employees' W-2s. Prepare required employer reporting to IRS, Social Security Administration and Texas Workforce Commission.</p>	<p>Consolidate/streamline payroll functions to provide accurate, timely and cost effective services to customers.</p> <p>Coordinate citywide initiatives. Improve departmental performance. Provide reports and analyses for Mayor and City Council. Ensure City's preparedness and recovery from disaster. Answer citizens' calls 7 days a week. Produce special events for citizens.</p> <p>Enhance and/or streamline City's property disposal function. Monitor EMS revenue and resolve collection issues. Manage printing services contract for marketing to new clients.</p>
<p><b>650008 Executive Services</b></p> <p>Oversee departmental performance, responsible for regional public policy initiatives, City's emergency management &amp; City's non-emergency response center. Manage Citywide special events.</p>	
<p><b>650009 Strategic Alliances</b></p> <p>Manage contracts for internal/external printing services and EMS collections, asset disposition of City property, and alarm permitting transferred from HPD.</p>	

**FISCAL YEAR 2009 BUDGET**

<b>Business Area Group Summary</b>									
<b>Fund Name : General Fund</b> <b>Business Area Name : Administration and Regulatory Affairs</b> <b>Fund No./Bus Area No. : 1000 / 6500</b>									
<b>Group Performance Measures</b>	<b>FY2007 Actual</b>			<b>FY2008 Estimate</b>			<b>FY2009 Budget</b>		
	<b>Group Activities</b>	<b>Budget FTEs</b>	<b>Group Costs \$</b>	<b>Group Activities</b>	<b>Budget FTEs</b>	<b>Group Costs \$</b>	<b>Group Activities</b>	<b>Budget FTEs</b>	<b>Group Costs \$</b>
User Manual Development	N/A			N/A			27%		
Streamline Payroll Process	N/A			1			1		
Payroll Training Sessions	N/A			4			3		
		0.0	0	15.0	1,213,029		15.7	1,193,055	
Wkly Reports to the Mayor	N/A			52			52		
Emergency Mgmt Activations	N/A			5			8		
311 Resp To Citizens Inqrs	N/A			96%			96%		
Calls Handled Monthly	N/A			200,000			210,000		
City Special Events	N/A			770			847		
		0.0	0	122.3	8,600,085		134.8	9,566,400	
Increase Asset Disposal Turnover Rate	N/A			N/A			20%		
Increase EMS Collections	N/A			N/A			\$500,000		
Increase Printing Revenue	N/A			N/A			10%		
		0.0	0	7.0	402,745		13.6	1,849,521	
<b>Total</b>		<u>0.0</u>	<u>0</u>	<u>260.4</u>	<u>19,680,159</u>		<u>296.9</u>	<u>23,200,355</u>	

**FISCAL YEAR 2009 BUDGET**

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

<b>JOB DESCRIPTION</b>	<b>PAY GRADE</b>	<b>FY2008 Current Budget FTE</b>	<b>FY2009 Budget FTE</b>	<b>Change</b>
3-1-1 TELECOMMUNICATOR	13	53.0	55.0	2.0
3-1-1 TELECOMMUNICATOR SUPERVISOR	20	7.0	5.0	(2.0)
ACCOUNT CLERK	10	1.7	0.0	(1.7)
ACCOUNTANT	17	0.0	1.0	1.0
ACCOUNTANT ASSOCIATE	14	3.0	2.0	(1.0)
ACCOUNTANT SUPERVISOR	24	1.0	1.0	
ADMINISTRATION&REGULATORY AFFAIRS DIRECTO	37	0.0	1.0	1.0
ADMINISTRATION MANAGER	26	7.0	8.0	1.0
ADMINISTRATION MANAGER (EXECUTIVE LEVEL)	26	3.0	3.0	
ADMINISTRATIVE AIDE	10	2.0	0.7	(1.3)
ADMINISTRATIVE ASSISTANT	17	9.0	12.0	3.0
ADMINISTRATIVE ASSISTANT (EXECUTIVE LEVEL)	17	0.0	3.0	3.0
ADMINISTRATIVE ASSOCIATE	13	7.4	5.0	(2.4)
ADMINISTRATIVE COORDINATOR	24	4.0	6.0	2.0
ADMINISTRATIVE COORDINATOR (EXEC. LEVEL)	24	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	9.0	20.0	11.0
ADMINISTRATIVE SUPERVISOR	22	3.0	3.0	
ASSISTANT BUYER	12	0.0	1.0	1.0
ASSISTANT CITY CONTROLLER IV	27	0.0	0.0	
ASSISTANT CUSTOMER SERVICE MANAGER	26	0.0	1.0	1.0
ASSISTANT DIRECTOR (EXECUTIVE LEVEL)	32	7.3	4.0	(3.3)
ASSISTANT PURCHASING AGENT (EXEC. LEVEL)	30	1.0	1.0	
BUYER	16	1.0	0.0	(1.0)
CENTRAL PAYROLL CLERK	13	2.0	0.0	(2.0)
CHIEF ADMINISTRATIVE OFFICER	39	1.0	1.0	
COLLECTIONS SUPERVISOR	18	1.0	1.0	
CONTRACT ADMINISTRATOR	22	1.0	1.0	
CUSTOMER SERVICE CLERK	10	6.4	2.4	(4.0)
CUSTOMER SERVICE MANAGER	29	1.0	1.0	
CUSTOMER SERVICE REPRESENTATIVE I	13	1.7	6.0	4.3
CUSTOMER SERVICE REPRESENTATIVE II	15	1.0	1.0	
CUSTOMER SERVICE REPRESENTATIVE III	16	1.0	3.0	2.0
CUSTOMER SERVICE SUPERVISOR	18	1.0	1.0	
DATA ENTRY OPERATOR	8	0.0	6.0	6.0
DEPUTY ASSISTANT DIRECTOR (EXECUTIVE LEVEL)	30	2.0	5.0	3.0
DEPUTY CITY CONTROLLER (EXECUTIVE LEVEL)	36	0.0	0.0	
DEPUTY DIRECTOR (EXECUTIVE LEVEL)	34	2.0	1.0	(1.0)
DEPUTY DIRECTOR-FINANCE/ADMINISTRATION	36	4.0	3.0	(1.0)
DIVISION MANAGER	29	6.0	8.0	2.0
EQUIPMENT OPERATOR II	10	1.0	1.0	
EVENT COORDINATOR	19	3.0	3.0	
EXECUTIVE OFFICE ASSISTANT	15	(1.0)	2.0	3.0
EXECUTIVE STAFF ANALYST		1.0	0.0	(1.0)
FINANCE & ADMINISTRATION DIRECTOR		1.0	0.0	(1.0)
FINANCIAL ANALYST IV	25	2.0	2.0	
FIXED ASSET SPECIALIST	13	2.0	1.0	(1.0)
HEARING OFFICER	27	0.0	1.0	1.0
HUMAN RESOURCES SPECIALIST	17	1.0	1.0	
HUMAN RESOURCES SUPERVISOR	24	1.0	1.0	
INVENTORY MANAGEMENT CLERK	9	2.0	1.0	(1.0)
INVENTORY MANAGEMENT SUPERVISOR	17	0.0	1.0	1.0
IRM MANAGER	29	0.0	1.0	1.0
IT PROJECT MANAGER	28	1.0	0.0	(1.0)

**FISCAL YEAR 2009 BUDGET**

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

<b>JOB DESCRIPTION</b>	<b>PAY GRADE</b>	<b>FY2008 Current Budget FTE</b>	<b>FY2009 Budget FTE</b>	<b>Change</b>
MANAGEMENT ANALYST III	21	0.0	3.0	3.0
MANAGEMENT ANALYST IV	25	2.0	8.0	6.0
MARKETING SPECIALIST	25	1.0	1.0	
OFFICE SUPERVISOR	17	2.0	3.0	1.0
PAYROLL SUPERVISOR	17	1.0	0.0	(1.0)
PROCUREMENT SPECIALIST	24	6.0	8.0	2.0
PROGRAMMER ANALYST IV	25	0.0	1.0	1.0
PURCHASING AGENT (EXECUTIVE LEVEL)	32	1.0	1.0	
PURCHASING MANAGER	27	3.0	3.0	
RECORDS ADMINISTRATOR	23	2.0	2.0	
REGULATORY INVESTIGATOR	11	2.0	3.0	1.0
REGULATORY SUPERVISOR	20	1.0	2.0	1.0
SENIOR 3-1-1 TELECOMMUNICATOR	15	22.0	22.0	
SENIOR BUYER	22	3.0	4.0	1.0
SENIOR CASHIER	10	1.7	2.4	0.7
SENIOR CENTRAL PAYROLL CLERK	15	4.0	0.0	(4.0)
SENIOR CLERK	8	4.4	3.0	(1.4)
SENIOR CUSTOMER SERVICE CLERK	12	1.0	0.0	(1.0)
SENIOR FIXED ASSET SPECIALIST	17	1.0	0.0	(1.0)
SENIOR GIS ANALYST	24	1.0	1.0	
SENIOR IMAGING TECHNICIAN	13	1.0	1.0	
SENIOR OFFICE ASSISTANT	12	1.0	1.0	
SENIOR PAYROLL CLERK	13	5.0	0.0	(5.0)
SENIOR PROCUREMENT SPECIALIST	27	13.0	11.0	(2.0)
SENIOR REGULATORY INVESTIGATOR	14	11.0	10.0	(1.0)
SENIOR STAFF ANALYST	28	2.0	4.0	2.0
SENIOR SUPERINTENDENT	27	1.0	1.0	
SENIOR HUMAN RESOURCES SPECIALIST	21	3.0	0.0	(3.0)
SENIOR INVENTORY MANAGEMENT CLERK	12	1.0	0.0	(1.0)
SENIOR STAFF ANALYST (EXECUTIVE LEVEL)	28	3.0	4.0	1.0
STAFF ANALYST	26	4.0	5.0	1.0
STAFF ANALYST (EXECUTIVE LEVEL)	26	2.0	4.0	2.0
STAGE SUPERVISOR	15	1.0	1.0	
STUDENT INTERN II	10	0.0	0.7	0.7
SYSTEMS ACCOUNTANT III	27	1.0	0.0	(1.0)
SYSTEMS ACCOUNTANT IV	29	1.0	1.0	
SYSTEMS CONSULTANT	26	1.0	0.0	(1.0)
SYSTEMS SUPPORT ANALYST III	22	2.0	2.0	
SYSTEMS SUPPORT ANALYST IV	25	2.0	3.0	1.0
TRAINING ADMINISTRATOR	24	1.0	1.0	
<b>Total FTEs</b>		<b>280.6</b>	<b>306.2</b>	<b>25.6</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>14.4</b>	<b>9.3</b>	<b>(5.1)</b>
<b>Full-Time Equivalents</b>		<b>266.2</b>	<b>296.9</b>	<b>30.7</b>

**FISCAL YEAR 2009 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	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
<b>6500020001</b>	<b>ARA - SPD</b>			
452030	Miscellaneous Revenue	126,950	282,000	500,000
<b>6500030001</b>	<b>ARA - Transportation</b>			
421220	School Bus Licenses & Permits	15,000	15,500	10,500
421230	Taxicab Licenses & Permits	992,000	935,825	960,400
421570	Limousine Permits	590,000	590,000	590,000
421580	Charter Bus Permits	175,000	175,000	152,200
426240	Limousine Inspection Fees	38,000	48,000	48,000
428080	Returned Check Charges	300	1,000	300
	<b>Total ARA - Transportation</b>	<b>1,810,300</b>	<b>1,765,325</b>	<b>1,761,400</b>
<b>6500030002</b>	<b>ARA - Franchise Administration</b>			
416010	Electricity Franchise Tax	96,562,000	96,575,878	97,879,664
417010	Telephone Franchise Tax	48,000,000	48,950,000	48,700,000
418010	Natural Gas Franchise Tax	21,506,802	21,525,802	21,276,375
419010	Cable TV Franchise Tax	11,300,000	13,078,600	14,160,000
419040	Solid Waste Hauler Franchise Fee	4,270,998	4,948,000	5,520,000
419050	Spur Track Franchise Fee	21,420	98,294	20,426
419070	Fiber Optics Franchise Fee	372,199	325,626	324,674
419090	Telecomm Franchise Fees - Prior Year	0	200,000	0
419110	Cable TV Franchise Fees-Prior Year	0	734,000	0
419120	Solid Waste Franchise Fees-Prior Year	0	480,000	0
421590	Right-of-way Permits	160,000	322,257	272,900
	<b>Total ARA - Franchise Administration</b>	<b>182,193,419</b>	<b>187,238,457</b>	<b>188,154,039</b>
<b>6500030003</b>	<b>ARA - Commercial Permitting</b>			
421100	Occupation Licenses	143,000	143,000	140,000
421130	Decals for Coin-Op Amusement Machines	350,000	550,000	405,000
421140	Dance Licenses	75,000	75,000	80,000
421150	Liquor Licenses	925,000	925,000	1,000,000
421280	Other Licenses & Permits	30,000	30,000	30,000
423010	Other Grant Awards	0	0	50,000
	<b>Total ARA - Commercial Permitting</b>	<b>1,523,000</b>	<b>1,723,000</b>	<b>1,705,000</b>
<b>6500060001</b>	<b>ARA - x and Accounting</b>			
422040	Federal Emergency Mgmt Agency Grants	0	667,086	0
<b>6500070001</b>	<b>ARA - Central Payroll</b>			
426290	Other Service Charges	110,000	110,000	102,250
<b>6500070007</b>	<b>ARA - Asset Disposition/PDMO</b>			
434205	Sale of Scrap Metal	15,000	1,000	5,000
434225	Sale of Non-Capital Equip. & Merchandise	240,000	365,000	375,000
	<b>Total ARA - Asset Disposition/PDMO</b>	<b>255,000</b>	<b>366,000</b>	<b>380,000</b>
<b>6500080002</b>	<b>ARA - Emergency Management</b>			
423010	Other Grant Awards	0	33,626	0
<b>6500080003</b>	<b>ARA - 3-1-1</b>			
424040	Interfund 311	1,702,000	0	0
<b>6500080005</b>	<b>ARA - Special Events</b>			
421410	Permit Preparation Fees	0	20,000	0
	<b>Total Administration and Regulatory Affairs</b>	<b>187,720,669</b>	<b>192,205,494</b>	<b>192,602,689</b>

**FISCAL YEAR 2009 BUDGET**

**Business Area Expenditure Summary**

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

<b>Commit Item</b>	<b>Description</b>	<b>FY2007 Actual</b>	<b>FY2008 Current Budget</b>	<b>FY2008 Estimate</b>	<b>FY2009 Budget</b>
500010	Salary Base Pay - Civilian	0	12,973,867	11,843,559	13,742,680
500030	Salary Part Time - Civilian	0	131,099	103,021	100,461
500060	Overtime - Civilian	0	58,609	94,008	65,666
500090	Premium Pay - Civilian	0	59,000	7,894	66,000
500110	Bilingual Pay - Civilian	0	50,813	47,269	48,997
500180	Temporary Employees	0	22,000	43,507	12,000
500210	Pay for Performance-Municipal	0	0	15,226	33,000
501050	Employee Awards	0	35,500	2,500	2,500
501070	Pension - Civilian	0	1,920,380	1,945,068	2,040,786
501120	Termination Pay - Civilian	0	114,357	266,309	218,682
501160	Vehicle Allowance - Civilian	0	19,529	13,082	19,529
502010	FICA - Civilian	0	942,395	905,015	1,061,219
503010	Health Ins-Act Civilian	0	1,530,544	1,385,961	1,671,064
503015	Basic Life Insurance - Active Civilian	0	0	14,607	19,574
503060	Long Term Disability-Civilian	0	39,270	35,073	24,886
503090	Workers Compensation-Civilian-Admin	0	66,248	62,766	64,839
503100	Workers Compensation-Civilian-Clm	0	7,540	8,104	16,500
504020	Compensation Contingency	0	0	0	195,415
504030	Unemployment Claims	0	9,537	9,534	10,250
<b>Total</b>	<b>Personnel Services</b>	<b>0</b>	<b>17,980,688</b>	<b>16,802,503</b>	<b>19,414,048</b>
511015	Cleaning & Sanitary Supplies	0	300	300	300
511020	Construction Materials	0	1,000	1,000	3,000
511025	Electrical Hardware & Parts	0	2,000	2,000	2,020
511030	Mechanical Hardware & Parts	0	2,000	2,000	2,000
511040	Audiovisual Supplies	0	25,016	25,016	20,150
511045	Computer Supplies	0	17,203	51,682	28,232
511050	Paper & Printing Supplies	0	13,650	13,250	11,845
511055	Publications & Printed Materials	0	3,950	3,950	4,200
511060	Postage	0	28,950	32,765	31,070
511070	Miscellaneous Office Supplies	0	95,428	96,428	105,798
511090	Medical & Surgical Supplies	0	20,430	0	12,740
511095	Small Technical & Scientific Equipment	0	0	0	8,700
511110	Fuel	0	24,900	24,900	28,920
511115	Vehicle Repair & Maintenance Supplies	0	2,600	2,600	6,000
511120	Clothing	0	3,300	18,460	17,400
511125	Food Supplies	0	12,084	11,884	4,400
511145	Small Tools & Minor Equipment	0	8,000	8,909	10,000
511150	Miscellaneous Parts & Supplies	0	59,005	62,189	52,820
<b>Total</b>	<b>Supplies</b>	<b>0</b>	<b>319,816</b>	<b>357,333</b>	<b>349,595</b>
520100	Temporary Personnel Services	0	101,133	389,674	68,647
520101	Janitorial Services	0	5,000	5,000	4,200
520102	Security Services	0	9,300	9,300	10,260
520105	Accounting & Auditing Services	0	0	0	1,121,772
520107	Computer Info/Contr	0	25,000	25,000	0
520109	Medical Dental & Laboratory Services	0	300	300	300
520110	Management Consulting Services	0	250,500	373,741	385,500
520113	Photographic Services	0	1,100	1,100	1,100
520114	Miscellaneous Support Services	0	478,110	238,110	236,560
520115	Real Estate Lease/Office Rental	0	54,100	60,161	97,457
520118	Refuse Disposal	0	17,000	17,000	18,750
520119	Computer Equipment/Software Maintenance	0	22,400	22,400	109,784
520120	Communications Equipment Services	0	5,000	5,000	10,000
520121	IT Application Svcs	0	57,130	57,174	82,229
520122	Office Equipment Services	0	2,150	2,150	2,050
520123	Vehicle & Motor Equipment Services	0	41,809	41,809	39,559

**FISCAL YEAR 2009 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	FY2007 Actual	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
520510	Mail/Delivery Services	0	3,950	5,182	4,288
520515	Print Shop Services	0	19,400	28,236	25,568
520520	Printing & Reproduction Services	0	27,047	45,019	41,820
520605	Advertising Services	0	26,700	31,200	49,200
520705	Insurance Fees	0	10,781	8,643	7,465
520725	Assessments - Other Governments	0	0	0	500
520765	Membership & Professional Fees	0	10,638	10,638	10,461
520805	Education & Training	0	35,071	35,071	29,830
520905	Travel - Training Related	0	30,762	30,762	32,326
520910	Travel - Non-Training Related	0	30,433	30,433	44,200
521405	Building Maintenance Services	0	107,027	94,198	50,639
521410	Sewer Services	0	450	450	450
521415	Land and Grounds Maintenance	0	0	4,200	4,200
521505	Electricity	0	24,879	21,186	24,667
521510	Natural Gas	0	801	1,582	1,829
521605	Data Services	0	87,583	59,093	134,937
521610	Voice Services	0	217,540	377,542	325,933
521615	Radio Communications	0	6,000	6,000	3,000
521620	Voice Equipment	0	39,266	5,706	51,005
521625	Voice Labor	0	4,444	10,394	5,768
521705	Vehicle/Equipment Rental/Lease	0	9,000	9,000	11,750
521715	Office Equipment Rental	0	79,911	90,290	86,305
521725	Other Rental	0	40,825	42,601	41,270
521730	Parking Space Rental	0	122,693	122,693	118,893
522305	Freight Charges	0	1,000	1,000	1,000
522410	Cashier Shortages	0	200	200	200
522430	Miscellaneous Other Services & Charges	0	108,814	150,550	99,835
522735	Interfund Communication Equipment Repair	0	12,500	12,500	11,100
<b>Total</b>	<b>Other Services and Charges</b>	<b>0</b>	<b>2,127,747</b>	<b>2,482,288</b>	<b>3,406,607</b>
551015	Non-Capital Computer Equipment	0	3,272	4,631	0
<b>Total</b>	<b>Non-Capital Equipment</b>	<b>0</b>	<b>3,272</b>	<b>4,631</b>	<b>0</b>
532120	Transfer to Fleet/Eq	0	33,404	33,404	30,105
<b>Total</b>	<b>Debt Service and Other Uses</b>	<b>0</b>	<b>33,404</b>	<b>33,404</b>	<b>30,105</b>
<b>Grand Total Expenditures</b>		<b>0</b>	<b>20,464,927</b>	<b>19,680,159</b>	<b>23,200,355</b>