

ADMINISTRATION AND REGULATORY AFFAIRS

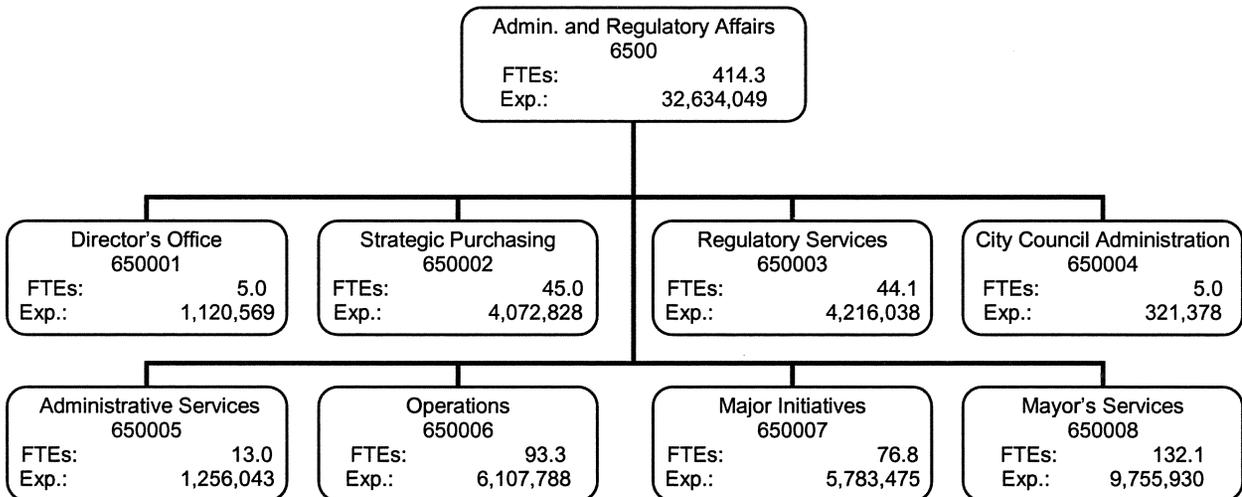
Department Description and Mission

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

The department's objectives are to:

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

Department Organization

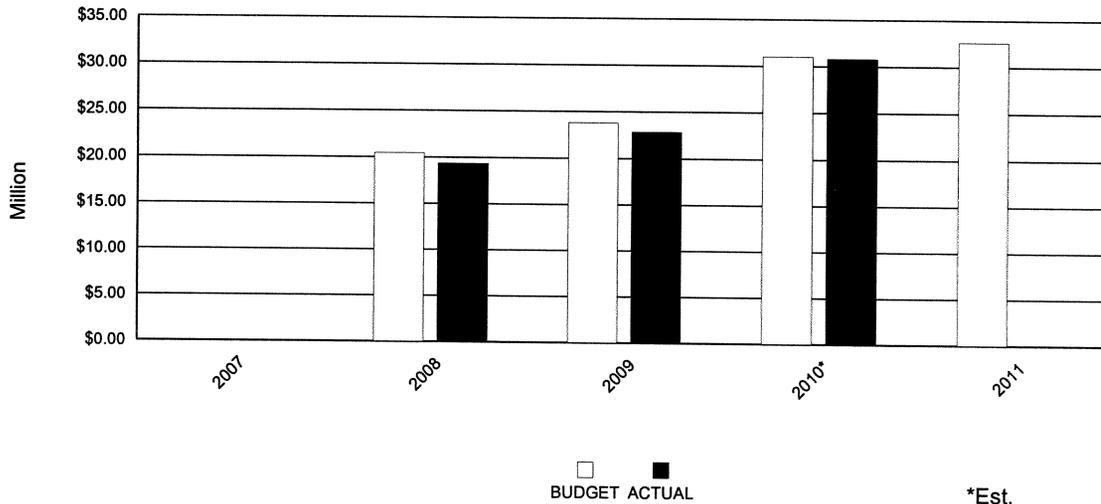


Note: Certain functions are contained within the Administration and Regulatory Affairs budget although they report elsewhere within the organization.

FISCAL YEAR 2011 BUDGET

Business Area Budget Summary					
Fund Name : General Fund					
Business Area Name : Administration and Regulatory Affairs					
Fund No./Bus. Area No. : 1000 / 6500					
		FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Expenditures	Personnel Services	19,211,863	26,198,767	25,794,508	27,639,782
	Supplies	327,404	881,884	1,126,729	1,099,871
	Other Services and Charges	3,649,245	3,899,262	3,841,852	3,857,862
	Equipment	0	0	0	0
	Non-Capital Equipment	29,248	21,902	21,835	14,714
	Total M & O Expenditures	23,217,760	31,001,815	30,784,924	32,612,229
	Debt Service & Other Uses	(372,560)	24,051	24,051	21,820
	Total Expenditures	22,845,200	31,025,866	30,808,975	32,634,049
Revenues		194,549,927	190,292,153	193,710,012	193,789,777
Staffing	Full-Time Equivalents - Civilian	288.9	412.7	403.1	414.3
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	288.9	412.7	403.1	414.3
	Full-Time Equivalents - Overtime	3.1	2.2	2.3	2.7
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o The FY2011 Budget provides funding for the HOPE 3% increase (\$574,145) and 1.25% Pay for Performance (\$236,703) increase. 				
	<p>In addition, the FY2011 Budget includes:</p> <ul style="list-style-type: none"> o Payroll consolidation budget (\$1,096,694) for Enterprise and other funds employees (21 FTEs). o Budget transfer of Asset Disposition's building maintenance budget (\$45,558) to GSD. o Legislative sessions budget (\$95,500) in Government Affairs. o Three fleet positions added to Asset Disposition (\$137,962). o The transfer of two employees (\$143,365) to Mayor's Office. 				

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



FISCAL YEAR 2011 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>650001 Director's Office</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 hiring top performers who execute best practices, strategies, logical tactics and excellent customer service.</p> <p>Facilitate the purchase of requested goods and services for user departments in a timely and cost effective manner. Reduce the costs associated with the purchase of goods and services through best practices. Continue citywide quasi consolidation program.</p> <p>Ensure value is obtained for use of public right-of-way by public entities. Process permitting and licensing requests. Conduct enforcement activities for vehicles for hire and certain commercial & alcohol permits to ensure public safety.</p> <p>Provide excellent service to City Council Members and their staff. Continue work on developing smarter work processes.</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>Earn the trust and respect of our clients by providing innovative, effective, and efficient services. Be known for our expertise, helpfulness, and creativity. Be tenacious problem-solvers focused on customer satisfaction.</p>
<p>650002 Strategic Purchasing</p> <p>Develop, implement and manage citywide policies and procedures related to the purchasing of goods and services that are consistent with applicable City policies and procedures and the State of Texas Bid Laws.</p>	
<p>650003 Regulatory Services</p> <p>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.</p>	
<p>650004 City Council Administration</p> <p>Manage all administrative functions of City Council including payroll, accounts payable, human resources, vendor payments and travel expenses. Create and maintain detailed budget reports.</p>	
<p>650005 Administrative Services</p> <p>Provide administrative services including financial accounting, budgeting, human resources, policies and procedures, training and asset management for Administrative and Regulatory Affairs and various City departments.</p>	
<p>650006 Operations</p> <p>Organize and manage the citywide records program. Deliver accurate, reliable and timely payroll and financial services. Organize, develop and supervise revenue-generating contracts and operations. Provide mail room services to 611 Walker, City Hall / City Hall Annex.</p>	

FISCAL YEAR 2011 BUDGET

Business Area Group Summary									
Fund Name : General Fund Business Area Name : Administration and Regulatory Affairs Fund No./Bus Area No. : 1000 / 6500									
Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
Revenues realized		100.01%			102%			100%	
360°/DISC/Assessment		26			12			12	
Mgmt & perf. initiatives		19			14			18	
Customer/Employee surveys		3			6			9	
		4.8	1,056,606		5.0	897,603		5.0	1,120,569
Purchasing-savings (\$)		30M			20M			12M	
Purchasing-cost avoidance		N/A			10M			10M	
Avg days to award contract		140			140			140	
		48.2	4,331,302		47.0	4,141,581		45.0	4,072,828
Commercial permits issued		33,000			33,000			33,000	
Vehicle inspections perfmd		6,200			6,200			6,000	
Burglar alarm permits		91,000			100,000			100,000	
Utility cust req handled		965			900			900	
Total revenue managed (\$)		192.9M			191.9M			188.9M	
		42.0	2,433,888		46.1	4,087,557		44.1	4,216,038
Requisitions processed		100			60			55	
New Hire/Sal. adjustment submitted		100%			100%			100%	
		4.3	289,524		4.4	299,992		5.0	321,378
HR selection to start days		12			11			11	
Acct. trans. processed		13,107			19,539			23,305	
Policy and procedure developed/updated		20			25			55	
Trainings processed		456			480			450	
		12.2	954,744		13.5	1,203,460		13.0	1,256,043
Records schedules maint		300			300			300	
Pieces of mail handled		1,800,000			1,800,000			1,800,000	
Asset Disposition Revenue		N/A			\$1.5M			\$1.7M	
		32.1	2,461,547		70.5	4,972,587		93.3	6,107,788

Business Area Group Summary	
Fund Name : General Fund Business Area Name : Administration and Regulatory Affairs Fund No./Bus. Area No. : 1000 / 6500	
Group Description	Group Objectives
<p>650007 Major Initiatives</p> <p>Manage major initiatives for citywide projects. Develop a business plan and strategy that addresses the need for Houston Permitting Center and online permitting and payment portal. Continue to improve Bureau of Animal Regulation Center Operations (BARC).</p> <p>650008 Mayor's Services</p> <p>Oversee Houston Airport System, international affairs, economic development, and City's emergency and non-emergency response centers. Manage citywide special events. Administer services to address gang activities.</p>	<p>Develop innovative and best practices solutions to enhance and refine municipal government products and services for both internal and external customers. Continue turnaround and proper funding of BARC.</p> <p>Coordinate citywide initiatives. City's preparedness and recovery from disaster. Answer citizens' calls 7 days a week. Produce special events for citizens. Provide comprehensive strategies to deter gang activity and delinquency.</p>

FISCAL YEAR 2011 BUDGET

Business Area Group Summary									
Fund Name : General Fund Business Area Name : Administration and Regulatory Affairs Fund No./Bus Area No. : 1000 / 6500									
Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
Expected opening date									
-Houston Permitting Center		N/A			N/A			4/30/2011	
Spay/Neuter		N/A			3,800			7,200	
Calls dispatched		N/A			32,000			32,000	
Animals impounded		N/A			25,000			30,000	
		5.9	1,522,337		78.0	5,711,624		76.8	5,783,475
Wkly reports to the Mayor		52			52			52	
Emergency Mgmt Activations		8			8			8	
311 calls handled/month		210,000			210,000			210,000	
City special events		958			1,005			1,000	
Trainings for anti-gang		225			250			250	
		135.1	9,354,088		138.6	9,494,571		132.1	9,755,930
Total		<u>288.9</u>	<u>22,845,200</u>		<u>403.1</u>	<u>30,808,975</u>		<u>414.3</u>	<u>32,634,049</u>

FISCAL YEAR 2011 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	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
3-1-1 TELECOMMUNICATOR	13	52.0	50.0	(2.0)
3-1-1 TELECOMMUNICATOR SUPERVISOR	20	7.0	7.0	
ACCOUNTANT	17	1.0	1.0	
ACCOUNTANT ASSOCIATE	14	1.0	1.0	
ADMINISTRATION & REGULATORY AFFAIRS DIRECTOR	37	1.0	1.0	
ADMINISTRATION MANAGER	26	7.0	9.0	2.0
ADMINISTRATION MANAGER (EXE LEV)	26	4.0	3.0	(1.0)
ADMINISTRATIVE AIDE	10	3.7	3.0	(0.7)
ADMINISTRATIVE ASSISTANT	17	10.0	18.5	8.5
ADMINISTRATIVE ASSISTANT (EXE LEV)	17	3.0	4.0	1.0
ADMINISTRATIVE ASSOCIATE	13	3.0	9.0	6.0
ADMINISTRATIVE COORDINATOR	24	7.0	9.0	2.0
ADMINISTRATIVE COORDINATOR (EXE LEV)	24	1.0	3.0	2.0
ADMINISTRATIVE SPECIALIST	20	19.0	16.0	(3.0)
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	2.0	1.0	(1.0)
ADMINISTRATIVE SUPERVISOR	22	4.0	9.0	5.0
ANIMAL CARE TECHNICIAN	11	0.0	16.0	16.0
ANIMAL CONTROL OFFICER	13	0.0	14.0	14.0
ANIMAL CONTROL OFFICER TRAINEE	11	0.0	4.0	4.0
ANIMAL CONTROL SUPERVISOR	22	0.0	2.0	2.0
ASSISTANT BUYER	12	1.0	1.0	
ASSISTANT CUSTOMER SERVICE MANAGER	26	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	6.0	7.0	1.0
ASSISTANT PURCHASING AGENT (EXE LEV)	30	1.0	0.0	(1.0)
CHIEF ADMINISTRATIVE OFFICER	39	1.0	0.0	(1.0)
CHIEF VETERINARIAN,DVM	30	0.0	1.0	1.0
CLERK	5	1.0	1.0	
COLLECTIONS SUPERVISOR	18	1.0	1.0	
COMMUNITY INVOLVEMENT COORDINATOR	22	0.0	2.0	2.0
CONTRACT ADMINISTRATOR	22	1.0	1.0	
COUNSELOR	20	6.0	6.0	
CUSTOMER SERVICE CLERK	10	0.3	3.5	3.2
CUSTOMER SERVICE MANAGER	29	1.0	1.0	
CUSTOMER SERVICE REPRESENTATIVE I	13	7.0	7.0	
CUSTOMER SERVICE REPRESENTATIVE II	15	2.0	2.0	
CUSTOMER SERVICE REPRESENTATIVE III	16	3.0	3.0	
DATA ENTRY OPERATOR	8	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	4.0	6.0	2.0
DEPUTY DIRECTOR (EXE LEV)	34	3.0	4.0	1.0
DEPUTY DIRECTOR-FINANCE/ADMINISTRATION (EXE LEV)	36	3.0	0.0	(3.0)
DIVISION MANAGER	29	7.0	12.0	5.0
DIVISION MANAGER (EXE LEV)	29	1.0	1.0	
EQUIPMENT OPERATOR II	10	1.0	0.0	(1.0)
EVENT COORDINATOR	19	3.0	3.0	
EXECUTIVE OFFICE ASSISTANT	15	2.0	2.0	
FINANCIAL ANALYST I	15	0.0	1.0	1.0
FINANCIAL ANALYST II	18	0.0	1.0	1.0
FINANCIAL ANALYST III	21	1.0	1.0	
FINANCIAL ANALYST IV	25	1.0	0.0	(1.0)
FIXED ASSET SPECIALIST	13	1.0	1.0	
HEARING OFFICER	27	1.0	1.0	
HUMAN RESOURCES MANAGER	27	1.0	1.0	
HUMAN RESOURCES SPECIALIST	17	1.0	6.0	5.0

FISCAL YEAR 2011 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	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
INVENTORY MANAGEMENT CLERK	9	1.0	2.5	1.5
INVENTORY MANAGEMENT SUPERVISOR	17	1.0	2.0	1.0
IRM MANAGER	29	1.0	1.0	
KENNEL ATTENDANT	8	0.0	1.2	1.2
LABORER	4	0.0	1.0	1.0
MANAGEMENT ANALYST I	15	0.0	1.0	1.0
MANAGEMENT ANALYST III	21	1.0	2.0	1.0
MANAGEMENT ANALYST IV	25	6.0	6.0	
MARKETING SPECIALIST	25	1.0	1.0	
MECHANIC III	19	0.0	0.9	0.9
OFFICE SUPERVISOR	17	3.0	2.0	(1.0)
PAYROLL CLERK	9	0.0	4.0	4.0
PAYROLL SUPERVISOR	17	0.0	4.0	4.0
PROCUREMENT SPECIALIST	24	8.0	7.0	(1.0)
PROGRAMMER ANALYST IV	25	1.0	1.0	
PURCHASING MANAGER	27	3.0	3.0	
RECEPTIONIST	7	0.0	1.0	1.0
RECORDS ADMINISTRATOR	23	1.0	1.0	
RECORDS MANAGER	25	1.0	1.0	
REGULATORY INVESTIGATOR	11	4.0	4.0	
REGULATORY SUPERVISOR	20	2.0	1.0	(1.0)
SENIOR 3-1-1 TELECOMMUNICATOR	15	21.0	21.0	
SENIOR ACCOUNT CLERK	13	0.0	1.0	1.0
SENIOR ANIMAL CARE TECHNICIAN	15	0.0	2.0	2.0
SENIOR ANIMAL CONTROL OFFICER	16	0.0	4.0	4.0
SENIOR BUYER	22	4.0	4.0	
SENIOR CASHIER	10	1.2	1.0	(0.2)
SENIOR CLERK	8	2.0	2.7	0.7
SENIOR COUNSELOR	22	1.0	1.0	
SENIOR CUSTOMER SERVICE CASHIER	13	1.0	1.0	
SENIOR DISPATCHER	12	0.0	7.0	7.0
SENIOR FIXED ASSET SPECIALIST	17	1.0	0.0	(1.0)
SENIOR GIS ANALYST	24	1.0	1.0	
SENIOR HUMAN RESOURCES SPECIALIST	21	0.0	2.0	2.0
SENIOR INVENTORY MANAGEMENT CLERK	12	0.0	1.0	1.0
SENIOR OFFICE ASSISTANT	12	1.0	0.0	(1.0)
SENIOR PAYROLL CLERK	13	0.0	17.0	17.0
SENIOR PROCUREMENT SPECIALIST	27	11.0	11.0	
SENIOR REGULATORY INVESTIGATOR	14	8.0	9.0	1.0
SENIOR STAFF ANALYST	28	6.0	6.0	
SENIOR STAFF ANALYST (EXE LEV)	28	4.0	3.0	(1.0)
SENIOR SUPERINTENDENT	27	1.0	1.0	
SHELTER SUPERVISOR	22	0.0	1.0	1.0
STAFF ANALYST	26	8.0	7.0	(1.0)
STAFF ANALYST (EXE LEV)	26	1.0	0.0	(1.0)
STAFF VETERINARIAN,DVM	28	0.0	1.0	1.0
STAGE SUPERVISOR	15	1.0	1.0	
STUDENT INTERN II	10	1.2	1.0	(0.2)
SYSTEMS ACCOUNTANT IV	29	1.0	0.0	(1.0)
SYSTEMS SUPPORT ANALYST II	19	0.0	1.0	1.0
SYSTEMS SUPPORT ANALYST III	22	2.0	2.0	
SYSTEMS SUPPORT ANALYST IV	25	3.0	2.0	(1.0)
TRAINING ADMINISTRATOR	24	1.0	1.0	

FISCAL YEAR 2011 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	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
VETERINARIAN TECHNICIAN SUPERVISOR	21	0.0	1.0	1.0
VETERINARIAN,DVM	26	0.0	0.7	0.7
VETERINARY TECHNICIAN	15	0.0	5.0	5.0
Total FTEs		304.4	426.0	121.6
Less adjustment for Civilian Vacancy Factor		(108.3)	11.7	120.0
Full-Time Equivalents		412.7	414.3	1.6

FISCAL YEAR 2011 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	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
6500020001	ARA - SPD			
452030	Miscellaneous Revenue	500,000	500,000	500,000
6500030001	ARA - Transportation			
421220	School Bus Licenses & Permits	11,900	17,000	13,340
421230	Taxicab Licenses & Permits	909,600	899,600	908,150
421570	Limousine Permits	590,000	500,000	543,150
421580	Charter Bus Permits	153,200	153,200	151,950
421600	Jitney Permit & Inspection Fees	0	3,500	3,275
424110	Other Interfund Services	0	9,000	0
426240	Limousine Inspection Fees	36,875	36,875	33,925
428080	Returned Check Charges	288	288	288
434330	Subrogations	0	17,581	0
	Total ARA - Transportation	1,701,863	1,637,044	1,654,078
6500030002	ARA - Franchise Administration			
416010	Electricity Franchise Tax	95,584,506	95,584,506	96,586,122
417010	Telephone Franchise Tax	47,150,000	47,067,020	46,000,000
418010	Natural Gas Franchise Tax	21,727,470	21,727,470	21,889,640
419010	Cable TV Franchise Tax	14,400,000	16,862,300	17,077,000
419040	Solid Waste Hauler Franchise Fee	5,685,600	5,290,605	5,325,000
419050	Spur Track Franchise Fee	20,426	20,426	20,426
419070	Fiber Optics Franchise Fee	309,350	303,954	272,361
419090	Telecomm Franchise Fees - Prior Year	0	915,000	0
419110	Cable TV Franchise Fees-Prior Year	0	1,000	0
419120	Solid Waste Franchise Fees-Prior Year	0	515,000	0
421590	Right-of-way Permits	272,500	308,700	317,018
428080	Returned Check Charges	0	152	0
452020	Recoveries & Refunds	0	20,815	0
	Total ARA - Franchise Administration	185,149,852	188,616,948	187,487,567
6500030003	ARA - Commercial Permitting			
421100	Occupation Licenses	130,000	120,000	120,000
421130	Decals for Coin-Oper. Amusement Machines	400,000	300,000	375,000
421140	Dance Licenses	80,000	60,000	75,000
421150	Liquor Licenses	1,010,000	1,100,000	1,020,000
421280	Other Licenses & Permits	30,000	40,000	28,000
421410	Permit Preparation Fees	0	22,000	18,000
426330	Miscellaneous Copies Fees	0	100	0
428080	Returned Check Charges	288	480	288
452020	Recoveries & Refunds	0	40	0
	Total ARA - Commercial Permitting	1,650,288	1,642,620	1,636,288
6500070001	ARA - Payroll Services			
424080	Interfund Payroll Services	0	0	1,096,694
426290	Other Service Charges	102,250	102,250	102,250
	Total ARA - Payroll Services	102,250	102,250	1,198,944
6500070002	ARA - Administrative Services			
490080	Other Operating Transfers In	0	0	250,000
6500070007	ARA - Asset Disposition/PDMO			
434205	Sale of Scrap Metal	5,000	37,500	30,000
434225	Sale of Non-Capital Equip. & Merchandise	450,000	400,000	300,000
	Total ARA - Asset Disposition/PDMO	455,000	437,500	330,000

FISCAL YEAR 2011 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	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
6500080008	ARA - Bureau of Animal Regulation and Care			
421080	Rabies Control Licenses	560,000	600,000	560,000
426050	Animal Control Fees	102,200	102,200	102,200
434230	Animal Adoption	70,700	70,700	70,700
444010	Private Contributions	0	750	0
Total	ARA - Bureau of Animal Regulation and Care	732,900	773,650	732,900
Total	Administration and Regulatory Affairs	190,292,153	193,710,012	193,789,777

FISCAL YEAR 2011 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	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
500010	Salary Base Pay - Civilian	13,795,236	18,745,359	18,419,680	19,540,747
500030	Salary Part Time - Civilian	108,992	141,613	208,317	238,561
500060	Overtime - Civilian	110,088	181,777	168,088	148,779
500090	Premium Pay - Civilian	15,181	20,150	13,281	20,150
500110	Bilingual Pay - Civilian	52,766	64,359	72,031	71,595
500180	Temporary Employees	0	18,000	21,140	12,000
500210	Pay for Performance-Municipal	41,654	33,000	33,400	33,000
500250	HOPE Union Business Usage	931	1,200	2,605	0
501050	Employee Awards	2,851	5,000	5,000	6,500
501070	Pension - Civilian	2,068,000	2,805,329	2,678,724	2,833,254
501120	Termination Pay - Civilian	239,720	62,355	163,688	29,588
501160	Vehicle Allowance - Civilian	13,763	16,903	10,661	16,988
502010	FICA - Civilian	1,059,398	1,466,803	1,406,100	1,522,124
503010	Health Ins-Act Civilian	1,629,788	2,416,403	2,386,617	2,720,331
503015	Basic Life Insurance - Active Civilian	10,339	10,912	10,809	11,619
503060	Long Term Disability-Civilian	(2,510)	34,190	32,454	34,669
503090	Workers Compensation-Civilian-Admin	40,167	85,808	85,298	87,114
503100	Workers Compensation-Civilian-Claim	3,336	75,531	53,242	61,717
504020	Compensation Contingency	0	0	0	236,703
504030	Unemployment Claims	22,163	14,075	23,373	14,343
Total	Personnel Services	19,211,863	26,198,767	25,794,508	27,639,782
511010	Chemical Gases & Special Fluids	0	1,000	1,000	1,000
511015	Cleaning & Sanitary Supplies	0	5,300	60,300	53,800
511020	Construction Materials	683	8,000	8,000	5,650
511025	Electrical Hardware & Parts	873	2,020	2,020	500
511030	Mechanical Hardware & Parts	687	2,500	2,500	1,150
511040	Audiovisual Supplies	11,645	20,922	20,922	17,550
511045	Computer Supplies	12,494	26,207	26,722	19,232
511050	Paper & Printing Supplies	3,760	15,211	26,498	13,895
511055	Publications & Printed Materials	2,937	10,254	10,656	10,712
511060	Postage	19,290	33,359	35,758	35,370
511070	Miscellaneous Office Supplies	135,644	150,874	156,345	156,599
511085	Drugs & Medical Chemicals	0	55,000	55,000	55,000
511090	Medical & Surgical Supplies	2,314	38,740	48,740	43,740
511095	Small Technical & Scientific Equipment	6,484	8,700	8,700	26,500
511100	Veterinary & Animal Supplies	0	304,077	330,000	335,791
511110	Fuel	24,257	94,822	165,000	165,936
511115	Vehicle Repair & Maintenance Supplies	55	6,900	6,900	6,900
511120	Clothing	10,705	9,757	9,757	9,784
511125	Food Supplies	5,128	4,900	5,549	10,500
511140	Landscaping & Gardening Supplies	0	1,860	1,860	0
511145	Small Tools & Minor Equipment	6,174	14,358	14,358	6,500
511150	Miscellaneous Parts & Supplies	84,274	67,123	130,144	123,762
Total	Supplies	327,404	881,884	1,126,729	1,099,871
520100	Temporary Personnel Services	220,092	489,878	472,908	425,076
520101	Janitorial Services	4,550	4,200	4,200	0
520102	Security Services	8,000	13,260	12,830	12,000
520103	Subrecipient Contract Services	617	258,555	372,867	281,599
520105	Accounting & Auditing Services	1,136,165	1,123,249	987,236	1,126,942
520106	Architectural Services	(884)	5,000	5,000	5,000
520108	Information Resource Services	1,296	0	21	0
520109	Medical Dental & Laboratory Services	0	6,300	6,548	6,300
520110	Management Consulting Services	408,172	141,350	108,189	142,105
520113	Photographic Services	0	1,100	1,100	250
520114	Miscellaneous Support Services	131,340	120,601	93,613	117,175
520115	Real Estate Lease/Office Rental	98,544	55,067	55,217	100,067

FISCAL YEAR 2011 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	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
520118	Refuse Disposal	15,336	18,750	18,750	18,000
520119	Computer Equipment/Software Maintenance	114,093	134,501	159,389	156,501
520120	Communications Equipment Services	0	10,000	7,960	7,403
520121	IT Application Svcs	58,695	87,024	87,024	30,750
520122	Office Equipment Services	502	1,050	1,050	2,050
520123	Vehicle & Motor Equipment Services	42,174	54,287	54,287	52,548
520126	Construction Site Work Services	19,000	15,315	15,315	0
520132	Contracts/Sponsorships	0	30,000	17,500	30,000
520145	Criminal Intelligence Services	200	1,580	1,580	1,580
520510	Mail/Delivery Services	1,302	4,870	4,511	3,870
520515	Print Shop Services	27,621	27,073	28,151	28,736
520520	Printing & Reproduction Services	45,364	27,961	27,561	69,418
520605	Advertising Services	41,291	48,700	48,154	47,200
520705	Insurance Fees	6,738	19,925	19,925	23,004
520725	Assessments - Other Governments	37	0	0	0
520765	Membership & Professional Fees	12,233	15,231	16,592	10,255
520805	Education & Training	19,734	30,124	45,303	66,449
520905	Travel - Training Related	88,810	36,775	41,984	30,771
520910	Travel - Non-Training Related	42,051	53,341	61,694	75,377
521405	Building Maintenance Services	40,762	(1,143)	25,797	0
521410	Sewer Services	1,043	450	1,500	0
521415	Land and Grounds Maintenance	4,550	4,200	4,200	0
521505	Electricity	26,728	23,392	23,392	500
521510	Natural Gas	937	1,863	2,000	0
521605	Data Services	78,897	143,571	140,853	78,968
521610	Voice Services	429,123	409,741	374,741	423,329
521615	Radio Communications	0	3,000	3,000	3,000
521620	Voice Equipment	14,114	53,555	53,555	13,963
521625	Voice Labor	13,778	5,768	5,768	11,109
521630	GIS Revolving Fund Services	0	0	0	22,370
521705	Vehicle/Equipment Rental/Lease	20,140	26,750	26,750	21,750
521715	Office Equipment Rental	84,581	83,003	81,413	84,516
521725	Other Rental	35,985	39,910	25,857	27,551
521730	Parking Space Rental	117,081	145,395	148,130	151,714
522305	Freight Charges	0	1,000	1,000	1,000
522410	Cashier Shortages	130	100	0	100
522430	Miscellaneous Other Services & Charges	220,050	90,835	114,632	121,566
522735	Interfund Communication Equipment Repair	9,165	11,000	11,000	11,000
522780	Interfund Photo Copy Services	503	20,000	20,000	15,000
522795	Other Interfund Services	8,605	1,805	1,805	0
Total	Other Services and Charges	3,649,245	3,899,262	3,841,852	3,857,862
551010	Non-Capital Office Furniture & Equipment	5,864	14,252	14,251	7,064
551015	Non-Capital Computer Equipment	23,384	6,600	6,534	6,600
551040	Non-Capital Other	0	1,050	1,050	1,050
Total	Non-Capital Equipment	29,248	21,902	21,835	14,714
531040	Other Principal Retirement	923	0	0	0
532015	Transfers to Convention & Entertainment	(403,588)	0	0	0
532120	Transfer to Fleet/Eq	30,105	24,051	24,051	21,820
Total	Debt Service and Other Uses	(372,560)	24,051	24,051	21,820
Grand Total Expenditures		22,845,200	31,025,866	30,808,975	32,634,049