

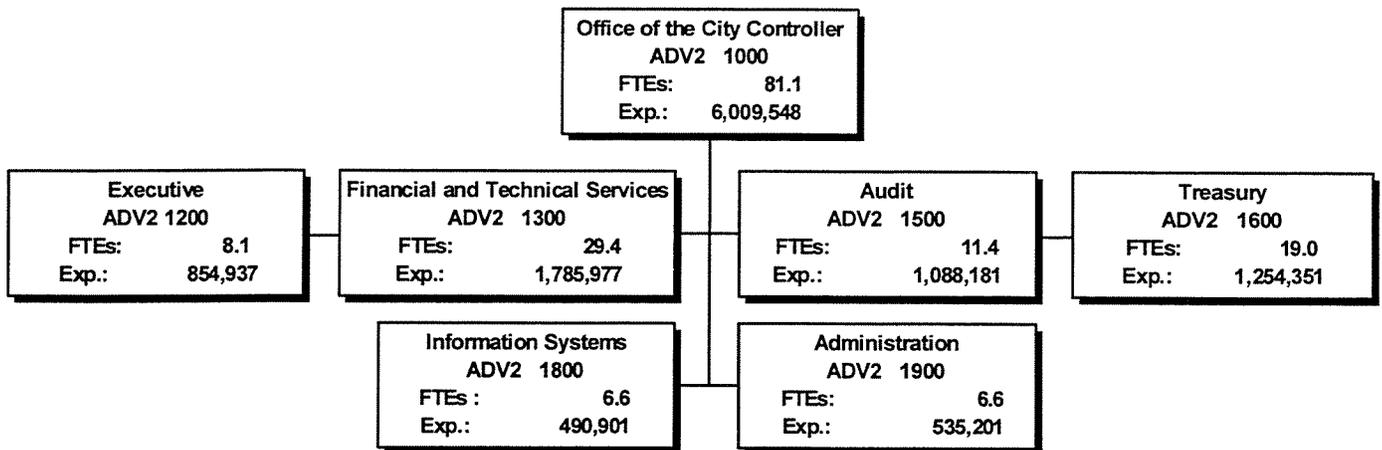
OFFICE OF THE CITY CONTROLLER SUMMARY

The mission of the Office of the City Controller is to superintend and supervise the fiscal affairs of the City of Houston. The Office maintains the books of account in compliance with generally accepted accounting principles. It produces high quality monthly and annual financial reports. The Office performs audits to provide the Mayor, City Council, and citizens independent assessments of City spending to ensure that the City's resources are properly safeguarded and effectively utilized.

The Office ensures that the City's financial disbursements are properly authorized and recorded in a timely manner. It manages the City's investments for high returns consistent with City Council policy while meeting cash flow needs. The Office properly administers the City's debt portfolio and provides active support for new debt issuance. It maintains and enhances the City's computerized financial management system to assist in carrying out its mission efficiently and cost effectively.

The Office of the City Controller's short term goals are as follows: maintain a fully functional internal audit organization, following the guidelines and standards of the Institute of Internal Auditors; maintain the Certificate of Excellence in Financial Reporting; and obtain a AAA rating from Standard and Poor's for the City's investment portfolio.

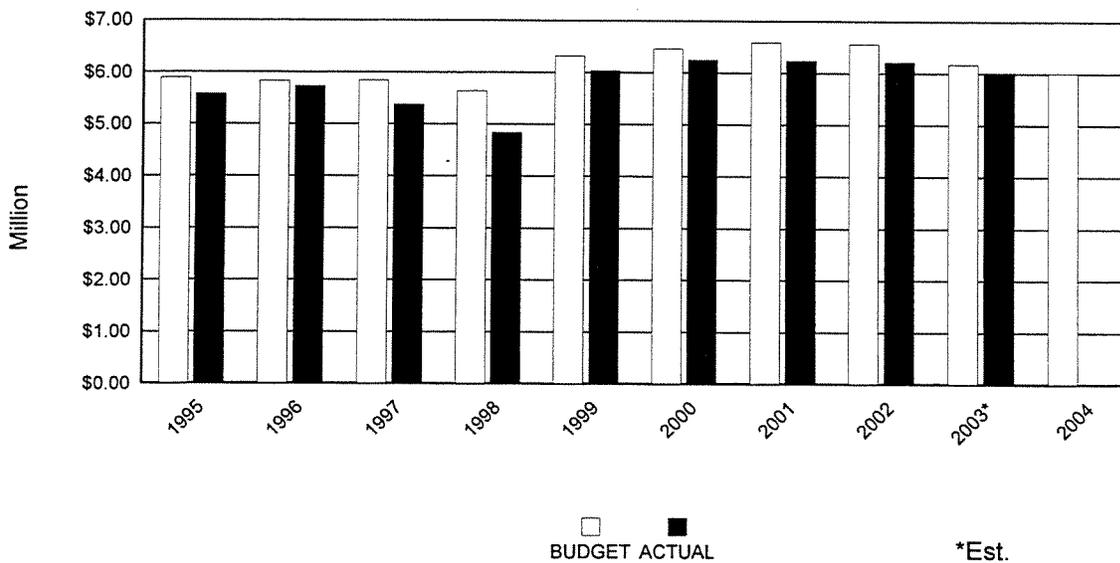
Long-term goals include working with the City administration to streamline the processing of contracts, vendor payments, payroll, revenue billings and cash receipts.



FISCAL YEAR 2004 BUDGET

Department Budget Summary					
Fund Name : General Fund					
Department Name : Office of the City Controller					
Fund/Department No. : 100 / 60					
		<u>FY2002 Actual</u>	<u>FY2003 Budget</u>	<u>FY2003 Estimate</u>	<u>FY2004 Budget</u>
Expenditure Summary	Personnel Services	5,141,928	5,131,642	5,039,216	5,030,923
	Supplies	123,015	113,012	125,294	113,146
	Other Services and Charges	949,426	925,300	855,444	865,479
	Non-Capital Equipment	0	0	0	0
	Total M & O Expenditures	6,214,369	6,169,954	6,019,954	6,009,548
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	6,214,369	6,169,954	6,019,954	6,009,548
Revenue Summary		29,526	0	21,227	0
Staffing Summary	Full-Time Equivalents - Civilian	84.3	85.6	81.4	81.1
	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	84.3	85.6	81.4	81.1
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	0.0
Budget Highlights	<ul style="list-style-type: none"> o Consolidate divisions, eliminating one layer of management. o Manage investment portfolio of over \$2.4 billion. o Maintain internal audit coverage. 				

**Office of the City Controller
Budget vs Actual Expenditures**



FISCAL YEAR 2004 BUDGET

Department Program Summary	
Fund Name : General Fund Department Name : Office of the City Controller Fund/Department No. : 100 / 60	
Program Description	Program Objectives
Executive 1200 Establish the Controller's Office as a professional public finance organization. Fulfill the Charter requirements of the City Controller.	Provide the Mayor, Council, and citizens independent assessments of City spending and ensure that the City's resources are properly safeguarded and effectively utilized.
Financial Reporting 1300 Financial and Technical Services Provide timely and accurate financial reporting and accounting. Prepare accurate estimates of City revenues and expenses. Review and approve financial transactions relating to disbursements.	Provide financial reports as required by Generally Accepted Accounting Principles. Certify that funds are available for all City contracts. Ensure that payments are properly authorized in accordance with City ordinances.
Audit 1500 Perform audits/reviews of City programs and activities.	Complete audits/reviews on schedule. Follow the guidelines and standards of the Institute of Internal Auditors
Investment & Debt Management 1600 Treasury Division Provide cash management, investment management, debt management and debt issuance services. Provide arbitrage reporting and management. Review payroll transactions and distribute payroll checks to City departments. Provide timely response record retrieval requests.	Meet or exceed benchmark for return on investments standard. Make timely debt service payments. Coordinate debt issuance. Insure adequate cash daily for disbursements. Comply with arbitrage regulations and file rebates in a timely manner.
Operations 1700 The Operations Division has been split between other divisions and no longer exists.	
Information Systems 1800 Provide technical support to the Controller's Office. Provide technical support for the Advantage Financial System, including long term strategies.	Provide citywide access/maintenance to the data warehouse through the wide area network and support to all City departments for Advantage Financial System. Provide updated system documentation to City departments. Maintain Controller's Office computers.

FISCAL YEAR 2004 BUDGET

Department Program Summary

Fund Name : General Fund
 Department Name : Office of the City Controller
 Fund/Department No. : 100 / 60

Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
NA	NA			NA			NA		
		10.7	941,466	9.0	900,840		8.1	854,937	
NA	NA			NA			NA		
		16.1	1,125,391	17.4	1,123,692		29.4	1,785,977	
NA	NA			NA			NA		
		11.0	1,002,223	11.0	978,412		11.4	1,088,181	
NA	NA			NA			NA		
		7.1	503,053	7.0	536,572		19.0	1,254,351	
NA	NA			NA			NA		
		25.0	1,510,499	24.0	1,408,777		0.0	0	
NA	NA			NA			NA		
		7.3	604,760	7.0	547,974		6.6	490,901	

FISCAL YEAR 2004 BUDGET

Department Program Summary

Fund Name : General Fund
Department Name : Office of the City Controller
Fund/Department No. : 100 / 60

Program Description	Program Objectives
<p>Administration 1900</p> <p>Provide administrative services for shared expenditures for various Controller's Office cost centers; monitor and provide monthly and yearly analysis of Office budget. Provide general administrative support services for the Controller's Office.</p>	<p>Control and improve the payment of bills for telephone, copier equipment, postage and other shared services in the Controller's Office. Provide timely administrative support services for the Controller's Office.</p>

FISCAL YEAR 2004 BUDGET

Department Program Summary

Fund Name : General Fund
 Department Name : Office of the City Controller
 Fund/Department No. : 100 / 60

Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
NA	NA			NA			NA		
		7.1	526,977		6.0	523,687		6.6	535,201
Total		<u>84.3</u>	<u>6,214,369</u>		<u>81.4</u>	<u>6,019,954</u>		<u>81.1</u>	<u>6,009,548</u>

FISCAL YEAR 2004 BUDGET

Fund Name : : General Fund
 Department Name : : Office of the City Controller
 Fund / Department No. : 100 / 60

NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
2	ACCOUNT CLERK	3411	10
1	ACCOUNTANT SUPERVISOR	3426	24
1	ADMINISTRATION MANAGER(EXEC LEV)	3032	26
3	ADMINISTRATIVE AIDE	3011	10
4	ADMINISTRATIVE ASSISTANT	3022	17
2	ADMINISTRATIVE ASSOCIATE	3021	13
3	ADMINISTRATIVE SPECIALIST	3025	20
2	ADMINISTRATIVE SPECIALIST(EXEC LEV)	3028	20
3	ADMINISTRATIVE SUPERVISOR	3035	22
1	ADMINISTRATIVE SUPERVISOR(EXEC LEV)	3036	22
2	ASSISTANT CITY AUDITOR I	3521	14
2	ASSISTANT CITY AUDITOR II	3522	19
2	ASSISTANT CITY AUDITOR III	3523	25
2	ASSISTANT CITY AUDITOR IV	3524	27
2	ASSISTANT CITY AUDITOR V	3525	29
2	ASSISTANT CITY CONTROLLER I	3441	13
6	ASSISTANT CITY CONTROLLER II	3442	19
4	ASSISTANT CITY CONTROLLER III	3443	25
4	ASSISTANT CITY CONTROLLER IV	3444	27
5	ASSISTANT CITY CONTROLLER V	3445	29
1	ASSISTANT DIRECTOR-CONTROLLER	3462	28
1	CITY AUDITOR(EXEC LEV)	3526	34
1	CITY CONTROLLER	3401	NA
3	DEPUTY CITY CONTROLLER(EXEC LEV)	3452	36
1	DEPUTY DIRECTOR-CONTROLLER	3464	31
1	DIVISION MANAGER(EXEC LEV)	3031	29
1	EXECUTIVE SECRETARY	4922	15
1	FINANCIAL ANALYST II	3562	18
2	FINANCIAL ANALYST IV	3564	25
1	MANAGEMENT ANALYST III	3084	21
1	MICROCOMPUTER ANALYST	4671	20
1	PAYROLL CONTROL SUPERVISOR	3724	20
2	RECEPTIONIST	4821	07
1	RECORDS SUPERVISOR	5042	18
6	SENIOR ACCOUNT CLERK	3412	13
1	SENIOR MICROCOMPUTER ANALYST	4672	23
2	SENIOR PAYROLL CONTROL CLERK	3722	14
1	SENIOR STAFF ANALYST	3042	28
1	SENIOR STAFF ANALYST(EXEC LEV)	3045	28
2	SYSTEMS ACCOUNTANT III	3433	27
1	SYSTEMS ACCOUNTANT IV	3434	29
1	TECHNICAL HARDWARE ANALYST II	4412	21
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86.0	Total Positions		
4.9	Less adjustment for Vacancies and Part-Time Employees		
81.1	Full-Time Equivalent		

FISCAL YEAR 2004 BUDGET

Fund Name : General Fund
Department Name : Office of the City Controller
Fund/Department No. : 100 / 60

ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
1100	Salary-Base Pay-Civilian	3,890,068	3,916,271	3,822,140	3,739,292
1105	Salary-Part Time-Civilian	17,417	0	1,927	0
1113	Bilingual Pay-Civilian	2,875	2,711	2,973	0
1120	Overtime-Civilian	186	0	217	0
1130	Termination Pay-Civilian	111,601	41,800	92,073	40,054
1135	Pension-Civilian	394,841	388,816	380,415	527,242
1140	Social Security-Civilian	292,894	293,835	287,242	282,210
1145	Health/Life Ins Active Civilian	326,956	389,273	347,928	404,725
1155	Vehicle Allowance-Civilian	37,800	37,800	25,820	8,400
1160	Trainees for Classified Srvc	450	0	0	0
1405	Workers Compensation-Civilian	53,990	52,536	54,214	17,000
1415	Unemployment Claims	8,207	0	17,481	0
1420	Long Term Disability	4,643	8,600	6,786	12,000
Total Personnel Services		5,141,928	5,131,642	5,039,216	5,030,923
2305	Computer Supplies	21,800	20,000	25,894	25,000
2315	Publications & Printed Materials	3,494	7,212	4,300	4,700
2323	Postage	44,922	35,000	57,000	35,730
2325	Miscellaneous Office Supplies	38,718	38,900	26,200	35,816
2600	Fuel	568	500	500	500
2738	Miscellaneous Parts & Supplies	13,513	11,400	11,400	11,400
Total Supplies		123,015	113,012	125,294	113,146
3107	Temporary Personnel Services	84,702	51,600	49,298	35,000
3300	Accounting & Auditing Services	330,486	361,000	343,000	360,000
3323	Information Resource Services	164,925	158,000	135,000	129,960
3325	Medical, Dental & Lab Services	468	400	250	300
3345	Miscellaneous Support Services	44,108	35,000	35,020	43,775
3402	Parking Space Rental	40,963	48,000	48,000	46,920
3409	Office Equipment Rental	10,617	8,500	8,500	8,500
3415	Computer Equip Rental/Lease	14,760	23,000	19,680	22,000
3420	Other Rental	713	1,500	1,500	1,500
3510	Telephone	45,154	42,000	47,940	40,774
3515	Communication Lines	30,691	35,000	35,000	35,000
3615	Computer Eq/Software Maint Svc	21,542	48,000	24,300	32,900
3626	Vehicle & Motor Equip Services	1,156	800	800	3,300
3768	Other Interfund Services	14,532	0	0	0
3794	Print Shop Services	14,141	10,300	9,600	13,900
3799	Mail/Delivery Services	1,804	800	1,900	1,500
3805	Printing & Reproduction Srvc	26,450	24,400	26,850	27,750
3823	Contracts/Sponsorships	2,000	3,000	1,000	1,000
3895	Misc Other Services & Charges	4,305	4,000	5,200	3,800

FISCAL YEAR 2004 BUDGET

Fund Name : General Fund
Department Name : Office of the City Controller
Fund/Department No. : 100 / 60

ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
3900	Education & Training	37,968	24,000	20,129	20,000
3905	Membership & Professional Fees	15,148	15,000	11,377	10,600
3910	Travel-Training Related	42,585	30,000	30,800	26,500
3950	Travel-Non-training Related	208	1,000	300	500
Total Other Services and Charges		<u>949,426</u>	<u>925,300</u>	<u>855,444</u>	<u>865,479</u>
Grand Total Expenditures		<u><u>6,214,369</u></u>	<u><u>6,169,954</u></u>	<u><u>6,019,954</u></u>	<u><u>6,009,548</u></u>