

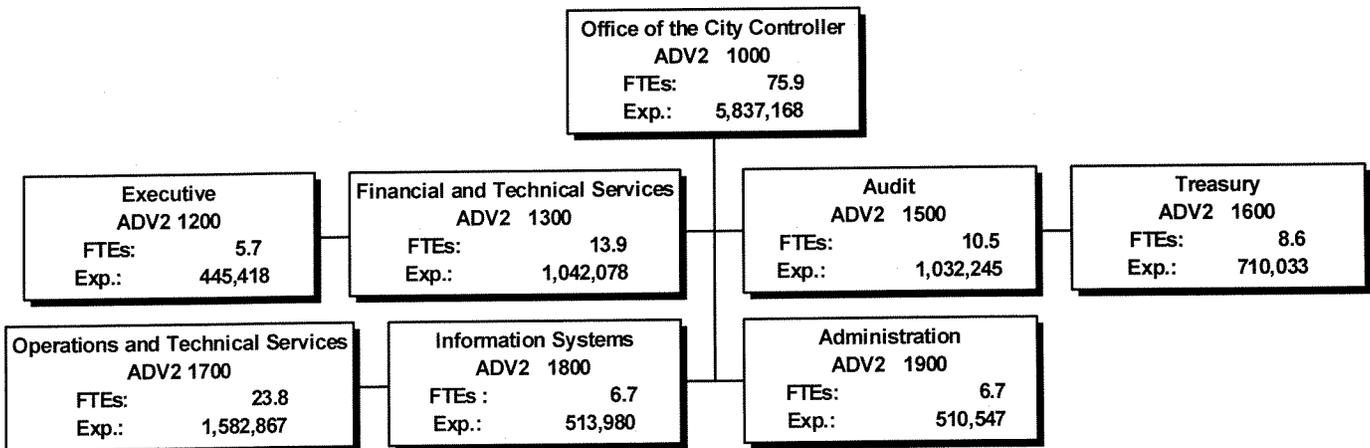
CITY CONTROLLER

Department Description and Mission

The Mission of the Office of the City Controller is to protect the financial integrity of Houston's City government by:

- Accurately and timely reporting on the City's current financial condition.
- Assessing the City's future financial condition with accurate forecasts of projected revenues and expenses.
- Certifying to City Council that funds are available for all appropriations and commitments of funds and keeping accurate books of account to reflect these commitments.
- Certifying that vendors with City contracts are not delinquent on City taxes.
- Auditing the financial activities of the City departments.
- Insuring that every City dollar is fully and wisely invested at all times.
- Serving as the financial voice for City government, informing the citizens about important financial issues.

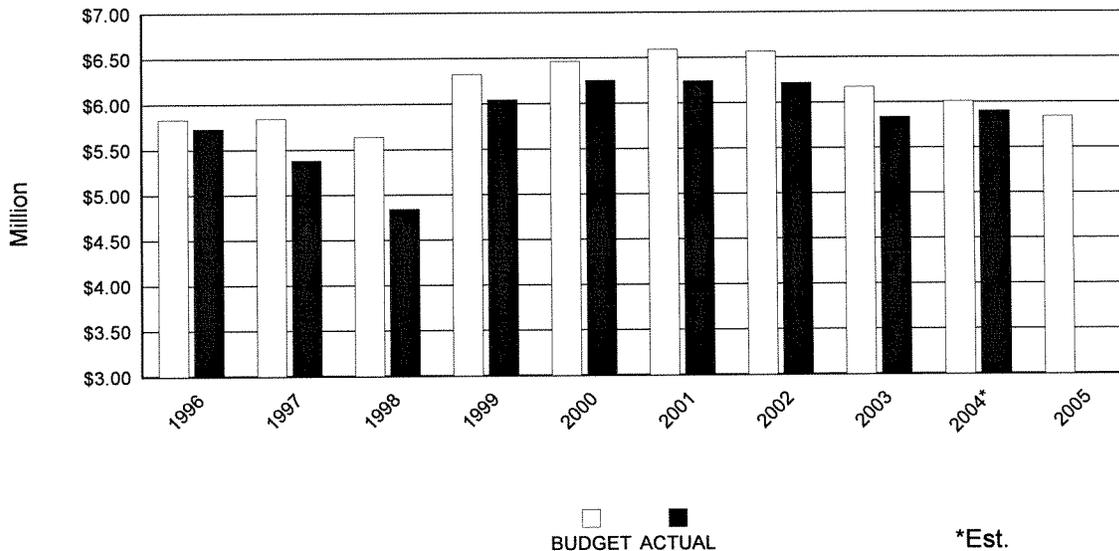
Department Organization



FISCAL YEAR 2005 BUDGET

Department Budget Summary					
Fund Name		: General Fund			
Department Name		: Office of the City Controller			
Fund/Department No.		: 100 / 60			
		<u>FY2003 Actual</u>	<u>FY2004 Budget</u>	<u>FY2004 Estimate</u>	<u>FY2005 Budget</u>
Expenditure Summary	Personnel Services	4,929,347	5,030,923	4,968,083	4,912,074
	Supplies	125,981	113,146	103,050	94,730
	Other Services and Charges	770,774	865,479	829,928	830,364
	Equipment	9,795	0	0	0
	Non-Capital Equipment	0	0	0	0
	Total M & O Expenditures	<u>5,835,897</u>	<u>6,009,548</u>	<u>5,901,061</u>	<u>5,837,168</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>5,835,897</u>	<u>6,009,548</u>	<u>5,901,061</u>	<u>5,837,168</u>
Revenue Summary		60,431	0	(3,000)	0
Staffing Summary	Full-Time Equivalents - Civilian	80.0	81.1	75.9	75.9
	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	<u>80.0</u>	<u>81.1</u>	<u>75.9</u>	<u>75.9</u>
	Full-Time Equivalents-Overtime	0.0	0.0	0.0	0.0
Budget Highlights	<ul style="list-style-type: none"> 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 2005 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>Executive 1200</p> <p>Set policy for the City Controller's Office, serve as the independent financial voice for the City of Houston, and provide the communication link between the office and the public.</p>	<p>Enhance the public's understanding of the City's financial system. Respond promptly to constituent requests, correspondence, media inquiries and questions from the Mayor's Office and City Council.</p>
<p>Financial Reporting 1300</p> <p>Provide timely and accurate monthly financial reports and prepare the Comprehensive Annual Financial Report (CAFR).</p>	<p>Invest in formal training in governmental financial accounting and advanced Excel spreadsheet techniques. Complete CAFR by November 30th.</p>
<p>Audit 1500</p> <p>Provide the Mayor, City Council and department management with independent analyses, assurances and recommendations concerning the adequacy and effectiveness of the City's internal control structure. Respond to Fraud Hotline.</p>	<p>Broaden Controller's audit authority to ensure effective use of City resources and evaluate management's performance in carrying out assigned responsibilities. Ascertain the extent to which City assets are accounted for and safeguarded from losses.</p>
<p>Treasury Division 1600</p> <p>Manage all investments of City funds except pension and trust funds. Oversee all debt operations, revolving credit agreements and letters of credit, new debt issuances and refinancing of existing debt.</p>	<p>Invest City funds to protect principal, maintain liquidity, and provide maximum returns within the limits imposed by our investment policy. Provide funding for the City's daily operations from investment portfolio. Evaluate and coordinate debt issuance and payments.</p>
<p>Operations and Technical Services 1700</p> <p>Review and approve financial transactions relating to disbursements and payroll, maintain archive records of City transactions, perform bank reconciliation for the City bank accounts and coordinate delinquent tax review of City vendors.</p>	<p>Certify that funds are available for all city contracts. Ensure that payments are properly authorized in accordance with City ordinances. Ensure that all bank accounts are reconciled timely. Certify that city vendors are not delinquent on payment of city taxes.</p>
<p>Information Systems 1800</p> <p>Provide technical support to the Controller's Office and for the Advantage Financial System, including long-term strategies. Process unclaimed property for City of Houston.</p>	<p>Provide citywide access/maintenance to the data mart through the wide area network and support and training to all City departments for the Advantage Financial System. Provide updated system documentation to City departments.</p>

FISCAL YEAR 2005 BUDGET

Department Program Summary									
Fund Name : General Fund Department Name : Office of the City Controller Fund/Department No. : 100 / 60									
Program Performance Measures	FY2003 Actual			FY2004 Estimate			FY2005 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
NA	NA			NA			NA		
		8.1	767,169		8.0	844,613		5.7	445,418
NA	NA			NA			NA		
		17.4	1,135,261		27.9	1,676,378		13.9	1,042,078
NA	NA			NA			NA		
		10.5	980,258		10.8	1,055,406		10.5	1,032,245
NA	NA			NA			NA		
		7.4	573,429		17.2	1,265,629		8.6	710,033
NA	NA			NA			NA		
		23.5	1,328,221		0.0	7,420		23.8	1,582,867
NA	NA			NA			NA		
		7.0	540,995		5.8	545,637		6.7	513,980

FISCAL YEAR 2005 BUDGET

Department Program Summary	
Fund Name : General Fund Department Name : Office of the City Controller Fund/Department No. : 100 / 60	
Program Description	Program Objectives
Administration 1900 Provide the Office of the City Controller with services in human resources, budget, purchasing and administrative processes to maximize staff productivity.	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.

FISCAL YEAR 2005 BUDGET

Department Program Summary									
Fund Name : General Fund Department Name : Office of the City Controller Fund/Department No. : 100 / 60									
Program Performance Measures	FY2003 Actual			FY2004 Estimate			FY2005 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
NA	NA			NA			NA		
		6.1	510,564		6.3	505,978		6.7	510,547
Total		<u>80.0</u>	<u>5,835,897</u>		<u>75.9</u>	<u>5,901,061</u>		<u>75.9</u>	<u>5,837,168</u>

FISCAL YEAR 2005 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
1	ACCOUNT CLERK	3411	10
1	ACCOUNTANT SUPERVISOR	3426	21
1	ADMINISTRATION MANAGER(EXE LEV)	3032	26
2	ADMINISTRATIVE AIDE	3011	10
4	ADMINISTRATIVE ASSISTANT	3022	17
1	ADMINISTRATIVE ASSOCIATE	3021	13
1	ADMINISTRATIVE COORDINATOR(EXE LEV)	3027	24
1	ADMINISTRATIVE SPECIALIST(EXE LEV)	3028	20
3	ADMINISTRATIVE SUPERVISOR	3035	22
2	ASSISTANT CITY AUDITOR I	3521	13
2	ASSISTANT CITY AUDITOR II	3522	19
2	ASSISTANT CITY AUDITOR III	3523	25
2	ASSISTANT CITY AUDITOR IV	3524	27
1	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
4	ASSISTANT CITY CONTROLLER V	3445	29
1	ASSISTANT DIRECTOR-CONTROLLER'S OFC(EXE LEV)	3462	28
1	CITY AUDITOR(EXE LEV)	3526	34
1	CITY CONTROLLER	3401	NA
1	COMMUNITY LIAISON	6412	18
3	DEPUTY CITY CONTROLLER(EXE LEV)	3452	36
1	DEPUTY DIRECTOR-CONTROLLER'S OFC(EXE LEV)	3464	31
2	DIVISION MANAGER(EXE LEV)	3031	29
1	EXECUTIVE SECRETARY	4922	15
3	FINANCIAL ANALYST II	3562	18
2	FINANCIAL ANALYST IV	3564	25
1	MANAGEMENT ANALYST III	3084	20
1	MICROCOMPUTER ANALYST	4671	20
1	PAYROLL CONTROL SUPERVISOR	3724	20
2	RECEPTIONIST	4821	7
1	RECORDS SUPERVISOR	5042	18
6	SENIOR ACCOUNT CLERK	3412	13
1	SENIOR HUMAN RESOURCES SPECIALIST	4023	21
1	SENIOR MICROCOMPUTER ANALYST	4672	23
2	SENIOR PAYROLL CONTROL CLERK	3722	14
2	SENIOR STAFF ANALYST(EXE LEV)	3045	28
1	SYSTEMS ACCOUNTANT I	3431	20
1	SYSTEMS ACCOUNTANT III	3433	27
1	SYSTEMS ACCOUNTANT IV	3434	29
1	SYSTEMS SUPPORT ANALYST III	4563	22
82.0	Total Positions		
6.1	Less adjustment for Vacancies and Part-Time Employees		
75.9	Full-Time Equivalents		

FISCAL YEAR 20045 BUDGET

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

ACCT	DESCRIPTION	FY2003 Actual	FY2004 Budget	FY2004 Estimate	FY2005 Budget
1100	Salary-Base Pay-Civilian	3,699,961	3,739,292	3,650,815	3,665,979
1105	Salary-Part Time-Civilian	1,296	0	0	0
1113	Bilingual Pay-Civilian	3,022	0	2,711	2,712
1120	Overtime-Civilian	108	0	0	0
1130	Termination Pay-Civilian	138,659	40,054	135,976	100,000
1135	Pension-Civilian	371,760	527,242	516,444	439,915
1140	Social Security-Civilian	278,781	282,210	232,252	274,272
1145	Health/Life Ins Active Civilian	336,089	404,725	368,461	382,144
1155	Vehicle Allowance-Civilian	25,686	8,400	8,932	0
1405	Workers Compensation-Civilian	53,065	17,000	45,958	46,052
1415	Unemployment Claims	13,274	0	0	0
1420	Long Term Disability	7,646	12,000	6,534	1,000
Total Personnel Services		4,929,347	5,030,923	4,968,083	4,912,074
2305	Computer Supplies	31,875	25,000	24,500	23,000
2315	Publications & Printed Materials	2,145	4,700	3,700	2,500
2323	Postage	62,369	35,730	35,000	35,730
2325	Miscellaneous Office Supplies	22,325	35,816	30,400	27,500
2600	Fuel	36	500	50	0
2738	Miscellaneous Parts & Supplies	7,231	11,400	9,400	6,000
Total Supplies		125,981	113,146	103,050	94,730
3107	Temporary Personnel Services	28,155	35,000	25,698	23,600
3300	Accounting & Auditing Services	340,873	360,000	382,000	382,000
3323	Information Resource Services	76,834	129,960	129,960	129,960
3325	Medical, Dental & Lab Services	322	300	300	300
3342	Banking Services	12	0	0	0
3345	Miscellaneous Support Services	39,264	43,775	43,775	43,775
3402	Parking Space Rental	48,856	46,920	46,920	46,920
3409	Office Equipment Rental	9,665	8,500	12,000	10,000
3415	Computer Equip Rental/Lease	41,962	22,000	22,000	23,000
3420	Other Rental	809	1,500	1,500	1,000
3510	Telephone	42,351	40,774	26,247	25,894
3515	Communication Lines	22,013	35,000	9,659	13,543
3615	Computer Eq/Software Maint Svc	16,295	32,900	32,300	29,200
3620	Enterprise Applications	0	0	10,296	10,272
3626	Vehicle & Motor Equip Services	737	3,300	150	0
3794	Print Shop Services	15,614	13,900	8,300	8,500
3799	Mail/Delivery Services	1,336	1,500	900	1,100
3805	Printing & Reproduction Srvcs	21,201	27,750	26,323	25,600
3823	Contracts/Sponsorships	0	1,000	0	0
3895	Misc Other Services & Charges	10,446	3,800	3,100	3,400

FISCAL YEAR 20045 BUDGET

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

ACCT	DESCRIPTION	FY2003 Actual	FY2004 Budget	FY2004 Estimate	FY2005 Budget
3900	Education & Training	15,313	20,000	21,000	19,500
3905	Membership & Professional Fees	10,983	10,600	10,000	8,300
3910	Travel-Training Related	27,711	26,500	17,500	22,500
3950	Travel-Non-training Related	22	500	0	2,000
Total Other Services and Charges		770,774	865,479	829,928	830,364
4464	Office & Reproduction Equip	9,795	0	0	0
Total Equipment		9,795	0	0	0
Grand Total Expenditures		5,835,897	6,009,548	5,901,061	5,837,168