

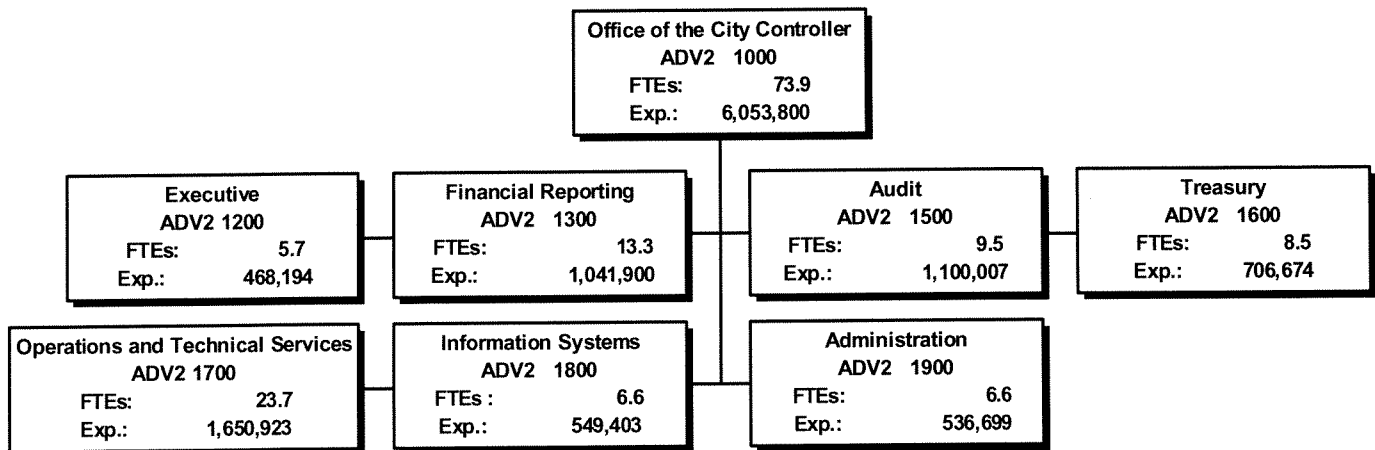
CITY CONTROLLER

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.

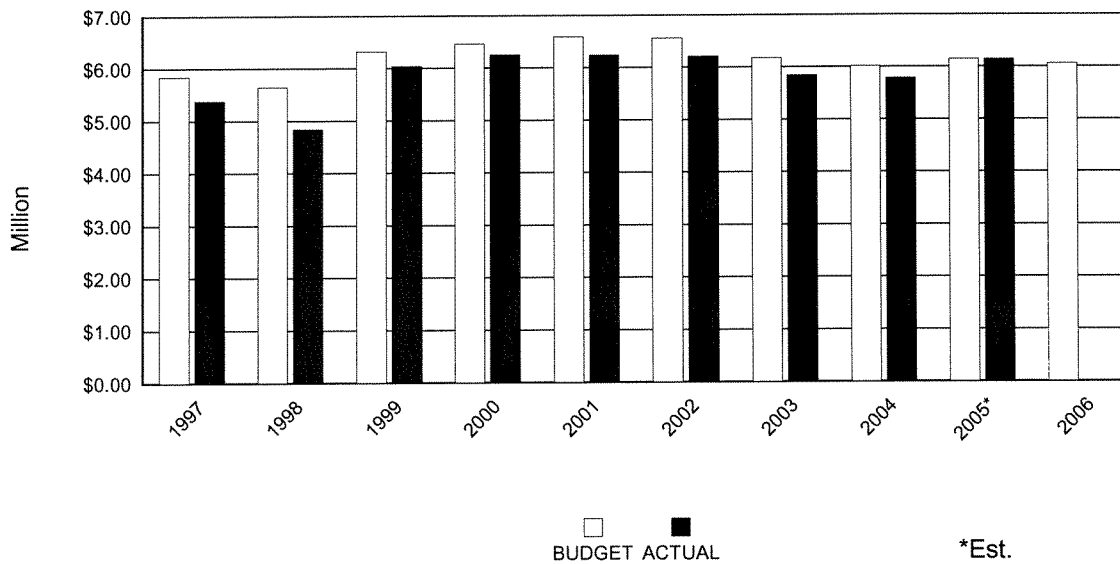
Department Organization



FISCAL YEAR 2006 BUDGET

Department Budget Summary					
Fund Name : General Fund Department Name : Office of the City Controller Fund/Department No. : 100 / 60					
		<u>FY2004 Actual</u>	<u>FY2005 Budget</u>	<u>FY2005 Estimate</u>	<u>FY2006 Budget</u>
Expenditure Summary	Personnel Services	4,964,749	5,217,359	5,211,653	5,092,693
	Supplies	106,346	94,730	91,183	94,826
	Other Services and Charges	715,091	830,364	839,617	866,281
	Total M & O Expenditures	5,786,186	6,142,453	6,142,453	6,053,800
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	5,786,186	6,142,453	6,142,453	6,053,800
Revenue Summary		38,416	0	0	0
Staffing Summary	Full-Time Equivalents - Civilian	76.1	75.9	75.9	73.9
	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	76.1	75.9	75.9	73.9
	Full-Time Equivalents-Overtime	0.2	0.0	0.0	0.0
Budget Highlights	<ul style="list-style-type: none"> o Increased funding for performance reviews. o Implementation of new financial management system. 				

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



FISCAL YEAR 2006 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. Complete CAFR by December 15th.</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>Utilize the 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, letters of credit, arbitrage rebate calculations and payments, new debt issuances and refinancing of existing debt, and banking operations.</p>	<p>Invest City funds to protect principal, maintain liquidity, provide best returns. Fund City's daily operations from investments. Fund City's capital programs from tax exempt commercial paper. Manage related arbitrage earnings. Evaluate/coordinate debt issuance/payments.</p>
<p>Operations and Technical Services 1700</p> <p>Review/approve financial transactions relating to disbursements/payroll; maintain archive records of City transactions; perform bank reconciliation; coordinate tax review of City vendors. Certify funds for Council Action. Process unclaimed property.</p>	<p>Certify funds are available for all city contracts. Ensure payments properly authorized. Reconcile bank accounts timely. Certify city vendors are not delinquent on city tax payments. Process unclaimed property. Fill Open Records requests. Issue vendor/payroll checks.</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. Support the Controller's Office website as needed. Provide implementation support for the new Enterprise Resource Planning (ERP) system.</p>	<p>Provide citywide access/maintenance to the data mart through wide area network; support/train City departments for Advantage Financial System. Provide updated system documentation to departments. Participate in/lead development/implementation of new ERP Financial Model.</p>

FISCAL YEAR 2006 BUDGET

Department Program Summary									
Fund Name : General Fund Department Name : Office of the City Controller Fund/Department No. : 100 / 60									
Program Performance Measures	FY2004 Actual			FY2005 Estimate			FY2006 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
NA	NA			NA			NA		
		5.7	876,874		5.7	472,569		5.7	468,194
NA	NA			NA			NA		
		13.9	1,741,706		13.9	1,100,296		13.3	1,041,900
NA	NA			NA			NA		
		10.5	1,015,891		10.5	1,079,832		9.5	1,100,007
NA	NA			NA			NA		
		8.7	1,149,861		8.6	749,574		8.5	706,674
NA	NA			NA			NA		
		23.8	15,783		23.8	1,644,167		23.7	1,650,923
NA	NA			NA			NA		
		6.8	503,190		6.7	569,100		6.6	549,403

FISCAL YEAR 2006 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 the Office of the City Controller with services in human resources, budget, purchasing and administrative processes to maximize staff productivity.</p>	<p>Provide timely administrative support services and effective, efficient Human Resources services for the Controller's Office.</p>

FISCAL YEAR 2006 BUDGET

Department Program Summary									
Fund Name : General Fund									
Department Name : Office of the City Controller									
Fund/Department No. : 100 / 60									
Program Performance Measures	FY2004 Actual			FY2005 Estimate			FY2006 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
NA	NA			NA			NA		
		6.7	482,881		6.7	526,915		6.6	536,699
Total		<u>76.1</u>	<u>5,786,186</u>		<u>75.9</u>	<u>6,142,453</u>		<u>73.9</u>	<u>6,053,800</u>

FISCAL YEAR 2006 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	ACCOUNTANT	3421	17
1	ACCOUNTANT SUPERVISOR	3426	24
1	ADMINISTRATION MANAGER(EXE LEV)	3032	26
1	ADMINISTRATIVE AIDE	3011	10
2	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
1	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
5	ASSISTANT CITY CONTROLLER II	3442	19
4	ASSISTANT CITY CONTROLLER III	3443	25
3	ASSISTANT CITY CONTROLLER IV	3444	27
4	ASSISTANT CITY CONTROLLER V	3445	29
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 OFFICE ASSISTANT	4922	15
3	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	7
1	RECORDS SUPERVISOR	5042	18
7	SENIOR ACCOUNT CLERK	3412	13
1	SENIOR HUMAN RESOURCES SPECIALIST	4023	21
1	SENIOR MICROCOMPUTER ANALYST	4672	23
1	SENIOR OFFICE ASSISTANT	4921	12
2	SENIOR PAYROLL CONTROL CLERK	3722	14
2	SENIOR STAFF ANALYST(EXE LEV)	3045	28
1	SYSTEMS ACCOUNTANT III	3433	27
1	SYSTEMS ACCOUNTANT IV	3434	29
1	SYSTEMS SUPPORT ANALYST I	4561	16
1	SYSTEMS SUPPORT ANALYST II	4562	19
1	SYSTEMS SUPPORT ANALYST III	4563	22
78.0	Total Positions		
4.1	Less adjustment for Vacancies and Part-Time Employees		
73.9	Full-Time Equivalents		

FISCAL YEAR 2006 BUDGET

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

ACCT	DESCRIPTION	FY2004 Actual	FY2005 Budget	FY2005 Estimate	FY2006 Budget
1100	Salary-Base Pay-Civilian	3,568,160	3,791,111	3,791,111	3,710,387
1113	Bilingual Pay-Civilian	3,522	2,712	5,424	5,423
1120	Overtime-Civilian	6,858	0	921	0
1130	Termination Pay-Civilian	167,013	100,000	69,070	50,000
1135	Pension-Civilian	522,182	615,017	615,017	608,505
1140	Social Security-Civilian	277,178	274,272	274,272	276,289
1145	Health/Life Ins Active Civilian	348,489	387,195	387,195	373,446
1155	Vehicle Allowance-Civilian	6,187	0	0	0
1405	Workers Compensation-Civilian	53,035	46,052	53,864	53,864
1415	Unemployment Claims	5,177	0	0	0
1420	Long Term Disability	6,948	1,000	14,779	14,779
Total Personnel Services		4,964,749	5,217,359	5,211,653	5,092,693
2305	Computer Supplies	32,519	23,000	26,417	26,600
2315	Publications & Printed Materials	1,788	2,500	2,915	2,315
2323	Postage	32,958	35,730	35,730	35,730
2325	Miscellaneous Office Supplies	30,677	27,500	21,121	25,181
2600	Fuel	19	0	0	0
2738	Miscellaneous Parts & Supplies	8,385	6,000	5,000	5,000
Total Supplies		106,346	94,730	91,183	94,826
3107	Temporary Personnel Services	29,773	23,600	38,070	20,200
3300	Accounting & Auditing Services	334,023	382,000	382,000	422,000
3305	Advertising Services	0	0	646	0
3323	Information Resource Services	105,055	129,960	129,960	129,960
3325	Medical, Dental & Lab Services	377	300	116	400
3345	Miscellaneous Support Services	21,130	43,775	43,775	43,775
3402	Parking Space Rental	46,847	46,920	46,920	41,952
3409	Office Equipment Rental	13,257	10,000	10,000	10,000
3415	Computer Equip Rental/Lease	19,890	23,000	23,000	23,000
3420	Other Rental	732	1,000	1,000	1,000
3510	Telephone	29,587	25,894	35,000	35,394
3515	Communication Lines	7,563	13,543	7,000	7,043
3615	Computer Eq/Software Maint Svc	25,437	29,200	28,876	31,700
3620	Enterprise Applications	6,914	10,272	7,200	7,272
3626	Vehicle & Motor Equip Services	147	0	0	0
3794	Print Shop Services	11,658	8,500	2,407	4,500
3799	Mail/Delivery Services	1,189	1,100	1,520	2,035
3805	Printing & Reproduction Svcs	26,629	25,600	25,323	25,600
3895	Misc Other Services & Charges	1,279	3,400	4,549	9,550
3900	Education & Training	12,261	19,500	23,500	18,500
3905	Membership & Professional Fees	10,640	8,300	8,000	8,400
3910	Travel-Training Related	10,522	22,500	17,755	22,000
3950	Travel-Non-training Related	181	2,000	3,000	2,000
Total Other Services and Charges		715,091	830,364	839,617	866,281
Grand Total Expenditures		5,786,186	6,142,453	6,142,453	6,053,800