

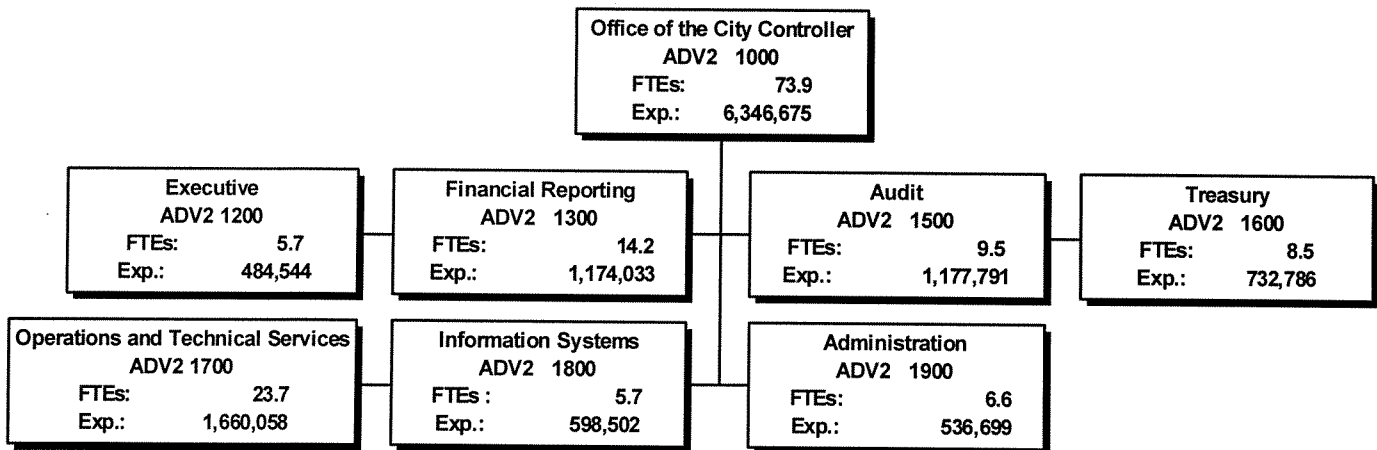
CITY CONTROLLER

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 2007 BUDGET

Department Budget Summary

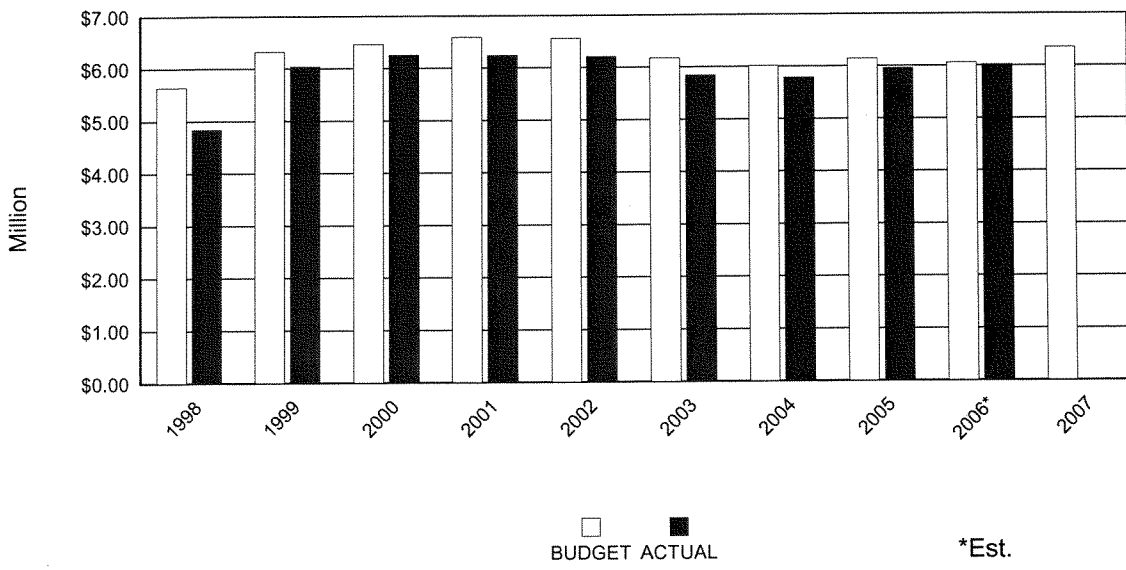
Fund Name : General Fund
Department Name : Office of the City Controller
Fund/Department No. : 100 / 60

		<u>FY2005</u> <u>Actual</u>	<u>FY2006</u> <u>Budget</u>	<u>FY2006</u> <u>Estimate</u>	<u>FY2007</u> <u>Budget</u>
Expenditure Summary	Personnel Services	5,067,653	4,942,693	4,990,177	5,252,275
	Supplies	88,938	167,516	175,680	94,826
	Other Services and Charges	802,819	943,591	852,990	999,574
	Total M & O Expenditures	<u>5,959,410</u>	<u>6,053,800</u>	<u>6,018,847</u>	<u>6,346,675</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>5,959,410</u>	<u>6,053,800</u>	<u>6,018,847</u>	<u>6,346,675</u>
Revenue Summary		533,721	0	459,782	0
Staffing Summary	Full-Time Equivalents - Civilian	74.9	73.9	73.9	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	<u>74.9</u>	<u>73.9</u>	<u>73.9</u>	<u>73.9</u>
	Full-Time Equivalents-Overtime	0.0	0.0	2.1	0.0

Budget Highlights

- o Increased funding for performance reviews.
- o Completion of new financial management system.
- o Transition all City employees to direct deposit of payroll checks

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



FISCAL YEAR 2007 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 before December 31st.</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 and utilization of city resources. Respond to Fraud Hotline.</p>	<p>Utilize the Controller's audit authority to ensure effective and efficient use of City resources and evaluate management's performance in carrying out assigned responsibilities. Ascertain the extent of which City assets are accounted for and safeguarded from losses.</p>
<p>Treasury Division 1600</p> <p>Manage all the 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 payment.</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 available for all City contracts. Ensure payments are 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.</p>	<p>Provide timely technical support.</p>

FISCAL YEAR 2007 BUDGET

Department Program Summary									
Fund Name : General Fund Department Name : Office of the City Controller Fund/Department No. : 100 / 60									
Program Performance Measures	FY2005 Actual			FY2006 Estimate			FY2007 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
NA				NA			NA		
		5.7	491,385		5.7	468,194		5.7	484,544
NA				NA			NA		
		13.8	1,065,267		14.0	1,044,588		14.2	1,174,033
NA				NA			NA		
		10.4	1,086,611		9.5	1,115,241		9.5	1,177,791
NA				NA			NA		
		8.6	698,612		8.5	708,033		8.5	732,786
NA				NA			NA		
		23.7	1,581,048		23.7	1,559,131		23.7	1,660,058
NA				NA			NA		
		6.7	516,613		5.8	582,885		5.7	518,961

FISCAL YEAR 2007 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 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.</p>

FISCAL YEAR 2007 BUDGET

Department Program Summary									
Fund Name : General Fund Department Name : Office of the City Controller Fund/Department No. : 100 / 60									
Program Performance Measures	FY2005 Actual			FY2006 Estimate			FY2007 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
NA				NA			NA		
		6.0	519,874		6.6	540,775		6.6	598,502
Total		<u>74.9</u>	<u>5,959,410</u>		<u>73.9</u>	<u>6,018,847</u>		<u>73.9</u>	<u>6,346,675</u>

FISCAL YEAR 2007 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 SUPERVISOR	3426	24
1	ADMINISTRATIVE AIDE	3011	10
2	ADMINISTRATIVE ASSISTANT	3022	17
2	ADMINISTRATIVE ASSOCIATE	3021	13
1	ADMINISTRATIVE COORDINATOR(EXE LEV)	3027	24
2	ADMINISTRATIVE SPECIALIST	3025	20
1	ADMINISTRATIVE SPECIALIST(EXE LEV)	3028	20
3	ADMINISTRATIVE SUPERVISOR	3035	22
2	ASSISTANT CITY AUDITOR II	3522	19
3	ASSISTANT CITY AUDITOR III	3523	25
2	ASSISTANT CITY AUDITOR IV	3524	27
1	ASSISTANT CITY AUDITOR V	3525	29
1	ASSISTANT CITY CONTROLLER I	3441	13
5	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	CITY AUDITOR(EXE LEV)	3526	34
1	CITY CONTROLLER	3401	NA
1	COMMUNITY LIAISON	6412	18
3	DEPUTY CITY CONTROLLER(EXE LEV)	3452	36
2	DEPUTY DIRECTOR-CONTROLLER'S OFC(EXE LEV)	3464	31
2	DIVISION MANAGER(EXE LEV)	3031	29
1	EXECUTIVE OFFICE ASSISTANT	4922	15
1	FINANCIAL ANALYST I	3561	15
2	FINANCIAL ANALYST II	3562	18
2	FINANCIAL ANALYST IV	3564	25
1	HUMAN RESOURCES SUPERVISOR	4027	24
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
6	SENIOR ACCOUNT CLERK	3412	13
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 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 2007 BUDGET

Department Revenue Summary

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

Source	Description	Program Org	Program Name	FY2006 Budget	FY2006 Estimate	FY2007 Budget
8855	Miscellaneous Revenue	1200	Executive	0	459,782	0
Total Office of the City Controller				<u>0</u>	<u>459,782</u>	<u>0</u>

FISCAL YEAR 2007 BUDGET

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

ACCT	DESCRIPTION	FY2005 Actual	FY2006 Budget	FY2006 Estimate	FY2007 Budget
1100	Salary-Base Pay-Civilian	3,729,983	3,560,387	3,560,378	3,884,229
1105	Salary-Part Time-Civilian	0	0	49,140	0
1113	Bilingual Pay-Civilian	5,232	5,423	5,423	4,518
1120	Overtime-Civilian	209	0	75,308	0
1130	Termination Pay-Civilian	804	50,000	16,683	25,000
1135	Pension-Civilian	625,812	608,505	583,903	637,011
1140	Social Security-Civilian	273,598	276,289	266,040	289,355
1145	Health/Life Ins Active Civilian	371,750	373,446	350,390	341,942
1300	Temporary Employees	0	0	28,320	0
1405	Workers Compensation-Civilian	48,035	53,864	40,595	54,729
1415	Unemployment Claims	5,257	0	0	2,584
1420	Long Term Disability	6,973	14,779	13,997	12,907
Total Personnel Services		5,067,653	4,942,693	4,990,177	5,252,275
2305	Computer Supplies	24,619	99,290	103,698	23,873
2315	Publications & Printed Materials	2,688	2,315	2,605	2,300
2323	Postage	36,559	35,730	39,000	39,000
2325	Miscellaneous Office Supplies	22,002	25,181	25,377	25,153
2738	Miscellaneous Parts & Supplies	3,070	5,000	5,000	4,500
Total Supplies		88,938	167,516	175,680	94,826
3107	Temporary Personnel Services	38,343	20,200	0	69,340
3205	Insurance Fees	0	0	0	1,050
3300	Accounting & Auditing Services	345,007	499,310	422,000	464,000
3305	Advertising Services	646	0	0	0
3323	Information Resource Services	149,605	129,960	129,960	130,000
3325	Medical, Dental & Lab Services	232	400	310	200
3345	Miscellaneous Support Services	31,493	43,775	43,775	44,000
3402	Parking Space Rental	46,317	41,952	41,952	41,952
3409	Office Equipment Rental	10,299	10,000	10,000	25,000
3415	Computer Equip Rental/Lease	20,408	23,000	23,000	23,000
3420	Other Rental	732	1,000	1,000	1,300
3510	Telephone	46,391	35,394	41,180	46,486
3515	Communication Lines	4,054	7,043	7,043	12,190
3615	Computer Eq/Software Maint Svc	21,304	31,700	30,200	33,500
3620	Enterprise Applications	4,603	7,272	7,272	9,336
3794	Print Shop Services	9,802	4,500	4,807	4,785
3799	Mail/Delivery Services	1,069	2,035	2,366	1,950
3805	Printing & Reproduction Srvcs	24,973	25,600	25,600	30,585
3895	Misc Other Services & Charges	7,635	9,550	8,550	7,800
3900	Education & Training	17,155	18,500	20,937	22,000
3905	Membership & Professional Fees	7,803	8,400	9,038	8,400
3910	Travel-Training Related	13,271	22,000	22,000	20,500
3950	Travel-Non-training Related	1,677	2,000	2,000	2,200
Total Other Services and Charges		802,819	943,591	852,990	999,574
Grand Total Expenditures		5,959,410	6,053,800	6,018,847	6,346,675