

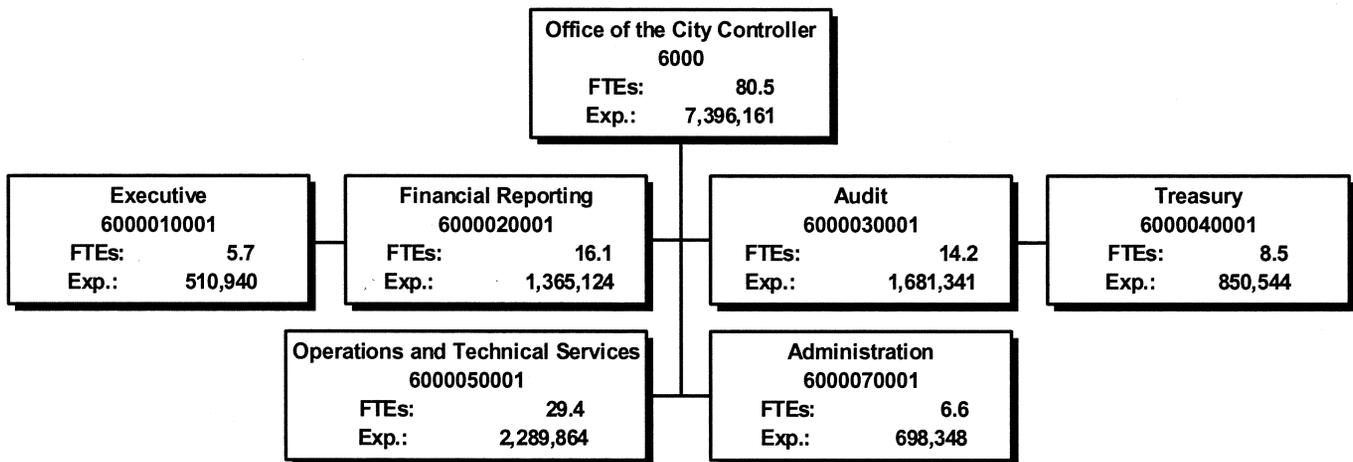
CITY CONTROLLER

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:

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

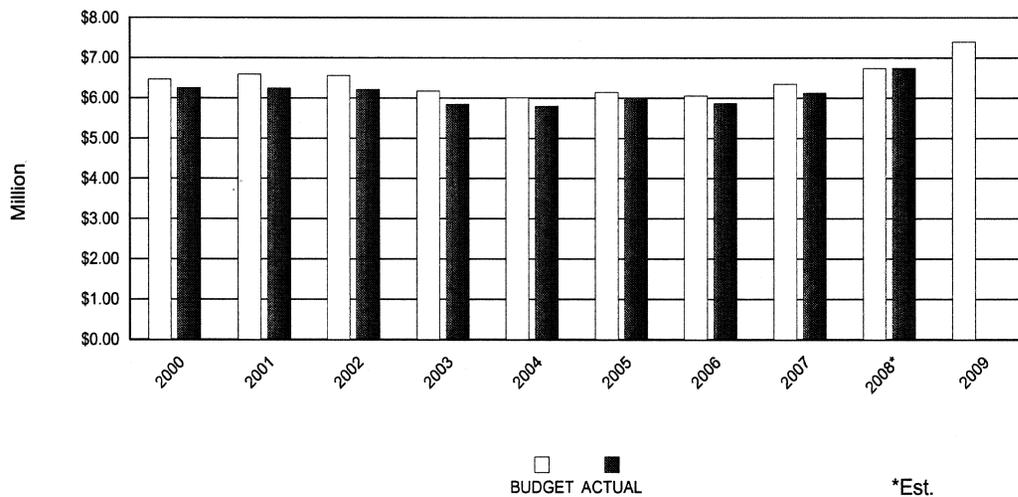
Department Organization



FISCAL YEAR 2009 BUDGET

Business Area Budget Summary					
Fund Name : General Fund Business Area Name : City Controller Fund No./Bus. Area No. : 1000 / 6000					
		FY2007 Actual	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
Expenditures	Personnel Services	5,278,697	5,642,500	5,642,500	6,184,940
	Supplies	100,561	143,491	143,491	154,266
	Other Services and Charges	745,659	955,499	955,499	1,056,955
	Non-Capital Equipment	0	0	0	0
	Total M & O Expenditures	6,124,917	6,741,490	6,741,490	7,396,161
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	6,124,917	6,741,490	6,741,490	7,396,161
Revenues		(586)	0	0	0
Staffing	Full-Time Equivalents - Civilian	72.9	76.7	75.7	80.5
	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	72.9	76.7	75.7	80.5
	Full-Time Equivalents-Overtime	0.8	0.0	0.0	0.0
Budget Highlights	<ul style="list-style-type: none"> o Increase the Operations Division with two additional Account Analysts positions. o Increase the Audit Division with three additional Auditor positions. 				

**City Controller
Current Budget vs Actual Expenditures**



FISCAL YEAR 2009 BUDGET

Business Area Cost Center Summary	
Fund Name : General Fund Business Area Name : City Controller Fund No./Bus Area No. : 1000 / 6000	
Cost Center Description	Cost Center Objectives
CTR-Executive 6000010001 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.	Enhance the public's understanding of City finances. Maintain the Controller's Internet & Intranet Web sites. Research policy issues for the Controller. Respond promptly to constituent requests; correspondence; and inquiries from the media, Mayor's Office and Council.
CTR-Financial Reporting 6000020001 Provide timely and accurate monthly financial reports and prepare the Comprehensive Annual Financial Report (CAFR).	Work to standardize and streamline financial reporting citywide. Complete annual financial report by December 31.
CTR-Audit 6000030001 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.	Hire additional staff to increase number of performance and management audits to ensure more efficient and effective delivery of public services. Ascertain the extent to which City assets are accounted for and safeguarded from losses.
CTR-Treasury 6000040001 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.	Invest City funds so as to protect principal, maintain liquidity, and provide maximum returns within the limits imposed by our investment policy and state statute. Manage investments to provide timely funding for daily operations. Manage debt issuance and payments.
CTR-Ops./Tech.Svcs 6000050001 Review (audit) financial transactions relating to disbursements and payroll, maintain archive records of City transactions, perform bank reconciliation for City bank accounts and coordinate delinquent tax review of City vendors.	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.
CTR-Info. Systems 6000060001	

FISCAL YEAR 2009 BUDGET

Business Area Cost Center Summary									
Fund Name : General Fund Business Area Name : City Controller Fund No./Bus Area No. : 1000 / 6000									
Performance Measures	FY2007 Actual			FY2008 Estimate			FY2009 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
N/A	N/A			N/A			N/A		
		5.8	495,092		5.7	486,502		5.7	510,940
N/A	N/A			N/A			N/A		
		16.1	1,291,327		16.1	1,313,780		16.1	1,365,124
N/A	N/A			N/A			N/A		
		8.9	1,045,633		11.4	1,421,086		14.2	1,681,341
N/A	N/A			N/A			N/A		
		8.5	760,142		8.5	764,737		8.5	850,544
N/A	N/A			N/A			N/A		
		24.7	1,650,159		28.4	2,133,479		29.4	2,289,864
N/A	N/A			N/A			N/A		
		3.0	297,257		0.0	0		0.0	0

Business Area Cost Center Summary

Fund Name : General Fund
Business Area Name : City Controller
Fund No./Bus Area No. : 1000 / 6000

Cost Center Description	Cost Center Objectives
<p>CTR-Administration 6000070001</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>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 Office.</p>

FISCAL YEAR 2009 BUDGET

Business Area Cost Center Summary

Fund Name : General Fund
 Business Area Name : City Controller
 Fund No./Bus Area No. : 1000 / 6000

Performance Measures	FY2007 Actual			FY2008 Estimate			FY2009 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
N/A	N/A			N/A			N/A		
		5.9	585,307		5.6	621,906		6.6	698,348
Total		<u>72.9</u>	<u>6,124,917</u>		<u>75.7</u>	<u>6,741,490</u>		<u>80.5</u>	<u>7,396,161</u>

FISCAL YEAR 2009 BUDGET

Fund Name : General Fund
Business Area Name : City Controller
Fund No./Bus Area No. : 1000 / 6000

JOB DESCRIPTION	PAY GRADE	FY2008 Current Budget FTE	FY2009 Budget FTE	Change
ACCOUNTANT SUPERVISOR	24	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	5.0	5.0	
ADMINISTRATIVE ASSOCIATE	13	3.0	3.0	
ADMINISTRATIVE COORDINATOR (EXEC. LEVEL)	24	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	2.0	1.0	(1.0)
ADMINISTRATIVE SPECIALIST (EXECUTIVE LEVEL)	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	4.0	4.0	
ASSISTANT CITY AUDITOR II	19	1.0	1.0	
ASSISTANT CITY AUDITOR III	25	3.0	5.0	2.0
ASSISTANT CITY AUDITOR IV	27	5.0	6.0	1.0
ASSISTANT CITY AUDITOR V	29	1.0	1.0	
ASSISTANT CITY CONTROLLER I	13	1.0	1.0	
ASSISTANT CITY CONTROLLER II	19	2.0	3.0	1.0
ASSISTANT CITY CONTROLLER III	25	6.0	6.0	
ASSISTANT CITY CONTROLLER IV	27	3.0	3.0	
ASSISTANT CITY CONTROLLER V	29	4.0	3.0	(1.0)
CITY AUDITOR (EXECUTIVE LEVEL)	34	1.0	1.0	
CITY CONTROLLER		1.0	1.0	
COMMUNITY LIAISON	18	1.0	1.0	
DEPUTY CITY CONTROLLER (EXECUTIVE LEVEL)	36	3.0	3.0	
DEPUTY DIRECTOR-CONTROLLER'S OFFICE	31	2.0	3.0	1.0
DIVISION MANAGER	29	0.0	1.0	1.0
DIVISION MANAGER (EXECUTIVE LEVEL)	29	2.0	1.0	(1.0)
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
FINANCIAL ANALYST I	15	1.0	1.0	
FINANCIAL ANALYST II	18	2.0	0.0	(2.0)
FINANCIAL ANALYST IV	25	2.0	0.0	(2.0)
LAN SPECIALIST	26	1.0	1.0	
MANAGEMENT ANALYST III	21	1.0	2.0	1.0
RECEPTIONIST	7	2.0	2.0	
RECORDS SUPERVISOR	18	1.0	1.0	
SENIOR ACCOUNT CLERK	13	7.0	7.0	
SENIOR HUMAN RESOURCES SPECIALIST	21	1.0	1.0	
SENIOR MICROCOMPUTER ANALYST	23	1.0	1.0	
SENIOR PAYROLL CONTROL CLERK	14	2.0	2.0	
SENIOR STAFF ANALYST (EXECUTIVE LEVEL)	28	2.0	2.0	
SENIOR TREASURY ANALYST	26	0.0	2.0	2.0
SYSTEMS ACCOUNTANT III	27	1.9	0.9	(1.0)
SYSTEMS SUPPORT ANALYST II	19	1.0	1.0	
SYSTEMS SUPPORT ANALYST III	22	1.0	1.0	
TREASURY ANALYST	21	0.0	2.0	2.0
TREASURY MANAGER	30	0.0	1.0	1.0
Total FTEs		80.9	84.9	4.0
Less adjustment for Civilian Vacancy Factor		4.2	4.4	0.2
Full-Time Equivalents		76.7	80.5	3.8

FISCAL YEAR 2009 BUDGET

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : City Controller
Fund No./Bus. Area No. : 1000 / 6000

Commit Item	Description	FY2007 Actual	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
500010	Salary Base Pay - Civilian	3,874,802	4,167,190	4,136,729	4,530,520
500030	Salary Part Time - Civilian	48,181	55,148	55,148	56,820
500060	Overtime - Civilian	14,856	0	0	0
500110	Bilingual Pay - Civilian	3,521	3,616	3,616	3,615
500180	Temporary Employees	24,205	0	0	0
500210	Pay for Performance-Municipal	2,076	0	0	0
501070	Pension - Civilian	627,422	653,604	653,604	672,777
501120	Termination Pay - Civilian	805	20,000	20,000	20,000
502010	FICA - Civilian	289,432	313,205	313,205	343,317
503010	Health Ins-Act Civilian	337,488	360,640	360,640	424,651
503015	Basic Life Insurance - Active Civilian	1,258	0	0	6,451
503060	Long Term Disability-Civilian	9,856	10,840	10,840	6,768
503090	Workers Compensation-Civilian-Admin	38,480	18,106	18,106	17,553
503100	Workers Compensation-Civilian-Clm	0	37,500	37,500	35,300
504020	Compensation Contingency	0	0	30,461	64,380
504030	Unemployment Claims	6,315	2,651	2,651	2,788
Total	Personnel Services	5,278,697	5,642,500	5,642,500	6,184,940
511045	Computer Supplies	37,558	74,200	74,200	75,200
511055	Publications & Printed Materials	1,638	2,800	2,800	2,875
511060	Postage	27,739	39,000	39,000	39,000
511070	Miscellaneous Office Supplies	26,382	23,491	23,491	34,691
511150	Miscellaneous Parts & Supplies	7,244	4,000	4,000	2,500
Total	Supplies	100,561	143,491	143,491	154,266
520100	Temporary Personnel Services	5,520	10,000	10,000	10,000
520105	Accounting & Auditing Services	348,606	464,000	464,000	467,000
520108	Information Resource Services	95,679	130,000	130,000	130,000
520109	Medical Dental & Laboratory Services	319	200	200	200
520112	Banking Services	0	0	0	52,000
520114	Miscellaneous Support Services	27,500	44,000	44,000	45,000
520119	Computer Equipment/Software Maintenance	27,569	38,000	38,000	49,500
520121	IT Application Svcs	36,007	17,436	17,436	17,793
520510	Mail/Delivery Services	877	2,150	2,150	2,150
520515	Print Shop Services	5,543	4,685	4,685	8,085
520520	Printing & Reproduction Services	7,258	25,585	25,585	25,600
520705	Insurance Fees	209	1,358	1,358	1,358
520765	Membership & Professional Fees	8,452	10,050	10,050	10,120
520805	Education & Training	15,150	30,000	30,000	39,000
520905	Travel - Training Related	12,187	23,000	23,000	25,000
520910	Travel - Non-Training Related	2,981	5,700	5,700	5,700
521605	Data Services	14,247	14,538	14,538	9,434
521610	Voice Services	46,238	29,155	29,155	51,209
521620	Voice Equipment	0	6,042	6,042	6,042
521625	Voice Labor	0	48	48	1,712
521715	Office Equipment Rental	18,371	25,000	25,000	27,000
521720	Computer Equipment Rental	22,182	23,000	23,000	24,000
521725	Other Rental	749	1,300	1,300	1,300
521730	Parking Space Rental	41,648	41,952	41,952	41,952
522430	Miscellaneous Other Services & Charges	8,367	8,300	8,300	5,800

FISCAL YEAR 2009 BUDGET

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : City Controller
Fund No./Bus. Area No. : 1000 / 6000

Commit Item	Description	FY2007 Actual	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
Total	Other Services and Charges	745,659	955,499	955,499	1,056,955
	Grand Total Expenditures	6,124,917	6,741,490	6,741,490	7,396,161