

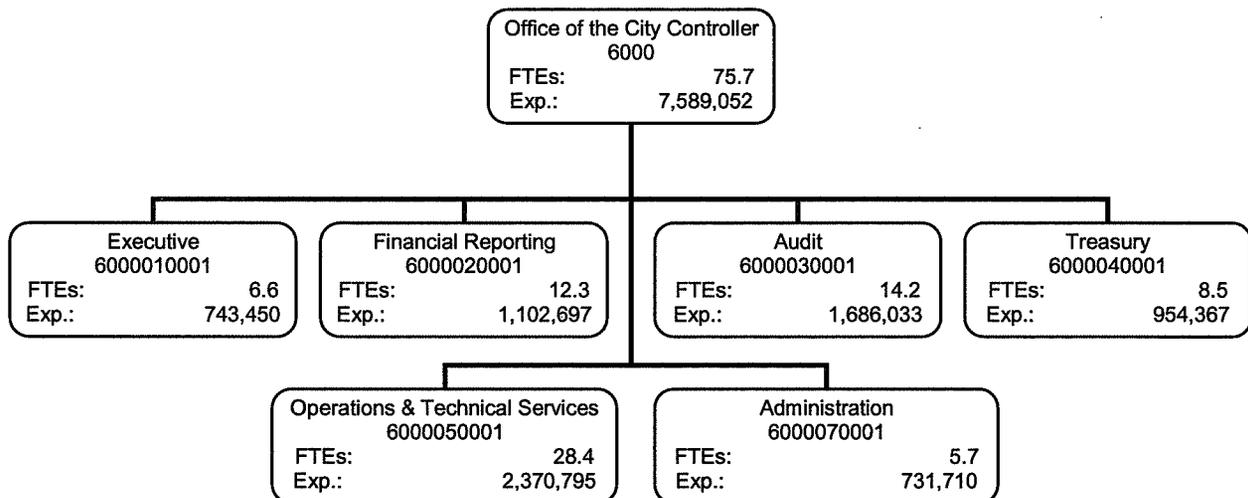
## CITY CONTROLLER

### 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 Ensuring 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



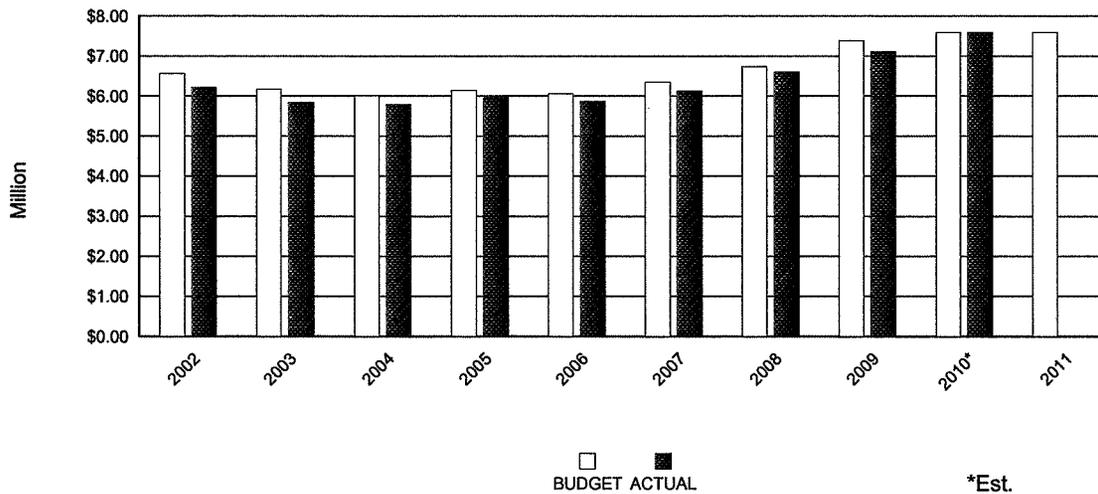
**FISCAL YEAR 2011 BUDGET**

**Business Area Budget Summary**

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

		FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Expenditures	Personnel Services	6,027,552	6,386,714	6,386,714	6,478,209
	Supplies	148,066	122,441	122,441	127,148
	Other Services and Charges	917,401	1,080,080	1,080,080	983,695
	Equipment	18,073	0	0	0
	Total M & O Expenditures	<u>7,111,092</u>	<u>7,589,235</u>	<u>7,589,235</u>	<u>7,589,052</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>7,111,092</u>	<u>7,589,235</u>	<u>7,589,235</u>	<u>7,589,052</u>
Revenues		0	0	0	0
Staffing	Full-Time Equivalents - Civilian	76.3	75.8	78.6	75.7
	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>76.3</u>	<u>75.8</u>	<u>78.6</u>	<u>75.7</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	o The FY2011 Budget provides funding for the HOPE 3% increase (\$150,890) and 1.25% Pay for Performance increase (\$62,207).				

**City Controller  
Current Budget vs Actual Expenditures**



**FISCAL YEAR 2011 BUDGET**

<b>Business Area Cost Center Summary</b>	
<b>Fund Name : General Fund</b> <b>Business Area Name : City Controller</b> <b>Fund No./Bus Area No. : 1000 / 6000</b>	
<b>Cost Center Description</b>	<b>Cost Center Objectives</b>
<b>CTR-Executive 6000010001</b> 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.  Work to standardize and streamline financial reporting citywide. Complete annual financial report by December 15.  Incorporate the IT Section and Process Control Documentation (PCD) Section into the 2010 Audit Plan. Continue conducting Performance and Management Audits, while adding IT Risk Analysis and PCD/Control Evaluation Projects.  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.
<b>CTR-Financial Reporting 6000020001</b> Provide timely and accurate monthly financial reports and prepare the Comprehensive Annual Financial Report (CAFR).	
<b>CTR-Audit 6000030001</b> 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.	
<b>CTR-Treasury 6000040001</b> 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.	
<b>CTR-Ops./Tech.Svcs 6000050001</b> 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.	

**FISCAL YEAR 2011 BUDGET**

<b>Business Area Cost Center Summary</b>									
<b>Fund Name : General Fund</b> <b>Business Area Name : City Controller</b> <b>Fund No./Bus Area No. : 1000 / 6000</b>									
<b>Performance Measures</b>	<b>FY2009 Actual</b>			<b>FY2010 Estimate</b>			<b>FY2011 Budget</b>		
	<b>Activities</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>Activities</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>Activities</b>	<b>FTEs</b>	<b>Costs \$</b>
Superintend and oversee the fiscal affairs of the City of Houston as prescribed by the City Charter and ordinances	N/A			100%			100%		
	5.0		485,228	8.5		480,073	6.6		743,450
To provide monthly and annual financial reports in a timely and accurate manner	N/A			100%			100%		
	14.2		1,231,390	16.1		1,226,979	12.3		1,102,697
Complete audits from the annual audit plan and work strategically with external auditors	N/A			100%			100%		
	13.0		1,618,698	11.4		1,784,419	14.2		1,686,033
Manage investments to exceed benchmarks To ensure Debt payments are done on time	N/A			100%			100%		
	8.6		849,044	8.5		1,015,385	8.5		954,367
To certify agenda items weekly Perform bank and travel reconciliation in a timely fashion	100%			100%			100%		
	100%			100%			100%		
	29.5		2,305,653	28.4		2,321,805	28.4		2,370,795

**FISCAL YEAR 2011 BUDGET**

<b>Business Area Cost Center Summary</b>	
<b>Fund Name : General Fund</b> <b>Business Area Name : City Controller</b> <b>Fund No./Bus Area No. : 1000 / 6000</b>	
<b>Cost Center Description</b>	<b>Cost Center Objectives</b>
<b>CTR-Administration 6000070001</b> 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 Office.

**FISCAL YEAR 2011 BUDGET**

<b>Business Area Cost Center Summary</b>									
<b>Fund Name : General Fund</b> <b>Business Area Name : City Controller</b> <b>Fund No./Bus Area No. : 1000 / 6000</b>									
<b>Performance Measures</b>	<b>FY2009 Actual</b>			<b>FY2010 Estimate</b>			<b>FY2011 Budget</b>		
	<b>Activities</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>Activities</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>Activities</b>	<b>FTEs</b>	<b>Costs \$</b>
Provide timely administrative support services for the Office		100%			100%			100%	
		5.9	621,079		5.7	760,574		5.7	731,710
<b>Total</b>		<u>76.3</u>	<u>7,111,092</u>		<u>78.6</u>	<u>7,589,235</u>		<u>75.7</u>	<u>7,589,052</u>

**FISCAL YEAR 2011 BUDGET**

**Business Area Roster Summary**

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

<b>Job Description</b>	<b>Pay Grade</b>	<b>FY2010 Current Budget FTE</b>	<b>FY2011 Budget FTE</b>	<b>Change</b>
ACCOUNTANT SUPERVISOR	24	2.0	2.0	
ADMINISTRATION MANAGER (EXE LEV)	26	0.0	1.0	1.0
ADMINISTRATIVE ASSISTANT	17	10.0	10.0	
ADMINISTRATIVE ASSOCIATE	13	2.0	2.0	
ADMINISTRATIVE COORDINATOR	24	2.0	2.0	
ADMINISTRATIVE COORDINATOR (EXE LEV)	24	1.0	0.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	2.0	2.0	
ASSISTANT CITY AUDITOR I	14	0.0	1.0	1.0
ASSISTANT CITY AUDITOR II	19	1.0	0.0	(1.0)
ASSISTANT CITY AUDITOR III	25	5.0	5.0	
ASSISTANT CITY AUDITOR IV	27	6.0	5.0	(1.0)
ASSISTANT CITY AUDITOR V	29	1.0	2.0	1.0
ASSISTANT CITY CONTROLLER II	19	3.0	3.0	
ASSISTANT CITY CONTROLLER III	25	5.0	5.0	
ASSISTANT CITY CONTROLLER IV	27	4.0	4.0	
ASSISTANT CITY CONTROLLER V	29	4.0	4.0	
ASSISTANT DIRECTOR-CONTROLLER'S OFFICE (EXE LEV)	28	0.0	1.0	1.0
CITY AUDITOR (EXE LEV)	34	1.0	1.0	
CITY CONTROLLER	NA	1.0	1.0	
DEPUTY CITY CONTROLLER (EXE LEV)	36	3.0	2.0	(1.0)
DEPUTY DIRECTOR-CONTROLLER'S OFFICE (EXE LEV)	31	3.0	4.0	1.0
DIVISION MANAGER (EXE LEV)	29	1.0	0.0	(1.0)
FINANCIAL ANALYST I	15	1.0	0.0	(1.0)
LAN SPECIALIST	26	1.0	1.0	
MANAGEMENT ANALYST II	18	0.0	1.0	1.0
MANAGEMENT ANALYST III	21	2.0	2.0	
RECEPTIONIST	7	2.0	0.0	(2.0)
SENIOR ACCOUNT CLERK	13	4.0	4.0	
SENIOR HUMAN RESOURCES SPECIALIST	21	1.0	1.0	
SENIOR MICROCOMPUTER ANALYST	23	1.0	1.0	
SENIOR STAFF ANALYST (EXE LEV)	28	2.0	2.0	
SENIOR TREASURY ANALYST	26	2.0	2.0	
STAFF ANALYST (EXE LEV)	26	0.0	1.0	1.0
SYSTEMS SUPPORT ANALYST III	22	1.0	1.0	
SYSTEMS SUPPORT ANALYST IV	25	1.0	1.0	
TREASURY ANALYST	21	1.0	2.0	1.0
TREASURY MANAGER	30	2.0	2.0	
<b>Total FTEs</b>		<b>80.0</b>	<b>80.0</b>	<b>0.0</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>4.2</b>	<b>4.3</b>	<b>0.1</b>
<b>Full-Time Equivalents</b>		<b>75.8</b>	<b>75.7</b>	<b>(0.1)</b>

**FISCAL YEAR 2011 BUDGET**

**Business Area Expenditure Summary**

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

Commit Item	Description	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
500010	Salary Base Pay - Civilian	4,558,422	4,686,231	4,759,687	4,874,728
500030	Salary Part Time - Civilian	1,122	0	0	0
500060	Overtime - Civilian	664	0	0	0
500110	Bilingual Pay - Civilian	3,616	3,616	3,616	2,730
500250	HOPE UNION BUSINESS USAGE	2,625	0	0	1,500
501070	Pension - Civilian	673,499	691,317	691,317	706,841
501120	Termination Pay - Civilian	3,132	84,772	99,602	0
502010	FICA - Civilian	330,501	351,571	351,571	369,489
503010	Health Ins-Act Civilian	424,071	452,757	452,757	431,261
503015	Basic Life Insurance - Active Civilian	3,494	2,710	2,710	2,889
503060	Long Term Disability-Civilian	(607)	6,436	6,436	6,436
503090	Workers Compensation-Civilian-Admin	10,304	15,897	15,897	15,897
503100	Workers Compensation-Civilian-Claim	13,799	15,300	470	1,580
504020	Compensation Contingency	0	73,456	0	62,207
504030	Unemployment Claims	2,910	2,651	2,651	2,651
<b>Total</b>	<b>Personnel Services</b>	<b>6,027,552</b>	<b>6,386,714</b>	<b>6,386,714</b>	<b>6,478,209</b>
511045	Computer Supplies	61,424	48,300	48,300	49,800
511050	Paper & Printing Supplies	509	0	0	0
511055	Publications & Printed Materials	1,549	3,950	3,950	4,450
511060	Postage	34,055	32,000	32,000	32,000
511070	Miscellaneous Office Supplies	47,481	35,691	35,691	37,415
511150	Miscellaneous Parts & Supplies	3,048	2,500	2,500	3,483
<b>Total</b>	<b>Supplies</b>	<b>148,066</b>	<b>122,441</b>	<b>122,441</b>	<b>127,148</b>
520100	Temporary Personnel Services	0	10,000	10,000	0
520105	Accounting & Auditing Services	319,373	442,000	442,000	367,000
520108	Information Resource Services	96,359	105,000	105,000	105,000
520109	Medical Dental & Laboratory Services	151	0	0	187
520110	Management Consulting Services	52,530	0	0	0
520112	Banking Services	43,685	145,500	154,521	150,000
520114	Miscellaneous Support Services	50,604	30,000	30,000	30,000
520119	Computer Equipment/Software Maintenance	86,199	50,300	50,300	46,500
520121	IT Application Svcs	21,340	17,793	19,054	19,531
520510	Mail/Delivery Services	1,110	2,150	2,150	2,350
520515	Print Shop Services	4,184	6,185	6,185	6,185
520520	Printing & Reproduction Services	(6,939)	16,100	16,100	16,100
520705	Insurance Fees	770	1,358	1,279	933
520765	Membership & Professional Fees	6,814	9,320	9,320	9,320
520805	Education & Training	46,350	40,500	40,500	35,500
520905	Travel - Training Related	10,399	27,500	27,500	22,500
520910	Travel - Non-Training Related	158	2,500	2,500	4,000
521605	Data Services	11,915	9,434	11,634	11,925
521610	Voice Services	41,584	51,209	40,040	41,041
521620	Voice Equipment	5,119	6,042	4,940	5,064
521625	Voice Labor	1,373	1,712	1,080	1,107
521630	GIS Revolving Fund Services	0	0	500	2,877
521715	Office Equipment Rental	25,956	27,000	27,000	27,000
521720	Computer Equipment Rental	23,400	24,000	24,000	26,000
521725	Other Rental	575	1,300	1,300	1,300
521730	Parking Space Rental	42,411	48,377	48,377	48,377
522430	Miscellaneous Other Services & Charges	31,981	4,800	4,800	3,898
<b>Total</b>	<b>Other Services and Charges</b>	<b>917,401</b>	<b>1,080,080</b>	<b>1,080,080</b>	<b>983,695</b>
560230	Computer HW and Developed SW	18,073	0	0	0
<b>Total</b>	<b>Equipment</b>	<b>18,073</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total Expenditures</b>		<b>7,111,092</b>	<b>7,589,235</b>	<b>7,589,235</b>	<b>7,589,052</b>