

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.

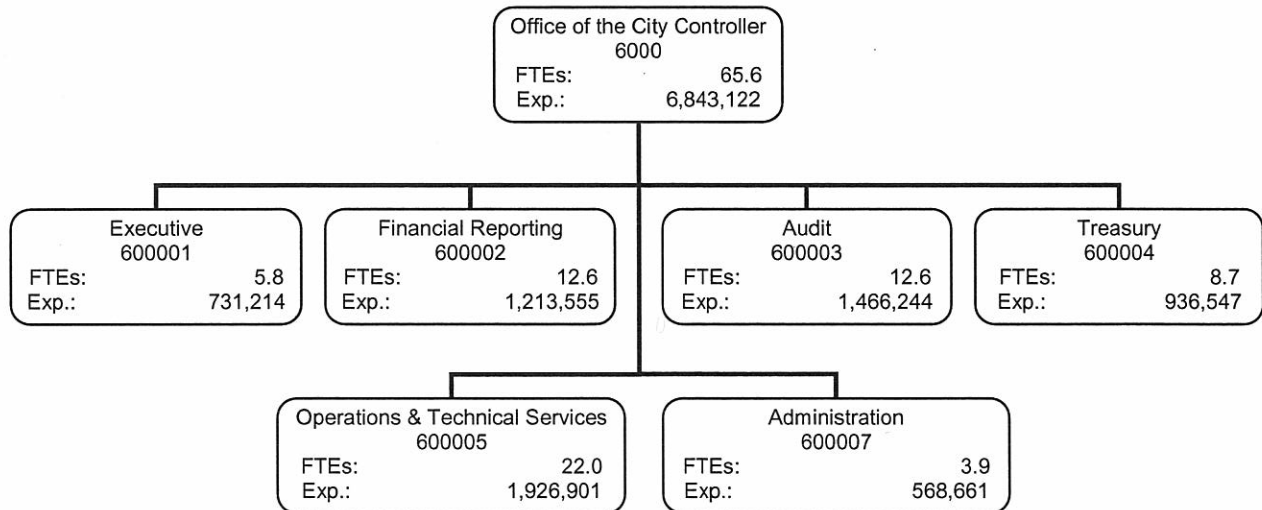
Department Short Term Goals:

- o Increase transparency of government spending.
- o Automate the City's Comprehensive Annual Financial Report.
- o Retain AAA rating from Standard and Poor's for the City's Investment Portfolio.
- o Work to implement paperless approval of City Invoices.

Department Long Term Goals:

- o Resume expansion of the Audit Division.
- o Successfully pass a peer review process for the Audit Division.
- o Complete paperless workflow system for financial data.

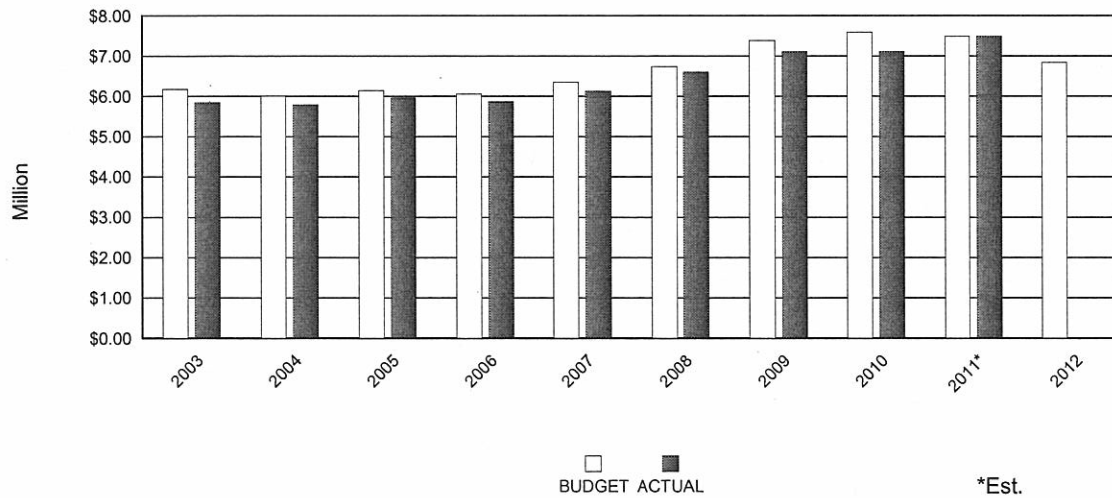
Department Organization



FISCAL YEAR 2012 BUDGET

Business Area Budget Summary					
Fund Name : General Fund Business Area Name : City Controller Fund No./Bus. Area No. : 1000 / 6000					
		FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
Expenditures	Personnel Services	6,348,287	6,381,128	6,431,128	5,853,523
	Supplies	125,732	127,148	127,148	102,919
	Other Services and Charges	640,879	983,611	933,611	886,680
	Equipment	0	0	0	0
	Total M & O Expenditures	<u>7,114,898</u>	<u>7,491,887</u>	<u>7,491,887</u>	<u>6,843,122</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>7,114,898</u>	<u>7,491,887</u>	<u>7,491,887</u>	<u>6,843,122</u>
Revenues		0	0	0	0
Staffing	Full-Time Equivalents - Civilian	76.8	75.7	75.7	65.6
	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>76.8</u>	<u>75.7</u>	<u>75.7</u>	<u>65.6</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	o The FY2012 Budget provides funding for the continuation of current service levels.				

**City Controller
Current Budget vs Actual Expenditures**



FISCAL YEAR 2012 BUDGET

Division Mission and Performance Measures			
Fund Name : General Fund Business Area Name : City Controller Fund No./Bus Area No. : 1000 / 6000			
Name: Executive -- 600001			
Mission: 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.			
Goal: Enhance the public's understanding of City finances. Maintain the Controller's Internet and 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.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Superintend and oversee fiscal affairs of the the City of Houston as prescribed by the City Charter and Ordinances	100%	100%	100%
Name: Financial Reporting -- 600002			
Mission: Provide timely and accurate monthly financial reports and prepare the Comprehensive Annual Financial Report (CAFR).			
Goal: Work to standardize and streamline financial reporting citywide. Complete annual financial report by December 31.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
To provide monthly and annual financial reports in a timely and accurate manner	100%	100%	100%
Name: Audit -- 600003			
Mission: 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.			
Goal: Incorporate the IT section and Process Control Documentation (PCD) Section into the 2012 Audit Plan. Continue conducting Performance and Management Audits, while adding IT Risk Analysis and PCD/Control Evaluation Projects.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Complete audits from the annual audit plan and work strategically with external auditors	100%	100%	100%

FISCAL YEAR 2012 BUDGET

Division Mission and Performance Measures			
Fund Name : General Fund Business Area Name : City Controller Fund No./Bus Area No. : 1000 / 6000			
Name: Treasury -- 600004			
Mission: 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.			
Goal: Invest City funds so as to protect principal, maintain liquidity, and provide maximum return 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.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Manage investments to exceed benchmarks	100%	100%	100%
To ensure debt payments are done on time	100%	100%	100%
Name: Operations & Technical Services -- 600005			
Mission: Provide the Office of the City Controller with services in human resources, budget, purchasing and administrative processes to maximize staff productivity.			
Goal: 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.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Certify agenda items	100%	100%	100%
Recon. bank, travel accts.	100%	100%	100%
Review and approve vendor/payroll payments	100%	100%	100%
Manage records retention	100%	100%	100%
Name: Administration -- 600007			
Mission: Provide the Office of the City Controller with services in human resources, budget, purchasing and administrative processes to maximize staff productivity.			
Goal: 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.			
Performance Measures	FY2010 Actual	FY2011 Estimate	FY2012 Budget
Ensure office supplies are maintained weekly	100%	100%	100%
Daily invoices paymts.	100%	100%	100%
Office budget maintained annually	100%	100%	100%

FISCAL YEAR 2012 BUDGET

Division Summary							
Fund Name : General Fund Business Area Name : City Controller Fund No./Bus Area No. : 1000 / 6000							
Division Description		FY2010 Actual		FY2011 Estimate		FY2012 Budget	
		FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Executive	600001						
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.		6.5	654,436	6.6	754,276	5.8	731,214
Financial Reporting	600002						
Provide timely and accurate monthly financial reports and prepare the Comprehensive Annual Financial Report (CAFR).		13.6	1,198,177	12.3	1,092,185	12.6	1,213,555
Audit	600003						
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.		14.4	1,487,415	14.2	1,675,833	12.6	1,466,244
Treasury	600004						
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.		8.1	874,258	8.5	893,733	8.7	936,547
Operations & Technical Services	600005						
Provide the Office of the City Controller with services in human resources, budget, purchasing and administrative processes to maximize staff productivity.		29.5	2,345,386	28.4	2,360,225	22.0	1,926,901

FISCAL YEAR 2012 BUDGET

Division Summary						
Fund Name : General Fund Business Area Name : City Controller Fund No./Bus Area No. : 1000 / 6000						
Division Description	FY2010 Actual		FY2011 Estimate		FY2012 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Administration 600007 Provide the Office of the City Controller with services in human resources, budget, purchasing and administrative processes to maximize staff productivity.	4.7	555,226	5.7	715,635	3.9	568,661
Total	76.8	7,114,898	75.7	7,491,887	65.6	6,843,122

FISCAL YEAR 2012 BUDGET

Business Area Roster Summary

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

Job Description	Pay Grade	FY2011 Current Budget FTE	FY2012 Budget FTE	Change
ACCOUNTANT SUPERVISOR	24	2.0	1.0	(1.0)
ADMINISTRATION MANAGER	26	0.0	1.0	1.0
ADMINISTRATION MANAGER (EXE LEV)	26	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	10.0	8.0	(2.0)
ADMINISTRATIVE ASSOCIATE	13	2.0	1.0	(1.0)
ADMINISTRATIVE COORDINATOR	24	2.0	2.0	
ADMINISTRATIVE SPECIALIST	20	1.0	2.0	1.0
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	2.0	2.0	
ASSISTANT CITY AUDITOR I	14	1.0	1.0	
ASSISTANT CITY AUDITOR III	25	5.0	3.0	(2.0)
ASSISTANT CITY AUDITOR IV	27	5.0	4.0	(1.0)
ASSISTANT CITY AUDITOR V	29	2.0	3.0	1.0
ASSISTANT CITY CONTROLLER II	19	3.0	2.0	(1.0)
ASSISTANT CITY CONTROLLER III	25	5.0	5.0	
ASSISTANT CITY CONTROLLER IV	27	4.0	5.0	1.0
ASSISTANT CITY CONTROLLER V	29	4.0	2.0	(2.0)
ASSISTANT DIRECTOR-CONTROLLER'S OFFICE (EXE LEV)	28	1.0	0.0	(1.0)
CITY AUDITOR (EXE LEV)	34	1.0	1.0	
CITY CONTROLLER		1.0	1.0	
DEPUTY CITY CONTROLLER (EXE LEV)	36	2.0	4.0	2.0
DEPUTY DIRECTOR-CONTROLLER'S OFFICE (EXE LEV)	31	4.0	3.0	(1.0)
LAN SPECIALIST	26	1.0	0.0	(1.0)
MANAGEMENT ANALYST II	18	1.0	1.0	
MANAGEMENT ANALYST III	21	2.0	0.0	(2.0)
MANAGEMENT ANALYST IV	25	0.0	2.0	2.0
SENIOR ACCOUNT CLERK	13	4.0	3.0	(1.0)
SENIOR HUMAN RESOURCES SPECIALIST	21	1.0	0.0	(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	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	2.0	1.0	(1.0)
TREASURY MANAGER	30	2.0	1.0	(1.0)
Total FTEs		80.0	69.0	(11.0)
Less adjustment for Civilian Vacancy Factor		4.3	3.4	(0.9)
Full-Time Equivalents		75.7	65.6	(10.1)

FISCAL YEAR 2012 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2010 Actual	FY2011 Current Budget	FY2011 Estimate	FY2012 Budget
500010	Salary Base Pay - Civilian	4,781,938	4,826,347	4,826,347	4,279,539
500060	Overtime - Civilian	95	0	0	0
500110	Bilingual Pay - Civilian	3,155	2,730	2,730	1,820
500210	Pay for Performance-Municipal	5,000	0	0	0
501070	Pension - Civilian	707,219	706,841	706,841	770,314
501120	Termination Pay - Civilian	40,198	0	50,000	0
501160	Vehicle Allowance - Civilian	2,148	0	0	0
502010	FICA - Civilian	348,773	366,035	366,035	321,036
503010	Health Ins-Act Civilian	434,330	449,722	449,722	455,482
503015	Basic Life Insurance - Active Civilian	2,775	2,889	2,889	2,540
503060	Long Term Disability-Civilian	5,687	6,436	6,436	5,578
503090	Workers Compensation-Civilian-Admin	13,721	15,897	15,897	13,119
503100	Workers Compensation-Civilian-Claim	386	1,580	1,580	1,580
504030	Unemployment Claims - Administration	2,862	2,651	2,651	2,515
Total	Personnel Services	6,348,287	6,381,128	6,431,128	5,853,523
511045	Computer Supplies	47,967	49,800	49,800	33,300
511050	Paper & Printing Supplies	0	0	0	2,875
511055	Publications & Printed Materials	1,238	4,450	4,450	3,500
511060	Postage	39,529	32,000	32,000	32,000
511070	Miscellaneous Office Supplies	34,585	37,415	37,415	27,761
511150	Miscellaneous Parts & Supplies	2,413	3,483	3,483	3,483
Total	Supplies	125,732	127,148	127,148	102,919
520100	Temporary Personnel Services	9,000	0	0	0
520105	Accounting & Auditing Services	159,401	367,000	367,000	308,200
520108	Information Resource Services	106,327	105,000	105,000	83,000
520109	Medical Dental & Laboratory Services	187	187	187	200
520110	Management Consulting Services	2,010	0	0	0
520112	Banking Services	75,312	150,000	100,000	150,000
520114	Miscellaneous Support Services	28,295	30,000	30,000	20,000
520119	Computer Equipment/Software Maintenance	29,799	46,500	46,500	40,500
520121	IT Application Svcs	20,575	19,531	19,531	19,687
520510	Mail/Delivery Services	960	2,350	2,350	2,050
520515	Print Shop Services	9,338	6,185	6,185	4,518
520520	Printing & Reproduction Services	7,802	16,100	16,100	16,100
520705	Insurance Fees	1,034	849	849	1,461
520765	Membership & Professional Fees	5,577	9,320	9,320	7,400
520805	Education & Training	30,516	35,500	35,500	17,500
520905	Travel - Training Related	17,246	22,500	22,500	11,283
520910	Travel - Non-Training Related	1,218	4,000	4,000	2,500
521430	Katrina Support Services	(64)	0	0	0
521605	Data Services	8,279	11,925	11,925	21,888
521610	Voice Services	33,154	41,041	41,041	23,167
521620	Voice Equipment	1,066	5,064	5,064	1,934
521625	Voice Labor	0	1,107	1,107	472
521630	GIS Revolving Fund Services	0	2,877	2,877	2,855
521715	Office Equipment Rental	25,357	27,000	27,000	27,000
521720	Computer Equipment Rental	22,050	26,000	26,000	26,000
521725	Other Rental	48	1,300	1,300	1,300
521730	Parking Space Rental	42,411	48,377	48,377	48,377
522430	Miscellaneous Other Services & Charges	3,981	3,898	3,898	3,598
522721	Interfund HR Client Services	0	0	0	42,992
522722	KRONOS Service Chargeback	0	0	0	2,698
Total	Other Services and Charges	640,879	983,611	933,611	886,680
Grand Total Expenditures		7,114,898	7,491,887	7,491,887	6,843,122