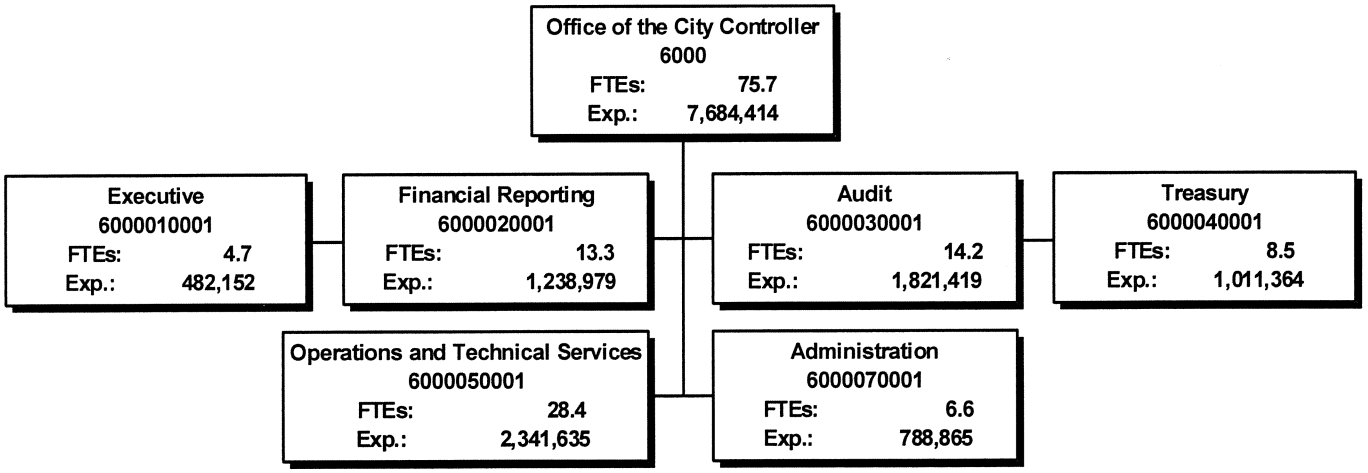
CITY CONTROLLER

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



Business Area Budget Summary

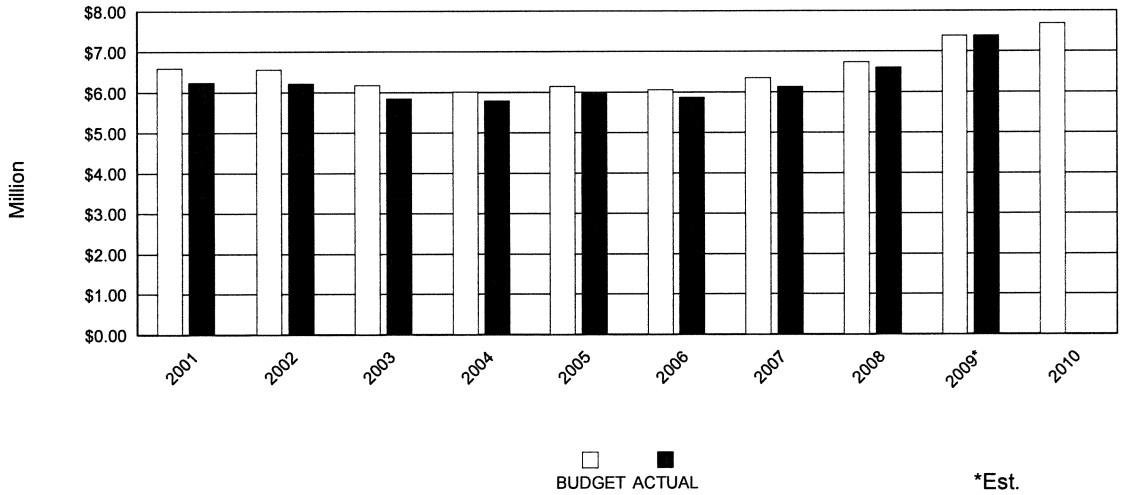
Fund Name : General Fund
Business Area Name : City Controller
Fund No./Bus. Area No. : 1000 / 6000

		FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
Expenditures	Personnel Services	5,592,392	6,096,037	6,176,037	**6,414,893**
	Supplies	140,338	174,766	159,766	**126,941**
	Other Services and Charges	863,302	1,116,455	1,051,455	**1,142,580**
	Total M & O Expenditures	6,596,032	7,387,258	7,387,258	**7,684,414**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	6,596,032	7,387,258	7,387,258	**7,684,414**
Revenues		(31,408)	0	0	**0**
Staffing	Full-Time Equivalents - Civilian	74.6	76.7	75.7	**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	74.6	76.7	75.7	**75.7**
	Full-Time Equivalents-Overtime	0.1	0.0	0.0	**0.0**

Budget Highlights

The FY2010 Budget includes an adjustment for 3% HOPE raise and the 1.25% Pay for Performance increase.

City Controller
Current Budget vs Actual Expenditures



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.	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.
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**	

Business Area Cost Center Summary

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

Performance Measures	FY2008 Actual			FY2009 Estimate			FY2010 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
N/A	N/A			N/A			**N/A**		
		5.4	500,006		5.7	510,350		**4.7**	**482,152**
N/A	N/A			N/A			**N/A**		
		16.3	1,378,386		16.1	1,363,943		**13.3**	**1,238,979**
N/A	N/A			N/A			**N/A**		
		9.6	1,225,830		11.4	1,680,160		**14.2**	**1,821,419**
N/A	N/A			N/A			**N/A**		
		9.0	792,462		8.5	849,954		**8.5**	**1,011,364**
N/A	N/A			N/A			**N/A**		
		25.7	1,821,574		28.4	2,285,093		**28.4**	**2,341,635**
N/A	N/A			N/A					
		2.6	284,670		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
CTR-Administration **6000070001** 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.

Business Area Cost Center Summary

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

Performance Measures	FY2008 Actual			FY2009 Estimate			FY2010 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
N/A		N/A			N/A			**NA**	
		6.0	593,104		5.6	697,758		**6.6**	**788,865**
Total		74.6	6,596,032		75.7	7,387,258		**75.7**	**7,684,414**

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

JOB DESCRIPTION	PAY GRADE	FY2009 Current Budget FTE	FY2010 Budget FTE	Change
ACCOUNTANT SUPERVISOR	24	1.0	2.0	1.0
ADMINISTRATIVE ASSISTANT	17	5.0	10.0	5.0
ADMINISTRATIVE ASSOCIATE	13	3.0	2.0	(1.0)
ADMINISTRATIVE COORDINATOR	24	0.0	2.0	2.0
ADMINISTRATIVE COORDINATOR (EXE LEV)	24	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	4.0	2.0	(2.0)
ASSISTANT CITY AUDITOR II	19	1.0	1.0	
ASSISTANT CITY AUDITOR III	25	5.0	5.0	
ASSISTANT CITY AUDITOR IV	27	6.0	6.0	
ASSISTANT CITY AUDITOR V	29	1.0	1.0	
ASSISTANT CITY CONTROLLER I	13	1.0	0.0	(1.0)
ASSISTANT CITY CONTROLLER II	19	3.0	3.0	
ASSISTANT CITY CONTROLLER III	25	6.0	5.0	(1.0)
ASSISTANT CITY CONTROLLER IV	27	3.0	4.0	1.0
ASSISTANT CITY CONTROLLER V	29	3.0	4.0	1.0
CITY AUDITOR (EXE LEV)	34	1.0	1.0	
CITY CONTROLLER	NA	1.0	1.0	
COMMUNITY LIAISON	18	1.0	0.0	(1.0)
DEPUTY CITY CONTROLLER (EXE LEV)	36	3.0	3.0	
DEPUTY DIRECTOR-CONTROLLER'S OFFICE (EXE LEV	31	3.0	3.0	
DIVISION MANAGER	29	1.0	0.0	(1.0)
DIVISION MANAGER (EXE LEV)	29	1.0	1.0	
EXECUTIVE OFFICE ASSISTANT	15	1.0	0.0	(1.0)
FINANCIAL ANALYST I	15	1.0	1.0	
LAN SPECIALIST	26	1.0	1.0	
MANAGEMENT ANALYST III	21	2.0	2.0	
RECEPTIONIST	7	2.0	2.0	
RECORDS SUPERVISOR	18	1.0	0.0	(1.0)
SENIOR ACCOUNT CLERK	13	7.0	4.0	(3.0)
SENIOR HUMAN RESOURCES SPECIALIST	21	1.0	1.0	
SENIOR MICROCOMPUTER ANALYST	23	1.0	1.0	
SENIOR PAYROLL CONTROL CLERK	14	2.0	0.0	(2.0)
SENIOR STAFF ANALYST (EXE LEV)	28	2.0	2.0	
SENIOR TREASURY ANALYST	26	2.0	2.0	
SYSTEMS ACCOUNTANT III	27	0.9	0.0	(0.9)
SYSTEMS SUPPORT ANALYST II	19	1.0	0.0	(1.0)
SYSTEMS SUPPORT ANALYST III	22	1.0	1.0	
SYSTEMS SUPPORT ANALYST IV	25	0.0	1.0	1.0
TREASURY ANALYST	21	2.0	1.0	(1.0)
TREASURY MANAGER	30	1.0	2.0	1.0
Total FTEs		**84.9**	**80.0**	**(4.9)**
Less adjustment for Civilian Vacancy Factor		**8.2**	**4.3**	**(3.9)**
Full-Time Equivalents		**76.7**	**75.7**	**(1.0)**

Business Area Expenditure Summary

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

Commit Item	Description	FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
500010	Salary Base Pay - Civilian	4,143,847	4,450,520	4,530,520	**4,702,809**
500030	Salary Part Time - Civilian	41,721	56,820	56,820	**0**
500060	Overtime - Civilian	3,552	0	0	**0**
500110	Bilingual Pay - Civilian	3,615	3,615	3,615	**3,616**
501070	Pension - Civilian	644,895	672,777	672,777	**691,317**
501120	Termination Pay - Civilian	16,982	20,000	20,000	**84,772**
502010	FICA - Civilian	305,097	343,317	343,317	**352,839**
503010	Health Ins-Act Civilian	374,850	418,748	418,748	**458,090**
503015	Basic Life Insurance - Active Civilian	5,232	6,451	6,451	**2,710**
503040	Health/Life Ins.Ret-Classified	719	0	0	**0**
503060	Long Term Disability-Civilian	9,377	6,768	6,768	**6,436**
503090	Workers Compensation-Civilian-Admin	15,670	17,553	17,553	**15,897**
503100	Workers Compensation-Civilian-Claim	26,835	32,300	32,300	**15,300**
504020	Compensation Contingency	0	64,380	64,380	**78,456**
504030	Unemployment Claims	0	2,788	2,788	**2,651**
Total	**Personnel Services**	**5,592,392**	**6,096,037**	**6,176,037**	**6,414,893**
511045	Computer Supplies	81,566	90,700	80,700	**51,300**
511055	Publications & Printed Materials	1,810	2,875	2,875	**4,450**
511060	Postage	31,783	39,000	39,000	**33,000**
511070	Miscellaneous Office Supplies	22,328	39,691	34,691	**35,691**
511125	Food Supplies	54	0	0	**0**
511150	Miscellaneous Parts & Supplies	2,797	2,500	2,500	**2,500**
Total	**Supplies**	**140,338**	**174,766**	**159,766**	**126,941**
520100	Temporary Personnel Services	0	10,000	10,000	**20,000**
520105	Accounting & Auditing Services	405,641	447,000	467,000	**467,000**
520108	Information Resource Services	103,506	120,000	130,000	**110,000**
520109	Medical Dental & Laboratory Services	87	200	200	**0**
520112	Banking Services	0	52,000	52,000	**145,500**
520114	Miscellaneous Support Services	45,270	45,000	45,000	**30,000**
520119	Computer Equipment/Software Maintenance	39,058	114,000	44,000	**50,300**
520121	IT Application Svcs	9,337	17,793	17,793	**17,793**
520124	Other Equipment Services	50	0	0	**0**
520510	Mail/Delivery Services	608	2,150	2,150	**2,150**
520515	Print Shop Services	16,654	8,085	8,085	**6,185**
520520	Printing & Reproduction Services	21,965	21,600	25,600	**26,100**
520705	Insurance Fees	1,026	1,358	1,358	**1,358**
520765	Membership & Professional Fees	10,811	10,120	10,120	**11,320**
520805	Education & Training	21,709	44,800	39,000	**47,500**
520905	Travel - Training Related	11,344	25,000	25,000	**27,500**
520910	Travel - Non-Training Related	1,191	5,700	5,700	**6,000**
521605	Data Services	11,805	9,434	9,434	**9,434**
521610	Voice Services	50,737	51,209	51,209	**51,209**
521620	Voice Equipment	1,705	6,042	6,042	**6,042**
521625	Voice Labor	422	1,712	1,712	**1,712**
521715	Office Equipment Rental	23,291	27,000	27,000	**27,000**
521720	Computer Equipment Rental	22,800	24,000	24,000	**24,000**
521725	Other Rental	575	1,300	1,300	**1,300**
521730	Parking Space Rental	41,348	41,952	41,952	**48,377**
522430	Miscellaneous Other Services & Charges	22,362	29,000	5,800	**4,800**
Total	**Other Services and Charges**	**863,302**	**1,116,455**	**1,051,455**	**1,142,580**
	Grand Total Expenditures	**6,596,032**	**7,387,258**	**7,387,258**	**7,684,414**