

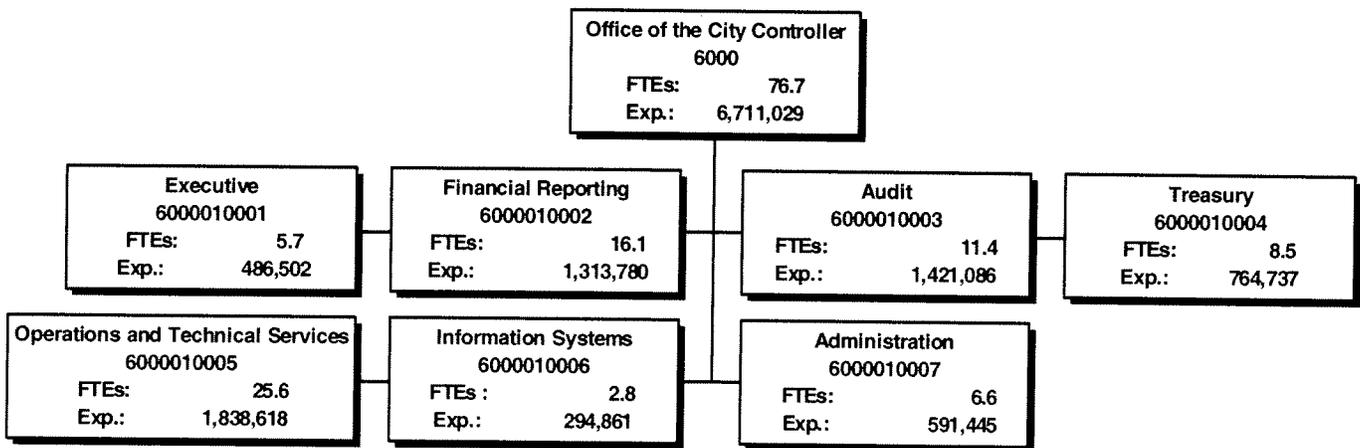
CITY CONTROLLER

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



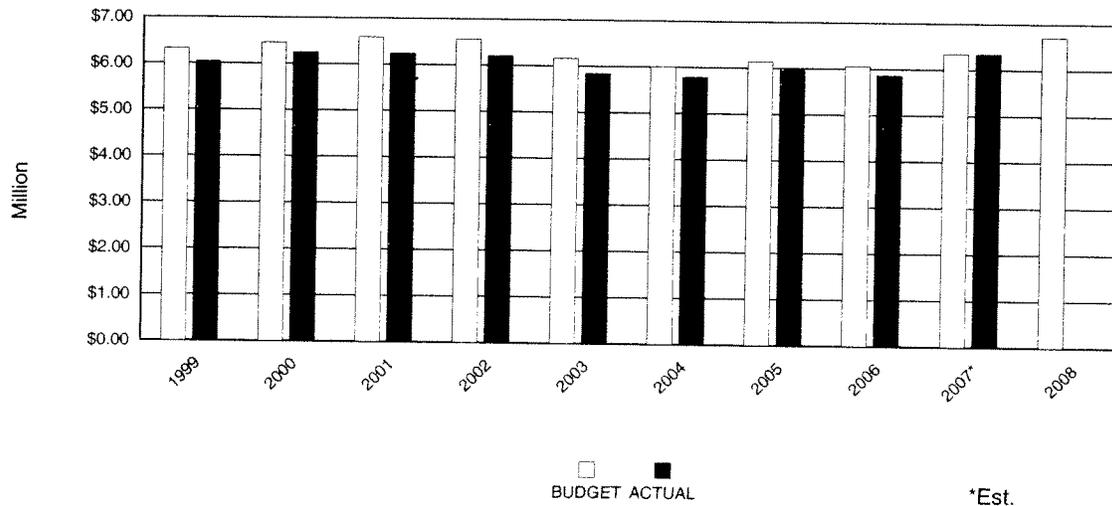
FISCAL YEAR 2008 BUDGET

Business Area Budget Summary

Fund Name : General Fund
Business Area Name : Controller's Office
Fund No./Bus. Area No. : 1000 / 6000

		FY2006 Actual	FY2007 Budget	FY2007 Estimate	FY2008 Budget
Expenditures	Personnel Services	4,867,363	5,295,275	5,230,319	5,612,039
	Supplies	180,905	113,171	110,631	143,491
	Other Services and Charges	815,102	938,229	1,005,725	955,499
	Total M & O Expenditures	<u>5,863,370</u>	<u>6,346,675</u>	<u>6,346,675</u>	<u>6,711,029</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>5,863,370</u>	<u>6,346,675</u>	<u>6,346,675</u>	<u>6,711,029</u>
Revenues		0	0	0	0
Staffing	Full-Time Equivalents - Civilian	68.6	73.9	74.4	76.7
	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>68.6</u>	<u>73.9</u>	<u>74.4</u>	<u>76.7</u>
	Full-Time Equivalents-Overtime	2.1	0.0	0.0	0.0
Budget Highlights	<ul style="list-style-type: none"> o Transition all City employees to direct deposit of payroll checks. o Increased the Audit Division with three additional Auditor positions. o The City Controller's Office has assumed city -wide check production. 				

**Controller's Office
Current Budget vs Actual Expenditures**



FISCAL YEAR 2008 BUDGET

Business Area Cost Center Summary

Fund Name : General Fund
Business Area Name : Controller's Office
Fund No./Bus Area No. : 1000 / 6000

Cost Center Description	Cost Center Objectives
<p>CTR-Executive 6000010001</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 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.</p> <p>Invest in ongoing training in governmental financial accounting. Complete annual financial report by December 31.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Provide citywide access/maintenance to the data mart through the wide area network and complete implementation of the new Enterprise Resource Program. Provide updated system documentation to City departments.</p>
<p>CTR-Financial Reporting 6000020001</p> <p>Provide timely and accurate monthly financial reports and prepare the Comprehensive Annual Financial Report (CAFR).</p>	
<p>CTR-Audit 6000030001</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. Respond to Fraud Hotline.</p>	
<p>CTR-Treasury 6000040001</p> <p>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.</p>	
<p>CTR-Ops./Tech.Svcs 6000050001</p> <p>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.</p>	
<p>CTR-Info.Systems 6000060001</p> <p>Provide technical support to the Controller's Office.</p>	

FISCAL YEAR 2008 BUDGET

Business Area Cost Center Summary

Fund Name : General Fund
Business Area Name : Controller's Office
Fund No./Bus Area No. : 1000 / 6000

Performance Measures	FY2006 Actual		FY2007 Estimate			FY2008 Budget			
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
NA				NA			NA		
		5.7	474,971	5.7		485,250	5.7		486,502
NA				NA			NA		
		13.0	1,021,934	16.1		1,252,012	16.1		1,313,780
NA				NA			NA		
		9.0	1,100,389	9.0		1,183,172	11.4		1,421,086
NA				NA			NA		
		8.6	700,742	8.5		740,042	8.5		764,737
NA				NA			NA		
		21.9	1,568,617	25.6		1,721,061	25.6		1,838,618
NA				NA			NA		
		4.4	442,556	2.9		359,361	2.8		294,861

FISCAL YEAR 2008 BUDGET

Business Area Cost Center Summary

Fund Name : General Fund
Business Area Name : Controller's Office
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 2008 BUDGET

Business Area Cost Center Summary

Fund Name : General Fund
 Business Area Name : Controller's Office
 Fund No./Bus Area No. : 1000 / 6000

Performance Measures	FY2006 Actual			FY2007 Estimate			FY2008 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
NA				NA			NA		
		6.0	554,161		6.6	605,777		6.6	591,445
Total		<u>68.6</u>	<u>5,863,370</u>		<u>74.4</u>	<u>6,346,675</u>		<u>76.7</u>	<u>6,711,029</u>

FISCAL YEAR 2008 BUDGET

Fund Name : General Fund
Business Area Name : Controller's Office
Fund No./Bus Area No. : 1000 / 6000

JOB DESCRIPTION	PAY GRADE	FY2007 Budget FTE	FY2008 Budget FTE	Change
ACCOUNTANT SUPERVISOR	24	1.0	1.0	
ADMINISTRATIVE AIDE	10	1.0	0.0	(1.0)
ADMINISTRATIVE ASSISTANT	17	2.0	5.0	3.0
ADMINISTRATIVE ASSOCIATE	13	2.0	3.0	1.0
ADMINISTRATIVE COORDINATOR(EXE LEV)	24	1.0	1.0	
ADMINISTRATIVE SPECIALIST	20	2.0	2.0	
ADMINISTRATIVE SPECIALIST(EXE LEV)	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	3.0	4.0	1.0
ASSISTANT CITY AUDITOR II	19	2.0	1.0	(1.0)
ASSISTANT CITY AUDITOR III	25	3.0	3.0	
ASSISTANT CITY AUDITOR IV	27	2.0	5.0	3.0
ASSISTANT CITY AUDITOR V	29	1.0	1.0	
ASSISTANT CITY CONTROLLER I	13	1.0	1.0	
ASSISTANT CITY CONTROLLER II	19	5.0	2.0	(3.0)
ASSISTANT CITY CONTROLLER III	25	4.0	6.0	2.0
ASSISTANT CITY CONTROLLER IV	27	4.0	3.0	(1.0)
ASSISTANT CITY CONTROLLER V	29	4.0	4.0	
CITY AUDITOR(EXE LEV)	34	1.0	1.0	
CITY CONTROLLER		1.0	1.0	
COMMUNITY LIAISON	18	1.0	1.0	
DEPUTY CITY CONTROLLER(EXE LEV)	36	3.0	3.0	
DEPUTY DIRECTOR-CONTROLLER'S OFC(EXE LEV)	31	2.0	2.0	
DIVISION MANAGER(EXE LEV)	29	2.0	2.0	
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
FINANCIAL ANALYST I	15	1.0	1.0	
FINANCIAL ANALYST II	18	2.0	2.0	
FINANCIAL ANALYST IV	25	2.0	2.0	
HUMAN RESOURCES SUPERVISOR	24	1.0	0.0	(1.0)
LAN SPECIALIST	26	0.0	1.0	1.0
MANAGEMENT ANALYST III	21	1.0	1.0	
MICROCOMPUTER ANALYST	20	1.0	0.0	(1.0)
PAYROLL CONTROL SUPERVISOR	20	1.0	0.0	(1.0)
RECEPTIONIST	07	2.0	2.0	
RECORDS SUPERVISOR	18	1.0	1.0	
SENIOR ACCOUNT CLERK	13	6.0	7.0	1.0
SENIOR HUMAN RESOURCES SPECIALIST	21	0.0	1.0	1.0
SENIOR MICROCOMPUTER ANALYST	23	1.0	1.0	
SENIOR OFFICE ASSISTANT	12	1.0	0.0	(1.0)
SENIOR PAYROLL CONTROL CLERK	14	2.0	2.0	
SENIOR STAFF ANALYST(EXE LEV)	28	2.0	2.0	
SYSTEMS ACCOUNTANT III	27	1.0	1.9	0.9
SYSTEMS SUPPORT ANALYST I	16	1.0	0.0	(1.0)
SYSTEMS SUPPORT ANALYST II	19	1.0	1.0	
SYSTEMS SUPPORT ANALYST III	22	1.0	1.0	
Total FTEs		78.0	80.9	2.9
Less adjustment for Civilian Vacancy Factor		4.1	4.2	0.1
Full-Time Equivalents		73.9	76.7	2.8

FISCAL YEAR 2008 BUDGET

Business Area Expenditure Summary

Fund Name : General Fund
Business Area Name : Controller's Office
Fund No./Bus. Area No. : 1000 / 6000

Commit Item	Description	FY2006 Actual	FY2007 Budget	FY2007 Estimate	FY2008 Budget
500010	Salary Base Pay - Civilian	3,479,034	3,884,229	3,832,332	4,136,729
500030	Salary Part Time - Civilian	41,165	40,000	40,000	55,148
500060	Overtime - Civilian	107,126	1,000	3,684	0
500090	Premium Pay - Civilian	667	0	0	0
500110	Bilingual Pay - Civilian	4,626	4,518	3,616	3,616
500180	Temporary Employees	33,826	0	24,205	0
500210	Pay for Performance-Municipal	0	2,000	0	0
501070	Pension - Civilian	566,702	637,011	617,193	653,604
501120	Termination Pay - Civilian	19,740	25,000	8,679	20,000
502010	FICA - Civilian	270,986	289,355	287,845	313,205
503010	Health/Life Insurance - Active Civilian	291,811	341,942	338,915	360,640
503060	Long Term Disability	10,378	12,907	12,408	10,840
503090	Workers Compensation-Civilian-Admin	41,048	54,729	55,126	18,106
503100	Workers Compensation-Civilian-Clm	0	0	0	37,500
504030	Unemployment Claims	254	2,584	6,316	2,651
Total	Personnel Services	4,867,363	5,295,275	5,230,319	5,612,039
511045	Computer Supplies	104,267	42,218	38,878	74,200
511055	Publications & Printed Materials	1,818	2,800	1,700	2,800
511060	Postage	47,211	39,000	39,000	39,000
511070	Miscellaneous Office Supplies	21,299	24,653	25,153	23,491
511150	Miscellaneous Parts & Supplies	6,310	4,500	5,900	4,000
Total	Supplies	180,905	113,171	110,631	143,491
520100	Temporary Personnel Services	0	8,000	64,840	10,000
520105	Accounting & Auditing Services	418,919	464,000	464,000	464,000
520108	Information Resource Services	132,492	130,000	130,000	130,000
520109	Medical Dental & Laboratory Services	368	200	300	200
520114	Miscellaneous Support Services	24,904	44,000	44,000	44,000
520119	Computer Equipment/Software Maintenance	22,885	33,500	33,800	38,000
520121	IT Application Svcs	10,144	9,336	9,336	17,436
520510	Mail/Delivery Services	1,004	1,950	2,150	2,150
520515	Print Shop Services	2,296	4,380	4,300	4,685
520520	Printing & Reproduction Services	24,973	30,585	25,485	25,585
520705	Insurance Fees	0	1,050	1,050	1,358
520765	Membership & Professional Fees	8,091	8,300	8,600	10,050
520805	Education & Training	22,904	23,000	22,000	30,000
520905	Travel - Training Related	8,458	18,500	19,500	23,000
520910	Travel - Non-Training Related	497	4,200	2,200	5,700
521605	Data Services	7,016	12,190	17,661	14,538
521610	Voice Services	44,439	46,486	57,101	29,155
521620	Voice Equipment	0	0	0	6,042
521625	Voice Labor	0	0	0	48
521715	Office Equipment Rental	10,896	25,000	25,000	25,000
521720	Computer Equipment Rental	21,450	23,000	23,000	23,000
521725	Other Rental	732	1,300	1,300	1,300
521730	Parking Space Rental	46,317	41,952	41,952	41,952
522430	Miscellaneous Other Services & Charges	6,317	7,300	8,150	8,300
Total	Other Services and Charges	815,102	938,229	1,005,725	955,499
Grand Total Expenditures		5,863,370	6,346,675	6,346,675	6,711,029