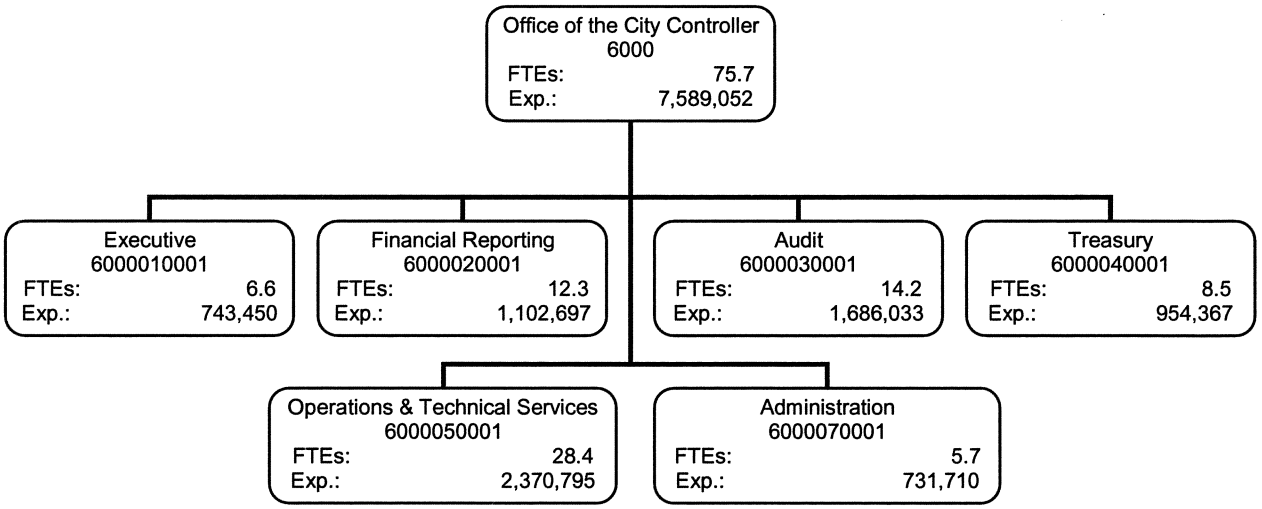
CITY CONTROLLER

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.
- Ensuring 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

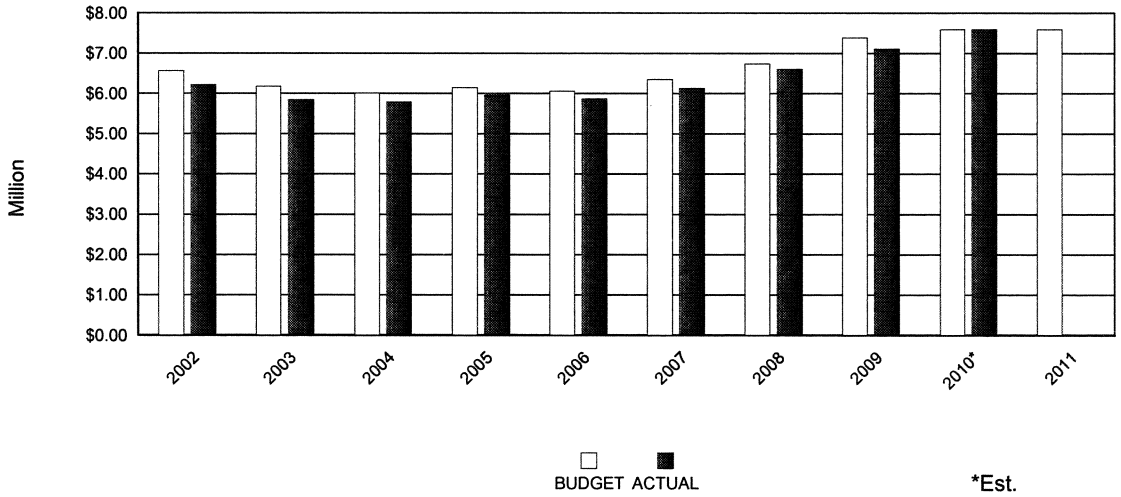
Fund Name : General Fund
Business Area Name : City Controller
Fund No./Bus. Area No. : 1000 / 6000

		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	7,111,092	7,589,235	7,589,235	**7,589,052**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	7,111,092	7,589,235	7,589,235	**7,589,052**
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	76.3	75.8	78.6	**75.7**
	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



*Est.

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 15.
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.

Business Area Cost Center Summary

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

Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
Superintend and oversee the fiscal affairs of the City of Houston as prescribed by the City Charter and ordinances	N/A	5.0	485,228	100%	8.5	480,073	**100%**	**6.6**	**743,450**
To provide monthly and annual financial reports in a timely and accurate manner	N/A	14.2	1,231,390	100%	16.1	1,226,979	**100%**	**12.3**	**1,102,697**
Complete audits from the annual audit plan and work strategically with external auditors	N/A	13.0	1,618,698	100%	11.4	1,784,419	**100%**	**14.2**	**1,686,033**
Manage investments to exceed benchmarks To ensure Debt payments are done on time	N/A	8.6	849,044	100%	8.5	1,015,385	**100%**	**8.5**	**954,367**
To certify agenda items weekly	100%			100%			**100%**		
Perform bank and travel reconciliation in a timely fashion	100%	29.5	2,305,653	100%	28.4	2,321,805	**100%**	**28.4**	**2,370,795**

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	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
Provide timely administrative support services for the Office	100%			100%			**100%**		
		5.9	621,079		5.7	760,574		**5.7**	**731,710**
Total		76.3	7,111,092		78.6	7,589,235		**75.7**	**7,589,052**

Business Area Roster Summary

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

Job Description	Pay Grade	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
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	
Total FTEs		**80.0**	**80.0**	**0.0**
Less adjustment for Civilian Vacancy Factor		**4.2**	**4.3**	**0.1**
Full-Time Equivalents		**75.8**	**75.7**	**(0.1)**

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	**4,876,228**
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	**0**
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**
Total	**Personnel Services**	**6,027,552**	**6,386,714**	**6,386,714**	**6,478,209**
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**
Total	**Supplies**	**148,066**	**122,441**	**122,441**	**127,148**
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**
Total	**Other Services and Charges**	**917,401**	**1,080,080**	**1,080,080**	**983,695**
560230	Computer HW and Developed SW	18,073	0	0	**0**
Total	**Equipment**	**18,073**	**0**	**0**	**0**
	Grand Total Expenditures	**7,111,092**	**7,589,235**	**7,589,235**	**7,589,052**