

# 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.

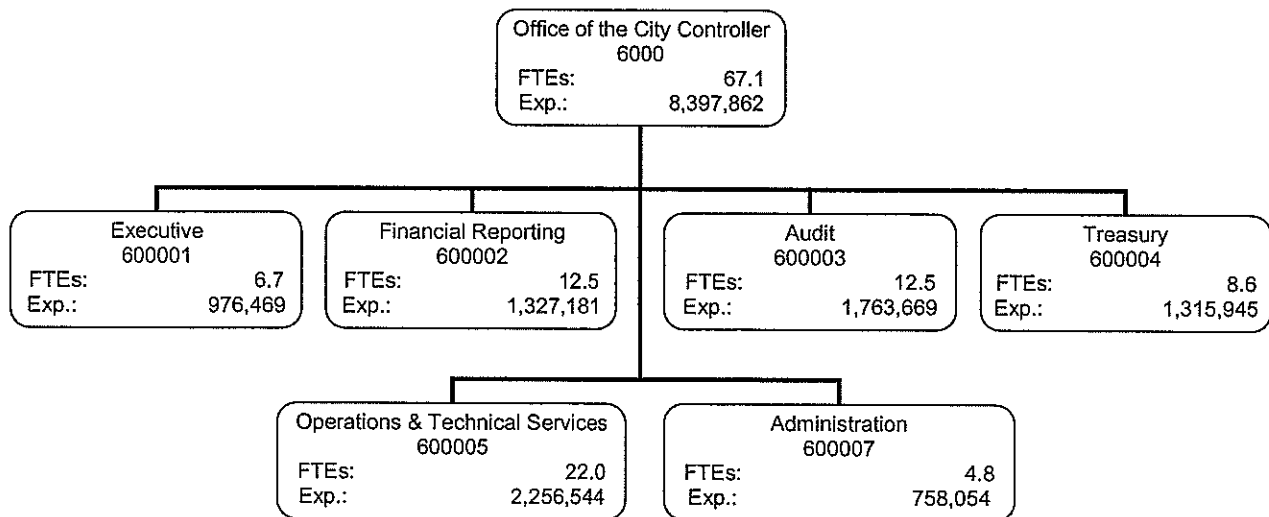
### Department Short Term Goals:

- 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's 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

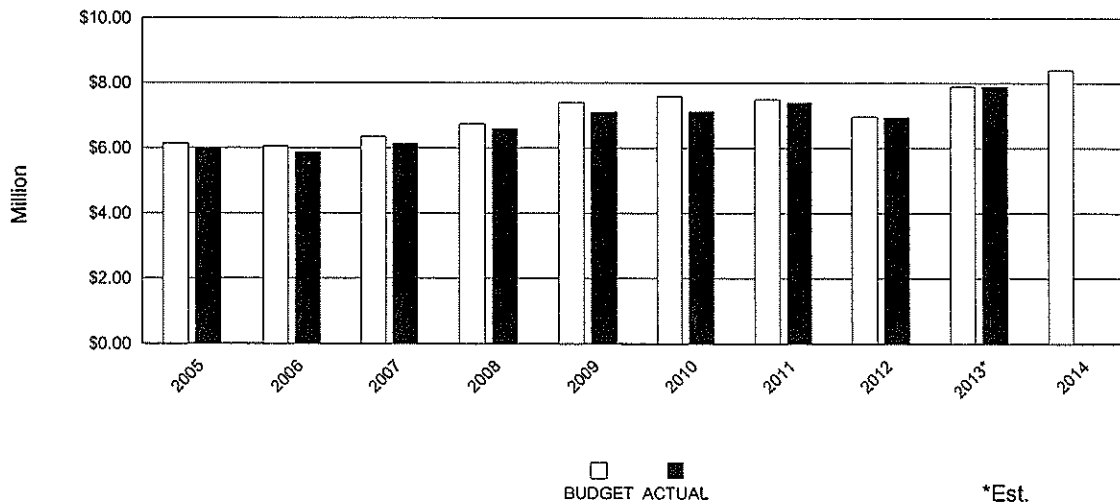


**Business Area Budget Summary**

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

		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	6,206,735	6,761,706	6,761,706	7,003,715
	Supplies	74,009	100,104	100,104	148,362
	Other Services and Charges	664,067	1,029,730	1,029,730	1,245,785
	Total M & O Expenditures	<u>6,944,811</u>	<u>7,891,540</u>	<u>7,891,540</u>	<u>8,397,862</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>6,944,811</u>	<u>7,891,540</u>	<u>7,891,540</u>	<u>8,397,862</u>
Revenues		74,527	0	0	0
Staffing	Full-Time Equivalents - Civilian	66.2	65.6	65.6	67.1
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
	Total	66.2	65.6	65.6	67.1
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	o The FY2014 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.				
	o The FY2014 Budget provides funding for the continuation of current service levels.				
	o Provides funding for the A-133 Audit as it relates to performing audit testing on all 14 Grant Programs subject to the Single Audit portion of the annual CAFR preparation.				
	o Adds two (2) FTEs for auditing the financial activities of the City.				

**City Controller  
Current Budget vs Actual Expenditures**



**FISCAL YEAR 2014 BUDGET**

<b>Business Area Performance Measures</b>					
<b>Fund Name : General Fund</b> <b>Business Area Name : City Controller</b> <b>Fund No./Bus Area No. : 1000 / 6000</b>					
<b>Customer Measures</b>	<b>Priorities</b>	<b>FY2012 Actual</b>	<b>FY2013 Budget</b>	<b>FY2013 Estimate</b>	<b>FY2014 Budget</b>
<b>Business Process Measures</b>					
Planned projects	F	N/A	18	16	18
Published reports	F	N/A	9	9	9
<b>People and Technology Measures</b>					
<b>Financial Measures</b>					
Expenditures Budget vs Actual Utilization	F	100%	98%	100%	98%
Revenues Budget vs Actual Utilization	F	N/A	N/A	N/A	N/A
Mayor's Five Priorities: Jobs and Sustainable Development (J) Fiscal Responsibility (F)		Public Safety (P) Quality of Life (Q)	Infrastructure (I)		

**FISCAL YEAR 2014 BUDGET**

<b>Division Summary</b>							
<b>Fund Name : General Fund</b> <b>Business Area Name : City Controller</b> <b>Fund No./Bus Area No. : 1000 / 6000</b>							
Division Description		FY2012 Actual		FY2013 Estimate		FY2014 Budget	
		FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
<b>Executive</b>	<b>600001</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.		7.0	834,644	6.6	956,245	6.7	976,469
<b>Financial Reporting</b>	<b>600002</b>						
Provide timely and accurate monthly financial reports and prepare the Comprehensive Annual Financial Report (CAFR).		13.1	1,271,475	12.3	1,318,076	12.5	1,327,181
<b>Audit</b>	<b>600003</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.		11.6	1,358,013	10.0	1,641,244	12.5	1,763,669
<b>Treasury</b>	<b>600004</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.		8.1	909,524	8.5	1,241,153	8.6	1,315,945
<b>Operations &amp; Technical Services</b>	<b>600005</b>						
Review/approve financial transactions relating to disbursements/payroll; maintain archive records of City transactions; perform bank reconciliation; coordinate tax review of City vendors. Certify funds for Council Action. Process unclaimed property.		23.4	2,061,120	22.5	2,160,501	22.0	2,256,544

**FISCAL YEAR 2014 BUDGET**

**Division Summary**

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

Division Description	FY2012 Actual		FY2013 Estimate		FY2014 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.	3.0	510,035	5.7	574,321	4.8	758,054
Total	66.2	6,944,811	65.6	7,891,540	67.1	8,397,862

**FISCAL YEAR 2014 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	FY2013 Current Budget FTE	FY2014 Budget FTE	Change
ACCOUNTANT SUPERVISOR	24	1.0	1.0	
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATION MANAGER (EXE LEV)	26	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	8.0	8.0	
ADMINISTRATIVE ASSOCIATE	13	1.0	2.0	1.0
ADMINISTRATIVE COORDINATOR	24	2.0	2.0	
ADMINISTRATIVE SPECIALIST	20	2.0	3.0	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 III	25	4.0	4.0	
ASSISTANT CITY AUDITOR IV	27	4.0	4.0	
ASSISTANT CITY AUDITOR V	29	2.0	2.0	
ASSISTANT CITY CONTROLLER I	13	0.0	1.0	1.0
ASSISTANT CITY CONTROLLER II	19	2.0	2.0	
ASSISTANT CITY CONTROLLER III	25	5.0	4.0	(1.0)
ASSISTANT CITY CONTROLLER IV	27	5.0	5.0	
ASSISTANT CITY CONTROLLER V	29	2.0	3.0	1.0
CITY AUDITOR (EXE LEV)	34	1.0	1.0	
CITY CONTROLLER		1.0	1.0	
DEPUTY CITY CONTROLLER (EXE LEV)	36	4.0	4.0	
DEPUTY DIRECTOR-CONTROLLER'S OFFICE (EXE LEV)	31	3.0	2.0	(1.0)
LAN SPECIALIST	26	0.0	1.0	1.0
MANAGEMENT ANALYST IV	25	2.0	2.0	
SENIOR ACCOUNT CLERK	13	2.0	1.0	(1.0)
SENIOR MICROCOMPUTER ANALYST	23	1.0	0.0	(1.0)
SENIOR STAFF ANALYST (EXE LEV)	28	2.0	2.0	
SENIOR TREASURY ANALYST	26	2.0	3.0	1.0
STAFF ANALYST (EXE LEV)	26	1.0	1.0	
STUDENT INTERN II	10	0.0	1.0	1.0
SYSTEMS SUPPORT ANALYST III	22	1.0	0.0	(1.0)
SYSTEMS SUPPORT ANALYST IV	25	1.0	2.0	1.0
TREASURY ANALYST	21	2.0	1.0	(1.0)
TREASURY MANAGER	30	1.0	1.0	
<b>Total FTEs</b>		<b>67.0</b>	<b>70.0</b>	<b>3.0</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>1.4</b>	<b>2.9</b>	<b>1.5</b>
<b>Full-Time Equivalents</b>		<b>65.6</b>	<b>67.1</b>	<b>1.5</b>

**FISCAL YEAR 2014 BUDGET**

**Business Area Expenditure Summary**

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

Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
500010	Salary Base Pay - Civilian	4,450,276	4,702,699	4,702,699	4,847,643
500030	Salary Part Time - Civilian	615	12,779	12,779	63,868
500060	Overtime - Civilian	799	0	0	0
500110	Bilingual Pay - Civilian	1,810	1,820	1,820	1,820
501070	Pension - Civilian	845,390	1,015,347	1,015,347	1,099,928
501120	Termination Pay - Civilian	25,264	86,889	86,889	20,000
501160	Vehicle Allowance - Civilian	4,216	4,200	4,200	4,200
502010	FICA - Civilian	341,276	356,769	356,769	361,826
503010	Health Ins-Act Civilian	468,301	551,421	551,421	575,024
503015	Basic Life Insurance - Active Civilian	2,632	2,632	2,632	3,739
503060	Long Term Disability-Civilian	5,036	5,578	5,578	5,535
503090	Workers Compensation-Civilian-Admin	12,532	15,678	15,678	16,037
503100	Workers Compensation-Civilian-Claim	105	1,580	1,580	1,580
504030	Unemployment Claims - Administration	48,483	4,314	4,314	2,515
<b>Total</b>	<b>Personnel Services</b>	<b>6,206,735</b>	<b>6,761,706</b>	<b>6,761,706</b>	<b>7,003,715</b>
511045	Computer Supplies	3,040	32,735	32,735	65,512
511050	Paper & Printing Supplies	6,879	2,875	2,875	3,500
511055	Publications & Printed Materials	2,059	3,000	3,000	3,600
511060	Postage	29,846	32,000	32,000	35,000
511070	Miscellaneous Office Supplies	25,159	26,011	26,011	32,250
511150	Miscellaneous Parts & Supplies	7,026	3,483	3,483	8,500
<b>Total</b>	<b>Supplies</b>	<b>74,009</b>	<b>100,104</b>	<b>100,104</b>	<b>148,362</b>
520100	Temporary Personnel Services	0	16,000	16,000	36,500
520105	Accounting & Auditing Services	172,525	325,516	325,516	432,000
520108	Information Resource Services	75,288	80,000	80,000	85,000
520109	Medical Dental & Laboratory Services	95	200	200	200
520112	Banking Services	78,500	150,000	150,000	160,000
520114	Miscellaneous Support Services	25,852	18,000	18,000	15,000
520119	Computer Equipment/Software Maintenance	42,132	100,041	100,041	82,000
520120	Communications Equipment Services	0	6,000	6,000	6,000
520121	IT Application Svcs	21,683	41,820	41,820	88,117
520123	Vehicle & Motor Equipment Services	225	0	0	0
520510	Mail/Delivery Services	32	2,050	2,050	2,200
520515	Print Shop Services	4,298	4,473	4,473	5,473
520520	Printing & Reproduction Services	8,826	16,100	16,100	21,100
520705	Insurance Fees	423	932	932	1,025
520765	Membership & Professional Fees	6,731	8,865	8,865	8,865
520805	Education & Training	16,475	20,000	20,000	21,500
520905	Travel - Training Related	24,072	15,500	15,500	26,000
520910	Travel - Non-Training Related	5,642	3,500	3,500	3,500
521605	Data Services	14,401	17,675	17,675	27,849
521610	Voice Services	22,641	26,011	26,011	29,617
521620	Voice Equipment	0	1,895	1,895	1,750
521625	Voice Labor	15	1,393	1,393	2,218
521630	GIS Revolving Fund Services	2,512	2,602	2,602	3,319
521635	Voice Services -Wireless	0	0	0	4,105
521715	Office Equipment Rental	17,962	27,000	27,000	27,000
521720	Computer Equipment Rental	29,955	26,000	26,000	26,000
521725	Other Rental	1,188	1,300	1,300	1,300

**FISCAL YEAR 2014 BUDGET**

**Business Area Expenditure Summary**

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

Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
521730	Parking Space Rental	41,348	48,377	48,377	48,377
522305	Freight Charges	125	0	0	0
522430	Miscellaneous Other Services & Charges	8,405	18,598	18,598	24,098
522721	Interfund HR Client Services	40,046	47,448	47,448	52,889
522722	KRONOS Service Chargeback	2,670	2,434	2,434	2,783
<b>Total</b>	<b>Other Services and Charges</b>	<b>664,067</b>	<b>1,029,730</b>	<b>1,029,730</b>	<b>1,245,785</b>
	<b>Grand Total Expenditures</b>	<b>6,944,811</b>	<b>7,891,540</b>	<b>7,891,540</b>	<b>8,397,862</b>