CITY CONTROLLER

Department Description and Mission

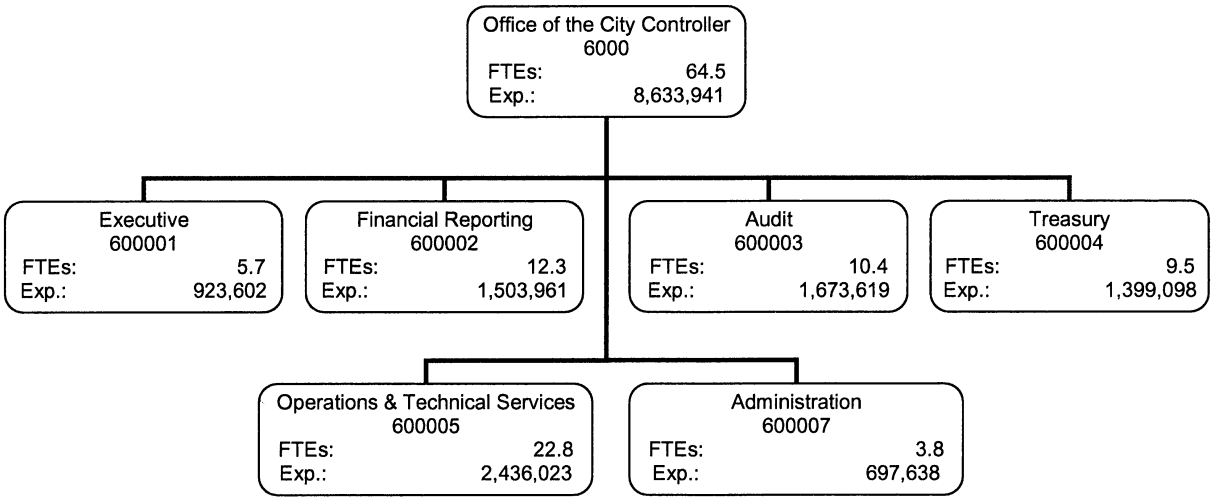
The mission of the Office of the City Controller is to protect the financial integrity of Houston's City government by:

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

Department Long Term Goals:
- Resume expansion of the Audit Division.
- Successfully pass a peer review process for the Audit Division.
- 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

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	6,713,026	7,003,715	7,003,715	**7,217,438**
	Supplies	79,355	136,362	148,362	**154,362**
	Other Services and Charges	744,419	1,257,785	1,245,785	**1,262,141**
	Equipment	16,007	0	0	**0**
	Total M & O Expenditures	7,552,807	8,397,862	8,397,862	**8,633,941**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditures	7,552,807	8,397,862	8,397,862	**8,633,941**
Revenues		41,998	0	0	**0**
Staffing	Full-Time Equivalents - Civilian	64.9	65.6	65.6	**64.5**
	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	64.9	65.6	65.6	**64.5**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

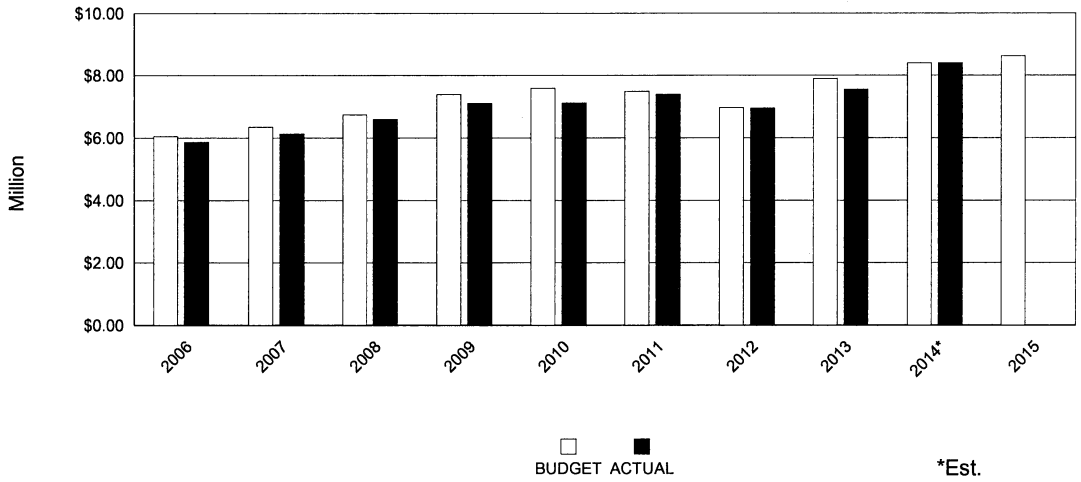
Significant Budget Changes and Highlights

o The FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.

o The FY2015 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.

City Controller
Current Budget vs Actual Expenditures



Division Summary

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

Division Description	FY2013 Actual FTEs	FY2013 Actual Cost $	FY2014 Estimate FTEs	FY2014 Estimate Cost $	FY2015 Budget FTEs	FY2015 Budget Cost $
Executive 600001						
Sets policy for the City Controller's Office, serves as the independent financial voice for the City of Houston, and provides the communication link between the office and the public.	7.0	958,748	6.6	976,469	**5.7**	**923,602**
Financial Reporting 600002						
Provides timely and accurate monthly financial reports and prepares the Comprehensive Annual Financial Report (CAFR).	11.8	1,212,004	12.3	1,327,181	**12.3**	**1,503,961**
Audit 600003						
Provides 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. Responds to Fraud Hotline.	11.4	1,381,601	10.0	1,763,669	**10.4**	**1,673,619**
Treasury 600004						
Manages all investments of City funds except pension and trust funds. Oversees all debt operations, revolving credit agreements and letters of credit, new debt issuances and refinancing of existing debt.	8.7	1,230,136	8.5	1,315,945	**9.5**	**1,399,098**
Operations & Technical Services 600005						
Reviews and approves financial transactions relating to disbursements and payroll; maintains archive records of City transactions; performs bank reconciliations; coordinates tax reviews of City vendors. Certifies funds for Council Action. Processes unclaimed property.	22.5	2,181,048	22.5	2,256,544	**22.8**	**2,436,023**

Division Summary

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

Division Description	FY2013 Actual		FY2014 Estimate		FY2015 Budget	
	FTEs	Cost $	FTEs	Cost $	FTEs	Cost $
Administration 600007						
Provides the Office of the City Controller with services in human resources, budget, purchasing and administrative processes to maximize staff productivity.	3.5	589,270	5.7	758,054	**3.8**	**697,638**
Total	64.9	7,552,807	65.6	8,397,862	**64.5**	**8,633,941**

Business Area Roster Summary

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

Job Description	Pay Grade	FY2014 Current Budget FTE	FY2015 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	2.0	2.0	
ADMINISTRATIVE COORDINATOR	24	2.0	2.0	
ADMINISTRATIVE SPECIALIST	20	3.0	1.0	(2.0)
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	2.0	2.0	
ASSISTANT CITY AUDITOR I	14	1.0	0.0	(1.0)
ASSISTANT CITY AUDITOR III	25	4.0	4.0	
ASSISTANT CITY AUDITOR IV	27	4.0	3.0	(1.0)
ASSISTANT CITY AUDITOR V	29	2.0	2.0	
ASSISTANT CITY CONTROLLER I	13	1.0	2.0	1.0
ASSISTANT CITY CONTROLLER II	19	2.0	2.0	
ASSISTANT CITY CONTROLLER III	25	4.0	4.0	
ASSISTANT CITY CONTROLLER IV	27	5.0	5.0	
ASSISTANT CITY CONTROLLER V	29	3.0	3.0	
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 (EXE LEV)	34	0.0	1.0	1.0
DEPUTY DIRECTOR-CONTROLLER'S OFFICE (EXE LEV)	31	2.0	2.0	
LAN SPECIALIST	26	1.0	1.0	
MANAGEMENT ANALYST IV	25	2.0	2.0	
MICROCOMPUTER ANALYST	20	0.0	1.0	1.0
SENIOR ACCOUNT CLERK	13	1.0	1.0	
SENIOR STAFF ANALYST (EXE LEV)	28	2.0	1.0	(1.0)
SENIOR TREASURY ANALYST	26	3.0	3.0	
STAFF ANALYST (EXE LEV)	26	1.0	1.0	
STUDENT INTERN II	10	1.0	1.0	
SYSTEMS SUPPORT ANALYST IV	25	2.0	2.0	
TREASURY ANALYST	21	1.0	1.0	
TREASURY MANAGER	30	1.0	1.0	
Total FTEs		**70.0**	**68.0**	**(2.0)**
Less adjustment for Civilian Vacancy Factor		**4.4**	**3.5**	**(0.9)**
Full-Time Equivalents		**65.6**	**64.5**	**(1.1)**

Business Area Expenditure Summary

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

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	4,709,647	4,863,643	4,847,643	**4,971,619**
500030	Salary Part Time - Civilian	13,129	63,868	63,868	**33,506**
500060	Overtime - Civilian	743	0	0	**0**
500110	Bilingual Pay - Civilian	1,803	1,820	1,820	**1,820**
501070	Pension - Civilian	1,011,947	1,099,928	1,099,928	**1,260,800**
501120	Termination Pay - Civilian	91,797	4,000	20,000	**60,801**
501160	Vehicle Allowance - Civilian	4,201	4,200	4,200	**4,200**
502010	FICA - Civilian	349,686	361,826	361,826	**367,739**
503010	Health Ins-Act Civilian	505,406	575,024	575,024	**487,669**
503015	Basic Life Insurance - Active Civilian	2,744	3,739	3,739	**2,890**
503060	Long Term Disability-Civilian	4,967	5,535	5,535	**5,399**
503090	Workers Compensation-Civilian-Admin	13,791	16,037	16,037	**16,900**
503100	Workers Compensation-Civilian-Claim	(105)	1,580	1,580	**1,580**
504030	Unemployment Claims - Administration	3,270	2,515	2,515	**2,515**
Total	**Personnel Services**	**6,713,026**	**7,003,715**	**7,003,715**	**7,217,438**
511045	Computer Supplies	14,917	60,012	65,512	**66,512**
511050	Paper & Printing Supplies	529	3,500	3,500	**3,500**
511055	Publications & Printed Materials	902	2,100	3,600	**3,600**
511060	Postage	35,868	35,000	35,000	**38,000**
511070	Miscellaneous Office Supplies	25,070	27,250	32,250	**34,250**
511145	Small Tools & Minor Equipment	846	0	0	**0**
511150	Miscellaneous Parts & Supplies	1,223	8,500	8,500	**8,500**
Total	**Supplies**	**79,355**	**136,362**	**148,362**	**154,362**
520100	Temporary Personnel Services	31,110	36,500	36,500	**36,500**
520105	Accounting & Auditing Services	81,027	459,000	432,000	**432,000**
520108	Information Resource Services	66,708	85,000	85,000	**85,000**
520109	Medical Dental & Laboratory Services	253	200	200	**200**
520112	Banking Services	90,043	160,000	160,000	**160,000**
520114	Miscellaneous Support Services	19,063	15,000	15,000	**15,000**
520119	Computer Equipment/Software Maintenance	130,610	67,000	82,000	**82,000**
520120	Communications Equipment Services	2,970	6,000	6,000	**6,000**
520121	IT Application Svcs	68,307	88,117	88,117	**99,217**
520510	Mail/Delivery Services	62	2,200	2,200	**2,600**
520515	Print Shop Services	16,134	5,473	5,473	**5,473**
520520	Printing & Reproduction Services	84	21,100	21,100	**21,100**
520705	Insurance Fees	(5)	1,025	1,025	**989**
520765	Membership & Professional Fees	6,460	8,865	8,865	**9,165**
520805	Education & Training	12,917	21,500	21,500	**26,500**
520905	Travel - Training Related	17,213	26,000	26,000	**30,500**
520910	Travel - Non-Training Related	6,951	3,500	3,500	**5,500**
521605	Data Services	14,712	27,849	27,849	**6,035**
521610	Voice Services	23,226	29,617	29,617	**12,647**
521620	Voice Equipment	6	1,750	1,750	**1,750**
521625	Voice Labor	0	2,218	2,218	**2,218**
521630	GIS Revolving Fund Services	2,654	3,319	3,319	**3,730**
521635	Voice Services -Wireless	0	4,105	4,105	**7,949**
521715	Office Equipment Rental	21,455	27,000	27,000	**27,000**
521720	Computer Equipment Rental	30,105	26,000	26,000	**26,000**
521725	Other Rental	707	1,300	1,300	**1,300**

Business Area Expenditure Summary

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

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
521730	Parking Space Rental	36,646	48,377	48,377	**48,377**
522305	Freight Charges	8	0	0	**0**
522430	Miscellaneous Other Services & Charges	14,573	24,098	24,098	**30,670**
522435	Interest Charges Past Due Accounts	2	0	0	**0**
522721	Interfund HR Client Services	47,785	52,889	52,889	**73,656**
522722	KRONOS Service Chargeback	2,633	2,783	2,783	**3,065**
Total	**Other Services and Charges**	**744,419**	**1,257,785**	**1,245,785**	**1,262,141**
560230	Computer HW and Developed SW	16,007	0	0	**0**
Total	**Equipment**	**16,007**	**0**	**0**	**0**
Grand Total Expenditures		**7,552,807**	**8,397,862**	**8,397,862**	**8,633,941**