

# 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 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, and informing the citizens about important financial issues.

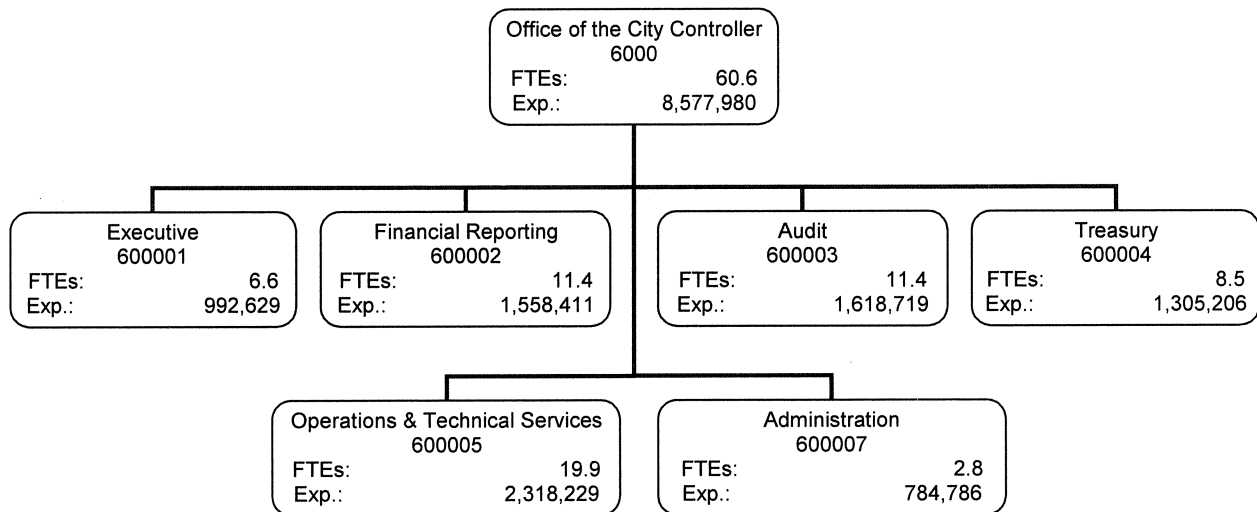
### Department Short Term Goals:

- Increase transparency of government spending.
- Automate the City's Comprehensive Annual Financial Report.
- Retain AAA rating from Fitch Rating Agency 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



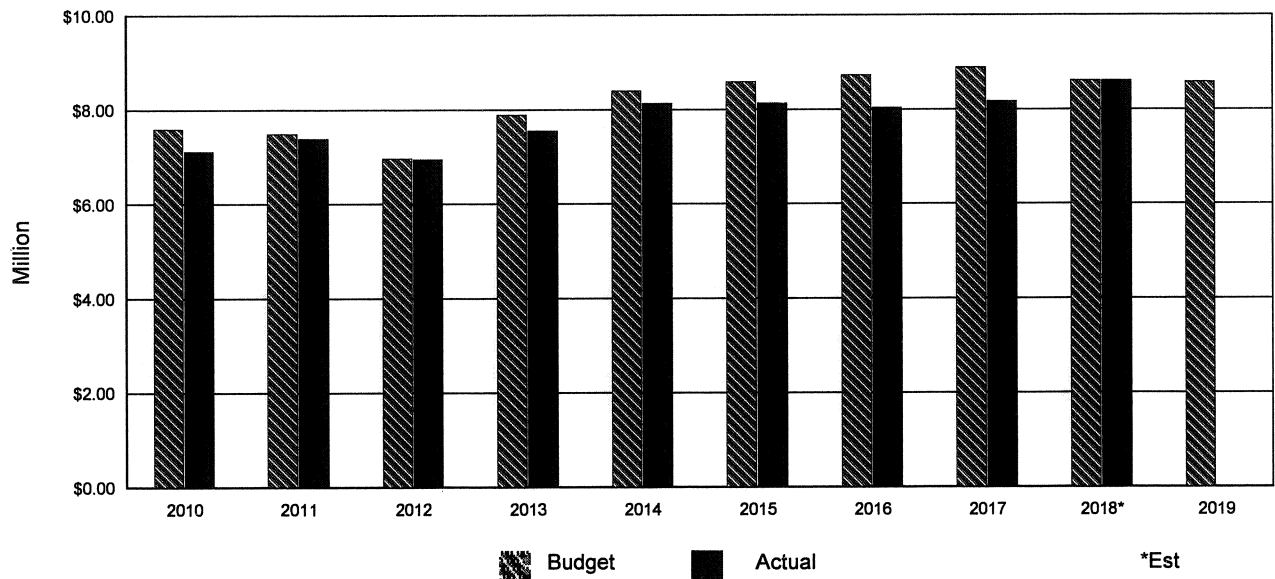
**FISCAL YEAR 2019 BUDGET**

**Business Area Budget Summary**

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

		FY2017 Actual	FY2018 Current Budget	FY2018 Estimate	FY2019 Budget
Expenditures	Personnel Services	7,241,123	7,537,762	7,537,762	7,483,593
	Supplies	76,741	81,058	81,058	82,062
	Other Services and Charges	857,285	994,270	994,270	1,012,325
	Total M & O Expenditures	<u>8,175,149</u>	<u>8,613,090</u>	<u>8,613,090</u>	<u>8,577,980</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	<u>8,175,149</u>	<u>8,613,090</u>	<u>8,613,090</u>	<u>8,577,980</u>
Revenues		1,077	0	0	0
Staffing	Full-Time Equivalents - Civilian	57.8	64.5	64.5	60.6
	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>57.8</u>	<u>64.5</u>	<u>64.5</u>	<u>60.6</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> <li>o The FY2019 Budget provides funding for health benefits and pension contribution.</li> <li>o The FY2019 Budget includes a reduction of \$175,061 for department savings initiatives.</li> <li>o The FY2019 Budget provides funding for the continuation of current service levels.</li> </ul>				

**City Controller  
Current Budget vs Actual Expenditures**



**FISCAL YEAR 2019 BUDGET**

<b>Division Summary</b>							
<b>Fund Name : General Fund</b> <b>Business Area : City Controller</b> <b>Fund No. /Bus Area No. : 1000 / 6000</b>							
Division Description	FY2017 Actual		FY2018 Estimate		FY2019 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
<b>Executive 600001</b> 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.	5.5	859,710	5.7	957,872	6.6	992,629	
<b>Financial Reporting 600002</b> Provides timely and accurate monthly financial reports and prepares the Comprehensive Annual Financial Report (CAFR).	11.6	1,509,781	12.3	1,548,521	11.4	1,558,411	
<b>Audit 600003</b> Provides the Mayor, City Council, and department management with independent analyses and recommendations concerning the adequacy and effectiveness of the City's internal control structure. Responds to Fraud Hotline.	8.2	1,559,643	10.4	1,602,460	11.4	1,618,719	
<b>Treasury 600004</b> 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.	9.1	1,304,212	9.5	1,306,183	8.5	1,305,206	
<b>Operations &amp; Technical Services 600005</b> Reviews and approves financial transactions relating to disbursements and payroll; maintains archive records of City transactions; performs bank reconciliations; and coordinates tax reviews of City vendors. Certifies funds for Council Action. Processes unclaimed property.	20.0	2,264,206	22.8	2,471,989	19.9	2,318,229	

**FISCAL YEAR 2019 BUDGET**

**Division Summary**

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

Division Description	FY2017 Actual		FY2018 Estimate		FY2019 Budget	
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$
<b>Administration 600007</b> Provides the Office of the City Controller with services in human resources, budget, purchasing, and administrative processes to maximize staff productivity.	3.4	677,597	3.8	726,065	2.8	784,786
<b>Total</b>	<b>57.8</b>	<b>8,175,149</b>	<b>64.5</b>	<b>8,613,090</b>	<b>60.6</b>	<b>8,577,980</b>

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FISCAL YEAR 2019 BUDGET

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**Business Area Revenues Summary**

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

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Category	FY2017 Actual	FY2018 Current Budget	FY2018 Estimate	FY2019 Budget
Miscellaneous/Other	1,077	0	0	0
<b>Grand Total Revenues</b>	<u>1,077</u>	<u>0</u>	<u>0</u>	<u>0</u>