

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.

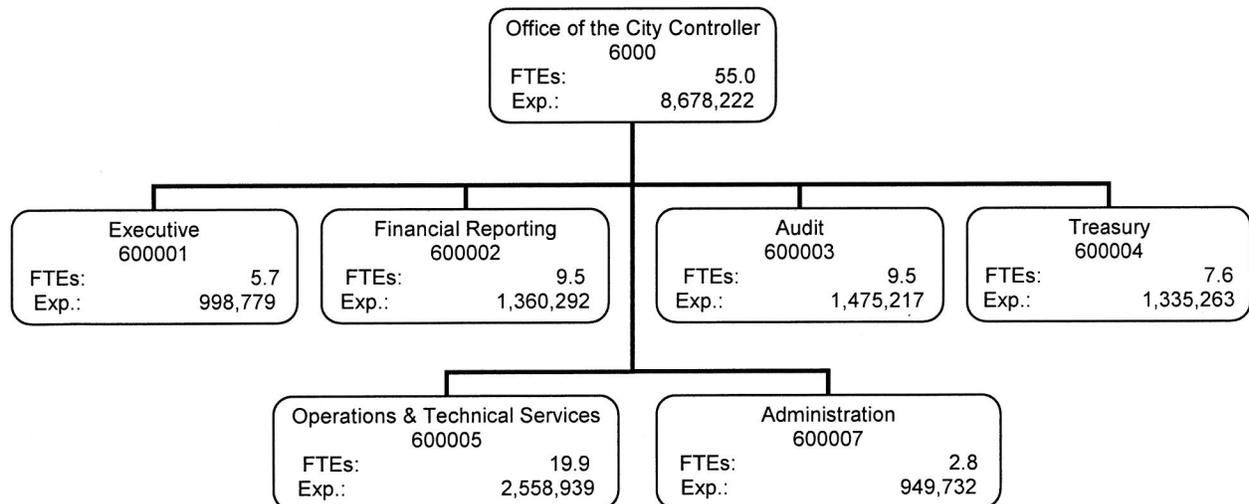
Department Short Term Goals:

- 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.

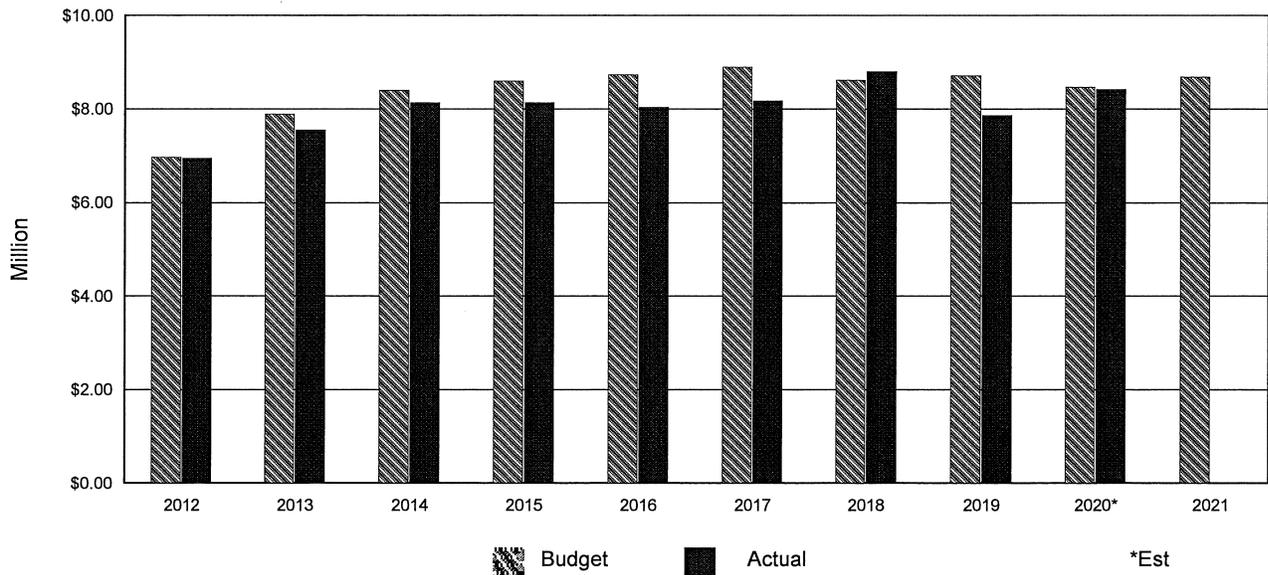
Department Organization



FISCAL YEAR 2021 BUDGET

Business Area Budget Summary					
Fund Name : General Fund					
Business Area : City Controller					
Fund No. /Bus. Area No. : 1000 / 6000					
		FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Budget
Expenditures	Personnel Services	6,994,212	7,284,030	7,198,314	7,334,021
	Supplies	44,559	85,062	85,062	84,562
	Other Services and Charges	823,229	1,098,102	1,131,328	1,259,639
	Total M & O Expenditures	<u>7,862,000</u>	<u>8,467,194</u>	<u>8,414,704</u>	<u>8,678,222</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	<u>7,862,000</u>	<u>8,467,194</u>	<u>8,414,704</u>	<u>8,678,222</u>
Revenues		0	0	0	0
Staffing	Full-Time Equivalents - Civilian	51.1	57.7	52.3	55.0
	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	51.1	57.7	52.3	55.0
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	o The FY2021 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases.				
	o The FY2021 Budget provides funding for the continuation of current service levels.				

**City Controller
Current Budget vs Actual Expenditures**



FISCAL YEAR 2021 BUDGET

Division Summary							
Fund Name : General Fund Business Area : City Controller Fund No. /Bus Area No. : 1000 / 6000							
Division Description	FY2019 Actual		FY2020 Estimate		FY2021 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
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.	5.6	1,033,965	5.8	1,045,742	5.7	998,779	
Financial Reporting 600002 Provides timely and accurate monthly financial reports and prepares the Comprehensive Annual Financial Report (CAFR).	9.8	1,387,346	10.0	1,411,905	9.5	1,360,292	
Audit 600003 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.	7.7	1,180,725	8.3	1,402,774	9.5	1,475,217	
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.	6.3	1,128,968	6.3	1,274,670	7.6	1,335,263	
Operations & Technical Services 600005 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.	18.8	2,391,436	18.9	2,483,882	19.9	2,558,939	

FISCAL YEAR 2021 BUDGET

Division Summary							
Fund Name : General Fund Business Area : City Controller Fund No. /Bus Area No. : 1000 / 6000							
Division Description	FY2019 Actual		FY2020 Estimate		FY2021 Budget		
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$	
Administration 600007 Provides the Office of the City Controller with services in human resources, budget, purchasing, and administrative processes to maximize staff productivity.	2.9	739,560	3.0	795,731	2.8	949,732	
Total	<u>51.1</u>	<u>7,862,000</u>	<u>52.3</u>	<u>8,414,704</u>	<u>55.0</u>	<u>8,678,222</u>	