

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, 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.

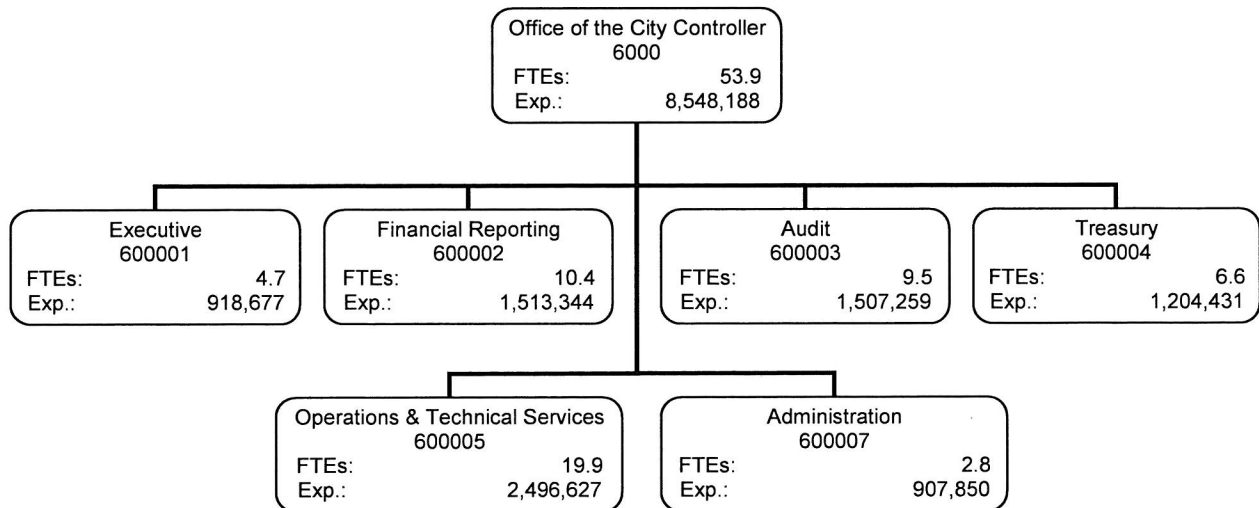
Department Short Term Goals:

- 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 2022 BUDGET

Business Area Budget Summary

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

| | | FY2020 Actual | FY2021 Current Budget | FY2021 Estimate | FY2022 Budget |
|--------------|----------------------------|------------------|--------------------------|--------------------|------------------|
| Expenditures | Personnel Services | 6,802,271 | 7,050,834 | 6,816,192 | 7,284,853 |
| | Supplies | 54,737 | 88,762 | 84,562 | 88,762 |
| | Other Services and Charges | 852,649 | 1,230,684 | 1,234,884 | 1,174,573 |
| | Total M & O Expenditures | 7,709,657 | 8,370,280 | 8,135,638 | 8,548,188 |
| | Debt Service & Other Uses | 0 | 0 | 0 | 0 |
| | Total Expenditure | 7,709,657 | 8,370,280 | 8,135,638 | 8,548,188 |

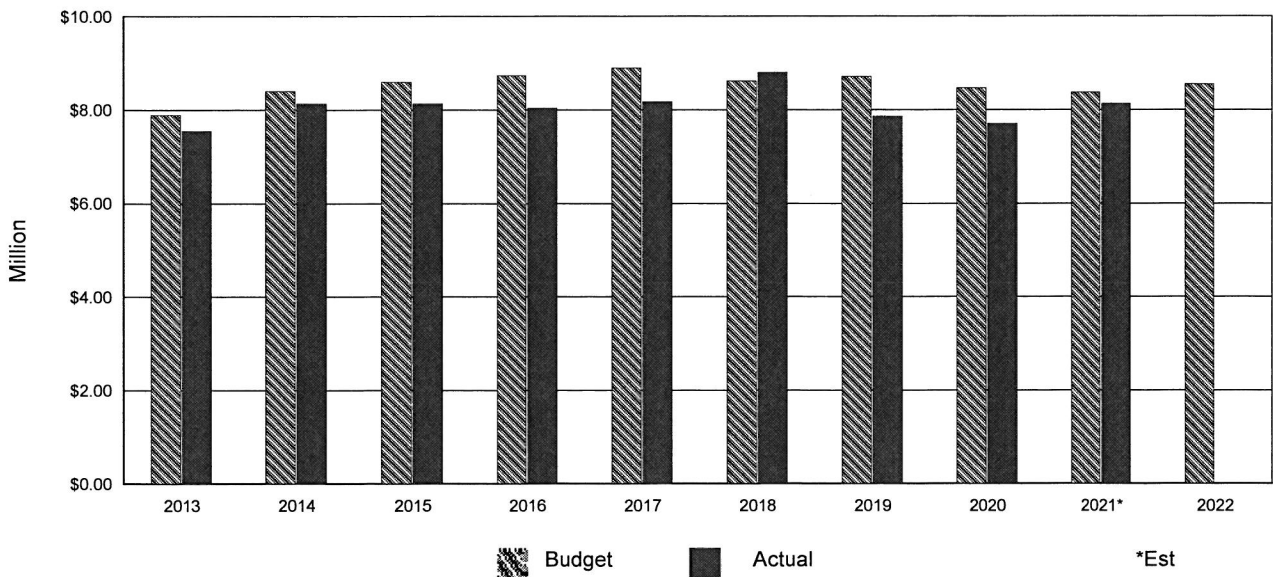
| | | | | |
|----------|--------|---|---|---|
| Revenues | 65,028 | 0 | 0 | 0 |
|----------|--------|---|---|---|

| | | | | | |
|----------|------------------------------------|------|------|------|------|
| Staffing | Full-Time Equivalents - Civilian | 48.3 | 52.9 | 52.9 | 53.9 |
| | 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 | 48.3 | 52.9 | 52.9 | 53.9 |
| | Full-Time Equivalents - Overtime | 0.0 | 0.0 | 0.0 | 0.0 |

Significant Budget Changes and Highlights

- o The FY2022 Budget provides funding for health benefits and pension contribution.
- o The FY2022 Budget provides funding for the continuation of current service levels.
- o The FY2022 Budget includes restoration of prior year's funding level from COVID-19 eligible redeployment costs that were funded out of the Coronavirus Relief Fund (CRF) under the CARES Act 2020.

**City Controller
Current Budget vs Actual Expenditures**



FISCAL YEAR 2022 BUDGET

| Division Summary | | | | | | | |
|--|--|----------------------|-----------------|------------------------|-----------------|----------------------|-----------------|
| Fund Name : General Fund | | | | | | | |
| Business Area : City Controller | | | | | | | |
| Fund No. /Bus Area No. : 1000 / 6000 | | | | | | | |
| Division Description | | FY2020 Actual | | FY2021 Estimate | | FY2022 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. | | 4.0 | 929,077 | 5.7 | 977,013 | 4.7 | 918,677 |
| Financial Reporting 600002 | | | | | | | |
| Provides timely and accurate monthly financial reports and prepares the Comprehensive Annual Financial Report (CAFR). | | 9.8 | 1,355,320 | 9.5 | 1,294,715 | 10.4 | 1,513,344 |
| 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. | | 6.4 | 1,019,816 | 9.5 | 1,287,158 | 9.5 | 1,507,259 |
| 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. | | 7.4 | 1,224,876 | 7.6 | 1,278,085 | 6.6 | 1,204,431 |
| 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. | | 17.7 | 2,350,755 | 17.8 | 2,356,086 | 19.9 | 2,496,627 |

FISCAL YEAR 2022 BUDGET

| Division Summary | | | | | | |
|--|---------------|------------------|-----------------|------------------|---------------|------------------|
| Fund Name : General Fund | | | | | | |
| Business Area : City Controller | | | | | | |
| Fund No. /Bus Area No. : 1000 / 6000 | | | | | | |
| Division Description | FY2020 Actual | | FY2021 Estimate | | FY2022 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. | 3.0 | 829,813 | 2.8 | 942,581 | 2.8 | 907,850 |
| Total | 48.3 | 7,709,657 | 52.9 | 8,135,638 | 53.9 | 8,548,188 |