

# 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.

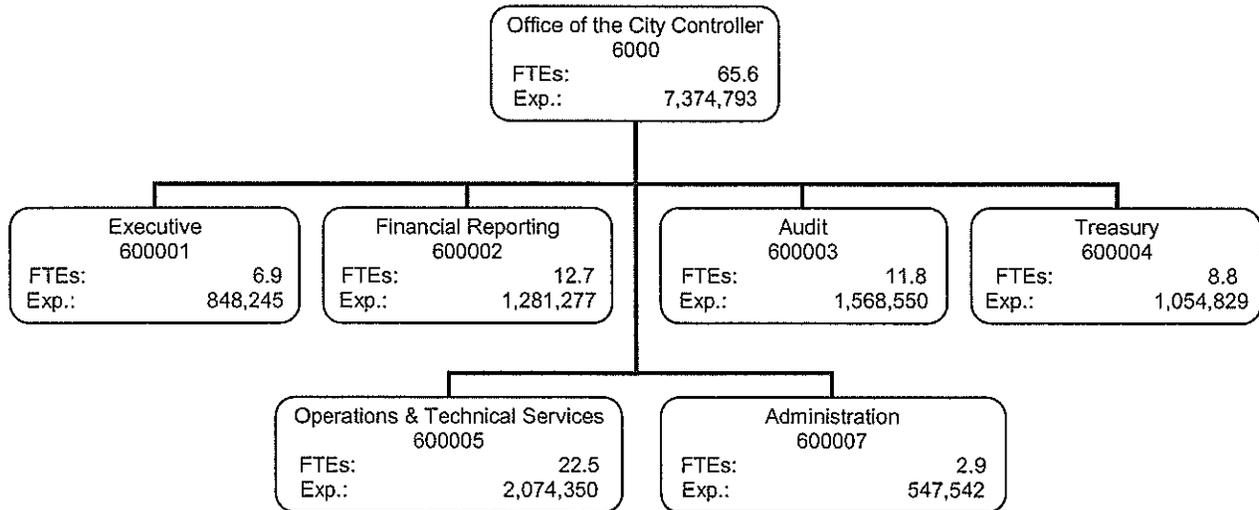
### Department Short Term Goals:

- 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 Invoices.

### Department Long Term Goals:

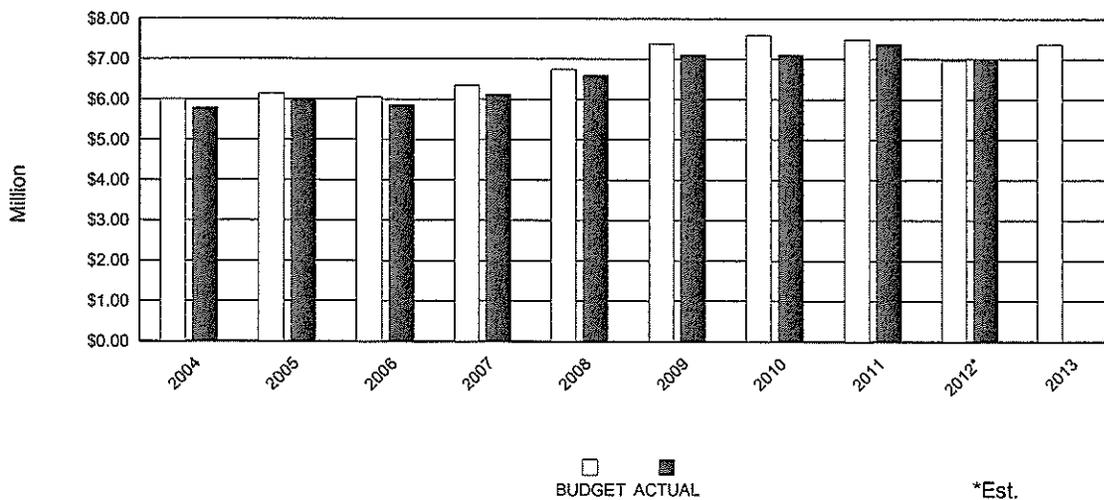
- o Resume expansion of the Audit Division.
- o Successfully pass a peer review process for the Audit Division.
- o Complete paperless workflow system for financial data.

## Department Organization



Business Area Budget Summary					
Fund Name : General Fund					
Business Area Name : City Controller					
Fund No./Bus. Area No. : 1000 / 6000					
		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	6,522,486	5,862,423	5,862,423	6,300,959
	Supplies	126,554	102,919	102,919	100,104
	Other Services and Charges	740,220	999,939	999,939	973,730
	Total M & O Expenditures	7,389,260	6,965,281	6,965,281	7,374,793
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	7,389,260	6,965,281	6,965,281	7,374,793
Revenues		156,946	0	0	0
Staffing	Full-Time Equivalents - Civilian	74.0	65.6	65.6	65.6
	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	74.0	65.6	65.6	65.6
	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 FY2013 Budget includes funding and expenditure increases in health benefits (\$77,140) and pension contribution (\$173,775).</li> <li>o FY2013 Budget provides funding for the continuation of current service levels.</li> </ul>				

City Controller  
Current Budget vs Actual Expenditures



**FISCAL YEAR 2013 BUDGET**

<b>Division Mission and Performance Measures</b>			
<b>Fund Name</b> : General Fund <b>Business Area Name</b> : City Controller <b>Fund No./Bus Area No.</b> : 1000 / 6000			
<b>Name: Executive -- 600001</b>			
<b>Mission:</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.			
<b>Goal:</b> Enhance the public's understanding of City finances. Maintain the Controller's Internet and Intranet Websites. Research policy issues for the Controller. Respond promptly to constituent requests, correspondence and inquiries from the media, Mayor's Office and Council.			
<b>Performance Measures</b>	<b>FY2011 Actual</b>	<b>FY2012 Estimate</b>	<b>FY2013 Budget</b>
Superintend and oversee fiscal affairs of the City of Houston as prescribed by the City Charter and Ordinances	100%	100%	100%
<b>Name: Financial Reporting -- 600002</b>			
<b>Mission:</b> Provide timely and accurate monthly financial reports and prepare the Comprehensive Annual Financial Report (CAFR).			
<b>Goal:</b> Work to standardize and streamline financial reporting citywide. Complete annual financial report by December 31.			
<b>Performance Measures</b>	<b>FY2011 Actual</b>	<b>FY2012 Estimate</b>	<b>FY2013 Budget</b>
To provide monthly and annual financial reports in a timely and accurate manner	100%	100%	100%
<b>Name: Audit -- 600003</b>			
<b>Mission:</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.			
<b>Goal:</b> Incorporate the IT section and Process Control Documentation (PCD) Section into the 2013 Audit Plan. Continue conducting Performance and Management Audits, while adding IT Risk Analysis and PCD/Control Evaluation Projects.			
<b>Performance Measures</b>	<b>FY2011 Actual</b>	<b>FY2012 Estimate</b>	<b>FY2013 Budget</b>
Complete audits from the annual audit plan and work strategically with external auditors	100%	100%	100%

**FISCAL YEAR 2013 BUDGET**

<b>Division Mission and 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>Name: Treasury -- 600004</b>			
<b>Mission:</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. Also, to manage banking operations.			
<b>Goal:</b> Invest City funds so as to protect principal, maintain liquidity, and provide maximum return within the limits imposed by our investment policy and state statute. Manage investments to provide timely funding for daily operations. Manage debt issuance and payments.			
<b>Performance Measures</b>	<b>FY2011 Actual</b>	<b>FY2012 Estimate</b>	<b>FY2013 Budget</b>
Manage investments to exceed benchmarks	100%	100%	100%
To ensure debt payments are done on time	100%	100%	100%
<b>Name: Operations &amp; Technical Services -- 600005</b>			
<b>Mission:</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.			
<b>Goal:</b> Certify funds are available for all city contracts. Ensure that all contracts are properly authorized. Reconcile bank accounts timely. Certify city vendors and make sure they are not delinquent on city tax payments. Process unclaimed property. Fill Open Records requests. Issue vendor/payroll checks.			
<b>Performance Measures</b>	<b>FY2011 Actual</b>	<b>FY2012 Estimate</b>	<b>FY2013 Budget</b>
Certify agenda items	100%	100%	100%
Reconciliation bank, travel accts.	100%	100%	100%
Review and approve vendor/payroll payments	100%	100%	100%
Manage records retention	100%	100%	100%
<b>Name: Administration -- 600007</b>			
<b>Mission:</b> Provide the Office of the City Controller with services in human resources, budget, purchasing and administrative processes to maximize staff productivity.			
<b>Goal:</b> Control and improve the payment of bills for telephone, copier equipment, postage and other shared services in the Controller's Office. Provide timely administrative support services for the office.			
<b>Performance Measures</b>	<b>FY2011 Actual</b>	<b>FY2012 Estimate</b>	<b>FY2013 Budget</b>
Ensure office supplies are maintained weekly	100%	100%	100%
Daily invoices paymtns.	100%	100%	100%
Office budget maintained annually	100%	100%	100%

**FISCAL YEAR 2013 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>						
<b>Division Description</b>	<b>FY2011 Actual</b>		<b>FY2012 Estimate</b>		<b>FY2013 Budget</b>	
	<b>FTEs</b>	<b>Cost \$</b>	<b>FTEs</b>	<b>Cost \$</b>	<b>FTEs</b>	<b>Cost \$</b>
<b>Executive 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.	6.5	785,982	6.6	735,100	6.9	848,245
<b>Financial Reporting 600002</b> Provide timely and accurate monthly financial reports and prepare the Comprehensive Annual Financial Report (CAFR).	13.6	1,243,610	12.3	1,213,555	12.7	1,281,277
<b>Audit 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.	14.4	1,428,585	10.0	1,578,744	11.8	1,568,550
<b>Treasury 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.	8.2	902,614	8.5	936,547	8.8	1,054,829
<b>Operations &amp; Technical Services 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.	26.6	2,345,041	22.5	1,926,901	22.5	2,074,350

**FISCAL YEAR 2013 BUDGET**

Division Summary						
Fund Name : General Fund Business Area Name : City Controller Fund No./Bus Area No. : 1000 / 6000						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Administration <span style="float: right;">600007</span> Provide the Office of the City Controller with services in human resources, budget, purchasing and administrative processes to maximize staff productivity.	4.7	683,428	5.7	574,434	2.9	547,542
Total	<u>74.0</u>	<u>7,389,260</u>	<u>65.6</u>	<u>6,965,281</u>	<u>65.6</u>	<u>7,374,793</u>

**FISCAL YEAR 2013 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	FY2012 Current Budget FTE	FY2013 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	1.0	
ADMINISTRATIVE COORDINATOR	24	2.0	2.0	
ADMINISTRATIVE SPECIALIST	20	2.0	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	3.0	4.0	1.0
ASSISTANT CITY AUDITOR IV	27	4.0	4.0	
ASSISTANT CITY AUDITOR V	29	3.0	2.0	(1.0)
ASSISTANT CITY CONTROLLER II	19	2.0	2.0	
ASSISTANT CITY CONTROLLER III	25	5.0	5.0	
ASSISTANT CITY CONTROLLER IV	27	5.0	5.0	
ASSISTANT CITY CONTROLLER V	29	2.0	2.0	
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	3.0	
MANAGEMENT ANALYST II	18	1.0	0.0	(1.0)
MANAGEMENT ANALYST IV	25	2.0	2.0	
SENIOR ACCOUNT CLERK	13	3.0	2.0	(1.0)
SENIOR MICROCOMPUTER ANALYST	23	1.0	1.0	
SENIOR STAFF ANALYST (EXE LEV)	28	2.0	2.0	
SENIOR TREASURY ANALYST	26	2.0	2.0	
STAFF ANALYST (EXE LEV)	26	1.0	1.0	
SYSTEMS SUPPORT ANALYST III	22	1.0	1.0	
SYSTEMS SUPPORT ANALYST IV	25	1.0	1.0	
TREASURY ANALYST	21	1.0	2.0	1.0
TREASURY MANAGER	30	1.0	1.0	
<b>Total FTEs</b>		<b>69.0</b>	<b>67.0</b>	<b>(2.0)</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>3.4</b>	<b>1.4</b>	<b>(2.0)</b>
<b>Full-Time Equivalents</b>		<b>65.6</b>	<b>65.6</b>	<b>0.0</b>

**FISCAL YEAR 2013 BUDGET**

**Business Area Expenditure Summary**

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

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	4,775,283	4,283,568	4,283,568	4,439,294
500030	Salary Part Time - Civilian	932	0	0	0
500060	Overtime - Civilian	91	0	0	0
500110	Bilingual Pay - Civilian	2,661	1,820	1,820	1,820
500250	HOPE Union Business Usage	855	0	0	0
501070	Pension - Civilian	763,032	770,314	770,314	950,005
501120	Termination Pay - Civilian	160,497	0	0	0
501160	Vehicle Allowance - Civilian	4,216	4,200	4,200	4,200
502010	FICA - Civilian	353,348	321,707	321,707	334,467
503010	Health Ins-Act Civilian	444,761	455,482	455,482	543,190
503015	Basic Life Insurance - Active Civilian	2,848	2,540	2,540	2,632
503060	Long Term Disability-Civilian	0	5,578	5,578	5,578
503090	Workers Compensation-Civilian-Admin	13,940	13,119	13,119	15,678
503100	Workers Compensation-Civilian-Claim	22	1,580	1,580	1,580
504030	Unemployment Claims - Administration	0	2,515	2,515	2,515
<b>Total</b>	<b>Personnel Services</b>	<b>6,522,486</b>	<b>5,862,423</b>	<b>5,862,423</b>	<b>6,300,959</b>
511045	Computer Supplies	51,226	33,300	33,300	32,735
511050	Paper & Printing Supplies	190	2,875	2,875	2,875
511055	Publications & Printed Materials	845	3,500	3,500	3,000
511060	Postage	36,932	32,000	32,000	32,000
511070	Miscellaneous Office Supplies	27,664	27,761	27,761	26,011
511150	Miscellaneous Parts & Supplies	9,697	3,483	3,483	3,483
<b>Total</b>	<b>Supplies</b>	<b>126,554</b>	<b>102,919</b>	<b>102,919</b>	<b>100,104</b>
520105	Accounting & Auditing Services	162,900	420,700	420,700	325,516
520108	Information Resource Services	112,109	83,000	83,000	80,000
520109	Medical Dental & Laboratory Services	311	200	200	200
520110	Management Consulting Services	19,170	0	0	0
520112	Banking Services	62,510	150,000	150,000	150,000
520114	Miscellaneous Support Services	25,058	20,000	20,000	18,000
520119	Computer Equipment/Software Maintenance	44,821	40,500	40,500	75,041
520120	Communications Equipment Services	0	0	0	6,000
520121	IT Application Svcs	20,735	20,760	20,760	41,820
520123	Vehicle & Motor Equipment Services	301	0	0	0
520126	Construction Site Work Services	8,910	0	0	0
520510	Mail/Delivery Services	217	2,050	2,050	2,050
520515	Print Shop Services	5,190	4,518	4,518	4,473
520520	Printing & Reproduction Services	13,315	16,100	16,100	16,100
520605	Advertising Services	12	0	0	0
520705	Insurance Fees	544	1,147	1,147	932
520765	Membership & Professional Fees	8,137	7,400	7,400	8,865
520805	Education & Training	52,671	17,500	17,500	20,000
520905	Travel - Training Related	31,631	11,283	11,283	15,500
520910	Travel - Non-Training Related	1,810	2,500	2,500	3,500
521605	Data Services	10,025	21,888	21,888	17,675
521610	Voice Services	21,058	23,167	23,167	26,011
521620	Voice Equipment	1,635	1,934	1,934	1,895
521625	Voice Labor	87	472	472	1,393
521630	GIS Revolving Fund Services	2,382	2,855	2,855	2,602
521715	Office Equipment Rental	20,764	27,000	27,000	27,000

**FISCAL YEAR 2013 BUDGET**

**Business Area Expenditure Summary**

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

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
521720	Computer Equipment Rental	23,150	26,000	26,000	26,000
521725	Other Rental	575	1,300	1,300	1,300
521730	Parking Space Rental	41,348	48,377	48,377	48,377
522430	Miscellaneous Other Services & Charges	3,985	3,598	3,598	3,598
522721	Interfund HR Client Services	44,859	42,992	42,992	47,448
522722	KRONOS Service Chargeback	0	2,698	2,698	2,434
<b>Total</b>	<b>Other Services and Charges</b>	<b>740,220</b>	<b>999,939</b>	<b>999,939</b>	<b>973,730</b>
	<b>Grand Total Expenditures</b>	<b>7,389,260</b>	<b>6,965,281</b>	<b>6,965,281</b>	<b>7,374,793</b>