

# 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.

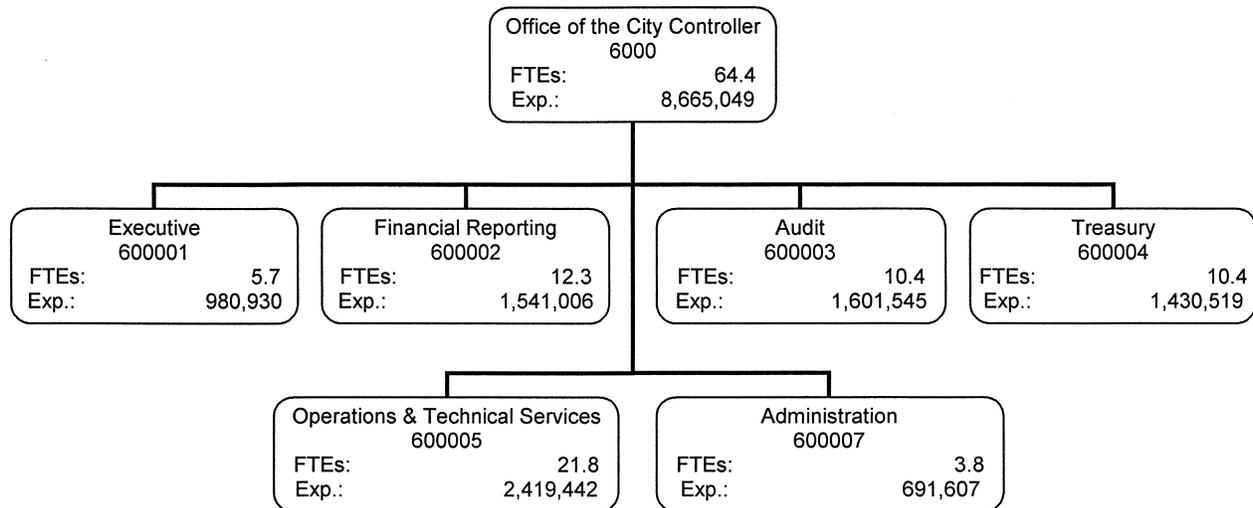
### Department Short Term Goals:

- 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's 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

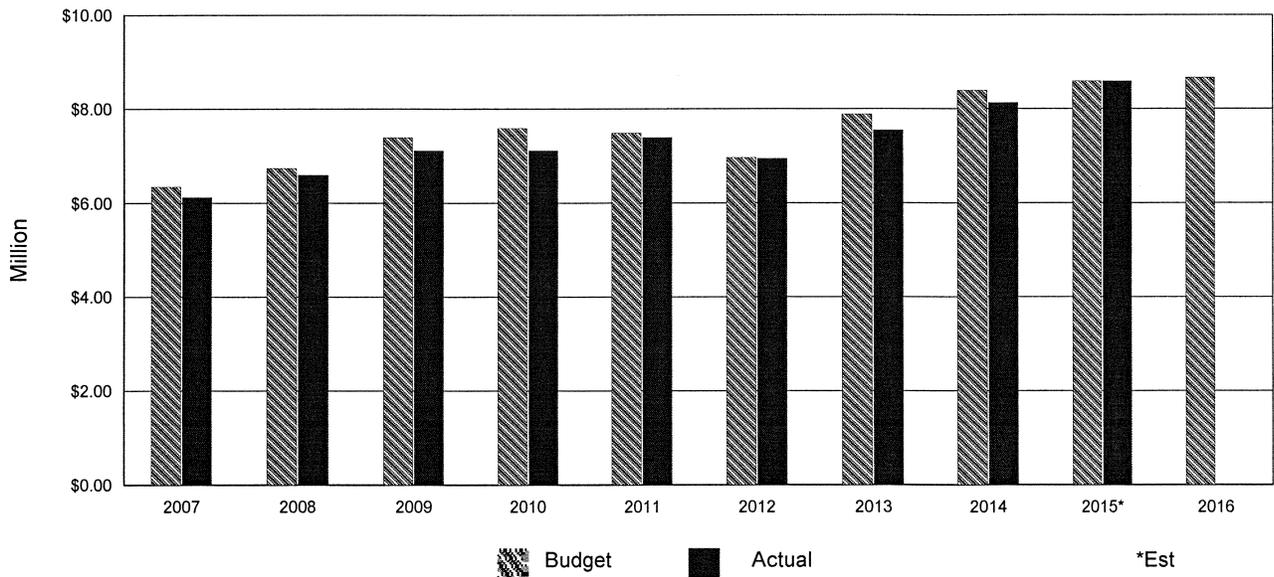


**FISCAL YEAR 2016 BUDGET**

**Business Area Budget Summary**

<b>Fund Name</b> : General Fund					
<b>Business Area</b> : City Controller					
<b>Fund No. /Bus. Area No.</b> : 1000 / 6000					
		<b>FY2014 Actual</b>	<b>FY2015 Current Budget</b>	<b>FY2015 Estimate</b>	<b>FY2016 Budget</b>
Expenditures	Personnel Services	7,030,597	7,173,107	7,173,107	<b>7,348,315</b>
	Supplies	76,838	154,362	154,362	<b>129,098</b>
	Other Services and Charges	1,026,423	1,262,141	1,262,141	<b>1,187,636</b>
	Total M & O Expenditures	<u>8,133,858</u>	<u>8,589,610</u>	<u>8,589,610</u>	<u><b>8,665,049</b></u>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditure	<u>8,133,858</u>	<u>8,589,610</u>	<u>8,589,610</u>	<u><b>8,665,049</b></u>
Revenues		(50)	0	0	<b>0</b>
Staffing	Full-Time Equivalents - Civilian	65.3	64.5	64.5	<b>64.4</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	<b>0.0</b>
	Total	<u>65.3</u>	<u>64.5</u>	<u>64.5</u>	<u><b>64.4</b></u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	<b>0.0</b>
Significant Budget Changes and Highlights	o The FY2016 Budget provides funding for health benefits and pension contribution.				
	o The FY2016 Budget provides funding for the continuation of current service levels.				

**City Controller  
Current Budget vs Actual Expenditures**



**FISCAL YEAR 2016 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>						
<b>Division Description</b>	<b>FY2014 Actual</b>		<b>FY2015 Estimate</b>		<b>FY2016 Budget</b>	
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>
<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.	7.0	1,028,088	5.7	919,271	5.7	980,930
<b>Financial Reporting 600002</b> Provides timely and accurate monthly financial reports and prepares the Comprehensive Annual Financial Report (CAFR).	12.2	1,319,571	12.3	1,498,961	12.3	1,541,006
<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.	11.4	1,569,306	10.4	1,628,619	10.4	1,601,545
<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.	8.7	1,278,513	9.5	1,394,098	10.4	1,430,519
<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; coordinates tax reviews of City vendors. Certifies funds for Council Action. Processes unclaimed property.	22.5	2,299,504	22.8	2,416,023	21.8	2,419,442

**FISCAL YEAR 2016 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>						
<b>Division Description</b>	<b>FY2014 Actual</b>		<b>FY2015 Estimate</b>		<b>FY2016 Budget</b>	
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>
<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.	3.5	638,876	3.8	732,638	3.8	691,607
<b>Total</b>	<b>65.3</b>	<b>8,133,858</b>	<b>64.5</b>	<b>8,589,610</b>	<b>64.4</b>	<b>8,665,049</b>

**FISCAL YEAR 2016 BUDGET**

**Business Area Roster Summary**

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

<b>Job Description</b>	<b>Pay Grade</b>	<b>FY2015 Current Budget FTE</b>	<b>FY2016 Budget FTE</b>	<b>Change</b>
ACCOUNTANT SUPERVISOR	24	1.0	1.0	0.0
ADMINISTRATION MANAGER	26	1.0	1.0	0.0
ADMINISTRATION MANAGER (EXE LEV)	26	1.0	1.0	0.0
ADMINISTRATIVE ASSISTANT	17	8.0	7.0	(1.0)
ADMINISTRATIVE ASSISTANT (EXE LEV)	17	0.0	1.0	1.0
ADMINISTRATIVE ASSOCIATE	13	2.0	2.0	0.0
ADMINISTRATIVE COORDINATOR	24	2.0	3.0	1.0
ADMINISTRATIVE SPECIALIST	20	1.0	0.0	(1.0)
ADMINISTRATIVE SPECIALIST (EXE LEV)	20	1.0	0.0	(1.0)
ADMINISTRATIVE SUPERVISOR	22	2.0	2.0	0.0
ASSISTANT CITY AUDITOR III	25	4.0	4.0	0.0
ASSISTANT CITY AUDITOR IV	27	3.0	3.0	0.0
ASSISTANT CITY AUDITOR V	29	2.0	2.0	0.0
ASSISTANT CITY CONTROLLER I	13	2.0	1.0	(1.0)
ASSISTANT CITY CONTROLLER II	19	2.0	3.0	1.0
ASSISTANT CITY CONTROLLER III	25	4.0	4.0	0.0
ASSISTANT CITY CONTROLLER IV	27	5.0	5.0	0.0
ASSISTANT CITY CONTROLLER V	29	3.0	3.0	0.0
CITY AUDITOR (EXE LEV)	34	1.0	1.0	0.0
CITY CONTROLLER		1.0	1.0	0.0
DEPUTY CITY CONTROLLER (EXE LEV)	36	4.0	4.0	0.0
DEPUTY DIRECTOR (EXE LEV)	34	1.0	0.0	(1.0)
DEPUTY DIRECTOR-CONTROLLER'S OFFICE (EXE LEV)	31	2.0	3.0	1.0
FINANCIAL ANALYST I	15	0.0	1.0	1.0
LAN SPECIALIST	26	1.0	1.0	0.0
MANAGEMENT ANALYST IV	25	2.0	2.0	0.0
MICROCOMPUTER ANALYST	20	1.0	1.0	0.0
SENIOR ACCOUNT CLERK	13	1.0	1.0	0.0
SENIOR STAFF ANALYST	28	0.0	1.0	1.0
SENIOR STAFF ANALYST (EXE LEV)	28	1.0	1.0	0.0
SENIOR TREASURY ANALYST	26	3.0	3.0	0.0
STAFF ANALYST (EXE LEV)	26	1.0	1.0	0.0
STUDENT INTERN II	10	1.0	1.0	0.0
SYSTEMS SUPPORT ANALYST IV	25	2.0	2.0	0.0
TREASURY ANALYST	21	1.0	0.0	(1.0)
TREASURY MANAGER	30	1.0	1.0	0.0
<b>Total FTEs</b>		<b>68.0</b>	<b>68.0</b>	<b>0.0</b>
<b>Less Adjustment for Civilian Vacancy Factor</b>		<b>3.5</b>	<b>3.6</b>	<b>0.1</b>
<b>Full-Time Equivalents</b>		<b>64.5</b>	<b>64.4</b>	<b>(0.1)</b>

**FISCAL YEAR 2016 BUDGET**

**Business Area Expenditure Summary**

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

<b>Commit Item</b>	<b>Description</b>	<b>FY2014 Actual</b>	<b>FY2015 Current Budget</b>	<b>FY2015 Estimate</b>	<b>FY2016 Budget</b>
500010	Salary Base Pay - Civilian	4,873,032	4,971,619	4,971,619	4,915,646
500030	Salary Part Time - Civilian	77,655	33,506	33,506	175,366
500060	Overtime - Civilian	22	0	0	0
500110	Bilingual Pay - Civilian	1,803	1,820	1,820	1,820
501070	Pension - Civilian	1,139,502	1,260,800	1,260,800	1,344,922
501120	Termination Pay - Civilian	68,385	60,801	60,801	43,500
501160	Vehicle Allowance - Civilian	4,216	4,200	4,200	4,200
502010	FICA - Civilian	360,154	367,739	367,739	371,798
503010	Health Ins-Act Civilian	480,359	443,338	443,338	459,722
503015	Basic Life Insurance - Active Civilian	2,886	2,890	2,890	2,945
503060	Long Term Disability-Civilian	4,945	5,399	5,399	5,305
503090	Workers Compensation-Civilian-Admin	13,794	16,900	16,900	18,996
503100	Workers Compensation-Civilian-Claim	0	1,580	1,580	1,580
504030	Unemployment Claims - Administration	3,844	2,515	2,515	2,515
<b>Total</b>	<b>Personnel Services</b>	<b>7,030,597</b>	<b>7,173,107</b>	<b>7,173,107</b>	<b>7,348,315</b>
511045	Computer Supplies	23,628	66,512	66,512	50,532
511050	Paper & Printing Supplies	49	3,500	3,500	3,500
511055	Publications & Printed Materials	1,174	3,600	3,600	3,600
511060	Postage	31,884	38,000	38,000	37,216
511070	Miscellaneous Office Supplies	18,329	34,250	34,250	28,750
511150	Miscellaneous Parts & Supplies	1,774	8,500	8,500	5,500
<b>Total</b>	<b>Supplies</b>	<b>76,838</b>	<b>154,362</b>	<b>154,362</b>	<b>129,098</b>
520100	Temporary Personnel Services	51,215	36,500	36,500	36,500
520105	Accounting & Auditing Services	396,762	392,000	392,000	392,000
520108	Information Resource Services	54,533	85,000	85,000	80,000
520109	Medical Dental & Laboratory Services	158	200	200	200
520110	Management Consulting Services	3,918	0	0	0
520112	Banking Services	83,253	160,000	160,000	150,584
520114	Miscellaneous Support Services	12,427	15,000	15,000	14,000
520119	Computer Eq/SW Mnt	54,425	82,000	82,000	77,000
520120	Communications Equipment Services	5,940	6,000	6,000	6,000
520121	IT Application Svcs	97,501	99,217	99,217	100,467
520510	Mail/Delivery Services	173	2,600	2,600	2,600
520515	Print Shop Services	5,052	5,473	5,473	5,473
520520	Printing & Reproduction Services	7,363	21,100	21,100	18,100
520705	Insurance Fees	930	989	989	1,130
520765	Membership & Professional Fees	4,687	9,165	9,165	10,165
520805	Education & Training	18,444	26,500	26,500	27,700
520905	Travel - Training Related	26,992	30,500	30,500	30,500
520910	Travel - Non-Training Related	1,877	5,500	5,500	5,500
521605	Data Services	25,307	6,035	6,035	6,416
521610	Voice Services	20,234	12,647	12,647	11,034

**FISCAL YEAR 2016 BUDGET**

**Business Area Expenditure Summary**

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

<b>Commit Item</b>	<b>Description</b>	<b>FY2014 Actual</b>	<b>FY2015 Current Budget</b>	<b>FY2015 Estimate</b>	<b>FY2016 Budget</b>
521620	Voice Equipment	593	1,750	1,750	526
521625	Voice Labor	0	2,218	2,218	3,419
521630	GIS Revolving Fund Services	2,644	3,730	3,730	3,477
521635	Voice Services -Wireless	8,017	7,949	7,949	4,992
521715	Office Equipment Rental	16,793	27,000	27,000	27,000
521720	Computer Equipment Rental	25,800	26,000	26,000	26,000
521725	Other Rental	0	1,300	1,300	1,300
521730	Parking Space Rental	37,790	48,377	48,377	40,000
522430	Misc Othr Svcs & Chrg	10,979	70,670	70,670	30,670
522721	Interfund HR Client Services	49,727	73,656	73,656	71,150
522722	KRONOS Service Chargeback	2,889	3,065	3,065	3,733
<b>Total</b>	<b>Other Services and Charges</b>	<b>1,026,423</b>	<b>1,262,141</b>	<b>1,262,141</b>	<b>1,187,636</b>
<b>Grand Total Expenditures</b>		<b>8,133,858</b>	<b>8,589,610</b>	<b>8,589,610</b>	<b>8,665,049</b>