

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.

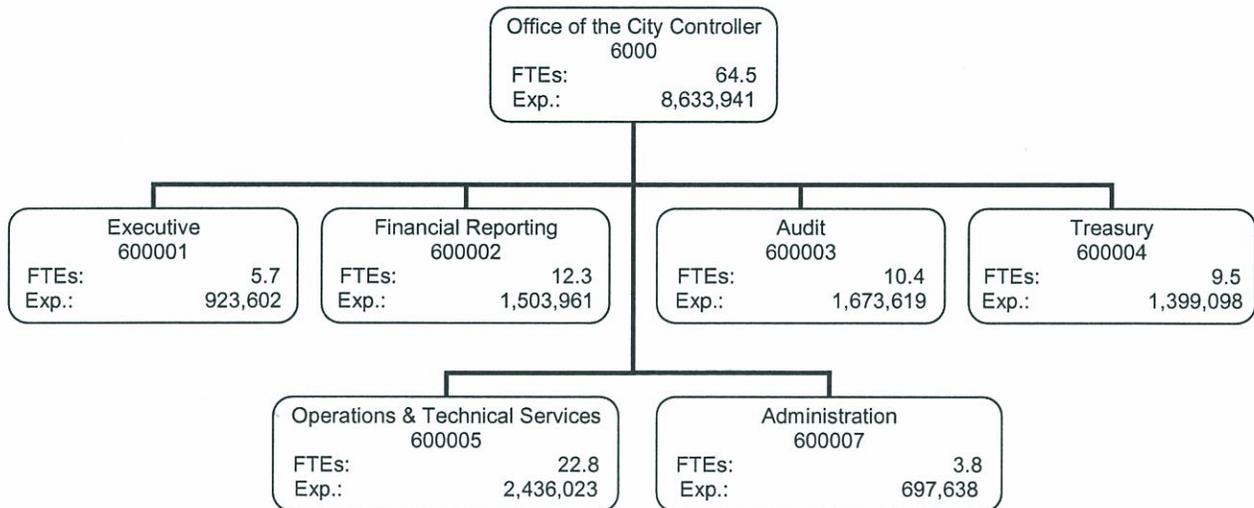
Department Short Term Goals:

- 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 2015 BUDGET

Business Area Budget Summary

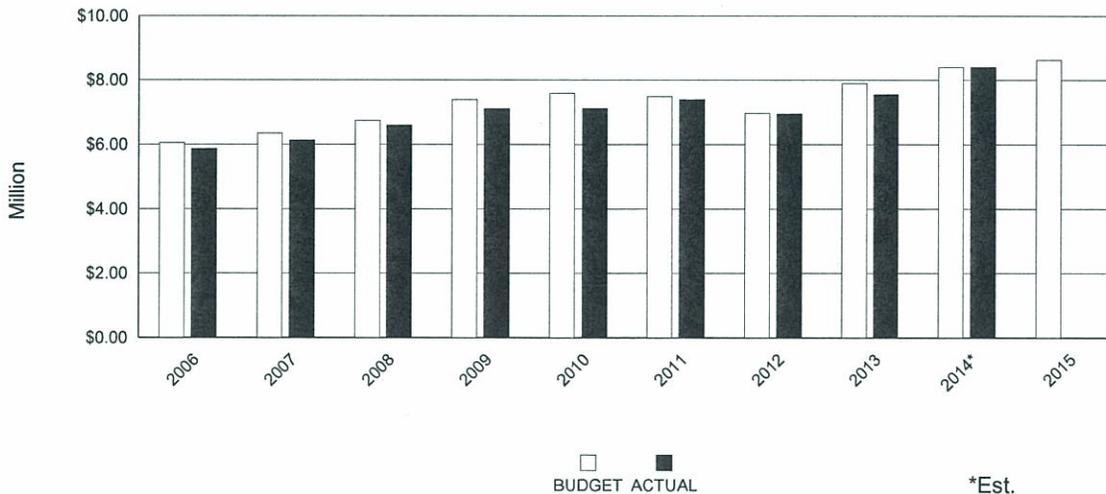
Fund Name : General Fund
 Business Area Name : City Controller
 Fund No./Bus. Area No. : 1000 / 6000

		FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
Expenditures	Personnel Services	6,713,026	7,003,715	7,003,715	7,217,438
	Supplies	79,355	136,362	148,362	154,362
	Other Services and Charges	744,419	1,257,785	1,245,785	1,262,141
	Equipment	16,007	0	0	0
	Total M & O Expenditures	7,552,807	8,397,862	8,397,862	8,633,941
	Debt Service & Other Uses	0	0	0	0
Total Expenditures		7,552,807	8,397,862	8,397,862	8,633,941
Revenues		41,998	0	0	0
Staffing	Full-Time Equivalents - Civilian	64.9	65.6	65.6	64.5
	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	64.9	65.6	65.6	64.5
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0

Significant Budget Changes and Highlights

- o The FY2015 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.
- o The FY2015 Budget provides funding for the continuation of current service levels.
- o Provides funding for the A-133 Audit as it relates to performing audit testing on all 14 Grant Programs subject to the Single Audit portion of the annual CAFR preparation.

**City Controller
Current Budget vs Actual Expenditures**



FISCAL YEAR 2015 BUDGET

Division Summary						
Fund Name : General Fund Business Area Name : City Controller Fund No./Bus Area No. : 1000 / 6000						
Division Description	FY2013 Actual		FY2014 Estimate		FY2015 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
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.	7.0	958,748	6.6	976,469	5.7	923,602
Financial Reporting 600002 Provides timely and accurate monthly financial reports and prepares the Comprehensive Annual Financial Report (CAFR).	11.8	1,212,004	12.3	1,327,181	12.3	1,503,961
Audit 600003 Provides 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. Responds to Fraud Hotline.	11.4	1,381,601	10.0	1,763,669	10.4	1,673,619
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.	8.7	1,230,136	8.5	1,315,945	9.5	1,399,098
Operations & Technical Services 600005 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	2,181,048	22.5	2,256,544	22.8	2,436,023

FISCAL YEAR 2015 BUDGET

Division Summary						
Fund Name : General Fund Business Area Name : City Controller Fund No./Bus Area No. : 1000 / 6000						
Division Description	FY2013 Actual		FY2014 Estimate		FY2015 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Administration 600007 Provides the Office of the City Controller with services in human resources, budget, purchasing and administrative processes to maximize staff productivity.	3.5	589,270	5.7	758,054	3.8	697,638
Total	64.9	7,552,807	65.6	8,397,862	64.5	8,633,941

FISCAL YEAR 2015 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	FY2014 Current Budget FTE	FY2015 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	2.0	2.0	
ADMINISTRATIVE COORDINATOR	24	2.0	2.0	
ADMINISTRATIVE SPECIALIST	20	3.0	1.0	(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	4.0	4.0	
ASSISTANT CITY AUDITOR IV	27	4.0	3.0	(1.0)
ASSISTANT CITY AUDITOR V	29	2.0	2.0	
ASSISTANT CITY CONTROLLER I	13	1.0	2.0	1.0
ASSISTANT CITY CONTROLLER II	19	2.0	2.0	
ASSISTANT CITY CONTROLLER III	25	4.0	4.0	
ASSISTANT CITY CONTROLLER IV	27	5.0	5.0	
ASSISTANT CITY CONTROLLER V	29	3.0	3.0	
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 (EXE LEV)	34	0.0	1.0	1.0
DEPUTY DIRECTOR-CONTROLLER'S OFFICE (EXE LEV)	31	2.0	2.0	
LAN SPECIALIST	26	1.0	1.0	
MANAGEMENT ANALYST IV	25	2.0	2.0	
MICROCOMPUTER ANALYST	20	0.0	1.0	1.0
SENIOR ACCOUNT CLERK	13	1.0	1.0	
SENIOR STAFF ANALYST (EXE LEV)	28	2.0	1.0	(1.0)
SENIOR TREASURY ANALYST	26	3.0	3.0	
STAFF ANALYST (EXE LEV)	26	1.0	1.0	
STUDENT INTERN II	10	1.0	1.0	
SYSTEMS SUPPORT ANALYST IV	25	2.0	2.0	
TREASURY ANALYST	21	1.0	1.0	
TREASURY MANAGER	30	1.0	1.0	
Total FTEs		70.0	68.0	(2.0)
Less adjustment for Civilian Vacancy Factor		4.4	3.5	(0.9)
Full-Time Equivalent		65.6	64.5	(1.1)

FISCAL YEAR 2015 BUDGET

Business Area Expenditure Summary

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

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
500010	Salary Base Pay - Civilian	4,709,647	4,863,643	4,847,643	4,971,619
500030	Salary Part Time - Civilian	13,129	63,868	63,868	33,506
500060	Overtime - Civilian	743	0	0	0
500110	Bilingual Pay - Civilian	1,803	1,820	1,820	1,820
501070	Pension - Civilian	1,011,947	1,099,928	1,099,928	1,260,800
501120	Termination Pay - Civilian	91,797	4,000	20,000	60,801
501160	Vehicle Allowance - Civilian	4,201	4,200	4,200	4,200
502010	FICA - Civilian	349,686	361,826	361,826	367,739
503010	Health Ins-Act Civilian	505,406	575,024	575,024	487,669
503015	Basic Life Insurance - Active Civilian	2,744	3,739	3,739	2,890
503060	Long Term Disability-Civilian	4,967	5,535	5,535	5,399
503090	Workers Compensation-Civilian-Admin	13,791	16,037	16,037	16,900
503100	Workers Compensation-Civilian-Claim	(105)	1,580	1,580	1,580
504030	Unemployment Claims - Administration	3,270	2,515	2,515	2,515
Total	Personnel Services	6,713,026	7,003,715	7,003,715	7,217,438
511045	Computer Supplies	14,917	60,012	65,512	66,512
511050	Paper & Printing Supplies	529	3,500	3,500	3,500
511055	Publications & Printed Materials	902	2,100	3,600	3,600
511060	Postage	35,868	35,000	35,000	38,000
511070	Miscellaneous Office Supplies	25,070	27,250	32,250	34,250
511145	Small Tools & Minor Equipment	846	0	0	0
511150	Miscellaneous Parts & Supplies	1,223	8,500	8,500	8,500
Total	Supplies	79,355	136,362	148,362	154,362
520100	Temporary Personnel Services	31,110	36,500	36,500	36,500
520105	Accounting & Auditing Services	81,027	459,000	432,000	432,000
520108	Information Resource Services	66,708	85,000	85,000	85,000
520109	Medical Dental & Laboratory Services	253	200	200	200
520112	Banking Services	90,043	160,000	160,000	160,000
520114	Miscellaneous Support Services	19,063	15,000	15,000	15,000
520119	Computer Equipment/Software Maintenance	130,610	67,000	82,000	82,000
520120	Communications Equipment Services	2,970	6,000	6,000	6,000
520121	IT Application Svcs	68,307	88,117	88,117	99,217
520510	Mail/Delivery Services	62	2,200	2,200	2,600
520515	Print Shop Services	16,134	5,473	5,473	5,473
520520	Printing & Reproduction Services	84	21,100	21,100	21,100
520705	Insurance Fees	(5)	1,025	1,025	989
520765	Membership & Professional Fees	6,460	8,865	8,865	9,165
520805	Education & Training	12,917	21,500	21,500	26,500
520905	Travel - Training Related	17,213	26,000	26,000	30,500
520910	Travel - Non-Training Related	6,951	3,500	3,500	5,500
521605	Data Services	14,712	27,849	27,849	6,035
521610	Voice Services	23,226	29,617	29,617	12,647
521620	Voice Equipment	6	1,750	1,750	1,750
521625	Voice Labor	0	2,218	2,218	2,218
521630	GIS Revolving Fund Services	2,654	3,319	3,319	3,730
521635	Voice Services -Wireless	0	4,105	4,105	7,949
521715	Office Equipment Rental	21,455	27,000	27,000	27,000
521720	Computer Equipment Rental	30,105	26,000	26,000	26,000
521725	Other Rental	707	1,300	1,300	1,300

FISCAL YEAR 2015 BUDGET

Business Area Expenditure Summary

Fund Name : General Fund
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 Fund No./Bus. Area No. : 1000 / 6000

Commit Item	Description	FY2013 Actual	FY2014 Current Budget	FY2014 Estimate	FY2015 Budget
521730	Parking Space Rental	36,646	48,377	48,377	48,377
522305	Freight Charges	8	0	0	0
522430	Miscellaneous Other Services & Charges	14,573	24,098	24,098	30,670
522435	Interest Charges Past Due Accounts	2	0	0	0
522721	Interfund HR Client Services	47,785	52,889	52,889	73,656
522722	KRONOS Service Chargeback	2,633	2,783	2,783	3,065
Total	Other Services and Charges	744,419	1,257,785	1,245,785	1,262,141
560230	Computer HW and Developed SW	16,007	0	0	0
Total	Equipment	16,007	0	0	0
Grand Total Expenditures		7,552,807	8,397,862	8,397,862	8,633,941