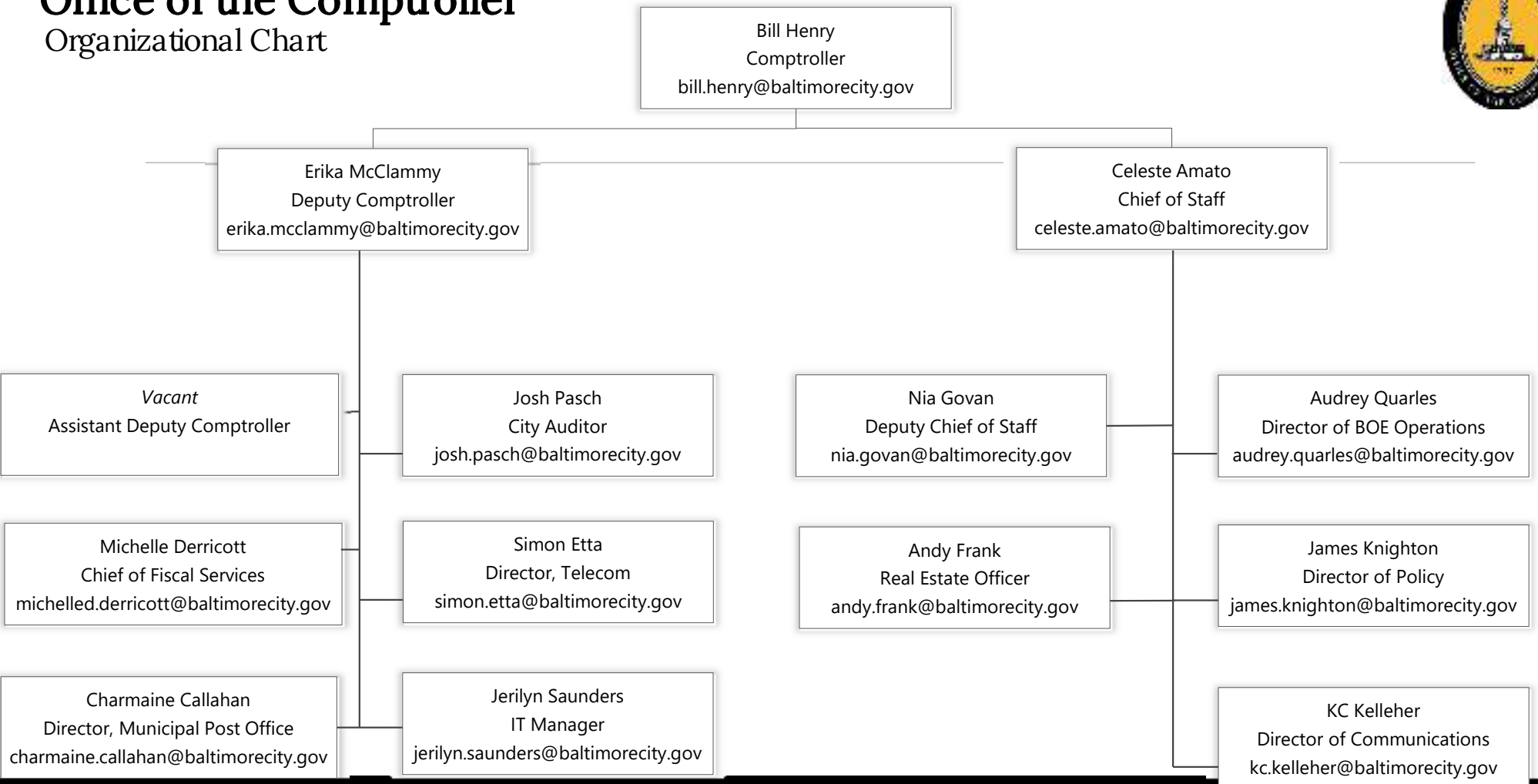


Office of the Comptroller

Organizational Chart



Executive Direction and Control - Comptroller

Pillar: Responsible Stewardship of City Resources

Service Number: 130

Fiscal 2023 Recommended Budget: \$2,531,964

Service Description

This service provides oversight of the Department of Audits, the Department of Real Estate, the Department of Telecommunications, and the Municipal Post Office. This service is also responsible for carrying out the administrative functions and operations for the Board of Estimates (BOE) including weekly preparation of the BOE agenda, contractor bid openings, and the relevant record keeping.

Major Budget Items

- The budget transfers 1 General Fund position to Service 133: Office of Telecommunications to better reflect where personnel are assigned.
- The recommended budget includes \$450,000 in General Funds to implement the BOE process automation.
- The recommended budget eliminates 2 General Fund position to support the reclassification of multiple positions across this service.

Audits

Pillar: Responsible Stewardship of City Resources

Service Number: 131

Fiscal 2023 Recommended Budget: \$5,534,968

Service Description

This service conducts biennial performance audits and financial audits, including the City's Annual Comprehensive Financial Report and Single Audit; provides attestation engagements and advisory services as requested by various management; investigates allegations of fraud, waste, and abuses of city resources; reviews various contracts, change orders, or proposals submitted by agencies to the Board of Estimates; and performs other special projects as necessary.

Major Budget Items

- The recommended budget supports 2 General Fund positions in Service 131: Audits. These positions will allow for more efficiency and improved government accountability.

Real Estate Acquisition and Management

Pillar: Responsible Stewardship of City Resources

Service Number: 132

Fiscal 2023 Recommended Budget: \$1,230,264

Service Description

This service manages the City's real estate assets and is responsible for the leasing of City-owned property to agencies and other parties; acquisition and disposition of real estate for the City; review of real estate-related transactions and development proposals for City-owned real property; review of all City leases; and administration and licensing of transactions involving City-owned cell towers and small cells. The Department also maintains the repository of unsold tax certificates after the annual tax sale and a public inventory of all City-owned property and associated leases.

Major Budget Items

- The recommended budget eliminates 1 General Fund position to support the reclassification of multiple positions across this service.
- The recommended budget supports 1 General Funded position to manage the new Real Estate Database.

Telecommunications

Pillar: Responsible Stewardship of City Resources

Service Number: 133

Fiscal 2023 Recommended Budget: \$9,685,146

Service Description

This service provides telephone services to all City agencies, including managing Voice over Internet Protocol (VoIP) phone service; supplying mobile phones; providing technical support, installation, and maintenance for various City call centers; and providing for the billing of these services with external vendors. This service is funded by user charges through an Internal Service Fund.

Major Budget Items

- The budget eliminates 4 Internal Service Fund positions to support the reclassification of multiple positions across this service.
- The recommended budget transfers 1 General Fund position from Service 130: Executive Direction and Control to Internal Service Fund to better reflect where personnel are assigned.

Municipal Post Office

Pillar: Responsible Stewardship of City Resources

Service Number: 136

Fiscal 2023 Recommended Budget: \$4,264,410

Service Description

This service is responsible for handling the City's mail by operating interagency mail service, serving as an intermediary with the United States Postal Service (USPS), and providing external mailing services. The Municipal Post Office offers the City agencies USPS rates at discounted pricing, as well as address certification services like CASS (Coding Accuracy Support System) and NCOA (National Change of Address). This service is funded by user charges through an Internal Service Fund.

Major Budget Items

- The recommended budget eliminates 1 Internal Service Fund position to support the reclassification of multiple positions across this service.
- The recommended budget maintains the current level of service.