

# **OFFICE OF FINANCIAL SERVICES**

## **DEPARTMENT MISSION**

To provide relevant and accurate information necessary to facilitate quality decisions and sound financial planning for the City of Dallas and ensure compliance with federal, state, and local laws and professional standards in the areas of accounting, taxation and fee collections.

## **PROGRAM DESCRIPTION**

### **Budget and Management Services**

Budget and Management Services is responsible for the development and oversight of the citywide operating, capital, consolidated plan, and grant and trust budgets. The division provides fiscal progress reports, coordinates and prepares the weekly City Council agenda, performs treasury management functions, develops financial strategies for public improvements and provides public information services. Monitors the utility and cable franchise agreements granted by the City for compliance, reviews gas, cable television and electric utility rate change requests, and monitors/forecasts right-of-way franchise fees.

### **City Controller's Office**

Develops City-wide administrative and accounting policies and procedures; processes all vendor payments for City; produces the City's Comprehensive Annual Report; maintains the City's fixed asset records; and processes all personnel actions involving the City's payroll. In addition, the division insures the integrity of the City's accounting and payroll systems.

## **OBJECTIVES FOR FY 2003-2004**

- To have 100 percent of council agendas produced and posted 72 hours prior to meeting
- 100 percent of budgets monitored and financial reports submitted to the City Manager to facilitate timely reporting to City Council
- Process vendor payments within three days of receipt from departments
- Enhance the quality of financial related operations City-wide through internal control analysis/assistance and implementation of audit recommendations
- Coordinate timely and cost-efficient debt issuance and guarantee the prudent investment and security of City funds
- Provide timely relevant and comprehensive reporting of the City's operation through reports, speeches and press releases

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## MAJOR BUDGET ITEMS

- Add 0.3 regular FTE and \$32,102 for full year funding for two Spanish Translators
- Add 7.0 regular FTEs (Manager, Coordinator III and five Senior Payroll Specialists) and \$263,516 for continued Human Resource Information System consolidation (offset by reductions of 24.8 regular FTEs and \$982,954 throughout other City departments)
- Add 6.0 regular FTEs and \$414,262 for creation of a technical process review team to enhance efficiencies throughout the organization
- Add 1.0 regular FTE (Senior Accountant) and \$53,732 to improve operations and controls in the City Controller's Office
- Save \$6,141 for Good Faith Effort consolidation
- Save \$62,354 by implementing Service Incentive Pay program that is consistent with the State mandated Uniform Service Incentive Pay program
- Save \$76,749 as a result of transitioning Employee Health Benefits to a Catastrophic Coverage Program with a Preventive Care component
- Save \$22,731 from improved procurement of various supplies and materials
- Line-Item and Zero Base budget review resulted in deletion of 0.5 regular FTE (Part-time Graphic Artist), reductions in postage, printing and photos, and professional services and \$76,323 in the Public Information Office
- Line-Item and Zero Base budget review resulted in deletion of 6.0 regular FTEs and \$238,825 for additional operational efficiencies from the Accounts Payable Consolidation in the City Controller's Office
- Transfer 6.5 regular FTEs and \$478,061 to CDBG as a result of increased funding from HUD and/or from the sale of the Section 108 In-Town Housing Portfolio
- Reduce Capital Improvement Program reimbursement by \$58,739

## OFFICE OF FINANCIAL SERVICES

### EXPENDITURES (By Category)

	FY 2001-02 Actual	FY 2002-03 Budget	FY 2002-03 Estimate	FY 2003-04 Adopted
Salaries and Benefits	5,633,215	5,879,889	5,862,474	6,011,291
Supplies and Materials	78,210	57,706	91,986	52,706
Other Services and Charges	5,140,610	5,330,559	5,138,013	5,211,092
Capital Outlays	0	0	22,200	25,000
Reimbursements	(1,133,818)	(1,215,795)	(1,165,578)	(1,252,192)
<b>TOTAL</b>	<u>9,718,217</u>	<u>10,052,359</u>	<u>9,949,095</u>	<u>10,047,897</u>

### EXPENDITURES (By Program)

Budget and Management Services	7,224,668	4,737,484	4,677,924	4,757,941
City Controller	2,493,549	5,314,875	5,271,171	5,289,956
<b>TOTAL</b>	<u>9,718,217</u>	<u>10,052,359</u>	<u>9,949,095</u>	<u>10,047,897</u>

### FTEs (By Type)

Regular	80.6	89.6	87.3	90.9
Overtime	0.0	0.6	0.5	0.6
Temporary Help	1.0	0.4	0.0	0.4
Day Labor	0.0	0.0	0.0	0.0
<b>TOTAL</b>	<u>81.6</u>	<u>90.6</u>	<u>87.8</u>	<u>91.9</u>

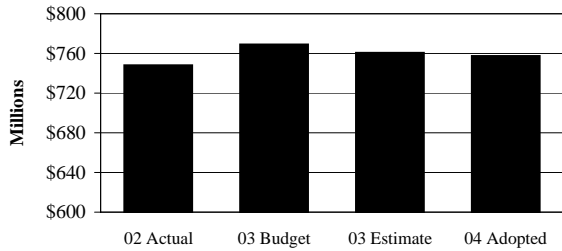
### FTEs (By Program)

Budget and Management Services	51.2	44.1	40.8	43.4
City Controller	30.4	46.5	47.0	48.5
<b>TOTAL</b>	<u>81.6</u>	<u>90.6</u>	<u>87.8</u>	<u>91.9</u>

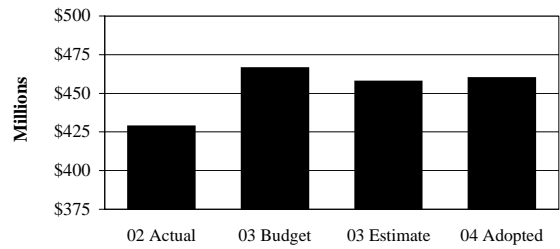
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	<b>FY 2003-04 Adopted</b>
<b>GENERAL FUND</b>	<b>10,047,897</b>
<b>ADDITIONAL OPERATING RESOURCES</b>	
COMMUNITY DEVELOPMENT BLOCK GRANT	5,546,396
FAIR HOUSING ASSISTANCE PROGRAM	261,525
HALE DAVIS TRUST FUND	7,000
<b>TOTAL</b>	<b>5,814,921</b>
<b>TOTAL OPERATING RESOURCES</b>	<b>15,862,818</b>

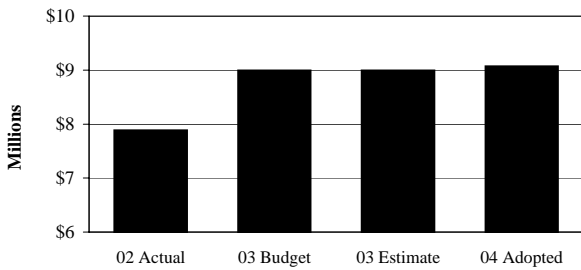
**Total Revenue Collection**



**Property Tax Revenue**



**Ambulance Fee Revenue**



**Franchise Fee Revenue**

