

# 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 Services**

Budget 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, performs treasury management functions, 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**

City Controller's Office develops citywide administrative and accounting policies and procedures, processes all vendor payments for the 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.

### **Management Services**

Management Services supports collection of miscellaneous taxes, service fees, and license fees for the City, coordinates citywide strategic planning efforts, and works to identify savings across all departments through development and implementation of various efficiencies. Also, Management Services coordinates and prepares the weekly City Council agenda, provides administrative support for employee deferred compensation plans, and public information services.

## **OBJECTIVES FOR FY 2004-2005**

- To have 100 percent of council agendas produced and posted 72 hours prior to meeting
- Monitor budgets and develop financial reports to submit 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

# OFFICE OF FINANCIAL SERVICES

## **OBJECTIVES FOR FY 2004-2005 (CONTINUED)**

- Provide timely relevant and comprehensive reporting of the City's operation through reports, speeches and press releases

## **MAJOR BUDGET ITEMS**

- Add \$1,300,000 for reimbursement to DWU Special Collections for contractor service fees for the billing, collection and reporting of emergency ambulance fees (fee was previously recorded as a reduction in emergency ambulance revenue)
- Add \$140,959 for reimbursement to DWU Special Collections for software upgrades to existing payment collection centers
- Add \$48,182 for increased cost of employee health benefits
- Add \$85,000 reimbursements from Sanitation for a communication plan for the Green Waste Stream and Youth Waste Prevention Program
- Add \$20,000 increased reimbursements to Deferred Compensation from 401K and 457 Plans
- Includes \$3,587,000 for AMS system upgrade and preparation for implementation in October 2005 (financed with equipment notes)
- Reduce \$77,025 reimbursement from Community Development Block Grant and assume the cost in the General Fund
- Delete 0.5 FTE (Graphic Artist) and \$32,571, partially offset by \$14,000 for contracted services and \$3,571 for printing and photo services
- Delete 1.0 regular FTE (Office Assistant) and \$36,210 from Accounts Payable
- Delete 1.1 regular FTEs and \$64,906 adjusting the vacancy rate to recognize a hiring lag in early FY 2004-05
- Delete 1.8 regular FTEs to maintain current level of service

## OFFICE OF FINANCIAL SERVICES

### EXPENDITURES (By Category)

	FY 2002-03 Actual	FY 2003-04 Budget	FY 2003-04 Estimate	FY 2004-05 Adopted
Salaries and Benefits	5,689,722	6,000,728	5,533,405	6,055,651
Supplies and Materials	99,586	52,706	109,542	79,737
Other Services and Charges	5,263,426	5,211,092	5,558,084	6,455,592
Capital Outlays	22,200	25,000	22,200	22,200
Reimbursements	(1,185,108)	(1,252,192)	(1,252,242)	(1,280,226)
<b>TOTAL</b>	<u>9,889,826</u>	<u>10,037,334</u>	<u>9,970,989</u>	<u>11,332,954</u>

### EXPENDITURES (By Program)

Budget Services	1,742,392	1,378,926	1,598,210	1,491,824
City Controller	5,307,733	5,289,956	5,259,630	5,142,637
Management Services	2,839,701	3,368,452	3,113,149	4,698,493
<b>TOTAL</b>	<u>9,889,826</u>	<u>10,037,334</u>	<u>9,970,989</u>	<u>11,332,954</u>

### FTEs (By Type)

Regular	87.3	90.9	80.9	86.9
Overtime	0.5	0.6	0.2	0.6
Temporary Help	0.0	0.4	1.1	0.0
Day Labor	0.0	0.0	0.0	0.0
<b>TOTAL</b>	<u>87.8</u>	<u>91.9</u>	<u>82.2</u>	<u>87.5</u>

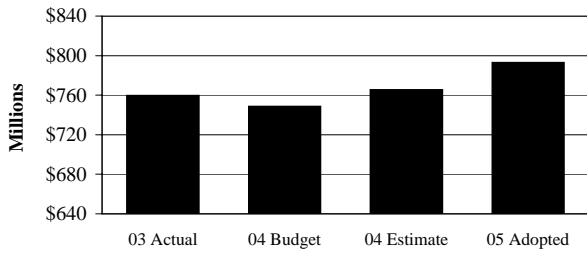
### FTEs (By Program)

Budget Services	23.8	19.0	18.4	18.6
City Controller	47.0	48.5	46.5	48.6
Management Services	17.0	24.4	17.3	20.3
<b>TOTAL</b>	<u>87.8</u>	<u>91.9</u>	<u>82.2</u>	<u>87.5</u>

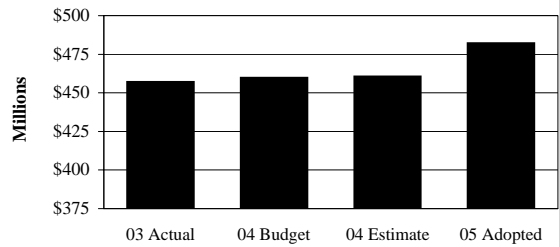
# OFFICE OF FINANCIAL SERVICES

	<b>FY 2004-05 Adopted</b> <hr/> <b>11,332,954</b>
<b>GENERAL FUND</b>	
<b>ADDITIONAL OPERATING RESOURCES</b>	
COMMUNITY DEVELOPMENT BLOCK GRANT	8,224,048
FAIR HOUSING ASSISTANCE PROGRAM	214,591
HALE DAVIS TRUST FUND	7,000
<b>TOTAL</b>	<hr/> <b>8,445,639</b>
<b>TOTAL OPERATING RESOURCES</b>	<hr/> <b>19,778,593</b>

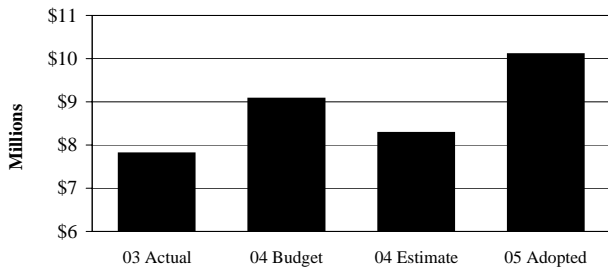
**Total Revenue Collection**



**Property Tax Revenue**



**Ambulance Fee Revenue**



**Franchise Fee Revenue**

