

DALLAS COUNTY



**BUDGET DEVELOPMENT
TIPOFF**



Agenda

- **Welcome and Introduction (5 min.)**
- **Overview of Budget Priorities (10 min.)**
- **Budget Process and Timeline (10 min.)**
- **Departmental Expectations and Responsibilities (35 min.)**
- **Q&A and Networking (10 min.)**

Welcome and Introduction

- **Welcome to the FY 2025 Budget ‘Tip-Off’!**
- **Opening remarks by Dr. Ronica Watkins, Budget Officer**

Overview of Budget Priorities

- **Key Priorities for FY 2025**
- **Strategic Initiatives**
- **Availability of Funding and Budgetary Constraints**



Reflecting on Last Year

\$167 million in budget requests





Reflecting on Last Year

\$167 million in budget requests

~\$52.7 million approved





Budget Process and Timeline

Budget Detail Form

Department Overview

Department Overview *co	
0/2000000 Character Limit	
Department Name:	
Department Head:	
Department Description and Objective:	

Current Initiatives:	
Proposal Narrative:	

Budget Detail Form

Budget Summary

Budget Adjustments		
Fund Description	12000-General Fund	⌵
Cost Center Description	1060-Office of Budget & Evaluation	⌵
Account Description	Account String	Ledger Type
61010-Salaries - Official	100.12000.1060.61010.10000	Expenses
61020-Salaries - Assistant	100.12000.1060.61020.10000	Expenses
61025-Supplemental Pay	100.12000.1060.61025.10000	Expenses
61070-Automobile Allowance	100.12000.1060.61070.10000	Expenses
61090-Salary Lag Account	100.12000.1060.61090.10000	Expenses
61111-FICA_A01111	100.12000.1060.61111.10000	Expenses
61112-Medicare_A01112	100.12000.1060.61112.10000	Expenses

Budget Detail Form

Budget Requests

A	B	C	D
request_id	Total Cost	Category	Subcategory
0001_Prog_1060	\$105,642.33	Program Improvement	Personnel - New Posit
0002_Prog_1060	\$105,642.33	Program Improvement	Personnel - New Posit
0003	\$0.00		

Budget Detail Form

Budget Requests

E	F	G	I	K
Requester Name	Physical Address	Company Description	Fund Description	Cost Center Description
Joey Sanchez	Dallas County Records Building, Suite 5400	100-Dallas County	12000-General Fund	1060-Office of B
Joey Sanchez	Dallas County Records Building, Suite 5400	100-Dallas County	12000-General Fund	1060-Office of B

Budget Detail Form

Performance and Workload Measures

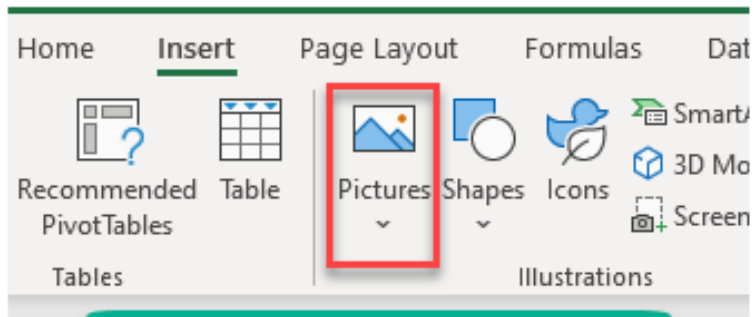
Performance and Workload Measures	
Performance Measure ID	Metric Name
0001_Office of	Average Response Time for Budget Revision
0002_Office of	
0003_Office of	
0004_Office of	
0005_Office of	

Budget Detail Form

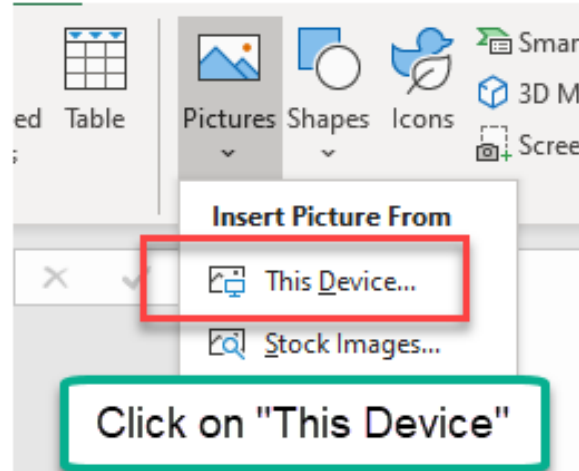
Performance and Workload Measures

Organizational Chart(s)

Insert your department's and divisions organizational chart on this worksheet as a picture. Ensure the resolution looks correct and the photo is not blurry.



Click on Insert > Pictures



Click on "This Device"

Budget Detail Form

OpenGov

☰ FY2025 Department Submission (March 6, 2024 - May 3, 2024) ⚙️

Overview

Proposals

Worksheets

Line Items



Enter Adjustments

Make changes to budget through adjustments in worksheets



Create Proposal

Proposal allows for justifying revenues and funding requests

Type: Operating

Phase:



Current: 1 Setup

Move to Next Phase

Budget Overview

Budget Detail Form

OpenGov

☰ FY2025 Department Submission (March 6, 2024 - May 3, 2024) ⚙️

Overview Proposals Worksheets Line Items

🔍 1060 ✕

	DETAILS <	
Proposals ▾	Status ▾	Created
1060 Office of Budget and Evaluation	IN PROGRESS	JS

Budget Detail Form

OpenGov Narrative

Balance | [Reviews](#) <

FY2025 Department Submission (March 6, 2024 - May 3, 2024) / Proposals / 1060 | Office of Budget and Evaluation

1060 | Office of Budget and Evaluation [Edit](#)

Proposal Details | Expenses | Revenues | Activity

Template Used: Basic [Change](#)

Main

Narrative

B I U ☰ ☷

Type a narrative explaining this proposal and justifying the expense and revenue projections.

Balance

Period: FY 2025 Approved

Base Revenues	\$0
Adjustments	\$0
Revenues	\$0
Base Expenses	\$1,149,619
Adjustments	\$0
Expenses	\$1,149,619
Deficit	\$1,149,619

Budget Detail Form

OpenGov Adjustments

FY2025 Department Submission (March 6, 2024 - May 3, 2024) / Proposals / 1060 | Office of Budget and Evaluation / Expenses 1060 | Office of Budget and Evaluation [Edit](#)

Proposal Details **Expenses** Revenues Activity

> VISUALIZATION
Expenses Select a worksheet below to view details and/or make adjustments

	FY 2025	
Name	FY 2025 Base	FY 2025 Adjustments
Worksheet Totals	\$1,149,619	\$0
Office of Budget and Evaluation	1,149,619	0

Budget Detail Form

OpenGov Adjustments

FY2025 Department Submission (March 6, 2024 - May 3, 2024) / Proposals / 1060 | Office of Budget and Evaluation / Expenses / Office of Budget and Evaluation

Last saved 3 hours ago

Export ▾

Office of Budget and Evaluation [Edit](#)

Ledger Type: Expenses | Budget Method: Fixed Base | [Connect an Initiative](#)

Search...

?

Import

Select Line Items

Reset Amounts

Manage Columns

ACCOUNT DETAILS <			ACCOUNT DE... <	FY 2025 ADJUSTMENTS <				
Account Name ▾	Account Code ▾		Ledger Type ▾	Base ▾	Adjustment Input ▾	Adjustment ▾	Proposed	
				\$1,149,619	0	\$	\$0	\$1,149,619
Salaries - Official	100-12000-1060-61010-10000-00000-00		Expenses	232,532	0	\$	0	232,532
Salaries - Assistant	100-12000-1060-61020-10000-00000-00		Expenses	640,223	0	\$	0	640,223
Salaries - Court Reporters	100-12000-1060-61040-10000-00000-00		Expenses	0	0	\$	0	0
Automobile Allowance	100-12000-1060-61070-10000-00000-00		Expenses	7,566	0	\$	0	7,566
Mileage Reimbursement	100-12000-1060-61080-10000-00000-00		Expenses	0	0	\$	0	0
Salary Lag Account	100-12000-1060-61090-10000-00000-00		Expenses	-11,004	0	\$	0	-11,004
FICA_A01111	100-12000-1060-61111-10000-00000-00		Expenses	50,095	0	\$	0	50,095
Medicare_A01112	100-12000-1060-61112-10000-00000-00		Expenses	12,765	0	\$	0	12,765

Budget Process and Timeline

MAR

APR

MAY

JUN

JUL

AUG

SEP

Department Submission



Weekly Trainings



OBE Review & Analysis



Department Presentations



Proposed Budget Finalization



March 6, 2024
SharePoint and OpenGov
open for budget
submission



Budget Process and Timeline

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MAY

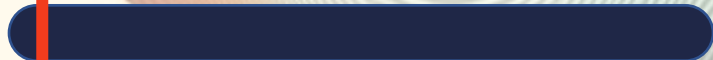
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Department Submission



Weekly Trainings



OBE Review & Analysis



Department Presentations



Proposed Budget Finalization



March 8, 2024

**Training in OpenGov and
SharePoint every Friday**

2pm – 4pm



Budget Process and Timeline

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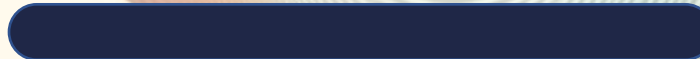
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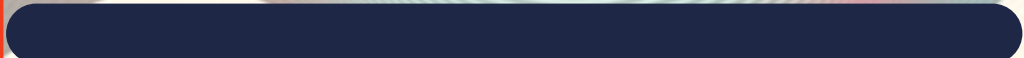
Department Submission



Weekly Trainings



OBE Review & Analysis



Department Presentations



Proposed Budget Finalization



May 3rd, 2024
Deadline to update
department budget
submission in SharePoint
and OpenGov

Budget Process and Timeline

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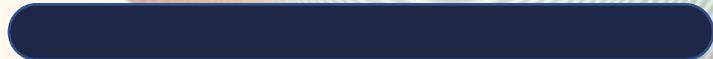
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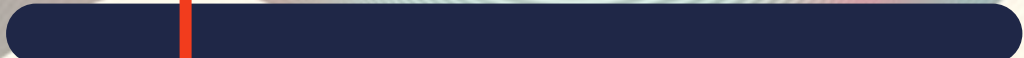
Department Submission



Weekly Trainings



OBE Review & Analysis



Department Presentations



Proposed Budget Finalization



June 6th, 2024
Deadline to submit
presentation slide deck
to Budget office

Budget Process and Timeline

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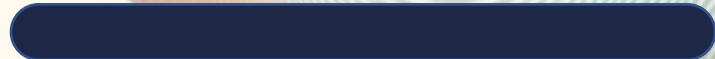
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Department Submission



Weekly Trainings



OBE Review & Analysis



Department Presentations



Proposed Budget Finalization



**June 13-17, 2024
Presentations to Budget
Executive Team**

Budget Process and Timeline

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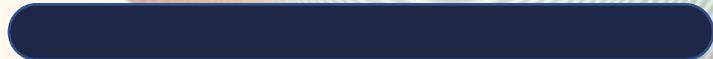
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Department Submission



Weekly Trainings



OBE Review & Analysis



Department Presentations



Proposed Budget Finalization



August 30, 2024

Finalize Proposed Budget



Budget Process and Timeline

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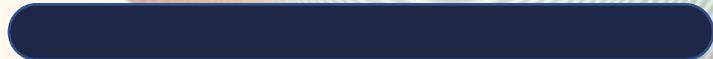
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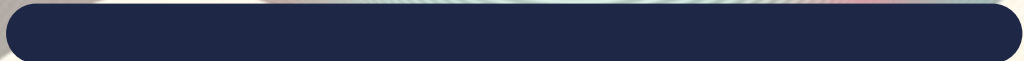
Department Submission



Weekly Trainings



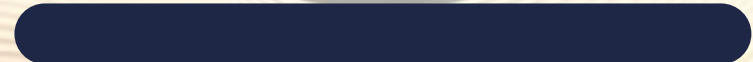
OBE Review & Analysis



Department Presentations



Proposed Budget Finalization



**September 10, 2024
Adopt FY 2025 Budget**

Departmental Expectations and Responsibilities

- Roles & Responsibilities
- Special Projects, American Rescue Plan Act Funding (Darcy Cohen)
- Grant funding (Nate Dears)

American Rescue Plan Act Funds

- Updated definition of “obligation”
 - An order has been placed for property or services, or a contract/subaward is signed
- **Deadlines**
- to obligate funds is December 31, 2024. Any unobligated funds must be returned to the federal government
- To spend funds is December 31, 2026. Unspent funds, including those advanced to subrecipients and contractors, will be returned to the federal government

Departments must:

- Have purchase orders or agreements with contractors/subrecipients in place to be considered encumbered

American Rescue Plan Act Funds

ARP-Funded Positions

- Phasing out as budgeting for a position in a fiscal year does NOT meet the definition of “obligation”
- Obligation for payroll expenses is incurred only at the close of each pay period
- If a pay period closes January 10, 2025, the obligation to pay that position is incurred on January 10, 2025, which is beyond the deadline for obligating funds
- The only payroll that may be obligated past December 31, 2024, are for positions tasked with administering, monitoring, and reporting the funds to the federal government
 - ARP Team and Audit only eligible departments

Not Approved

My department had a project briefed in Commissioners Court



My department allocated funds for equipment and supplies



My department plans to have ARP-funded positions in FY 2025 & FY 2026



Approved

My department has a signed agreement with a vendor for construction services



My department has a signed Purchase Order in place



American Rescue Plan Act Funds

ARP & Budget Office Meetings

- Opportunity to provide status update on ARP-funded projects
- Input from budget office on how to proceed
- General fund absorption of ARP-funded positions is not automatically approved

Please be sure to:

- Communicate with the ARP Team and the Budget Office your availability
- Respond to meeting invites
- Be ready to discuss the status of projects and of personnel
- Continue to use funds for eligible purposes

Conclusion

- Q&A session
- Let's Connect

DALLAS COUNTY



**BUDGET DEVELOPMENT
TIPOFF**