Office of Budget and Evaluation

Briefing Date: Jun 2 2020
Funding Source: Emergency Reserves
Originating Department: Budget
Prepared by: Janette Weedon, Budget Director
Recommended by: Janette Weedon, Budget Director

BACKGROUND INFORMATION:
The mission of the Office of Budget and Evaluation (OBE) is to assist the Dallas County Commissioners Court with the task of wisely, effectively, and efficiently deploying and monitoring the financial resources available for the benefit of all citizens of the County.

OPERATIONAL IMPACT:
The Office of Budget & Evaluation request two positions that will enhance the quality of work provided by OBE, create and support an environment focused on planning, strategic, and innovative thinking, provide the bandwidth to develop practical solutions to continuously improve business practices, and strengthen the financial position of Dallas County.

The Budget Manager (J) will be responsible for oversight of the daily operations in OBE and supervise the Budget and Policy Analysts. This position will work with the Director and Assistant Director to develop procedures for the Budget and Policy Analysts, establish performance standards for staff, and develop guidelines for evaluating budget requests. Additionally, this position will assist with preparation and coordination of the annual budget, prepare cost benefit analysis of funding request, supervise preparation of a new monthly forecasting report, review council agenda items for appropriate financial budgetary impact, proactively identify areas of change and develop processes to implement change, and assist with the development of a long-range forecast.

The Budget System Administrator (J) will serve as the lead for implementation of OpenGov, the lead for implementation of the Oracle Budget software, and the lead for implementation of the ISO 9001 quality management system. The OpenGov software and the Oracle Budget software will streamline the budget development process and provide greater transparency to departments and Dallas County residents. Implementation of ISO 9001 will allow the department to organize processes.

Lastly, approximately $30,000 is requested to hire a consultant to prepare a Central Service Cost Allocation Plan, and Indirect Cost Rate. This will be a one year contract to perform a full review of current methodology and best practices.

FINANCIAL IMPACT:
The FY2020 cost of this proposal is $108,339 and will be funded with Emergency Reserves Account (120.9950.9120.0.1003). The full-year cost of the positions will be added to the FY2021 budget.

**ADMINISTRATIVE PLAN COMPLIANCE:**
This request complies with the Dallas County Administrative Plan’s vision to make Dallas County an operationally model governmental entity by enhancing the Office of Budget & Evaluation to efficiently deploy and monitor the financial resources.

**RECOMMENDATION:**
Authorize approval of one Budget Manager (J), one Budget System Administrator (J), and $30,000 to hire a consultant to prepare a Central Service Cost Allocation Plan, and Indirect Cost Rate. Additionally, direct Human Resources and Civil Service to expedite review, classification, and onboard these new positions.

**MOTION:**
On a motion made by TBD, and seconded by TBD, the following order will be voted on by the Commissioners Court of Dallas County, State of Texas:

Be it resolved and ordered that the Dallas County Commissioners Court does hereby authorize approval of one Budget Manager (J), one Budget System Administrator (J), and $30,000 to hire a consultant to prepare a Central Service Cost Allocation Plan, and Indirect Cost Rate using Emergency Reserves Account (120.9950.9120.0.1003). Additionally, direct Human Resources and Civil Service to expedite review, classification, and onboard these new positions.

**ATTACHMENTS:**
None