

# Memorandum



CITY OF DALLAS

DATE May 8, 2020

TO Honorable Mayor and Members of the City Council

SUBJECT **Extended Furlough for City Employees Deemed Non-Essential**

Our City leadership, along with most leaders across our nation, remain focused on measuring and managing the impact that COVID-19 will have on our health and safety, workforce, and economy. We are developing a plan to continue essential services for our residents while positioning us to absorb the estimated \$25 million budget shortfall in the current fiscal year.

In the last two weeks, I shared with city employees that my Chief of Staff Kimberly Bizzor Tolbert was leading an Employee Care Team to work with departmental leadership to develop a City of Dallas Workplace Stabilization Plan. Options considered include redeployment, abbreviated work hours, extended or intermittent furlough days, early retirement incentives, and/or a reduction in force. We are currently implementing Phase One which will include extended furlough days for employees currently on mandatory leave and not working, and part-time and temporary employees and interns deemed non-essential in ten city departments.

The extended furlough days will begin May 13 and extend through at least July 31, 2020. If needed, this furlough period may be extended. Employees in impacted positions are being notified of the furlough starting today, May 8. All furloughed employees are eligible for unemployment benefits. To smooth the transition, our Employee Care Team has worked with our third-party unemployment benefits provider to proactively upload all necessary documentation needed from the City to ensure employees receive their benefits expeditiously. Realizing that health is critical during this pandemic, coverage will remain in effect through July for furloughed employees enrolled in the City's health benefit plan.

While a furlough is a very difficult decision to make, it is necessary to reduce our immediate staffing expenses and manage the budget shortfall we anticipate. As communicated during Wednesday's briefing, we also expect an additional shortfall between \$73 million and \$134 million in the upcoming fiscal year that begins October 1, 2020. Phase Two of the Workplace Stabilization Plan may include intermittent furlough days, additional positions identified for extended furlough and/or a reduction in force. We are closely monitoring our budget and implementing cost saving measures in other areas to help cover immediate and anticipated shortfalls. We will continue to update you.

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If there are any questions or if additional information is needed, please contact Chief of Staff Kimberly Tolbert at 214- 670-3302 or [k.bizortolbert@dallascityhall.com](mailto:k.bizortolbert@dallascityhall.com).

Sincerely,



T.C. Broadnax  
City Manager

c: Chris Caso, City Attorney  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Chief of Staff to the City Manager  
Majed A. Al-Ghafry, Assistant City Manager  
Jon Fortune, Assistant City Manager

Joey Zapata, Assistant City Manager  
Nadia Chandler Hardy, Assistant City Manager  
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
Laila Alequresh, Chief Innovation Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors