



Dear City of Dallas Family:

Thank you for your patience this week as we continue to address COVID-19. This is our fifth week of mitigation, response, and recovery efforts designed to reduce the spread of the coronavirus and begin to get our city and economy back on track. We can't do this without each of you. I can't thank you enough for staying the course and remaining responsive to all the measures we've asked you to take to remain healthy and safe.

First and foremost, yesterday, the City Council unanimously adopted the extension of the emergency declaration, extending the date from April 29 to May 13. This action continues all orders, including the Shelter in Place, until further notice. We will communicate any changes that you need to know, when they become available.

Many of you, and rightfully so, have reached out to your departmental leadership regarding the state of the City's economic position and potential impacts on city employees. Although it is too early to determine the full impact that COVID-19 and the resulting economic crisis will have on next year's General Fund budget, I can share with you that the early estimates are that we anticipate a \$25 million budget shortfall in the current fiscal year and between \$73 million and \$134 million in the upcoming fiscal year that begins October 1.

Based on my direction, our budget team has already implemented efforts to reduce expenses to balance the budget this fiscal year. **On March 19 we placed a hiring freeze across all departments on non-essential positions** to maintain, as best possible, our existing workforce. As shared with the City Council this week, we are continuing to develop additional expense reduction strategies to offset the anticipated revenue decline.

So, what does that mean? All non-essential employees, either working from home or on mandatory paid leave, will remain in that status until **May 4**. Led by my Chief of Staff, the Human Resources team is currently working with departmental leadership to develop options that will provide the best possible outcomes for our workforce during these challenging times. Beyond May 4, this might include redeployment to essential areas focused solely on COVID-19 activities, abbreviated work hours, extended or intermittent furlough days, early retirement incentives, and/or a reduction in force. I know this is not the news any of you want to hear, but it's the reality we're facing right now. I can assure you that we will continue to scrub the budget to minimize, as best possible, both the short and long-term impact on you. If impacted, you will be notified directly. We have assembled a dedicated team to walk you through the next steps and actions you will need to take.

As communicated last week, in addition to the dedicated Human Resources Department microsite <https://dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx>



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which includes ongoing updates and COVID-19 FAQs, we have the **Employee Toolkit** that includes resources, information, and guidance to help you successfully understand and navigate all the COVID-19 information, including tips for staying well, using masks, accessing CDC resources, and following guidance from the City of Dallas and Dallas County. Please continue to refer to these online resources to stay up to date on what you need to know.

As I stated from the very beginning, we will keep the lines of communication open and continue providing as many updates as we can. These are uncertain times that we face with many internal and external challenges. I wish I could tell you that we will be back to business as usual soon. However, that is not the case. Please hang in there with us and know that we're all One Dallas in this together.

Dallas is a resilient city. When we work together, we can overcome anything – Together!

In the Spirit of Excellence!!

A handwritten signature in black ink, appearing to read 'T.C. Broadnax'.

T.C. Broadnax
City Manager