

BUDGET & MANAGEMENT SERVICES

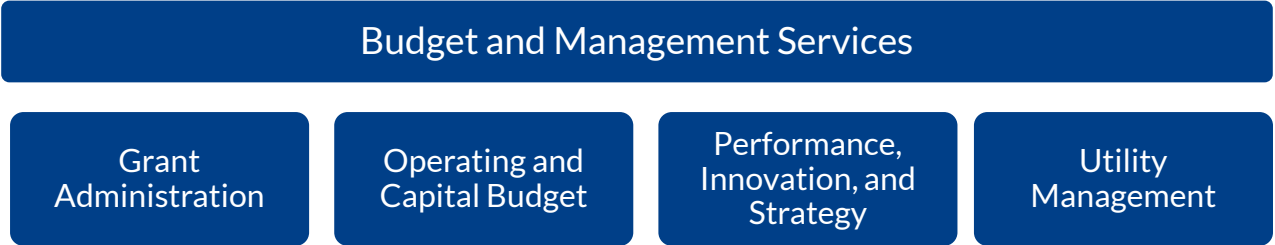
MISSION

Protect the City’s financial resources through fiscally responsible forecasting, allocation of resources, monitoring of revenues and expenditures, and compliance with applicable rules and laws to ensure the goals and objectives of the City are met.

DEPARTMENT GOALS

- Develop and present to the City Council an annual General Fund budget that is balanced with revenues equal to or greater than expenses
- Prepare and distribute to the City Council and City leadership a Budget Accountability Report (BAR) 10 times each year
- Ensure at least 85 percent compliance with Financial Management Performance Criteria
- Issue 12 monthly financial reports for grant funds within five business days of month close
- Comply with grant regulations by ensuring grant funds are expended by grantor-established deadlines and by ensuring no disallowed costs

FUNCTIONAL ORGANIZATION CHART



BUDGET & MANAGEMENT SERVICES

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$3,470,432	\$3,272,589	\$3,683,485	\$3,844,601
Supplies - Materials	\$11,754	\$24,991	\$11,752	\$14,218
Contractual - Other Services	\$551,054	\$547,746	\$542,472	\$607,449
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$4,033,240	\$3,845,326	\$4,237,709	\$4,466,268
Reimbursements	\$(153,815)	\$(153,815)	\$(65,000)	\$(65,000)
Department Total	\$3,879,425	\$3,691,511	\$4,172,709	\$4,401,268
Department Total Revenue	\$1,218,168,625	\$1,199,490,986	\$1,219,153,822	\$1,261,574,514

REIMBURSEMENTS

Reimbursements reflect contributions from various agencies, including federal and state funds, internal service departments, enterprise fund departments, and department support. Department support reflects interdepartmental transfers for the cost of management oversight and administrative support within the department. The table below provides a summary of reimbursements from various sources.

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
Capital Bond Program Reimbursement	(65,000)	(65,000)
Reimbursement Total	\$(65,000)	\$(65,000)

BUDGET & MANAGEMENT SERVICES

ADDITIONAL RESOURCES

Additional resources are multi-year funds used to account for and report the proceeds of a specific revenue source that are restricted or committed to expenditures for a specified purpose. The table below list funds that require additional appropriations in FY 2020-21 and FY 2021-22.

Funds	FY 2020-21 Budget	FY 2021-22 Planned
CD20 - FY 2020-21 Community Development Block Grant	958,509	958,509
HW20 - FY 2020-21 Housing Opportunities for Persons with AIDS	103,714	103,714
Total Fund	\$1,062,223	\$1,062,223

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City’s operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	36.97	32.68	36.01	37.76
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	0.10	0.00	0.00
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	36.97	32.78	36.01	37.76

BUDGET & MANAGEMENT SERVICES

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Transfer three Grant Compliance positions and one Senior Budget Analyst position from the General Fund to the Community Development Block Grant (CDBG) Fund (4.00 FTEs).	(4)	\$(168,002)	\$(168,002)
Add one Fiscal Shared Services Analyst position for enhanced service delivery (0.75 FTE).	1	\$0	\$60,773
Add one-time funding for the biennial Community Survey.	0	\$0	\$50,000
Transfer three positions from the Office of Innovation for Citywide process improvement initiatives (3.00 FTEs).	3	\$334,895	\$334,895
Add two Strategic Planning Specialist positions for Citywide strategic planning initiatives (1.00 FTE).	2	\$83,927	\$167,853
Add a reimbursement from Bond and Construction Management for the work of the Capital Budget Analyst.	0	\$(65,000)	\$(65,000)
Total Major Budget Items	2	\$185,820	\$380,519

BUDGET & MANAGEMENT SERVICES

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of residents reporting grant-related presentations were helpful and informative	90%	94%	90%	90%
Number of compliance reviews completed	130	228	130	130
Percentage of departmental measures that are efficiency or outcome measures	55%	58%	60%	62%
Number of Budget Accountability Reports produced annually	10	10	10	10
Percentage of Citywide budget staff trained in performance measures management	N/A	N/A	100%	100%
Dollar savings implemented through process improvement initiatives	N/A	N/A	\$1,000,000	\$1,500,000

SERVICE DESCRIPTION AND BUDGET

- **Grant Administration:** Provides planning and program oversight, budget development, and financial management of grant funds for the City’s Consolidated Plan and other governmental grants Citywide, in accordance with applicable federal and state regulations. Also provides onsite monitoring of internal programs, maintains timely reporting to grant agencies, conducts community engagement, and serves as the City’s liaison to various federal and state agencies from which the City receives funds.
- **Operating and Capital Budget:** Provides centralized preparation, oversight, and management of the City’s operating and capital improvement program budgets. Manages production of the annual budget and monthly BAR and provides financial analysis to the City Manager, City Council, and all City departments.
- **Performance, Innovation, and Strategy:** Conducts Citywide process improvement initiatives, strategic planning, and performance measure analysis to assist City management in furtherance of stated goals and to improve the efficiency and effectiveness of operations.
- **Utility Management:** Oversees and manages franchised utilities and certified telecommunication providers use of the public rights-of-way, including electric, natural gas, and cable television.

BUDGET & MANAGEMENT SERVICES

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Grant Administration	\$1,260,436	\$1,119,603	\$1,082,349	\$1,100,758
Operating and Capital Budget	\$1,908,256	\$1,894,635	\$1,927,038	\$2,000,197
Performance, Innovation, and Strategy	\$399,249	\$469,860	\$872,925	\$1,009,333
Utility Management	\$311,484	\$207,413	\$290,397	\$290,980
Department Total	\$3,879,425	\$3,691,511	\$4,172,709	\$4,401,268

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	2,853,476	2,294,443	3,085,891	3,155,017
1104 - Other Wages		2,370		
1117 - Vacancy Savings - Salary	(128,960)		(178,877)	(100,016)
1201 - Overtime - Civilian		7,352		
1203 - Service Incentive Pay	6,576	6,768	6,576	6,576
1207 - Compensatory Time Pay - Civ		25,966		
1210 - Vacation Term Pay - Civilian		25,213		
1301 - Pension - Civilian	406,492	365,074	436,951	445,980
1303 - Life Insurance	1,200	1,200	3,899	3,924
1304 - Health Insurance	278,406	278,406	259,190	264,849
1306 - Fica	41,471	37,061	44,841	45,763
1309 - Wellness Program	999	999	1,943	1,963
1314 - Worker's Compensation	10,772	10,772	23,071	20,545
1401 - Sick Leave - Civilian		42,494		
1402 - Vacation Leave - Civilian		85,401		
1403 - Holiday Leave - Civilian		70,834		
1404 - Jury Duty Leave - Civilian		695		
1405 - Death in Family Leave - Civ		2,433		
1406 - Administrative Leave - Civilian		6,972		
1408 - Attendance Incentive Leave - Civ		8,137		
Personnel Services	\$3,470,432	\$3,272,589	\$3,683,485	\$3,844,601
2110 - Office Supplies	1,431	2,540	1,429	1,429
2111 - Office Supplies Chargeback	7,865	8,002	7,865	7,865
2181 - Fuel - Lube For Vehicles		32		
2232 - Food Supplies	1,000	1,000	1,000	1,000
2252 - Meter Postage	158	157	158	158
2280 - Other Supplies		1,231		
2710 - Furniture - Fixtures		5,594		
2731 - Data Processing Equipment		5,135		2,466
2860 - Books Reference Book Only	1,300	1,300	1,300	1,300
Supplies - Materials	\$11,754	\$24,991	\$11,752	\$14,218
3030 - Printing - Photo Services	5,750	8,391	10,000	10,000
3050 - Communications	56,704	56,704	48,977	49,117
3051 - Telephone Equipment Charges		4,519		
3053 - Data Circuit Billing	30,366	48,394	29,589	29,589
3070 - Professional Services	121,000	111,341	96,000	146,000
3099 - Misc Special Services	2,440	2,440	8,153	8,153
3130 - Copy Machine Rent-Lease-Maint	7,989	7,989	6,211	6,211

BUDGET & MANAGEMENT SERVICES

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
3150 - Copy Center Charges	10,471		6,315	6,316
3310 - Insurance	1,328	1,328	3,468	3,611
3313 - Liability Premiums	1,295	1,295	3,561	3,561
3320 - Advertising	20,000	20,000	20,000	25,000
3340 - Membership Dues	2,860	3,060	4,192	4,192
3341 - Subscriptions-Serials	2,000	2,195	2,000	2,000
3361 - Professional Development	37,654	27,689	37,550	40,050
3363 - Reimb-Vehicle Use,Parking	4,824	4,676	4,200	4,200
3410 - Equip - Automotive Rental		1,048		
3416 - GIS Services	5,189	5,189	4,677	4,722
3429 - Cellphone Charges	10,275	10,579	5,650	5,650
3430 - Data Services	29,666	29,666	36,333	36,347
3434 - Programming	201,243	201,243	215,596	222,730
Contractual - Other Services	\$551,054	\$547,746	\$542,472	\$607,449
5011 - Reimb Fr Othr Organizaton	(153,815)	(153,815)	(65,000)	(65,000)
Reimbursements	\$(153,815)	\$(153,815)	\$(65,000)	\$(65,000)
Department Total	\$3,879,425	\$3,691,511	\$4,172,709	\$4,401,268



BUILDING SERVICES

MISSION

Provide effective facility management in support of City service delivery.

DEPARTMENT GOALS

- Expand the use of the work order management system in FY 2020-21 to include tracking of major maintenance, environmental, and space planning projects
- Complete first full year of enhanced preventive maintenance program for HVAC systems
- Continue development of the energy management system to include energy use baselines and benchmarking for pilot facilities and high-level Citywide energy reporting

FUNCTIONAL ORGANIZATION CHART



BUILDING SERVICES

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$13,893,805	\$12,417,618	\$13,484,529	\$13,711,211
Supplies - Materials	\$5,237,509	\$5,458,869	\$5,165,526	\$5,224,718
Contractual - Other Services	\$5,365,639	\$5,554,741	\$6,154,806	\$6,711,674
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$24,496,953	\$23,431,227	\$24,804,861	\$25,647,603
Reimbursements	\$(1,386,176)	\$(3,898,740)	\$(1,407,451)	\$(1,407,451)
Department Total	\$23,110,777	\$19,532,487	\$23,397,410	\$24,240,152
Department Total Revenue	\$1,045,936	\$957,358	\$966,362	\$966,362

REIMBURSEMENTS

Reimbursements reflect contributions from various agencies, including federal and state funds, internal service departments, enterprise fund departments, and department support. Department support reflects interdepartmental transfers for the cost of management oversight and administrative support within the department. The table below provides a summary of reimbursements from various sources.

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
City Secretary's Office Reimbursement	(600)	(600)
Convention Center Reimbursement	(270,192)	(270,192)
Dallas Police Department Reimbursement	(16,916)	(16,916)
Park and Recreation Reimbursement	(10,638)	(10,638)
Public Works Reimbursement	(9,549)	(9,549)
Sanitation Services Reimbursement	(26,420)	(26,420)
Storm Drainage Management Reimbursement	(2,856)	(2,856)
Miscellaneous Department Reimbursement (Work Orders)	(1,070,280)	(1,070,280)
Reimbursement Total	\$(1,407,451)	\$(1,407,451)

BUILDING SERVICES

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City’s operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	211.36	172.20	195.65	195.65
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	10.40	20.07	11.37	11.37
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	2.65	0.00	0.00
Department Total	221.76	194.92	207.02	207.02

BUILDING SERVICES

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Enhance preventive maintenance program for City facilities to reduce future repairs.	0	\$125,000	\$125,000
Eliminate four positions in Maintenance Districts responsible for daily repairs, two administrative positions that provide support to the maintenance division, and five additional vacant positions (6.00 FTEs).	(11)	\$(499,156)	\$(499,156)
Reduce funding for building repairs and maintenance, including materials and supplies.	0	\$(286,985)	\$(286,985)
Reduce energy costs at various multi-departmental buildings through implementation of proactive energy conservation policies as part of the energy management system implemented in FY 2019-20.	0	\$(178,103)	\$(178,103)
Increase funding for janitorial contract from \$1,622,606 to \$1,706,748.	0	\$84,142	\$84,142
Eliminate two positions and transfer two positions to the City Controller's Office as part of the reorganization designed to optimize Citywide payroll processes (4.00 FTEs).	(4)	\$(199,655)	\$(199,655)
Add funding for a transfer to the Capital Construction Fund for major maintenance projects.	0	\$500,000	\$1,000,000
Total Major Budget Items	(15)	\$(454,757)	\$45,243

BUILDING SERVICES

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Number of custodial work orders requested	1,440	816	1,200	1,200
Number of quality inspections at contracted custodial facilities each month	276	319	276	276
Number of HVAC preventive maintenance hours	14,800	6,422	11,400	11,400
Percent reduction in electrical use	2%	2%	2%	2%
Percentage of emergency work orders on Building Services-maintained facilities	N/A	N/A	<4%	<4%

SERVICE DESCRIPTION AND BUDGET

- Bullington Truck Terminal and Thanksgiving Square: Operates the truck terminal and the pedestrian way including custodial, security, and general maintenance services. Invoices customer facilities for their pro rata share of the operational agreement the City entered in 1973.
- City Facility Operation, Maintenance, and Repair: Performs daily operations and routine, preventive, and emergency repairs of mechanical, electrical, plumbing, and roofing systems in nearly 500 City facilities (10.5 million square feet).
- Custodial Maintenance: Provides custodial services at more than 100 City facilities (4.2 million square feet) using a combination of City staff and service contracts. This service also coordinates contracted pest control services for more than 85 City facilities (2.9 million square feet).
- Energy Procurement and Monitoring: Manages the City’s electricity contract (including more than 2,700 individual accounts) and the Energy Management System (implemented FY 2019-20).
- Renovation and Major Repair: Plans, designs, and manages renovations, space planning, and major repairs of facilities including police facilities, fire stations, libraries, City-operated cultural facilities, and general City service centers.

BUILDING SERVICES

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Bullington Truck Terminal and Thanksgiving Square	\$652,182	\$656,681	\$664,542	\$665,666
City Facility Operation, Maintenance and Repair	\$14,729,371	\$11,215,932	\$14,143,601	\$14,402,035
Custodial Maintenance	\$4,034,477	\$4,113,617	\$4,120,812	\$4,170,812
Energy Procurement and Monitoring	\$2,569,199	\$2,707,286	\$2,850,232	\$2,855,586
Renovation and Major Repair	\$1,125,548	\$838,971	\$1,618,223	\$2,146,053
Department Total	\$23,110,777	\$19,532,487	\$23,397,410	\$24,240,152

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	9,895,209	7,294,005	9,563,662	9,643,208
1104 - Other Wages		7,978		
1111 - Cell Phone Stipend	15,000	7,942	15,000	15,000
1117 - Vacancy Savings - Salary	(185,548)		(578,552)	(320,097)
1201 - Overtime - Civilian	538,932	775,165	634,104	634,104
1203 - Service Incentive Pay	42,453	25,731	40,053	40,053
1207 - Compensatory Time Pay - Civ		6,313		
1208 - Sick Leave Term Pay - Civilian		67,931		
1210 - Vacation Term Pay - Civilian		51,249		
1301 - Pension - Civilian	1,433,864	1,267,647	1,336,296	1,340,596
1303 - Life Insurance	6,934	2,535	14,664	14,664
1304 - Health Insurance	1,556,311	1,556,311	1,507,725	1,507,725
1306 - Fica	146,379	138,044	146,480	146,922
1308 - Mandatory Deferred Comp		15		
1309 - Wellness Program	5,707	5,707	5,504	5,504
1314 - Worker's Compensation	438,564	438,564	799,592	683,532
1401 - Sick Leave - Civilian		217,160		
1402 - Vacation Leave - Civilian		275,309		
1403 - Holiday Leave - Civilian		217,583		
1404 - Jury Duty Leave - Civilian		2,503		
1405 - Death in Family Leave - Civ		6,857		
1406 - Administrative Leave - Civilian		7,210		
1407 - Military Leave - Civilian		2,449		
1408 - Attendance Incentive Leave - Civ		32,591		
1453 - Continuance Pay - Civilian		10,817		
Personnel Services	\$13,893,805	\$12,417,618	\$13,484,529	\$13,711,211
2110 - Office Supplies	941	1,064	3,442	3,442
2111 - Office Supplies Chargeback	4,650	4,650	4,650	4,650
2120 - Tools	25,000	25,000	24,100	24,100
2130 - Copy Supplies	2,212	2,212	2,212	2,212
2140 - Light - Power	1,691,206	1,871,206	1,794,897	1,854,087
2160 - Fuel Supplies	780,309	780,310	780,309	780,309
2170 - Water - Sewer	328,678	328,678	328,678	328,678
2181 - Fuel - Lube For Vehicles	118,066	118,066	104,018	104,020

BUILDING SERVICES

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
2220 - Laundry - Cleaning Supplies	433,121	433,121	444,369	444,369
2231 - Clothing	35,005	23,200	35,378	35,378
2232 - Food Supplies		86		
2252 - Meter Postage	404	404	404	404
2280 - Other Supplies	5,370	8,938	5,370	5,370
2310 - Building Materials	1,768,047	1,768,047	1,589,844	1,589,844
2720 - Machine Tools	30,000	77,637	33,355	33,355
2731 - Data Processing Equipment	12,500	12,500	12,500	12,500
2735 - Software Purchase -\$1000	2,000	2,000	2,000	2,000
2860 - Books Reference Book Only		1,750		
Supplies - Materials	\$5,237,509	\$5,458,869	\$5,165,526	\$5,224,718
3020 - Food - Laundry Service		285		
3030 - Printing - Photo Services	1,700	1,700	1,700	1,700
3050 - Communications	96,852	96,852	215,388	215,989
3051 - Telephone Equipment Charges		1,178		
3053 - Data Circuit Billing	53,073	53,073	127,338	127,338
3060 - Equipment Rental [Outside City]	11,775	11,775	11,775	11,775
3062 - Pc Leasing [Outside City]	529	529	529	529
3070 - Professional Services	145,143	160,820	201,767	201,767
3085 - Freight	220	220	220	220
3090 - City Forces	49,847	7,529	49,847	49,847
3091 - Custodial Services	1,192,578	1,374,042	1,219,720	1,219,720
3092 - Security Services		1,419		
3099 - Misc Special Services	23,959	23,959	20,775	20,775
3110 - Equip Repairs and Maintenance	299,890	199,890	299,890	299,890
3130 - Copy Machine Rent-Lease-Maint	22,535	22,535	11,642	11,642
3150 - Copy Center Charges	700	700	700	700
3201 - Stores Overhead Charges		17		
3210 - Building Repairs and Maint	1,507,632	1,507,632	1,403,082	1,403,082
3310 - Insurance	231,198	231,198	410,392	437,784
3313 - Liability Premiums	28,472	28,472	70,952	70,952
3320 - Advertising	200	216	200	200
3330 - Rents [Lease]	398,592	398,592	398,592	398,592
3340 - Membership Dues	2,500	1,070	2,500	2,500
3341 - Subscriptions-Serials		47,795		
3361 - Professional Development	25,000	8,677	25,159	25,159
3410 - Equip - Automotive Rental	328,210	328,210	244,157	244,157
3411 - Wreck Handle Charge (fleet)	3,000	3,000	24,138	24,138
3416 - GIS Services	25,752	25,752	26,709	26,966
3420 - Commun Equip Rental	35,013	35,013		
3429 - Cellphone Charges	95,409	100,188	95,409	95,409
3430 - Data Services	102,885	102,885	128,385	128,462
3434 - Programming	678,475	678,475	659,340	687,881
3460 - Disposal Services	4,500	4,500	4,500	4,500
3690 - Miscellaneous Transfers			500,000	1,000,000
3994 - Outside Temps-Staffing		96,543		
Contractual - Other Services	\$5,365,639	\$5,554,741	\$6,154,806	\$6,711,674
5011 - Reimb Fr Othr Organizaton	(1,386,176)	(3,898,740)	(1,407,451)	(1,407,451)
Reimbursements	\$(1,386,176)	\$(3,898,740)	\$(1,407,451)	\$(1,407,451)
Department Total	\$23,110,777	\$19,532,487	\$23,397,410	\$24,240,152



CITY ATTORNEY'S OFFICE

MISSION

To provide the highest quality legal services to the City Council, City departments, and boards and commissions in the most ethical, timely, efficient, and cost-effective manner.

DEPARTMENT GOALS

- Respond to City Council and department requests in a timely manner
- Actively pursue violations of state law and City ordinances that affect quality of life issues
- Cross-train personnel to ensure legal services are addressed during the pandemic
- Minimize the impact on taxpayers by reducing the use of outside counsel and providing more legal services in-house

FUNCTIONAL ORGANIZATION CHART



CITY ATTORNEY’S OFFICE

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$16,446,828	\$15,614,444	\$15,297,463	\$15,216,848
Supplies - Materials	\$166,033	\$125,906	\$64,550	\$134,347
Contractual - Other Services	\$1,870,625	\$1,705,016	\$1,616,287	\$1,683,759
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$18,483,486	\$17,445,366	\$16,978,300	\$17,034,954
Reimbursements	\$0	\$0	\$0	\$0
Department Total	\$18,483,486	\$17,445,366	\$16,978,300	\$17,034,954
Department Total Revenue	\$781,241	\$592,927	\$742,870	\$742,870

ADDITIONAL RESOURCES

Additional resources are multi-year funds used to account for and report the proceeds of a specific revenue source that are restricted or committed to expenditures for a specified purpose. The table below list funds that require additional appropriations in FY 2020-21 and FY 2021-22.

Funds	FY 2020-21 Budget	FY 2021-22 Planned
CD20 - FY 2020-21 Community Development Block Grant	763,739	763,739
Total Fund	\$763,739	\$763,739

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

CITY ATTORNEY'S OFFICE

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City's operating funds. The table does not include FTEs funded from other resources, such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	158.00	143.47	152.50	153.00
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	0.20	0.00	0.00
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	158.00	143.67	152.50	153.00

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Eliminate five positions and implement a hiring freeze on remaining vacant positions (5.00 FTEs).	(5)	\$(1,396,401)	\$(1,396,401)
Eliminate funding allocated to internship program.	0	\$(24,000)	\$(24,000)
Eliminate funding allocated to replacing aging furniture.	0	\$(62,000)	\$(62,000)
Reduce funding for supplies, materials, and contract services.	0	\$(54,468)	\$(54,468)
Total Major Budget Items	(5)	\$(1,536,869)	\$(1,536,869)

CITY ATTORNEY’S OFFICE

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Number of civil forfeitures resolved	N/A	20	100	100
Number of ordinances, resolutions, and legal opinions prepared	N/A	1,399	1,500	1,500
Number of Open Records Requests completed	N/A	1,149	1,000	1,000
Number of cases handled by Community Courts	25,000	15,264	25,000	25,000
Number of cases, code cases, and nuisance abatements prosecuted and resolved	350	328	350	350
Number of cases prosecuted	160,000	119,475	160,000	160,000
Number of claims and lawsuits resolved	230	173	230	230
Amount of money collected by Litigation	\$2,550,000	\$6,650,000	\$2,550,000	\$2,550,000

SERVICE DESCRIPTION AND BUDGET

- **Administrative Support:** Provides legal, executive, and administrative oversight for the City Attorney’s Office. This includes the City Attorney, the Legislative Director, the Legal Office Manager, the Executive Assistant to the City Attorney, and other individuals that support grant compliance, budget development and monitoring, accounts payable and receivables, contract management and agenda coordination, information technology, facilities management, and general office management.
- **Community Courts:** Neighborhood-focused courts that address complex individual problems and build stronger communities. Allows the City to focus and leverage its resources in target areas to maximize program benefits and neighborhood impact.
- **Community Prosecution:** Community prosecutors use litigation and creative problem-solving strategies to address and abate code violations, improve the quality of life, increase public safety, and strengthen communities throughout the City.
- **DFW International Airport Legal Counsel:** Provides services to the DFW Airport Board and staff regarding federal regulatory matters, contracts with airlines, commercial real estate, labor and environmental law, contract compliance and procurement, and ground transportation regulations.

CITY ATTORNEY'S OFFICE

- **General Counsel:** Provides legal advice and counsel to the City Council, the City Manager, City boards and commissions, and all City departments. Responsible for drafting and reviewing contracts and ordinances of the City and providing legal advice on a wide variety of matters.
- **Litigation:** Represents the City, its officers, and employees in lawsuits, claims, and appeals involving civil rights, personal injuries, employment, collections, eminent domain, bankruptcy, City ordinances, Open Records Requests, zoning, land use, public utilities, and other issues.
- **Municipal Prosecution:** Prosecutes Class C misdemeanors and fine-only City ordinance violations, including animal cruelty, juvenile, dangerous dog appeals, demolition, stormwater, environmental, family violence, and traffic violations.
- **Police Legal Liaison:** Serves as general counsel to the Dallas Police Department, provides legal training and advice about subpoenas, public information requests, and expunctions, prepares opinions and bulletins, requests decisions from the Attorney General, and files answers in court.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Administrative Support	\$1,812,482	\$1,790,554	\$1,721,169	\$1,831,724
Community Courts	\$1,006,795	\$701,042	\$897,701	\$869,894
Community Prosecution	\$2,004,638	\$1,999,887	\$2,065,256	\$2,045,782
DFW International Airport Legal Counsel	\$481,916	\$367,518	\$361,336	\$378,775
General Counsel	\$4,724,503	\$4,436,776	\$4,399,997	\$4,374,586
Litigation	\$5,438,990	\$5,731,149	\$5,245,404	\$5,271,450
Municipal Prosecution	\$2,274,201	\$1,712,826	\$1,549,616	\$1,520,720
Police Legal Liaison	\$739,961	\$705,616	\$737,821	\$742,023
Department Total	\$18,483,486	\$17,445,366	\$16,978,300	\$17,034,954

CITY ATTORNEY'S OFFICE

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	13,446,680	11,238,683	12,194,796	12,141,235
1104 - Other Wages		72,589		
1117 - Vacancy Savings - Salary	(323,710)			
1201 - Overtime - Civilian		1,136		
1203 - Service Incentive Pay		15,312		
1208 - Sick Leave Term Pay - Civilian		86,988		
1210 - Vacation Term Pay - Civilian		45,092		
1301 - Pension - Civilian	1,909,408	1,786,893	1,688,640	1,681,052
1303 - Life Insurance	5,197	5,197	11,357	11,150
1304 - Health Insurance	1,163,986	1,163,986	1,167,297	1,159,224
1306 - Fica	194,975	178,171	173,656	172,881
1309 - Wellness Program	4,247	4,247	4,253	4,253
1314 - Worker's Compensation	46,045	46,045	57,464	47,053
1401 - Sick Leave - Civilian		222,514		
1402 - Vacation Leave - Civilian		363,355		
1403 - Holiday Leave - Civilian		324,415		
1404 - Jury Duty Leave - Civilian		3,036		
1405 - Death in Family Leave - Civ		11,614		
1406 - Administrative Leave - Civilian		424		
1407 - Military Leave - Civilian		13,136		
1408 - Attendance Incentive Leave - Civ		31,610		
Personnel Services	\$16,446,828	\$15,614,444	\$15,297,463	\$15,216,848
2110 - Office Supplies	31,733	10,500	21,000	34,000
2111 - Office Supplies Chargeback		16,965		
2181 - Fuel - Lube For Vehicles		445		
2231 - Clothing	2,000	800	2,000	2,000
2232 - Food Supplies	2,000	810	2,000	2,000
2252 - Meter Postage	58,800	30,814	28,050	28,050
2280 - Other Supplies	11,000	31,464		
2710 - Furniture - Fixtures	20,000			60,297
2731 - Data Processing Equipment	3,500	12,000	8,000	8,000
2735 - Software Purchase - \$1000	6,000		3,500	
2860 - Books Reference Book Only	31,000	22,107		
Supplies - Materials	\$166,033	\$125,906	\$64,550	\$134,347
3030 - Printing - Photo Services	5,000	8,317	5,000	5,000
3050 - Communications	170,159	170,159	191,073	191,610
3051 - Telephone Equipment Charges	1,000	1,314	1,500	1,500
3053 - Data Circuit Billing	81,691	81,691	115,485	115,485
3070 - Professional Services	310,000	291,430	252,919	297,500
3090 - City Forces	100,163	61,500	38,273	38,273
3092 - Security Services	24,200	22,000	24,200	24,000
3099 - Misc Special Services	34,000	5,974	13,418	13,417
3130 - Copy Machine Rent-Lease-Maint	32,831	32,831	33,307	33,307
3310 - Insurance	6,442	6,442	10,253	10,937
3313 - Liability Premiums	11,481	11,481	6,499	6,499
3320 - Advertising	500	596	500	500
3330 - Rents [Lease]	23,760	23,760	23,760	
3340 - Membership Dues	26,905	27,958	26,905	26,905
3341 - Subscriptions-Serials	1,050	22,073	1,050	1,050
3361 - Professional Development	60,501	21,424	41,679	41,500

CITY ATTORNEY'S OFFICE

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
3363 - Reimb-Vehicle Use,Parking	10,500	12,300	10,200	10,200
3410 - Equip - Automotive Rental		296	1,979	1,979
3416 - GIS Services	17,692	17,692	20,455	20,652
3429 - Cellphone Charges	37,480	24,380	37,480	35,900
3430 - Data Services	75,758	75,758	104,869	104,936
3434 - Programming	706,804	706,804	638,951	661,077
3438 - Software Maintenance Fee	93,558	55,000	16,532	41,532
3513 - Court Costs		4,322		
3994 - Outside Temps-Staffing	39,150	19,517		
Contractual - Other Services	\$1,870,625	\$1,705,016	\$1,616,287	\$1,683,759
Department Total	\$18,483,486	\$17,445,366	\$16,978,300	\$17,034,954



CITY AUDITOR'S OFFICE

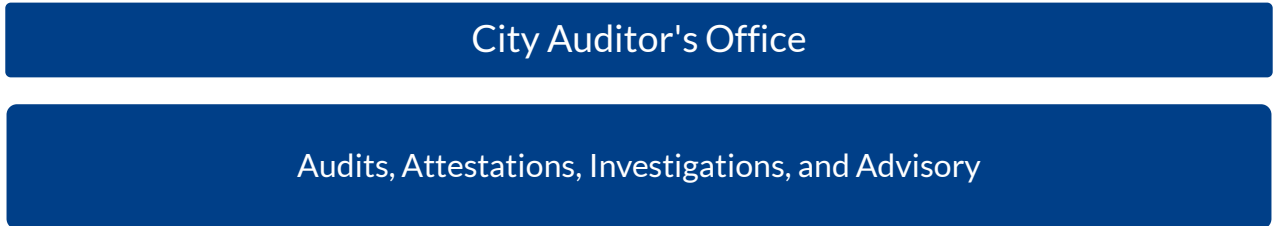
MISSION

Collaborate with elected officials and employees to elevate public trust in government by providing objective assurance, investigation, and advisory services.

DEPARTMENT GOALS

- Produce 19 audit or attestation reports
- Refer or provide an initial response for 95 percent of fraud, waste, and abuse alerts within three business days
- Add value with more than 90 percent of audit report recommendations accepted and 60 percent implemented within 18 months of report issue date
- Have 80 percent of staff achieve a professional certification (CIA, CPA, CISA, or CFE)
- Focus on our mission by spending 82 percent of available time on assurance, investigation, and advisory projects
- Develop two government or assurance services subject matter experts within the City Auditor's Office
- Identify other entities (external auditors, grant reviewers, federal and state auditors, etc.) that provide assurance service coverage and consolidate their reports on the City Auditor's Office website

FUNCTIONAL ORGANIZATION CHART



CITY AUDITOR'S OFFICE

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$2,881,597	\$2,537,224	\$2,434,384	\$2,453,694
Supplies - Materials	\$31,756	\$15,527	\$35,120	\$32,275
Contractual - Other Services	\$485,570	\$256,014	\$654,356	\$644,653
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$3,398,923	\$2,808,765	\$3,123,860	\$3,130,622
Reimbursements	\$0	\$0	\$0	\$0
Department Total	\$3,398,923	\$2,808,765	\$3,123,860	\$3,130,622
Department Total Revenue	\$0	\$130	\$0	\$0

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City's operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	24.00	20.80	21.00	21.00
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	0.00	0.00	0.00
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	24.00	20.80	21.00	21.00

CITY AUDITOR'S OFFICE

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Eliminate one First Assistant City Auditor position and one Assistant City Auditor V position (1.70 FTEs).	(2)	\$(291,338)	\$(291,338)
Eliminate one Assistant City Auditor II position and reallocate funding to contract services (0.67 FTE).	(1)	\$0	\$0
Total Major Budget Items	(3)	\$(291,338)	\$(291,338)

PERFORMANCE MEASURES

	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Number of audit deliverables	22	18	19	19
Percentage of department hours spent on direct project services	82%	81%	82%	82%
Percentage of audit report recommendations agreed to by management	90%	88%	90%	90%
Percentage of initial response to fraud, waste, and abuse alerts within three business days	95%	100%	95%	95%

CITY AUDITOR'S OFFICE

SERVICE DESCRIPTION AND BUDGET

- Audits, Attestations, Investigations, and Advisory: The City Auditor's Office is an independent audit function serving at the direction of the City Council. Information is provided on accountability of resources, the reasonableness of risk management, the accuracy of information, and the efficiency, effectiveness, and equity of City services.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Audits, Attestations, Investigations, and Advisory	\$3,398,923	\$2,808,765	\$3,123,860	\$3,130,622
Department Total	\$3,398,923	\$2,808,765	\$3,123,860	\$3,130,622

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	2,394,331	1,872,243	1,958,282	1,976,240
1108 - Performance Incentive Pay			5,000	5,000
1111 - Cell Phone Stipend	493	493	493	493
1117 - Vacancy Savings - Salary	(87,904)			
1207 - Compensatory Time Pay - Civ		2,771		
1210 - Vacation Term Pay - Civilian		5,421		
1301 - Pension - Civilian	339,991	285,936	276,760	279,293
1303 - Life Insurance	810	810	1,607	1,607
1304 - Health Insurance	191,542	191,542	155,323	155,323
1306 - Fica	34,718	29,198	28,402	28,662
1309 - Wellness Program	648	648	567	567
1314 - Worker's Compensation	6,968	6,968	7,950	6,509
1401 - Sick Leave - Civilian		28,447		
1402 - Vacation Leave - Civilian		52,220		
1403 - Holiday Leave - Civilian		51,422		
1404 - Jury Duty Leave - Civilian		394		
1406 - Administrative Leave - Civilian		223		
1408 - Attendance Incentive Leave - Civ		8,489		
Personnel Services	\$2,881,597	\$2,537,224	\$2,434,384	\$2,453,694
2110 - Office Supplies		771	5,000	5,000
2111 - Office Supplies Chargeback	4,981	981		
2231 - Clothing	500		500	500
2232 - Food Supplies			500	500
2252 - Meter Postage	120	120	120	120
2710 - Furniture - Fixtures	1,000		1,000	1,000
2731 - Data Processing Equipment	24,155	13,155	27,000	24,155
2735 - Software Purchase -\$1000	1,000	500	1,000	1,000
Supplies - Materials	\$31,756	\$15,527	\$35,120	\$32,275
3030 - Printing - Photo Services	140	140	332	503
3050 - Communications	24,250	24,250	24,488	24,558
3053 - Data Circuit Billing	13,851	18,481	15,610	15,610
3070 - Professional Services	220,730	75,730	360,267	360,267
3130 - Copy Machine Rent-Lease-Maint	2,878	2,878	1,667	1,667

CITY AUDITOR'S OFFICE

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
3310 - Insurance	1,178	1,178	1,878	2,004
3313 - Liability Premiums	1,147	1,147	1,195	1,195
3320 - Advertising	1,000	1,000	730	730
3340 - Membership Dues	10,465	7,465	12,000	10,465
3341 - Subscriptions-Serials	1,000	500	1,155	1,000
3361 - Professional Development	45,000	25,000	57,000	45,000
3363 - Reimb-Vehicle Use,Parking	1,000	200	1,000	1,000
3410 - Equip - Automotive Rental		17		
3416 - GIS Services	4,299	4,299	3,035	3,064
3429 - Cellphone Charges		97		
3430 - Data Services	9,316	9,316	13,061	13,070
3434 - Programming	84,316	84,316	95,938	99,520
3437 - Continual Software License Fee	65,000		65,000	65,000
Contractual - Other Services	\$485,570	\$256,014	\$654,356	\$644,653
Department Total	\$3,398,923	\$2,808,765	\$3,123,860	\$3,130,622



CITY CONTROLLER’S OFFICE

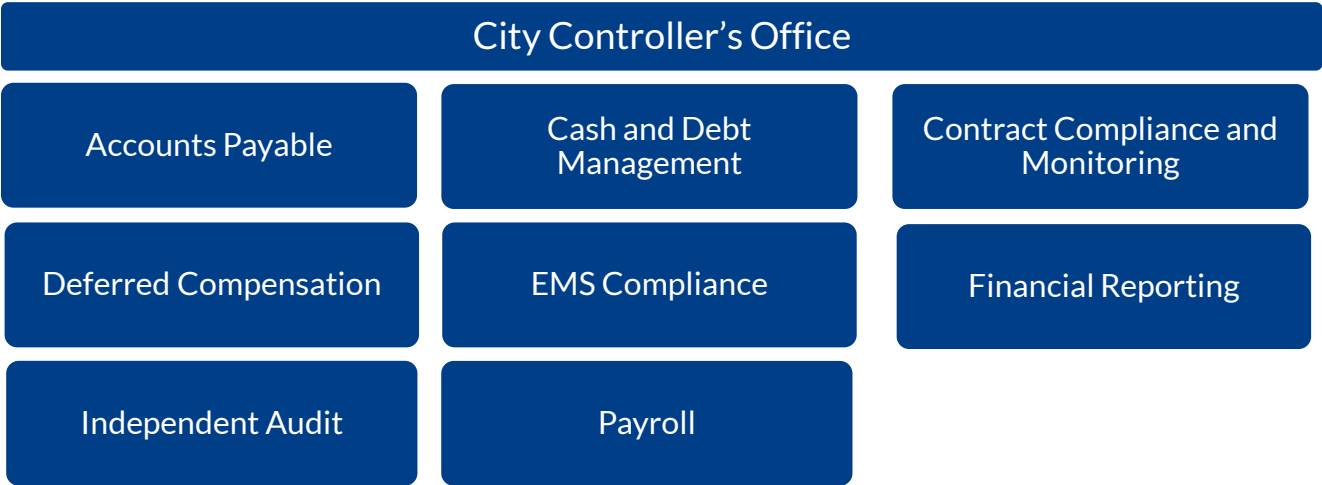
MISSION

Effectively manage public resources by providing timely and accurate financial services and information to City management, elected officials, and the public.

DEPARTMENT GOALS

- Complete the Comprehensive Annual Financial Report (CAFR) no later than March 29, 2021
- Reorganize the payroll function into four dedicated teams: uniform payroll processing, civilian payroll processing, payroll accounting, and timekeeping
- In partnership with the Office of Procurement, continue to develop and provide education for three levels of contract compliance certification to designated departmental contracting personnel
- Redesign the Accounts Payable process to reduce both the labor cost and time necessary to process vendor invoices
- Reduce opportunities for fraud and improve the efficiency and timeliness of vendor payments by implementing new options for electronic payment of vendors through the vendor self-service module of the current financial system
- Create an effective investor relations program, including an investor website
- Use contracted resources to perform an audit of employee medical claims, which cost the City more than \$100 million annually
- Hire a part-time nurse manager to audit EMS claims to verify compliance with billing and documentation requirements, as well as increase revenue

FUNCTIONAL ORGANIZATION CHART



CITY CONTROLLER'S OFFICE

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$6,602,411	\$5,705,323	\$7,247,402	\$7,285,781
Supplies - Materials	\$136,320	\$158,783	\$64,939	\$64,939
Contractual - Other Services	\$3,373,783	\$3,481,301	\$2,303,598	\$2,359,633
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$10,112,514	\$9,345,407	\$9,615,939	\$9,710,353
Reimbursements	\$(1,406,522)	\$(1,406,522)	\$(665,936)	\$(665,936)
Department Total	\$8,705,992	\$7,938,885	\$8,950,003	\$9,044,417
Department Total Revenue	\$281,013	\$281,013	\$514,268	\$514,268

REIMBURSEMENTS

Reimbursements reflect contributions from various agencies, including federal and state funds, internal service departments, enterprise fund departments, and department support. Department support reflects interdepartmental transfers for the cost of management oversight and administrative support within the department. The table below provides a summary of reimbursements from various sources.

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
Aviation Reimbursement	(35,000)	(35,000)
Convention Center Reimbursement	(345,324)	(345,324)
Dallas Water Utilities Reimbursement	(30,000)	(30,000)
Equipment and Fleet Management Reimbursement	(129,812)	(129,812)
Miscellaneous Reimbursement	(125,800)	(125,800)
Reimbursement Total	\$(665,936)	\$(665,936)

CITY CONTROLLER’S OFFICE

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City’s operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	64.86	52.76	72.71	72.96
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.26	1.65	0.00	0.00
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	65.12	54.41	72.71	72.96

CITY CONTROLLER’S OFFICE

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers’ compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Eliminate funds for OnBase software license.	0	\$(100,000)	\$(100,000)
Add funding for a contract to review healthcare benefits (cost will partially be offset by revenue).	0	\$125,000	\$125,000
Add one Nurse Manager position to assist with EMS billing review and auditing (0.75 FTE).	1	\$94,941	\$123,854
Eliminate one Deferred Compensation Specialist position (1.00 FTE).	(1)	\$(71,918)	\$(71,918)
Add one Senior Office Assistant position (1.00 FTE).	1	\$64,924	\$64,924
Transfer three positions from Human Resources, two positions from Building Services, two from Public Works, and one from Transportation. Add funding for three new positions, three backfilled positions, position upgrades, and training as part of the reorganization designed to optimize Citywide payroll processes.	11	\$948,460	\$948,460
Reduce funding in membership and temporary staffing.	0	\$(28,314)	\$(28,314)
Total Major Budget Items	12	\$1,033,093	\$1,062,006

CITY CONTROLLER’S OFFICE

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of invoices paid within 30 days	93%	94%	90%	90%
Percentage of permanent employees enrolled in City’s Voluntary Deferred Compensation Plan	48.6%	51%	50%	50%
Average number of days to complete bank reconciliation after month-end	40	40	40	40

SERVICE DESCRIPTION AND BUDGET

- **Accounts Payable:** Processes all payments and reimbursements to the City’s vendors, business partners, and employees. The process ensures vendor payments and employee reimbursements comply with the City’s Administrative Directives and other applicable policies and regulations. The division plays a vital role in maintaining positive vendor relationships by ensuring the accuracy and timeliness of vendor payments.
- **Cash and Debt Management:** Manages the City’s investment portfolio, coordinates bond sales, and maintains banking services. Manages Citywide cash flow by purchasing investments and reporting on activities of the approximately \$2 million portfolio. Proceeds from bond sales fund capital improvement projects.
- **Contract Compliance and Monitoring:** Provides internal oversight of large contracts and ensures all City funds are expended in accordance with the contract. Responsible for developing a program to review contracts associated with subcontracted management services vendors to ensure compliance with contractual requirements and good business practices. Monitors department implementation and compliance activities to resolve City Auditor findings and implement agreed-upon mitigation plans.
- **Deferred Compensation:** Oversees the mandatory 457(b) Plan as well as the voluntary 401(k) and 457(b) Plans. The plans have assets of \$689 million with 13,731 plan accounts with a balance. Facilitates communication and education services to support all City employees in their efforts to achieve a financially secure retirement.
- **EMS Compliance:** Works to promote an ethical culture of compliance with state and federal laws within City health care operations and works to prevent, detect, and mitigate any areas of noncompliance. Trains approximately 2,000 employees per year on standards for providing services billed to federal health care programs (Medicare/Medicaid), as well as compliance with HIPAA regulations. Ensures federal

CITY CONTROLLER’S OFFICE

health care programs are billed appropriately and consistently achieves an error rate below the maximum acceptable rate of five percent.

- **Financial Reporting:** Prepares the City’s Comprehensive Annual Financial Report (CAFR) and the annual financial statements for Dallas Water Utilities, Aviation, Economic Development Tax Increment Finance funds, Local Government Corporations, and the management of the external financial audit. Ensures the accuracy of the City’s cash balance and capital asset system.
- **Independent Audit:** The annual audit is performed by independent auditors and includes examining, on a test basis, evidence supporting the amounts and disclosures in the CAFR. The audit is performed in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in the Government Auditing Standards issued by the Comptroller General of the United States.
- **Payroll:** Responsible for accurate and timely payroll processing for City employees, including time monitoring, wage deductions, federal tax withholding and reporting, and benefit reporting. Ensures the City’s compliance with IRS and Social Security Administration rules and regulations. Responsible for record keeping and payroll data balancing and reconciling.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Accounts Payable	\$1,677,522	\$1,508,777	\$1,233,746	\$1,195,283
Cash and Debt Management	\$799,097	\$764,840	\$707,595	\$707,831
Contract Compliance and Monitoring	\$902,897	\$600,449	\$804,048	\$865,357
Deferred Compensation	\$122,955	\$134,889	\$131,350	\$131,350
EMS Compliance	\$379,197	\$379,461	\$426,656	\$458,949
Financial Reporting	\$2,544,252	\$2,311,208	\$2,956,802	\$3,016,830
Independent Audit	\$945,429	\$945,429	\$945,429	\$945,429
Payroll	\$1,334,643	\$1,293,831	\$1,744,377	\$1,723,388
Department Total	\$8,705,992	\$7,938,885	\$8,950,003	\$9,044,417

CITY CONTROLLER'S OFFICE

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	5,427,331	4,068,474	5,897,059	5,932,211
1104 - Other Wages		463		
1111 - Cell Phone Stipend	2,193	2,193	2,193	2,193
1117 - Vacancy Savings - Salary	(226,981)		(106,793)	(106,793)
1201 - Overtime - Civilian	2,000	117,731	2,000	2,000
1203 - Service Incentive Pay	13,752	13,752	13,752	13,752
1207 - Compensatory Time Pay - Civ		19,739		
1208 - Sick Leave Term Pay - Civilian		21,254		
1210 - Vacation Term Pay - Civilian		6,862		
1301 - Pension - Civilian	773,537	634,297	836,891	841,862
1303 - Life Insurance	3,141	3,072	4,709	4,717
1304 - Health Insurance	485,991	472,171	487,104	488,990
1306 - Fica	78,957	65,078	85,769	86,280
1308 - Mandatory Deferred Comp		121		
1309 - Wellness Program	1,868	1,828	1,774	1,781
1314 - Worker's Compensation	40,622	40,622	22,945	18,788
1401 - Sick Leave - Civilian		44,225		
1402 - Vacation Leave - Civilian		79,877		
1403 - Holiday Leave - Civilian		94,023		
1404 - Jury Duty Leave - Civilian		1,575		
1405 - Death in Family Leave - Civ		4,188		
1406 - Administrative Leave - Civilian		3,802		
1408 - Attendance Incentive Leave - Civ		9,976		
Personnel Services	\$6,602,411	\$5,705,323	\$7,247,402	\$7,285,781
2110 - Office Supplies	5,604	9,717	5,431	5,431
2111 - Office Supplies Chargeback	14,987	14,987	14,987	14,987
2130 - Copy Supplies	200	200	200	200
2252 - Meter Postage	37,484	40,834	27,871	27,871
2290 - Event Supplies	1,100	16,100	1,100	1,100
2731 - Data Processing Equipment	75,945	75,945	14,350	14,350
2735 - Software Purchase - \$1000	1,000	1,000	1,000	1,000
Supplies - Materials	\$136,320	\$158,783	\$64,939	\$64,939
3030 - Printing - Photo Services	14,102	14,122	14,102	14,102
3050 - Communications	64,727	64,727	72,550	72,755
3051 - Telephone Equipment Charges		214		
3053 - Data Circuit Billing	34,094	34,094	43,327	43,327
3070 - Professional Services	1,508,689	1,508,689	1,410,619	1,455,077
3072 - Contractor Service Fees	53,186	53,186	10,910	10,910
3085 - Freight	350	350	350	350
3099 - Misc Special Services	208,385	208,385	38,855	38,855
3130 - Copy Machine Rent-Lease-Maint	13,485	13,485	9,638	9,638
3150 - Copy Center Charges	228	228	228	228
3151 - Department Support	734,749	734,878		
3310 - Insurance	2,689	2,689	3,985	4,251
3313 - Liability Premiums	2,619	2,619	2,535	2,535
3320 - Advertising	600	884	600	600
3340 - Membership Dues	32,700	32,700	45,469	45,469
3341 - Subscriptions-Serials	2,207	4,023	2,207	2,207
3361 - Professional Development	80,229	80,229	74,490	74,490
3363 - Reimb-Vehicle Use,Parking	6,433	6,433	6,433	6,433

CITY CONTROLLER'S OFFICE

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
3364 - Personnel Development	61,000	61,000	78,250	78,250
3410 - Equip - Automotive Rental		26		
3416 - GIS Services	6,510	6,510	8,437	8,518
3421 - Veh License - Registration Fees	1,616	1,616	1,616	1,616
3429 - Cellphone Charges	7,398	8,729	7,398	7,398
3430 - Data Services	41,777	41,777	50,989	51,014
3434 - Programming	334,545	334,545	295,158	306,158
3438 - Software Maintenance Fee	20,000	20,000		
3537 - Fees -Bond Payments	54,500	54,500	54,500	54,500
3994 - Outside Temps-Staffing	86,965	190,662	70,952	70,952
Contractual - Other Services	\$3,373,783	\$3,481,301	\$2,303,598	\$2,359,633
5002 - Dept Support Reimb	(734,793)	(734,793)		
5011 - Reimb Fr Othr Organizaton	(671,729)	(671,729)	(665,936)	(665,936)
Reimbursements	\$(1,406,522)	\$(1,406,522)	\$(665,936)	\$(665,936)
Department Total	\$8,705,992	\$7,938,885	\$8,950,003	\$9,044,417

CITY MANAGER’S OFFICE

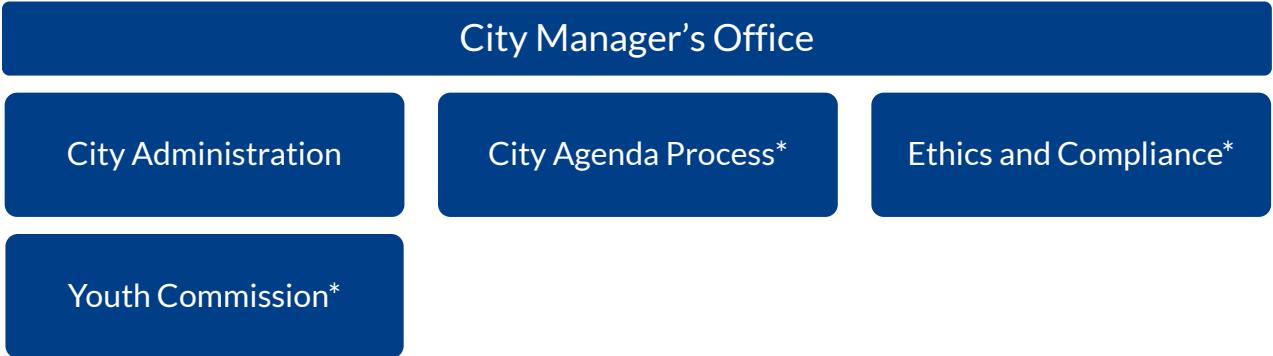
MISSION

Provide leadership and direction to City departments and executive support to the Mayor and City Council to provide effective and efficient services to Dallas residents.

DEPARTMENT GOALS

- Provide centralized direction and leadership and effectively manage the efficient delivery of City services
- Support the goals of the Mayor and City Council by researching innovative financial opportunities and meeting the challenges facing the City
- Allocate resources appropriately through the annual budget process

FUNCTIONAL ORGANIZATION CHART



*Transferred from Management Services effective October 1, 2020.

CITY MANAGER'S OFFICE

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$2,734,683	\$2,442,269	\$2,575,058	\$2,551,619
Supplies - Materials	\$5,783	\$8,430	\$22,993	\$22,993
Contractual - Other Services	\$196,262	\$200,334	\$320,083	\$346,222
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$2,936,728	\$2,651,033	\$2,918,134	\$2,920,834
Reimbursements	\$0	\$0	\$0	\$0
Department Total	\$2,936,728	\$2,651,033	\$2,918,134	\$2,920,834
Department Total Revenue	\$0	\$0	\$0	\$0

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City's operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	15.00	14.00	15.00	15.00
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	0.00	0.00	0.00
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	15.00	14.00	15.00	15.00

CITY MANAGER'S OFFICE

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Transfer the City Council Agenda function from Management Services (3.00 FTEs).	3	\$241,605	\$241,842
Transfer funding for the Youth Commission from the Office of Government Affairs.	0	\$90,000	\$90,000
Transfer the Ethics and Compliance function from Management Services (1.00 FTE).	1	\$182,248	\$182,248
Eliminate four positions (Assistant City Manager, Management Development Associate, Senior Executive Secretary, and Executive Assistant) and associated operational expenses (4.00 FTEs).	(4)	\$(525,823)	\$(525,823)
Total Major Budget Items	0	\$(11,970)	\$(11,733)

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Composite satisfaction index (Community Survey)	93%	95.6%	95.6%	95%
Percentage completion of submitted performance goals	100%	80%	100%	100%

CITY MANAGER’S OFFICE

SERVICE DESCRIPTION AND BUDGET

- **City Administration:** Oversees a budget of more than \$3.8 billion (Operating and Capital) with an emphasis on financial prudence and a staff of approximately 13,000. Uses a transformational leadership approach that focuses on elevating transparency in the public decision-making process, leveraging data to drive resource allocation, and identifying innovative solutions to historical and complex problems rooted in inequities.
- **City Agenda Process:** Ensures all departments present voting and briefing items to the City Council, residents, and concerned parties in an accurate, uniform, and consistent manner.
- **Ethics and Compliance:** Promotes a culture of integrity and reduces risks to the City by maintaining an effective ethics program based on the City’s Code of Ethics (City Code Chapter 12A), the Federal Sentencing Guidelines, and other best practices. Ethics and compliance awareness are promoted through education, training, and monitoring. As required by the Code of Ethics, biannual ethics training began in FY 2017-18 for all City officials and employees (approximately 13,000).
- **Youth Commission:** Aims to inspire Dallas youth to become lifelong leaders actively engaged in civic affairs, public policy, and advocacy. The Youth Commission is governed by a talented 15-member board consisting of high school students (grades 9-12) who serve their community while gaining the tools necessary to become effective and dedicated leaders in the future.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
City Administration	\$2,936,728	\$2,651,033	\$2,404,281	\$2,406,744
City Agenda Process	\$0	\$0	\$241,605	\$241,842
Ethics and Compliance	\$0	\$0	\$182,248	\$182,248
Youth Commission	\$0	\$0	\$90,000	\$90,000
Department Total	\$2,936,728	\$2,651,033	\$2,918,134	\$2,920,834

CITY MANAGER'S OFFICE

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	2,225,883	1,865,185	2,087,854	2,069,136
1104 - Other Wages	20,500	20,500	20,500	20,500
1201 - Overtime - Civilian		4,319		
1203 - Service Incentive Pay	1,824	1,824	1,824	1,824
1207 - Compensatory Time Pay - Civ		5,025		
1250 - Executive Auto Allowance	8,400	8,400	8,400	8,400
1301 - Pension - Civilian	320,542	284,509	291,132	288,103
1303 - Life Insurance	528	509	1,304	1,304
1304 - Health Insurance	117,872	113,695	125,726	125,726
1306 - Fica	32,721	31,662	29,888	29,579
1309 - Wellness Program	432	417	460	460
1314 - Worker's Compensation	5,981	5,981	7,970	6,587
1401 - Sick Leave - Civilian		13,082		
1402 - Vacation Leave - Civilian		44,783		
1403 - Holiday Leave - Civilian		36,436		
1404 - Jury Duty Leave - Civilian		617		
1405 - Death in Family Leave - Civ		756		
1408 - Attendance Incentive Leave - Civ		4,569		
Personnel Services	\$2,734,683	\$2,442,269	\$2,575,058	\$2,551,619
2110 - Office Supplies	1,138	1,787	10,472	10,472
2111 - Office Supplies Chargeback	2,193	2,193	2,521	2,521
2232 - Food Supplies	500	500	10,000	10,000
2252 - Meter Postage	1,452	1,452		
2280 - Other Supplies	500	2,498		
Supplies - Materials	\$5,783	\$8,430	\$22,993	\$22,993
3020 - Food - Laundry Service	1,500	5,559		
3030 - Printing - Photo Services	500	500	5,000	5,000
3050 - Communications	42,954	42,954	47,235	47,367
3053 - Data Circuit Billing	22,769	22,769	28,532	28,532
3070 - Professional Services			6,110	7,001
3099 - Misc Special Services	4,000	4,000	112,434	128,569
3130 - Copy Machine Rent-Lease-Maint	4,718	4,718	6,054	6,054
3150 - Copy Center Charges	228	228		
3310 - Insurance	975	975	1,886	2,003
3313 - Liability Premiums	7,611	7,611	8,041	8,041
3320 - Advertising			10,000	10,000
3340 - Membership Dues	11,500	11,500	1,052	1,380
3341 - Subscriptions-Serials	1,000	1,000		
3361 - Professional Development	29,140	29,140	3,237	6,211
3363 - Reimb-Vehicle Use,Parking	150	150		
3410 - Equip - Automotive Rental		13		
3416 - GIS Services	3,284	3,284	2,468	2,490
3429 - Cellphone Charges	4,001	4,001	620	3,529
3430 - Data Services	14,662	14,662	18,634	18,640
3434 - Programming	47,270	47,270	68,780	71,405
Contractual - Other Services	\$196,262	\$200,334	\$320,083	\$346,222
Department Total	\$2,936,728	\$2,651,033	\$2,918,134	\$2,920,834



CITY SECRETARY'S OFFICE

MISSION

The City Secretary's Office is committed to effectively resolving issues, rendering exceptional customer service to residents, City Council, and staff, and producing vital and productive outcomes that positively reflect established priorities for the City.

DEPARTMENT GOALS

- Respond to the administrative/municipal needs of the City Council and their constituents
- Administer municipal elections for the City of Dallas
- Provide access to the City's official record and documents in as many different mediums as possible
- Utilize technology and best business practices for effective service delivery and to enhance access to information
- Deliver excellent customer service through constant assessment based on feedback and active benchmarking

FUNCTIONAL ORGANIZATION CHART



CITY SECRETARY'S OFFICE

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$2,300,888	\$2,157,458	\$2,200,725	\$2,184,777
Supplies - Materials	\$18,087	\$24,061	\$18,087	\$18,087
Contractual - Other Services	\$818,607	\$938,167	\$1,774,111	\$801,468
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$3,137,582	\$3,119,686	\$3,992,923	\$3,004,332
Reimbursements	\$0	\$0	\$0	\$0
Department Total	\$3,137,582	\$3,119,686	\$3,992,923	\$3,004,332
Department Total Revenue	\$23,200	\$19,600	\$330,354	\$24,306

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City's operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	26.00	25.40	24.00	24.00
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	0.10	0.00	0.00
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	26.00	25.50	24.00	24.00

CITY SECRETARY'S OFFICE

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Add funding for the May 2021 City Council election.	0	\$1,000,000	\$0
Reduce the off-site records storage contract.	0	\$(118,000)	\$(118,000)
Eliminate two Customer Service Representative positions (2.00 FTEs).	(2)	\$(122,790)	\$(122,790)
Total Major Budget Items	(2)	\$759,210	\$(240,790)

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of background checks initiated within three business days	100%	100%	100%	100%
Percentage of City Council voting agendas processed within 10 business days	100%	100%	100%	100%
Percentage of service requests completed within 10 business days	100%	100%	100%	100%
Percentage of campaign finance reports locked down within one business day	100%	100%	100%	100%
Percentage of Open Records Requests responded to within 10 business days	100%	100%	100%	100%
Percentage of public meeting notices processed and posted within one hour	100%	100%	100%	100%

CITY SECRETARY'S OFFICE

SERVICE DESCRIPTION AND BUDGET

- **Archives:** Manages, preserves, and provides access to historical City documents, ledgers, manuscripts, maps, photographs, microforms, and printed materials. Records are maintained and made available to residents, City Council, and City staff. Provides disaster recovery for permanent City Secretary files.
- **Boards and Commissions Support:** Oversees nominations and background checks for 57 boards and commissions. Serves as the coordinating unit for the Permit and License Appeal Board and the Ethics Advisory Commission and documents compliance of gift and financial disclosure reports and required personal financial statements.
- **City Council Support:** Provides leadership and administrative support to City Council and departments who are the sole source for services by attending all meetings of the City Council, keeping accurate records, preparing minutes of City Council meetings, certifying official records, and performing other mandated functions.
- **Customer Service:** Provides support to City Council, staff, and residents, posts meeting notices, accepts legal notices served to the City, registers residents to speak at City Council meetings, processes official documents, prepares certifications for legal proceedings, processes payments, and indexes official documents.
- **Elections:** All municipal elections are conducted under the provisions of the City Charter unless the laws of the State of Texas require otherwise. The City Secretary shall serve as the election official for all elections and manage the joint election and related contracts with Dallas, Denton, and Collin Counties.
- **Open Records:** The division is committed to full disclosure of all public records upon request. Requests for public information, except requests for police information, are managed to ensure the City complies with the requirements of the Texas Public Information Act (TPIA).
- **Records Management:** Advises the Records Management Policy Committee, manages compliance with recordkeeping requirements, facilitates access to public information, applies record retention schedules, operates the Records Center, trains City staff, quality controls City Council action files, posts resolutions to the website, and creates minute books.

CITY SECRETARY'S OFFICE

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Archives	\$193,871	\$193,940	\$197,760	\$196,464
Boards and Commissions Support	\$321,706	\$362,706	\$318,094	\$316,232
City Council Support	\$1,031,215	\$1,007,238	\$1,113,407	\$1,122,477
Customer Service	\$231,977	\$228,572	\$221,405	\$219,994
Elections	\$98,646	\$98,646	\$1,106,896	\$106,210
Open Records	\$650,237	\$630,436	\$559,109	\$561,300
Records Management	\$609,930	\$598,149	\$476,252	\$481,655
Department Total	\$3,137,582	\$3,119,686	\$3,992,923	\$3,004,332

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	1,806,341	1,494,638	1,700,353	1,687,986
1104 - Other Wages		228		
1201 - Overtime - Civilian		712		
1203 - Service Incentive Pay	11,808	9,984	11,808	11,808
1207 - Compensatory Time Pay - Civ		4,822		
1208 - Sick Leave Term Pay - Civilian		27,146		
1210 - Vacation Term Pay - Civilian		13,875		
1301 - Pension - Civilian	256,502	240,882	257,767	256,011
1303 - Life Insurance	858	2,767	1,875	1,875
1304 - Health Insurance	191,542	191,542	192,697	192,697
1306 - Fica	26,192	24,597	26,435	26,256
1308 - Mandatory Deferred Comp		215		
1309 - Wellness Program	702	702	702	702
1314 - Worker's Compensation	6,943	6,943	9,088	7,442
1401 - Sick Leave - Civilian		35,629		
1402 - Vacation Leave - Civilian		54,948		
1403 - Holiday Leave - Civilian		40,133		
1404 - Jury Duty Leave - Civilian		563		
1405 - Death in Family Leave - Civ		452		
1408 - Attendance Incentive Leave - Civ		6,680		
Personnel Services	\$2,300,888	\$2,157,458	\$2,200,725	\$2,184,777
2110 - Office Supplies		6,804		
2111 - Office Supplies Chargeback	14,709	13,657	14,709	14,709
2252 - Meter Postage	2,978	3,200	2,978	2,978
2731 - Data Processing Equipment	400	400	400	400
Supplies - Materials	\$18,087	\$24,061	\$18,087	\$18,087
3020 - Food - Laundry Service	2,200	2,200	2,200	2,200
3030 - Printing - Photo Services	2,461	2,393	2,461	2,461
3050 - Communications	30,314	30,314	32,360	32,452
3053 - Data Circuit Billing	16,732	16,732	19,550	19,550
3070 - Professional Services	110,000	103,889	1,008,407	114,066
3099 - Misc Special Services	301,108	365,151	183,290	190,828
3110 - Equip Repairs and Maintenance	400	400	400	400
3130 - Copy Machine Rent-Lease-Maint	8,367	41,384	58,781	58,781

CITY SECRETARY'S OFFICE

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
3150 - Copy Center Charges	1,000	1,000	1,000	1,000
3310 - Insurance	1,522	1,522	1,679	1,792
3313 - Liability Premiums	1,482	1,482	1,069	1,069
3320 - Advertising	42,263	69,411	142,263	42,263
3340 - Membership Dues	960	960	960	960
3341 - Subscriptions-Serials	1,900	1,900	1,900	1,900
3361 - Professional Development	11,204	11,204	11,204	11,204
3363 - Reimb-Vehicle Use,Parking	630	630	630	630
3364 - Personnel Development	1,990	1,990	1,990	1,990
3410 - Equip - Automotive Rental		68		
3416 - GIS Services	15,469	15,469	3,377	3,409
3429 - Cellphone Charges	1,700	4,751	1,700	1,700
3430 - Data Services	16,061	16,061	21,477	21,487
3434 - Programming	219,646	219,646	257,069	264,218
3437 - Continual Software License Fee	8,268	8,268	8,268	8,268
3438 - Software Maintenance Fee	1,000	1,000	1,000	1,000
3518 - Credit Card Charges	930	930	930	930
3599 - Misc. Other Charges			10,146	16,910
3994 - Outside Temps-Staffing	21,000	19,412		
Contractual - Other Services	\$818,607	\$938,167	\$1,774,111	\$801,468
Department Total	\$3,137,582	\$3,119,686	\$3,992,923	\$3,004,332

CIVIL SERVICE

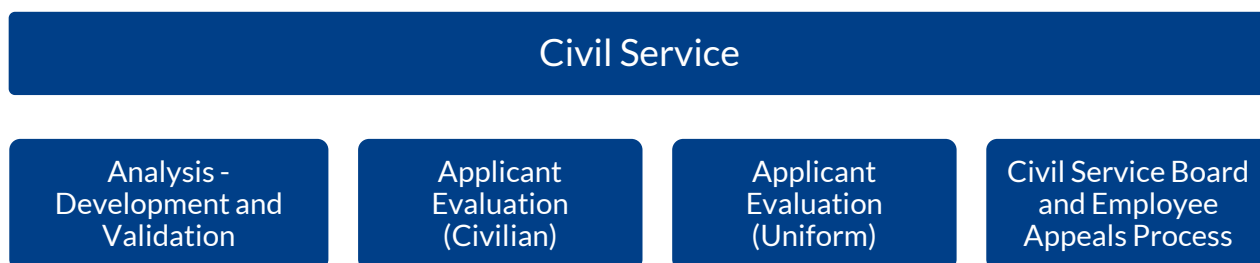
MISSION

Partner with client departments to provide tailored staffing, hiring, and promotional solutions that will enhance the quality and efficiency of the workforce, while upholding the values and principles of the merit system. The department is also dedicated to providing an impartial hearing process allowing eligible employees to appeal charges of discrimination and unfair application of rule and regulations.

DEPARTMENT GOALS

- Conduct job analyses to identify preferred qualifications for civilian positions to allow hiring departments to select candidates that best fit department needs
- Implement online testing for civilian classifications that will identify highly qualified candidates to streamline hiring process
- Expand active recruiting by utilizing LinkedIn Recruiter to actively search the system for candidates that meet the specific needs of hiring managers
- Enhance community relationships by increasing participation in job fairs and community outreach opportunities
- Create instructional videos for applicant processes and promotional videos for use with social media to increase exposure to and understanding of jobs
- Expand skills testing for entry-level office and field positions (e.g. Office Assistants, Equipment Operators, and mechanic positions)

FUNCTIONAL ORGANIZATION CHART



CIVIL SERVICE

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$2,681,023	\$2,322,331	\$2,372,451	\$2,544,943
Supplies - Materials	\$95,861	\$61,861	\$69,886	\$65,889
Contractual - Other Services	\$497,773	\$403,969	\$504,407	\$508,179
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$3,274,657	\$2,788,160	\$2,946,744	\$3,119,011
Reimbursements	\$0	\$0	\$0	\$0
Department Total	\$3,274,657	\$2,788,160	\$2,946,744	\$3,119,011
Department Total Revenue	\$3,400	\$3,400	\$1,000	\$1,000

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City’s operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	29.00	23.50	26.00	26.00
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.30	0.04	0.25	0.25
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	2.00	2.00
Department Total	29.30	23.54	28.25	28.25

CIVIL SERVICE

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Reduce funding for professional development and software.	0	\$(47,294)	\$(47,294)
Eliminate an Assistant Director position and a position that recruits, assesses, and refers eligible candidates to various City departments (2.00 FTEs).	(2)	\$(182,787)	\$(182,787)
Total Major Budget Items	(2)	\$(230,081)	\$(230,081)

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of hiring managers reporting a satisfaction rating of at least "satisfied" with job analysis outcomes	100%	85%	85%	85%
Percentage of civilian applications processed within 30 days of receipt	85%	97%	85%	85%
Percentage of certified registers to hiring authority within five days - civilian positions	93%	100%	93%	93%
Percentage of certified registers to hiring authority within five days - uniform entry-level positions	95%	99%	95%	95%
Percentage of Civil Service trial board appeal hearings within 90 days	N/A	N/A	100%	100%

CIVIL SERVICE

SERVICE DESCRIPTION AND BUDGET

- Analysis – Development and Validation: Provides job-related entry-level, promotional, and physical ability (Fire-Rescue) tests and assessments for civilian/uniform positions under the authority of City Charter Chapter XVI, Sections 5, 6, and 13, Civil Service Rules VIII, IX, X, XIV, XXIII, and XXIV.
- Applicant Evaluation (Civilian): Recruits interested candidates from multiple sources and evaluates applications to ensure candidates meet minimum qualifications for approximately 800 job titles and subsets. Oversees the reduction-in-force (RIF) rules and process.
- Applicant Evaluation (Uniform): Screens applicants for entry-level and promotional Police and Fire-Rescue positions. Certified registers of qualified candidates are provided to Police and Fire-Rescue after evaluation of employment applications, personnel files, and applicable tests.
- Civil Service Board and Employee Appeals Process: Coordinates employee discharge/demotion appeals and grievances for eligible employees under the guidelines of City Charter Chapter XVI, Sections 12 and 12.1, and Personnel Rule Sections 34-38, 34-39, and 34-40. Financial responsibilities, testing oversight, and overall administrative duties are also mandated by Chapter XVI of the City Charter and City Council-approved Civil Service Rules and Regulations.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Analysis-Development and Validation	\$896,436	\$605,719	\$694,253	\$671,573
Applicant Evaluation (Civilian)	\$1,103,653	\$919,134	\$1,082,319	\$1,073,931
Applicant Evaluation (Uniform)	\$830,705	\$798,455	\$824,413	\$815,615
Civil Service Board and Employee Appeals Process	\$443,863	\$464,851	\$345,759	\$557,892
Department Total	\$3,274,657	\$2,788,160	\$2,946,744	\$3,119,011

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	2,169,724	1,598,223	2,027,641	1,994,228
1104 - Other Wages		1,956		
1117 - Vacancy Savings - Salary	(66,701)		(211,395)	
1201 - Overtime - Civilian	10,000	3,739	10,000	10,000
1203 - Service Incentive Pay	6,912	6,912		
1207 - Compensatory Time Pay - Civ		5,332		

CIVIL SERVICE

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1210 - Vacation Term Pay - Civilian		4,986		
1242 - Language Assigment Pay	4,440	4,440	4,440	4,440
1301 -Pension - Civilian	299,611	256,240	281,559	279,365
1303 - Life Insurance	957	958	2,169	2,169
1304 - Health Insurance	213,643	213,644	214,664	214,664
1306 - Fica	31,461	23,394	29,476	28,955
1309 - Wellness Program	783	784	783	783
1314 - Worker's Compensation	10,193	10,193	12,626	10,339
1315 - Equipment Allowance			488	
1401 - Sick Leave - Civilian		58,576		
1402 - Vacation Leave - Civilian		71,643		
1403 - Holiday Leave - Civilian		45,130		
1404 - Jury Duty Leave - Civilian		7,921		
1405 - Death in Family Leave - Civ		2,354		
1408 - Attendance Incentive Leave - Civ		5,906		
Personnel Services	\$2,681,023	\$2,322,331	\$2,372,451	\$2,544,943
2110 - Office Supplies	11,796	4,158	10,000	10,000
2111 - Office Supplies Chargeback	451	1,725	2,247	2,247
2231 - Clothing	1,200	700	1,200	1,200
2232 - Food Supplies	2,100	2,250	2,100	2,100
2252 - Meter Postage	342	370	342	342
2280 - Other Supplies		1,198		
2710 - Furniture - Fixtures	4,972	1,459	4,972	
2735 - Software Purchase -\$1000	75,000	50,000	49,025	50,000
Supplies - Materials	\$95,861	\$61,861	\$69,886	\$65,889
3020 - Food - Laundry Service	5,000	5,120	5,000	5,000
3030 - Printing - Photo Services	1,500	1,500	1,000	1,500
3050 - Communications	39,476	39,476	41,191	41,309
3053 - Data Circuit Billing	20,557	20,557	24,834	24,834
3070 - Professional Services	43,000	20,000	43,000	42,000
3099 - Misc Special Services	10,445	11,032	10,445	10,001
3110 - Equip Repairs and Maintenance	2,500	1,500	2,500	2,500
3130 - Copy Machine Rent-Lease-Maint	8,076	9,046	6,211	6,211
3150 - Copy Center Charges	936	936	936	936
3310 - Insurance	1,134	1,134	1,810	1,931
3313 - Liability Premiums	1,105	1,105	1,152	1,152
3320 - Advertising	32,844	32,844	30,708	30,332
3340 - Membership Dues	1,000	1,000	600	600
3361 - Professional Development	66,725	17,113	44,931	44,431
3363 - Reimb-Vehicle Use,Parking	1,700	1,732	1,700	1,700
3410 - Equip - Automotive Rental		383		
3416 - GIS Services	2,942	2,942	4,026	4,065
3429 - Cellphone Charges	1,000	1,000	1,000	1,000
3430 - Data Services	31,219	31,219	23,755	23,766
3434 - Programming	127,330	127,330	167,891	173,194
3437 - Continual Software License Fee	97,284	75,000	89,717	89,717
3438 - Software Maintenance Fee	2,000	2,000	2,000	2,000
Contractual - Other Services	\$497,773	\$403,969	\$504,407	\$508,179
Department Total	\$3,274,657	\$2,788,160	\$2,946,744	\$3,119,011



CODE COMPLIANCE

MISSION

Establish partnerships to improve and maintain vibrant and thriving communities.

DEPARTMENT GOALS

- Establish and deploy a citywide illegal dumping strategic plan
- Propose, adopt, and implement a citywide registration process for the most egregious vacant lots/buildings
- Develop and incorporate a virtual inspection process in response to statewide emergency regulations
- Achieve 100 percent certification and training for all inspectors and professional staff
- Develop/implement Code Rangers Education Programs in coordination with the Service First Program
- Deploy Code Compliance service delivery equitably
- Complete automation of Consumer Health application process
- Complete Phase II of the Code Case Management System (Posse) transition to Salesforce

FUNCTIONAL ORGANIZATION CHART



CODE COMPLIANCE

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$25,371,020	\$20,375,606	\$25,900,738	\$25,855,896
Supplies - Materials	\$1,017,968	\$939,689	\$1,041,053	\$1,041,933
Contractual - Other Services	\$6,580,988	\$8,299,886	\$7,445,716	\$7,502,497
Capital Outlay	\$701,214	\$674,214	\$105,922	\$105,922
Expense Total	\$33,671,190	\$30,289,394	\$34,493,429	\$34,506,248
Reimbursements	\$(3,194,644)	\$(2,790,972)	\$(2,284,015)	\$(2,284,015)
Department Total	\$30,476,546	\$27,498,422	\$32,209,414	\$32,222,233
Department Total Revenue	\$8,495,068	\$8,048,099	\$8,367,796	\$9,540,670

REIMBURSEMENTS

Reimbursements reflect contributions from various agencies, including federal and state funds, internal service departments, enterprise fund departments, and department support. Department support reflects interdepartmental transfers for the cost of management oversight and administrative support within the department. The table below provides a summary of reimbursements from various sources.

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
Dallas Water Utilities Reimbursement	(247,671)	(247,671)
Sanitation Services Reimbursement	(96,001)	(96,001)
Storm Drainage Management Reimbursement	(1,940,343)	(1,940,343)
Reimbursement Total	\$(2,284,015)	\$(2,284,015)

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

CODE COMPLIANCE

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City's operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	354.87	287.26	367.13	367.77
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	2.27	9.23	2.82	2.85
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	357.14	296.49	369.95	370.62

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Reduce funding for demolition of substandard structures.	0	\$(58,838)	\$(58,838)
Reduce funding for outside equipment rental.	0	\$(169,936)	\$(169,936)
Transfer one position to the newly established Office of Integrated Public Safety Solutions.	(1)	\$(120,996)	\$(120,996)
Add funding for environmental improvements and lot cleanup to reduce crime as part of the City's Reimagining Public Safety effort.	0	\$250,000	\$250,000
Add three mow/clean crews (6.25 FTEs).	9	\$500,000	\$500,000
Add funding to address illegal dumping.	0	\$920,347	\$920,347
Eliminate two Sanitarian positions, two City temporary positions, and associated supplies (4.00 FTEs).	(6)	\$(108,279)	\$(108,279)
Total Major Budget Items	2	\$1,212,298	\$1,212,298

CODE COMPLIANCE

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Number of food establishment inspections conducted per FTE	860	575	575	575
Percentage of mosquito control activities completed within 48 hours	95%	90%	95%	95%
Percentage of food establishments inspected timely	95%	80%	95%	95%
Average number of days to demolish a substandard structure after receiving a court order	N/A	65	60	60
Percent of 311 service requests completed within estimated response time	96%	95%	96%	96%
Percentage of violations in compliance within 180 days by the Intensive Case Resolution Team	80%	85%	90%	90%
Percentage of litter and high weed service requests closed within SLA	96%	54%	65%	65%
Percentage of illegal dumping sites abated within 10 days	N/A	90%	90%	90%
Percentage of open and vacant structures abated within 48 hours	N/A	90%	90%	90%
Percentage of graffiti violations abated within 10 days	N/A	90%	90%	90%

CODE COMPLIANCE

SERVICE DESCRIPTION AND BUDGET

- Consumer Health: Committed to enhancing the health and safety of the residents of Dallas. Contains two specialized programs, Food Protection/Education and Mosquito Abatement. CH inspects approximately 7,100 fixed food establishments and 564 mobile units. Also responds to approximately 900 general food complaints and 30,000 mosquito control activities annually.
- Neighborhood Code Compliance Services: Fosters safe, healthy, and clean neighborhoods through public education, community outreach programs, and enforcement of City Code. The division is made up of seven districts within Dallas. NCC responds to more than 185,000 service requests annually at a rate of 96 percent or higher within the required response time and attends more than 1,200 community meetings.
- Neighborhood Nuisance Abatement: Responsible for the timely abatement of blight and public nuisances on private property. Mows/cleans 38,000 lots annually, abates graffiti violations at a rate of 90 percent within the required response time, abates high weeds and litter, removes 21,000 illegally dumped tires, and secures open/vacant structures within 48 hours at a rate of 90 percent within the required response time.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Consumer Health	\$3,191,395	\$2,979,967	\$3,156,071	\$3,156,071
Neighborhood Code Compliance Services	\$20,122,612	\$17,720,108	\$21,194,924	\$21,202,813
Neighborhood Nuisance Abatement	\$7,162,539	\$6,798,347	\$7,858,419	\$7,863,349
Department Total	\$30,476,546	\$27,498,422	\$32,209,414	\$32,222,233

CODE COMPLIANCE

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	20,225,560	12,210,660	20,136,383	20,176,447
1104 - Other Wages		5,434		
1108 - Performance Incentive Pay		5,800		
1111 - Cell Phone Stipend		674		
1117 - Vacancy Savings - Salary	(1,455,013)		(896,284)	(896,284)
1201 - Overtime - Civilian	124,113	406,713	124,113	124,113
1203 - Service Incentive Pay	94,417	74,952	94,417	94,417
1207 - Compensatory Time Pay - Civ		20,894		
1208 - Sick Leave Term Pay - Civilian		213,231		
1210 - Vacation Term Pay - Civilian		124,187		
1301 - Pension - Civilian	2,884,637	2,133,194	2,878,363	2,883,969
1303 - Life Insurance	12,705	16,523	26,600	26,600
1304 - Health Insurance	2,834,513	2,667,391	2,725,294	2,725,294
1306 - Fica	294,790	221,304	295,946	296,526
1308 - Mandatory Deferred Comp		450	3,107	3,107
1309 - Wellness Program	10,393	9,779	9,931	9,931
1314 - Worker's Compensation	344,905	344,905	502,868	411,776
1401 - Sick Leave - Civilian		609,325		
1402 - Vacation Leave - Civilian		621,111		
1403 - Holiday Leave - Civilian		492,618		
1404 - Jury Duty Leave - Civilian		13,655		
1405 - Death in Family Leave - Civ		28,117		
1406 - Administrative Leave - Civilian		101,297		
1407 - Military Leave - Civilian		4,214		
1408 - Attendance Incentive Leave - Civ		42,686		
1419 - Other Civilian		806		
1453 - Continuance Pay - Civilian		5,685		
Personnel Services	\$25,371,020	\$20,375,606	\$25,900,738	\$25,855,896
2110 - Office Supplies	52,052	6,800	37,544	37,555
2111 - Office Supplies Chargeback		25,592		
2120 - Tools	117,897	84,021	180,497	180,497
2140 - Light - Power	26,260	26,260	29,000	29,870
2160 - Fuel Supplies	2,073	2,073	2,273	2,273
2170 - Water - Sewer	8,300	8,300	8,500	8,500
2181 - Fuel - Lube For Vehicles	406,034	406,034	357,865	357,865
2190 - Mechanical Supplies	200	200		
2200 - Chemical Medical Surgical	33,050	33,050	32,621	32,501
2220 - Laundry - Cleaning Supplies	3,800	3,800	4,180	4,300
2231 - Clothing	68,513	69,313	143,592	143,591
2232 - Food Supplies	7,498	8,798	9,793	9,793
2252 - Meter Postage	146,982	93,982	148,140	148,140
2280 - Other Supplies	36,759	36,759	61,981	61,981
2710 - Furniture - Fixtures	6,553	13,299	6,553	6,553
2731 - Data Processing Equipment	47,948	37,359	16,548	16,548
2780 - Photography - Film Equipment	19,668	49,668	1,966	1,966
2890 - Miscellaneous Equipment	34,381	34,381		
Supplies - Materials	\$1,017,968	\$939,689	\$1,041,053	\$1,041,933
3020 - Food - Laundry Service		5,000	8,771	8,770
3030 - Printing - Photo Services	102,083	102,083	105,583	105,583
3043 - Retrieval Of Records	3,802	3,802	3,802	3,802

CODE COMPLIANCE

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
3050 - Communications	217,740	217,740	233,202	233,866
3051 - Telephone Equipment Charges	996	1,120	246	246
3053 - Data Circuit Billing	115,319	115,319	140,548	140,548
3060 - Equipment Rental [Outside City]	352,000	352,000	137,256	137,256
3070 - Professional Services	69,940	69,940	61,376	61,376
3072 - Contractor Service Fees	220,698	230,425	220,698	220,698
3085 - Freight	1,500	2,300	1,700	1,700
3090 - City Forces	6,000	6,438	3	3
3092 - Security Services	3,155	19,156	3,155	3,155
3094 - Wrecker Services	12,738	12,833	10,453	5,523
3095 - Demolition	462,866	387,866	462,866	462,866
3097 - Asbestos Abatement	300	300	300	300
3098 - Day Labor	250,000	250,000	409,605	409,605
3099 - Misc Special Services	53,112	1,596,748	1,102,225	1,094,367
3110 - Equip Repairs and Maintenance	64,800	52,800	52,754	65,484
3130 - Copy Machine Rent-Lease-Maint	45,493	45,797	31,948	31,948
3150 - Copy Center Charges	298	3,498	298	298
3151 - Department Support	910,629	910,629		
3210 - Building Repairs and Maint	14,107	76,711	14,107	14,107
3310 - Insurance	24,290	24,290	22,527	24,030
3313 - Liability Premiums	70,731	70,731	117,365	117,365
3320 - Advertising	37,774	37,920	40,000	40,000
3321 - Advertising Fees	10,000	10,000		
3330 - Rents [Lease]	11,000	11,000		
3340 - Membership Dues	9,291	9,269	6,118	6,118
3361 - Professional Development	815	10,788	7,931	7,931
3363 - Reimb-Vehicle Use,Parking	300	1,925	300	300
3364 - Personnel Development	35,000	39,948	60,000	60,000
3410 - Equip - Automotive Rental	820,655	820,655	1,103,530	1,103,530
3411 - Wreck Handle Charge (fleet)	111,304	111,304	163,005	163,005
3416 - GIS Services	56,715	56,742	48,028	48,489
3420 - Commun Equip Rental	141,760	141,760	165,666	164,297
3429 - Cellphone Charges	342,242	343,944	356,205	356,205
3430 - Data Services	217,557	217,557	279,576	279,715
3434 - Programming	1,588,128	1,588,128	1,868,869	1,924,310
3437 - Continual Software License Fee	29,000	45,800	29,000	29,000
3460 - Disposal Services	81,000	119,000	101,000	101,000
3511 - Contribution, Gratuities, Rewards		560	1,213	1,213
3518 - Credit Card Charges	20,000	20,000	24,530	24,530
3599 - Misc. Other Charges			1,256	1,256
3994 - Outside Temps-Staffing	65,850	156,059	48,701	48,702
Contractual - Other Services	\$6,580,988	\$8,299,886	\$7,445,716	\$7,502,497
4720 - Mach Tools Implem Major	42,278	15,278	12,622	12,622
4742 - Trucks	658,936	658,936	93,300	93,300
Capital Outlay	\$701,214	\$674,214	\$105,922	\$105,922
5002 - Dept Support Reimb	(910,629)	(910,629)		
5011 - Reimb Fr Othr Organizaton	(343,672)		(343,672)	(343,672)
5012 - Reimbursements-Stormwater	(1,940,343)	(1,880,343)	(1,940,343)	(1,940,343)
Reimbursements	\$(3,194,644)	\$(2,790,972)	\$(2,284,015)	\$(2,284,015)
Department Total	\$30,476,546	\$27,498,422	\$32,209,414	\$32,222,233



COURT & DETENTION SERVICES

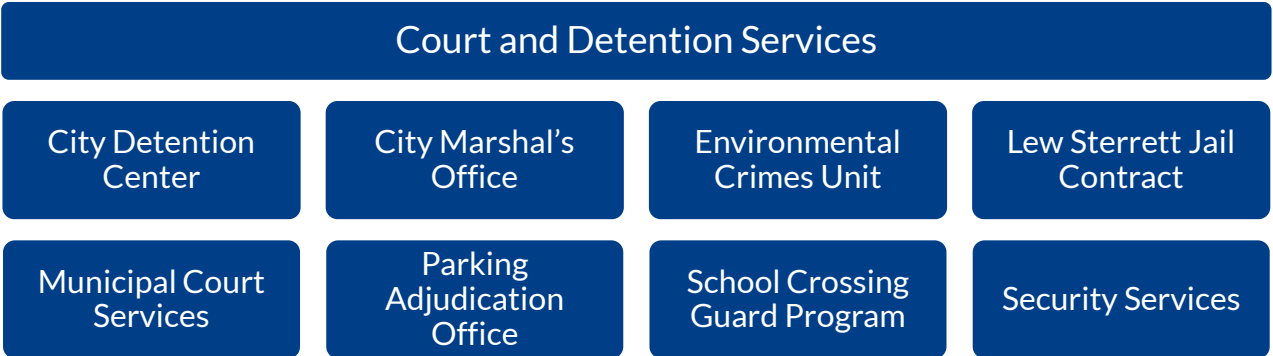
MISSION

Serve the public while efficiently addressing court and adjudication needs, ensuring public safety, and protecting the environment.

DEPARTMENT GOALS

- Reduce illegal dumping calls citywide by five percent by assigning Deputy Marshals to districts for accountability
- Continue to enhance virtual hearings and expand virtual options to the Parking Adjudication Office
- Respond to all calls for a Security Officer within three minutes
- Maintain customer satisfaction score of 92 percent
- Reduce prisoner processing time to nine minutes, which enables patrol officers to return to service sooner

FUNCTIONAL ORGANIZATION CHART



COURT & DETENTION SERVICES

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$15,298,768	\$14,289,465	\$15,975,338	\$16,667,032
Supplies - Materials	\$478,498	\$476,591	\$817,712	\$623,841
Contractual - Other Services	\$16,995,104	\$16,446,159	\$19,651,767	\$20,292,797
Capital Outlay	\$250,000	\$0	\$0	\$0
Expense Total	\$33,022,370	\$31,212,214	\$36,444,817	\$37,583,669
Reimbursements	\$(2,884,050)	\$(2,294,237)	\$(3,086,105)	\$(3,298,550)
Department Total	\$30,138,320	\$28,917,977	\$33,358,712	\$34,285,119
Department Total Revenue	\$17,233,904	\$14,520,481	\$12,209,107	\$18,618,910

REIMBURSEMENTS

Reimbursements reflect contributions from various agencies, including federal and state funds, internal service departments, enterprise fund departments, and department support. Department support reflects interdepartmental transfers for the cost of management oversight and administrative support within the department. The table below provides a summary of reimbursements from various sources.

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
City Attorney's Office Reimbursement	(57,192)	(57,192)
Community Development Block Grant Reimbursement	(303,099)	(299,740)
Convention Center Reimbursement	(818,852)	(833,249)
Dallas Animal Services Reimbursement	(171,882)	(171,882)
Dallas Fire-Rescue Reimbursement	(55,820)	(55,820)
Dallas Police Department Reimbursement	(5,543)	(5,543)
Library Reimbursement	(33,698)	(33,698)
Miscellaneous Reimbursement	(466,743)	(668,150)
Office of Community Care Reimbursement	(22,960)	(22,960)
Park and Recreation Reimbursement	(75,812)	(75,812)
Public Works Reimbursement	(30,750)	(30,750)
Storm Drainage Management Reimbursement	(961,990)	(961,990)
Sustainable Development and Construction Reimbursement	(81,764)	(81,764)
Reimbursement Total	\$(3,086,105)	\$(3,298,550)

COURT & DETENTION SERVICES

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City’s operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	250.50	176.30	247.36	249.78
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	16.00	8.00	7.50
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.50	1.00	0.50	0.50
Department Total	251.00	193.30	255.86	257.78

COURT & DETENTION SERVICES

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Reduce funding for one-time purchase of 30 replacement body-worn cameras for the Marshal's Office.	0	\$(72,000)	\$(72,000)
Eliminate two Court Specialist II positions and reduce contractual service expenses (1.60 FTEs).	(2)	\$(203,741)	\$(203,741)
Reduce funding for one-time purchase of emergency building generator and two marked vehicles for the City Detention Center.	0	\$(265,452)	\$(265,452)
Transfer one Assistant Director position to the newly established Office of Integrated Public Safety Solutions (1.00 FTE).	(1)	\$(134,659)	\$(134,659)
Establish a recovery services facility in March 2021 to serve as a jail alternative for public intoxication as part of the City's Reimagining Public Safety effort (8.25 FTEs).	11	\$650,000	\$803,169
Reduce funding to right-size the budget associated with the school crossing guard contract.	0	\$(619,089)	\$(619,089)
Add funding to cover the cost increase for the Citywide security services contract.	0	\$1,941,418	\$1,941,418
Total Major Budget Items	8	\$1,296,477	\$1,449,646

COURT & DETENTION SERVICES

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of parking adjudication hearings conducted virtually	N/A	N/A	21%	21%
Average prisoner processing time	10	10	9	9
Number of prisoners processed at City Detention Center	N/A	13,476	12,216	12,213
Number of prisoners transferred by outside agency	N/A	1,652	1,404	1,404
Number of warrants cleared by City Marshals	18,360	18,029	19,200	19,200
Percentage of dockets finalized within 14 days	N/A	N/A	100%	100%
Average response time to security incidents (minutes)	N/A	2.5	3	3
Average wait time at Municipal Court (minutes)	3	3	3	3
Pounds of debris abated	N/A	40,000	40,000	40,000

SERVICE DESCRIPTION AND BUDGET

- City Detention Center: Detains prisoners arrested for public intoxication and/or Class C misdemeanor warrants 24 hours daily, seven days a week, 365 days a year. Contains a sobering center, which provides a safe place for individuals to sober and provides counseling services to connect individuals to community support services.
- City Marshal’s Office: Provides law enforcement and clerical support for Municipal Courts, including warrant enforcement, prisoner transfers, internal investigations, civil processing, the school crossing guard program, warrant confirmation, docket preparation, and collection of fines.
- Environmental Crimes Unit: Conducts investigations of environmental offenses and arrests individuals violating health, safety, and water statutes. Duties include monitoring chronic dump sites, filing criminal cases, patrolling the Trinity River Corridor, and enforcing City ordinances.
- Low Sterrett Jail Contract: Dallas County provides jail services to the City of Dallas through the Low Sterrett Jail contract, including jail administration, intake, and housing for approximately 18,000 prisoners annually.

COURT & DETENTION SERVICES

- **Municipal Court Services:** Provides administrative support for the Municipal Court, including administering court programs, courtroom support, collecting fines, preparing dockets, managing court records, contract compliance and financial services, and responding to information requests.
- **Parking Adjudication Office:** Provides an effective and efficient administrative appeal process to contest parking citations. The administrative appeal or hearing process is a civil proceeding managed by Courts.
- **School Crossing Guard Program:** Ensure the safety of elementary students walking to and from school. This contract deploys school crossing guards at approved intersections for seven independent school districts and five private schools located in the Dallas city limits.
- **Security Services:** Provides security, surveillance, and access control at City facilities and/or properties. This service also includes contract management for security services, surveillance, and security consultant services.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
City Detention Center	\$1,572,747	\$1,616,510	\$2,321,654	\$2,520,350
City Marshal's Office	\$3,185,133	\$2,789,445	\$3,031,141	\$3,051,034
Environmental Crimes Unit	\$65,233	\$0	\$10,877	\$39,627
Lew Sterrett Jail Contract	\$9,158,124	\$9,158,124	\$9,547,117	\$9,450,527
Municipal Court Services	\$7,478,851	\$7,033,907	\$7,476,122	\$8,112,754
Parking Adjudication Office	\$642,604	\$585,752	\$669,936	\$709,601
School Crossing Guard Program	\$3,630,672	\$2,932,936	\$4,470,009	\$4,472,274
Security Services	\$4,404,956	\$4,801,304	\$5,831,856	\$5,928,953
Department Total	\$30,138,320	\$28,917,977	\$33,358,712	\$34,285,119

COURT & DETENTION SERVICES

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	11,913,460	8,584,232	12,181,197	12,682,402
1104 - Other Wages		2,170		
1117 - Vacancy Savings - Salary	(687,144)		(541,053)	(405,884)
1201 - Overtime - Civilian	110,545	968,532	417,338	394,072
1203 - Service Incentive Pay	38,420	31,948	37,220	37,220
1207 - Compensatory Time Pay - Civ		8,025		
1208 - Sick Leave Term Pay - Civilian		62,307		
1210 - Vacation Term Pay - Civilian		46,726		
1301 - Pension - Civilian	1,745,234	1,501,158	1,711,378	1,813,185
1303 - Life Insurance	8,382	8,382	17,506	17,506
1304 - Health Insurance	1,871,218	1,871,219	1,784,895	1,784,895
1306 - Fica	178,193	152,506	175,813	186,021
1308 - Mandatory Deferred Comp		606		
1309 - Wellness Program	6,858	6,858	6,503	6,503
1314 - Worker's Compensation	113,602	113,602	184,541	151,112
1401 - Sick Leave - Civilian		231,876		
1402 - Vacation Leave - Civilian		308,274		
1403 - Holiday Leave - Civilian		240,281		
1404 - Jury Duty Leave - Civilian		4,456		
1405 - Death in Family Leave - Civ		3,900		
1406 - Administrative Leave - Civilian		104,668		
1407 - Military Leave - Civilian		5,666		
1408 - Attendance Incentive Leave - Civ		31,918		
1419 - Other Civilian		154		
Personnel Services	\$15,298,768	\$14,289,465	\$15,975,338	\$16,667,032
2110 - Office Supplies	28,824	3,820	37,433	37,488
2111 - Office Supplies Chargeback		12,483		
2181 - Fuel - Lube For Vehicles	62,994	62,994	55,456	55,456
2190 - Mechanical Supplies			51,585	103,169
2231 - Clothing	18,011	25,996	20,735	24,061
2232 - Food Supplies			2,137	
2252 - Meter Postage	201,588	209,205	233,206	270,307
2280 - Other Supplies	73,583	68,595	146,644	120,536
2310 - Building Materials			250,000	
2731 - Data Processing Equipment	21,498	21,498	5,100	9,498
2890 - Miscellaneous Equipment	72,000	72,000	15,416	3,326
Supplies - Materials	\$478,498	\$476,591	\$817,712	\$623,841
3020 - Food - Laundry Service	8,454	7,960	7,358	8,454
3030 - Printing - Photo Services	50	50	1,660	1,660
3050 - Communications	104,532	104,532	160,049	160,506
3051 - Telephone Equipment Charges	7,614	3,836		5,313
3053 - Data Circuit Billing	75,232	126,763	125,351	125,351
3070 - Professional Services	3,502,437	2,918,272	4,510,376	4,509,874
3090 - City Forces	24,344	449	1,373	
3091 - Custodial Services	200		200	500
3092 - Security Services	931,343	1,484,817	2,892,509	2,914,331
3099 - Misc Special Services	9,981,213	9,401,124	9,777,312	9,758,950
3110 - Equip Repairs and Maintenance	29,845	7,917	2,460	17,576
3130 - Copy Machine Rent-Lease-Maint	37,525	37,525	21,974	21,974
3150 - Copy Center Charges	27,848	27,697	151	538

COURT & DETENTION SERVICES

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
3210 - Building Repairs and Maint	20,235	20,235	5,000	5,000
3310 - Insurance	74,483	74,483	109,427	116,731
3313 - Liability Premiums	15,228	15,228	14,902	14,902
3320 - Advertising	500	250	500	500
3340 - Membership Dues		135	1,105	1,105
3361 - Professional Development	5,000	2,244	10,614	10,614
3364 - Personnel Development	1,907			
3410 - Equip - Automotive Rental	56,642	56,682	82,486	82,486
3411 - Wreck Handle Charge (fleet)	43,826	43,826	15,384	15,384
3413 - Motor Pool Vehicle Charges	238	238		
3416 - GIS Services	27,432	27,432	31,739	32,044
3420 - Commun Equip Rental	299,050	299,050	101,756	99,309
3429 - Cellphone Charges	47,918	41,425	54,120	49,298
3430 - Data Services	137,025	137,025	167,615	167,707
3434 - Programming	1,317,751	1,317,751	1,305,350	1,958,744
3513 - Court Costs	54,806	16,806	54,806	54,756
3518 - Credit Card Charges	135,000	135,000	135,000	135,000
3994 - Outside Temps-Staffing	27,426	137,408	61,190	24,190
Contractual - Other Services	\$16,995,104	\$16,446,159	\$19,651,767	\$20,292,797
4730 - Inst Apparatus Major	250,000			
Capital Outlay	\$250,000			
5011 - Reimb Fr Othr Organizaton	(1,845,858)	(1,425,977)	(2,124,115)	(2,336,560)
5012 - Reimbursements-Stormwater	(1,038,192)	(868,260)	(961,990)	(961,990)
Reimbursements	\$(2,884,050)	\$(2,294,237)	\$(3,086,105)	\$(3,298,550)
Department Total	\$30,138,320	\$28,917,977	\$33,358,712	\$34,285,119

DALLAS ANIMAL SERVICES

MISSION

Help Dallas be a safe, compassionate, and healthy community for people and animals.

DEPARTMENT GOALS

- Achieve a combined dog field and shelter owner reunification success rate of 40 percent
- Decrease loose and loose owned dog bites by three percent over previous year
- Sustain a timely response rate of 90 percent or above for resident service requests
- Achieve a live release rate of 90 percent or above for dogs and cats combined

FUNCTIONAL ORGANIZATION CHART



ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$11,008,044	\$10,220,307	\$10,802,451	\$10,884,071
Supplies - Materials	\$2,006,799	\$1,989,952	\$1,892,923	\$2,066,979
Contractual - Other Services	\$2,879,166	\$2,924,595	\$2,884,951	\$2,909,542
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$15,894,009	\$15,134,855	\$15,580,325	\$15,860,592
Reimbursements	\$(258,517)	\$(1,054,219)	\$(265,356)	\$(272,093)
Department Total	\$15,635,492	\$14,080,636	\$15,314,969	\$15,588,499
Department Total Revenue	\$430,000	\$135,095	\$175,000	\$299,467

DALLAS ANIMAL SERVICES

REIMBURSEMENTS

Reimbursements reflect contributions from various agencies, including federal and state funds, internal service departments, enterprise fund departments, and department support. Department support reflects interdepartmental transfers for the cost of management oversight and administrative support within the department. The table below provides a summary of reimbursements from various sources.

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
Sanitation Services Reimbursement	(265,356)	(272,093)
Reimbursement Total	\$(265,356)	\$(272,093)

PERSONNEL

Full-Time Equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City’s operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	153.79	133.04	159.00	159.00
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	3.48	2.86	4.55	4.55
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	1.31	0.73	3.00	3.00
Department Total	158.58	136.63	166.55	166.55

DALLAS ANIMAL SERVICES

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Reduce funding for one-time purchase of body-worn cameras for Animal Services Officers.	0	\$(50,000)	\$(50,000)
Eliminate Veterinarian and Manager III positions (2.00 FTEs).	(2)	\$(248,162)	\$(248,162)
Reduce funding for supplies, medical and surgical costs, and clothing by utilizing external grant funds and halting specialty surgeries that require additional supplies.	0	\$(81,777)	\$(81,777)
Add funding for one-time purchase of 75 handheld and 55 in-vehicle radios to ensure continued operational compatibility once the citywide process of upgrading radio towers is complete.	0	\$0	\$160,000
Reduce funding for temporary staffing.	0	\$(62,438)	\$(62,438)
Total Major Budget Items	(2)	\$(442,377)	\$(282,377)

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Live release rate for dogs and cats	85%	90%	90%	N/A
Year-over-year percentage decrease in loose/loose owned bites	-3%	3%	-3%	-5%
Combined field and shelter dog return-to-owner success rate	35%	37%	40%	40%
Percentage of timely responses to service requests	87%	95%	90%	92%

DALLAS ANIMAL SERVICES

SERVICE DESCRIPTION AND BUDGET

- Dallas Animal Services: Supports public safety through administration of the laws pertaining to animals, community-centered outreach services, and the operation of Dallas' innovative animal shelter and various lifesaving programs.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Dallas Animal Services	\$15,635,492	\$14,080,636	\$15,314,969	\$15,588,499
Department Total	\$15,635,492	\$14,080,636	\$15,314,969	\$15,588,499

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	8,995,885	6,734,568	8,584,558	8,649,860
1104 - Other Wages		23,178		
1108 - Performance Incentive Pay		25,000		
1117 - Vacancy Savings - Salary	(976,606)		(691,878)	(657,411)
1201 - Overtime - Civilian	202,698	120,000	202,698	202,698
1203 - Service Incentive Pay	18,336	11,944	18,336	18,336
1207 - Compensatory Time Pay - Civ		29,774		
1208 - Sick Leave Term Pay - Civilian		20,487		
1210 - Vacation Term Pay - Civilian		31,749		
1301 - Pension - Civilian	1,308,328	1,089,266	1,210,633	1,219,877
1303 - Life Insurance	5,263	5,263	11,544	11,544
1304 - Health Insurance	1,162,160	1,162,160	1,178,147	1,178,147
1306 - Fica	133,646	111,525	127,680	128,626
1308 - Mandatory Deferred Comp		2,390		
1309 - Wellness Program	4,466	4,466	4,293	4,293
1314 - Worker's Compensation	153,868	153,868	156,440	128,101
1401 - Sick Leave - Civilian		209,028		
1402 - Vacation Leave - Civilian		240,780		
1403 - Holiday Leave - Civilian		194,723		
1404 - Jury Duty Leave - Civilian		2,391		
1405 - Death in Family Leave - Civ		6,233		
1406 - Administrative Leave - Civilian		15,663		
1407 - Military Leave - Civilian		2,491		
1408 - Attendance Incentive Leave - Civ		18,485		
1453 - Continuance Pay - Civilian		4,878		
Personnel Services	\$11,008,044	\$10,220,307	\$10,802,451	\$10,884,071
2110 - Office Supplies	7,000	7,000	7,000	7,000
2111 - Office Supplies Chargeback	19,000	19,000	19,000	19,000
2120 - Tools	70,000	70,000	70,000	70,000
2140 - Light - Power	215,233	215,233	244,000	251,320
2170 - Water - Sewer	6,000	6,717	6,000	6,000
2181 - Fuel - Lube For Vehicles	163,252	163,252	151,044	151,044
2200 - Chemical Medical Surgical	1,003,341	1,003,341	983,341	983,341
2220 - Laundry - Cleaning Supplies	80,000	60,000	60,000	60,000
2231 - Clothing	25,000	32,137	19,026	19,026
2232 - Food Supplies	2,000	320		

DALLAS ANIMAL SERVICES

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
2241 - Animal Food	100,102	100,102	100,102	100,102
2252 - Meter Postage	6,000	8,000	6,000	6,000
2280 - Other Supplies	179,420	206,250	152,343	152,343
2710 - Furniture - Fixtures	5,000	5,600	5,000	5,000
2731 - Data Processing Equipment	27,250	1,000	34,567	41,303
2735 - Software Purchase - \$1000	5,000	2,000	5,000	5,000
2760 - Radio - Communication Eqp				160,000
2780 - Photography - Film Equipment	3,200		500	500
2890 - Miscellaneous Equipment	90,001	90,001	30,000	30,000
Supplies - Materials	\$2,006,799	\$1,989,952	\$1,892,923	\$2,066,979
3030 - Printing - Photo Services	4,000	7,000	4,000	3,999
3040 - Medical - Laboratory Services	5,000	5,000	5,000	5,000
3050 - Communications	23,259	55,410	41,105	41,223
3053 - Data Circuit Billing	10,246	10,246	24,834	24,834
3060 - Equipment Rental [Outside City]	1,050		1,050	1,050
3070 - Professional Services	90,000	90,000	45,000	45,000
3085 - Freight	5,000	5,000	5,000	5,000
3092 - Security Services	75,000	75,000	75,000	75,000
3098 - Day Labor	979,384	979,384	949,153	949,150
3099 - Misc Special Services	50,000	50,000	48,288	48,289
3110 - Equip Repairs and Maintenance	10,000	10,000	10,000	10,000
3130 - Copy Machine Rent-Lease-Maint	13,152	13,152	9,994	9,994
3150 - Copy Center Charges	5,000			
3210 - Building Repairs and Maint	35,000	35,000	35,000	35,000
3310 - Insurance	5,205	5,205	8,641	9,218
3313 - Liability Premiums	8,082	8,082	22,935	22,935
3320 - Advertising	20,000	15,000	10,000	10,000
3340 - Membership Dues	1,000	5,000	1,000	1,000
3361 - Professional Development	54,189	20,500	45,189	45,189
3363 - Reimb-Vehicle Use,Parking	150	150	150	150
3364 - Personnel Development	20,000	12,000	19,000	19,000
3410 - Equip - Automotive Rental	109,874	109,874	232,804	232,804
3411 - Wreck Handle Charge (fleet)	173,935	173,935	30,986	30,986
3416 - GIS Services	24,080	24,080	20,910	21,111
3420 - Commun Equip Rental	16,408	16,408	19,344	19,320
3429 - Cellphone Charges	96,000	109,000	98,400	98,400
3430 - Data Services	102,477	102,477	130,313	130,374
3434 - Programming	571,071	571,071	588,771	612,432
3437 - Continual Software License Fee	25,920	65,000	58,400	58,400
3460 - Disposal Services	1,600	1,600	1,600	1,600
3518 - Credit Card Charges	4,000	4,000	4,000	4,000
3530 - Relocation Cost		6,937		
3994 - Outside Temps-Staffing	339,084	339,084	339,084	339,084
Contractual - Other Services	\$2,879,166	\$2,924,595	\$2,884,951	\$2,909,542
5011 - Reimb Fr Othr Organizaton	(258,517)	(1,054,219)	(265,356)	(272,093)
Reimbursements	\$(258,517)	\$(1,054,219)	\$(265,356)	\$(272,093)
Department Total	\$15,635,492	\$14,080,636	\$15,314,969	\$15,588,499



DALLAS FIRE-RESCUE

MISSION

Prevent and suppress fires, educate and rescue residents, provide emergency medical services, promote public safety, and foster community relations.

DEPARTMENT GOALS

- Enhance operational safety through the execution of tactical development training for emergency officers
- Provide additional emergency response to fully staff and equip a new Station 59 as a Single Engine and Single Rescue Company
- Enhance community safety through the Right Care Program, adding 11 positions to expand from one dedicated team to five
- Prepare future leadership through the execution of promotional exams within the Emergency Response and Inspection Life Safety bureaus
- Staff the City Marshal’s Office City Detention Center with one uniformed paramedic to provide an enhanced level of medical evaluation and monitoring

FUNCTIONAL ORGANIZATION CHART



DALLAS FIRE-RESCUE

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$292,230,941	\$290,029,983	\$301,072,410	\$307,930,736
Supplies - Materials	\$16,642,151	\$16,761,687	\$11,375,658	\$11,400,404
Contractual - Other Services	\$24,494,571	\$24,566,147	\$25,021,962	\$25,148,464
Capital Outlay	\$921,611	\$853,243	\$1,870,000	\$230,000
Expense Total	\$334,289,273	\$332,211,061	\$339,340,029	\$344,709,604
Reimbursements	\$(13,989,476)	\$(25,015,436)	\$(23,795,096)	\$(12,875,647)
Department Total	\$320,299,797	\$307,195,625	\$315,544,933	\$331,833,957
Department Total Revenue	\$52,026,396	\$44,705,530	\$45,070,637	\$46,000,442

REIMBURSEMENTS

Reimbursements reflect contributions from various agencies, including federal and state funds, internal service departments, enterprise fund departments, and department support. Department support reflects interdepartmental transfers for the cost of management oversight and administrative support within the department. The table below provides a summary of reimbursements from various sources.

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
Aviation Reimbursement	(8,261,887)	(8,032,438)
Convention Center Reimbursement	(229,449)	(229,449)
Coronavirus Relief Fund	(9,690,000)	0
Dallas Water Utilities	(450,000)	(450,000)
Information and Technology Services Reimbursement	(1,935,000)	(935,000)
Storm Drainage Management Reimbursement	(791,301)	(791,301)
Sustainable Development and Construction Reimbursement	(2,437,459)	(2,437,459)
Reimbursement Total	\$(23,795,096)	\$(12,875,647)

DALLAS FIRE-RESCUE

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each civilian FTE equals 2,080 hours, whereas DFR uniform FTEs may be 2,080 or 2,808 hours depending upon their assignment. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City’s operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	119.75	98.70	106.90	119.00
Regular Uniform	1,970.48	1,753.82	1,990.50	1,993.00
Civilian Overtime	0.00	4.76	0.00	0.00
Uniform Overtime	110.40	117.94	118.80	125.44
Temporary Help	0.50	0.26	0.00	0.00
Department Total	2,201.13	1,975.48	2,216.20	2,237.44

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers’ compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Add funding for costs associated with the Meet and Confer agreement for uniform employee pay initiated in FY 2019-20 and step increases in FY 2020-21 and FY 2021-22.	0	\$2,829,164	\$6,375,340
Reimburse public safety expenses from the Coronavirus Relief Fund in response to the COVID-19 pandemic.	0	\$(9,690,000)	\$0
Add two positions to form a new department payroll team (2.00 FTEs).	2	\$148,695	\$148,695

DALLAS FIRE-RESCUE

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Add funding for officer tactical training that promotes overall safety of first responders and the public during emergency situations.	0	\$405,800	\$405,800
Add funding to increase LifePak replacement schedule from five to seven each fiscal year (ongoing replacement program).	0	\$110,000	\$110,000
Reduce funding for one-time purchase of personal protective equipment.	0	\$(5,300,000)	\$(5,300,000)
Reduce one-time funding for Captain and Section Chief exams within the Inspection and Life Safety Bureau Division.	0	\$(300,000)	\$(300,000)
Reduce one-time funding for mobile roof ventilation props and mobile pump devices for firefighter training.	0	\$(175,000)	\$(175,000)
Reduce the reimbursement to the General Fund for eligible expenses for call taking, emergency dispatch, and 911 support services in FY 2021-22.	0	\$0	\$1,000,000
Add three positions to provide EMS coverage at the City Detention Center Funding (3.00 FTEs).	0	\$300,000	\$300,000
Add 21 positions and operating and maintenance funding for Fire Station 59 (27.51 FTEs).	21	\$3,713,471	\$3,713,471
Add 11 positions and funding to expand the Right Care program to five teams in FY 2020-21 and to 10 teams (total) in FY 2021-22 as part of the City's Reimagining Public Safety effort (8.25 FTEs).	11	\$1,173,325	\$3,165,454
Reduce funding for uniform overtime.	0	\$(1,500,000)	\$(1,500,000)
Add one-time funding for maintenance of DFR facilities in FY 2020-21.	0	\$1,500,000	\$0
Total Major Budget Items	34	\$(6,784,545)	\$7,943,760

DALLAS FIRE-RESCUE

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of first company responding to structure fires within five minutes and 20 seconds of dispatch (NFPA Standard 1710)	90%	85%	90%	90%
Percentage of EMS responses within nine minutes or less	90%	89%	90%	90%
Percentage increase in reimbursements for EMS	N/A	N/A	10%	10%
Number of high-risk multi-family dwellings inspected	N/A	N/A	120	120
Percentage of apparatus pumps tested and passed annually (NFPA Standard 1911)	N/A	100%	100%	100%

SERVICE DESCRIPTION AND BUDGET

- Emergency Medical Services Administration, Contracts, and Community Health: The EMS and Community Mobile Health Care bureau oversees emergency and non-emergency EMS in the City, including patient care, billing, collections, compliance, medical direction, paramedic training, community mobile health care, and communicable disease prevention.
- Fire and Rescue Emergency Response and Special Operations: Provides fire and EMS response by staffing 58 fire stations and fire engines, 23 ladder trucks, and 43 ambulances. Special Operations includes more than 100 units for aircraft rescue, hazardous material mitigation, urban search and rescue, wildland urban interface response, and water rescue.
- Fire Dispatch and Communications: Provides lifesaving medical instructions via telephone while units are en route to an emergency. Provides hardware and software maintenance for CAD, fleet communications equipment, fire station notification, MDC, GIS, and incident archiving.
- Fire Inspection for New Construction: Performs fire inspections and tests life-safety systems at construction sites to ensure structure safety. Working with Sustainable Development and Construction (DEV), the division ensures building plans and specifications comply with fire codes before issuing permits. This service is fully reimbursed by DEV.

DALLAS FIRE-RESCUE

- Fire Investigations and Explosive Ordnance Disposal: Investigates bomb threats and the origin of more than 1,500 fires annually, while also preventing and reducing crime through the prosecution of arsonists and counseling through the Juvenile Firesetter Intervention program.
- Fire Training and Recruitment: Provides recruitment, selection and screening, hiring and training of new fire and rescue officers and professional development. Manages the wellness-fitness program designed to detect and/or prevent life-threatening diseases. Funds hiring of firefighter recruits.
- Fire-Rescue Equipment Maintenance and Supply: Serves as logistic center for DFR’s emergency fire apparatus and equipment purchases, maintenance, medical supplies, and uniforms. Provides preventive and repair maintenance, which requires adequately trained technicians to handle the diverse fleet on a 24/365 basis.
- Inspection and Life Safety Education: Improves safety throughout the City by preventing fire and fire-related deaths and injuries through municipal code development, enforcement, technical assistance, and public fire safety education.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
EMS Administration, Contracts, and Community Health	\$16,562,238	\$20,760,371	\$24,992,171	\$22,778,326
Fire and Rescue Emergency Response and Special Operations	\$229,202,887	\$221,143,040	\$224,242,151	\$241,518,608
Fire Dispatch and Communications	\$20,216,886	\$19,669,487	\$20,994,417	\$22,220,056
Fire Inspection for New Construction	\$6,644	\$0	\$0	\$142
Fire Investigation - Explosive Ordnance Disposal	\$4,762,983	\$4,582,415	\$4,874,101	\$4,874,223
Fire Training and Recruitment	\$18,731,980	\$10,067,474	\$15,638,883	\$15,639,945
Fire-Rescue Equipment Maintenance and Supply	\$19,288,145	\$19,948,595	\$13,424,117	\$13,450,954
Inspection and Life Safety Education	\$11,528,034	\$11,024,241	\$11,379,093	\$11,351,704
Department Total	\$320,299,797	\$307,195,625	\$315,544,933	\$331,833,957

DALLAS FIRE-RESCUE

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	6,356,381	5,286,714	6,426,548	6,614,478
1102 - Salary - Uniform	166,497,366	163,902,343	177,576,460	180,868,388
1104 - Other Wages		12,923		
1112 - NonComputation - Uniform	10,920,801	10,000,000	9,678,024	9,818,749
1117 - Vacancy Savings - Salary			(348,068)	
1201 - Overtime - Civilian	39,963	493,524		
1202 - Overtime - Uniform	16,106,393	17,694,876	13,550,898	14,838,968
1203 - Service Incentive Pay	33,618	29,308	28,084	28,084
1208 - Sick Leave Term Pay - Civilian		25,998		
1210 - Vacation Term Pay - Civilian		32,793		
1211 - Compensatory Time Pay - Uni		32,083		
1228 - Sick Leave Term Pay - Uniform	1,845,900	900,806	1,351,209	1,412,660
1230 - Vacation Term Pay - Uniform	957,600	691,619	1,037,429	1,084,585
1242 - Language Assigment Pay	12,841	3,960		
1247 - Temporary Assignment Pay		1,581,664		
1301 -Pension - Civilian	914,992	832,576	907,429	937,930
1302 - Pension - Uniform	57,441,588	57,330,591	60,916,657	62,052,372
1303 - Life Insurance	69,479	49,576	150,254	150,279
1304 - Health Insurance	15,574,649	15,470,412	15,431,201	15,436,726
1305 - Supplemental Pension - Uniform	460,000	460,000	460,000	460,000
1306 - Fica	2,412,856	2,966,857	3,035,076	3,112,873
1308 - Mandatory Deferred Comp		214		
1309 - Wellness Program	56,832	57,572	56,204	56,224
1314 - Worker's Compensation	4,817,892	4,817,892	4,820,550	3,947,333
1320 - DFPB HB 3158 \$13M	5,240,000	5,240,000	5,200,000	5,200,000
1321 - DFPB HB 3158 REQ MIN	2,471,790	2,115,497	794,456	1,911,088
1403 - Holiday Leave - Civilian		184		
Personnel Services	\$292,230,941	\$290,029,983	\$301,072,410	\$307,930,736
2110 - Office Supplies	136,142	101,153	124,409	128,275
2111 - Office Supplies Chargeback		34,989		
2120 - Tools	295,848	295,848	386,848	386,848
2140 - Light - Power	661,594	661,594	696,000	716,880
2160 - Fuel Supplies	111,640	111,640	104,640	104,640
2170 - Water - Sewer	276,350	377,405	236,350	236,350
2181 - Fuel - Lube For Vehicles	2,093,261	2,093,261	1,885,905	1,885,905
2182 - Mechanical Supplies for Vehicles	39,267	39,267	57,267	57,267
2183 - Fuel - Lube	9,802	9,802	11,802	11,802
2185 - Tires - Tubes	478,207	478,207	490,260	490,260
2190 - Mechanical Supplies	61,874	41,874	61,874	61,874
2200 - Chemical Medical Surgical	1,718,501	1,344,792	1,918,760	1,918,760
2220 - Laundry - Cleaning Supplies	226,377	226,377	217,500	217,500
2230 - Personal Protective Equipment	6,000,000	6,331,428		
2231 - Clothing	713,436	663,927	1,800,177	1,800,177
2232 - Food Supplies	11,745	14,854	7,050	7,050
2252 - Meter Postage	6,228	4,556	70,880	70,880
2261 - Edu - Recreational Supplies	12,449	10,524	7,700	7,700
2262 - Botanical - Agricultural Supplies	3,022	1,757	2,622	2,622
2264 - Service Pins	5,617	3,027	8,500	8,500
2280 - Other Supplies	387,625	278,927	310,087	310,087
2310 - Building Materials	69,650	56,384	81,500	81,500

DALLAS FIRE-RESCUE

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
2710 - Furniture - Fixtures	59,638	70,846	94,087	94,087
2720 - Machine Tools	33,357	1,988	95,600	95,600
2730 - Major Apparatus	4,573			
2731 - Data Processing Equipment	189,832	189,832	110,900	110,900
2735 - Software Purchase - \$1000	6,090		19,100	19,100
2740 - Motor Vehicles	11,668	11,668	25,000	25,000
2741 - Motor Vehicle	2,279,229	2,510,734	2,250,000	2,250,000
2760 - Radio - Communication Eqp	55,140	20,140	17,140	17,140
2770 - Audiovisual Equipment	2,198	1,210	2,000	2,000
2790 - Protective Equipment	333,108	361,952	17,500	17,500
2860 - Books Reference Book Only	39,210	43,091	37,500	37,500
2890 - Miscellaneous Equipment	309,473	368,632	226,700	226,700
Supplies - Materials	\$16,642,151	\$16,761,687	\$11,375,658	\$11,400,404
3020 - Food - Laundry Service	294,623	396,377	368,050	368,050
3030 - Printing - Photo Services	33,167	23,207	28,720	28,720
3033 - Legal Fees	7,894		7,800	7,800
3040 - Medical - Laboratory Services	725,468	592,681	559,360	559,360
3050 - Communications	545,993	553,004	861,946	863,425
3051 - Telephone Equipment Charges	1,277	1,277	1,277	1,277
3053 - Data Circuit Billing	103,934	103,934	313,249	313,249
3060 - Equipment Rental [Outside City]	142,450	142,450	4,450	4,450
3070 - Professional Services	1,863,194	1,891,110	1,525,318	1,523,999
3072 - Contractor Service Fees	3,889,782	3,689,432	4,411,455	4,297,175
3085 - Freight	9,570	3,570	8,140	8,140
3090 - City Forces	1,133,941	1,157,076	936,660	936,660
3091 - Custodial Services	36,115	38,444	34,800	34,800
3092 - Security Services	95,840	95,138	75,000	75,000
3099 - Misc Special Services	576,995	655,784	887,121	871,405
3110 - Equip Repairs and Maintenance	557,066	1,022,299	580,000	580,000
3113 - Testing Non capital Projects	300,000	50,000		
3130 - Copy Machine Rent-Lease-Maint	80,393	80,393	44,084	44,084
3150 - Copy Center Charges	3,972	500	3,470	3,470
3210 - Building Repairs and Maint	975,280	1,025,406	819,072	832,600
3310 - Insurance	264,718	264,718	425,898	454,324
3313 - Liability Premiums	354,738	354,738	400,878	400,878
3320 - Advertising	28,878	4,899	26,500	26,500
3330 - Rents [Lease]	18,778	15,120	16,778	16,778
3340 - Membership Dues	168,489	168,708	172,150	172,150
3341 - Subscriptions-Serials	8,724	3,724	2,300	2,300
3361 - Professional Development	473,660	211,744	444,125	444,125
3363 - Reimb-Vehicle Use,Parking	12,722	2,500	9,450	9,450
3410 - Equip - Automotive Rental	211,834	211,834	276,196	276,196
3411 - Wreck Handle Charge (fleet)	38,001	38,001	48,520	48,520
3416 - GIS Services	233,436	233,436	270,788	273,392
3420 - Commun Equip Rental	2,244,305	2,244,305	2,240,207	2,173,068
3429 - Cellphone Charges	427,000	400,415	471,966	471,966
3430 - Data Services	891,760	891,760	1,191,414	1,192,198
3434 - Programming	7,566,988	7,566,988	7,425,385	7,710,284
3438 - Software Maintenance Fee	20,750	31,310	20,750	20,750
3460 - Disposal Services	8,136	8,136	6,136	6,136
3518 - Credit Card Charges	34,700	28,545	34,700	34,700
3599 - Misc. Other Charges			27,056	20,292
3994 - Outside Temps-Staffing	110,000	363,184	40,793	40,793

DALLAS FIRE-RESCUE

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Contractual - Other Services	\$24,494,571	\$24,566,147	\$25,021,962	\$25,148,464
4343 - Bldgs-Othr Gen Adm Facilt			1,500,000	
4720 - Mach Tools Implem Major		63,251		
4730 - Inst Apparatus Major	150,000	100,289	370,000	230,000
4740 - Motor Vehicles Cap	49,714			
4890 - Misc Equipment Capital	721,897	689,703		
Capital Outlay	\$921,611	\$853,243	\$1,870,000	\$230,000
5011 - Reimb Fr Othr Organizaton	(13,198,175)	(24,224,134)	(23,003,795)	(12,084,346)
5012 - Reimbursements-Stormwater	(791,301)	(791,302)	(791,301)	(791,301)
Reimbursements	\$(13,989,476)	\$(25,015,436)	\$(23,795,096)	\$(12,875,647)
Department Total	\$320,299,797	\$307,195,625	\$315,544,933	\$331,833,957



DALLAS POLICE DEPARTMENT

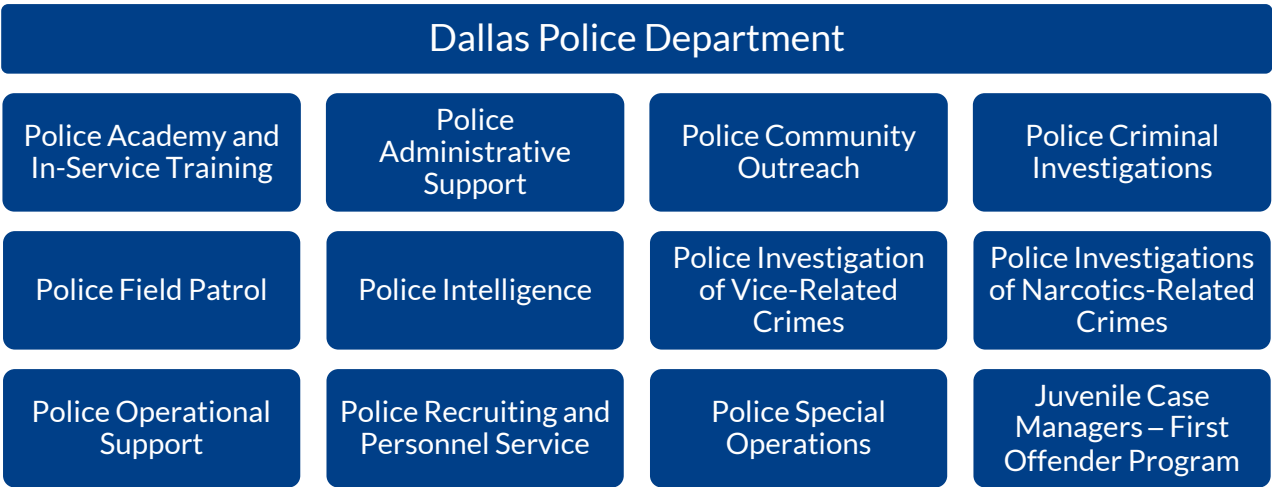
MISSION

With a spirit of excellence, the Dallas Police Department is committed to reducing crime, enhancing community partnerships, and improving overall quality of life for the entire city of Dallas.

DEPARTMENT GOALS

- Reduce total crime as reported to the National Incident-Based Reporting System from the previous year
- Reduce response times for all call types from the previous year’s averages, with a particular focus on priority one and two calls
- Improve accountability through enhanced training, the implementation of an early warning system, and the expansion of the department’s body-worn cameras from approximately 1,500 cameras to 2,000
- Continue community collaboration through more virtual community meetings/engagements and collaborative community training programs

FUNCTIONAL ORGANIZATION CHART



DALLAS POLICE DEPARTMENT

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$474,318,738	\$481,723,602	\$490,124,476	\$495,699,075
Supplies - Materials	\$11,150,204	\$12,647,079	\$9,286,560	\$9,052,459
Contractual - Other Services	\$60,789,165	\$59,804,010	\$62,305,456	\$62,672,221
Capital Outlay	\$200,000	\$244,762	\$0	\$0
Expense Total	\$546,458,107	\$554,419,453	\$561,716,492	\$567,423,755
Reimbursements	\$(29,490,912)	\$(53,080,407)	\$(48,181,462)	\$(28,370,568)
Department Total	\$516,967,195	\$501,339,046	\$513,535,030	\$539,053,187
Department Total Revenue	\$9,586,790	\$10,594,956	\$8,186,970	\$10,748,671

REIMBURSEMENTS

Reimbursements reflect contributions from various agencies, including federal and state funds, internal service departments, enterprise fund departments, and department support. Department support reflects interdepartmental transfers for the cost of management oversight and administrative support within the department. The table below provides a summary of reimbursements from various sources.

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
Aviation Reimbursement	(9,607,929)	(9,676,938)
Community-Oriented Policing Solutions Grant	(1,153,037)	(933,475)
Coronavirus Relief Fund	(17,310,000)	0
Dallas Fire-Rescue Reimbursement	(878,044)	(878,044)
Department Support	(10,081,245)	(10,051,786)
Information and Technology Services Reimbursement	(6,065,000)	(4,065,000)
Juvenile Case Manager Fund Reimbursement	(499,594)	(515,041)
Library Reimbursement	(70,000)	(70,000)
Park and Recreation Reimbursement	(100,000)	(100,000)
Storm Drainage Management Reimbursement	(300,311)	(300,311)
Texas Department of Transportation	(950,000)	(950,000)
Various Reimbursement	(1,166,302)	(829,973)
Reimbursement Total	\$(48,181,462)	\$(28,370,568)

DALLAS POLICE DEPARTMENT

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City’s operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	637.70	550.32	623.79	679.00
Regular Uniform	2,946.30	2,994.87	3,122.97	3,110.76
Civilian Overtime	32.00	43.34	51.04	52.57
Uniform Overtime	255.89	282.14	127.49	148.23
Temporary Help	9.38	12.57	12.57	12.57
Department Total	3,881.27	3,883.24	3,937.86	4,003.13

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers’ compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Add funding for costs associated with the Meet and Confer agreement for uniform employee pay initiated in FY 2019-20 and step increases in FY 2020-21 and FY 2021-22.	0	\$1,775,591	\$5,981,488
Reimburse public safety expenses from the Coronavirus Relief Fund in response to the COVID-19 pandemic.	0	\$(17,310,000)	\$0
Establish the Pathways Internship Program to provide opportunities for high school graduates interested in a career with the Police Department (3.1 FTEs).	9	\$100,000	\$100,000

DALLAS POLICE DEPARTMENT

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Add 11 more Senior Intelligence Analyst positions (8.25 FTEs) to staff the Real-Time Crime Center and fully fund the 11 Senior Intelligence Analyst positions added in FY 2019-20 (2.75 FTEs).	11	\$862,910	\$1,112,854
Reduce funding for one-time purchase of additional body-worn cameras.	0	\$(900,000)	\$(900,000)
Reduce funding for expenses associated with PoliceOne Online Training Module.	0	\$(115,000)	\$(115,000)
Reduce funding for one-time purchase of a forklift for the Auto Pound.	0	\$(200,000)	\$(200,000)
Add eight civilian Fleet Coordinator positions at each patrol station for fleet deployment (6.00 FTEs).	8	\$461,127	\$614,836
Anticipated receipt of Community-Oriented Policing Services grant funds to offset hiring expenses.	0	\$(1,153,037)	\$(933,475)
Reduce funding to purchase new squad cars.	0	\$(1,500,000)	\$(1,500,000)
Reduce funding for various supplies and services to better align with historical usage.	0	\$(487,190)	\$(487,190)
Reduce the reimbursement to the General Fund for eligible expenses for call taking, emergency dispatch, and 911 support services in FY 2021-22.	0	\$0	\$2,000,000
Add funding for 97 additional officers approved for hire in FY 2019-20.	0	\$8,132,558	\$8,132,558
Transfer one position to Communications, Outreach, and Marketing to oversee the Multimedia Center at Fair Park (1.00 FTE).	(1)	\$(169,515)	\$(169,515)
Reduce overtime expenses and revenue associated with State Fair of Texas patrol activities in FY 2021-22.	0	\$(1,075,000)	\$0
Reduce overtime expenses at Love Field Airport.	0	\$(2,300,000)	\$(2,300,000)
Reduce the reimbursement from Aviation for police operational support at Love Field Airport.	0	\$1,700,000	\$1,700,000
Transfer one position to the newly established Office of Integrated Public Safety Solutions (1.00 FTE).	(1)	\$(58,191)	\$(58,191)
Adjust the number of recruits hired to align with social distancing requirements at the academy as a result of the pandemic (41.25 FTEs).	(55)	\$(3,352,093)	\$(8,683,669)

DALLAS POLICE DEPARTMENT

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Add funding to improve department training programs to reflect 21st Century Policing strategies as part of the City’s Reimagining Public Safety effort.	0	\$545,000	\$545,000
Reduce funding for temporary staffing.	0	\$(107,227)	\$(107,227)
Add funding for full-year implementation of Active Bystandership for Law Enforcement (ABLE) training and serve as a Project ABLE ambassador in Texas.	0	\$300,000	\$300,000
Reduce funding for uniform overtime.	0	\$(7,000,000)	\$(7,000,000)
Add 95 non-sworn public safety positions in FY 2020-21 and move 95 sworn public safety positions to patrol. Add full-year funding for the positions in FY2021-22.	95	\$3,850,000	\$7,006,522
Total Major Budget Items	66	\$(18,000,067)	\$5,038,991

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Homicide clearance rate	65%	65%	60%	60%
Percentage of 911 calls answered within 10 seconds	90%	88%	90%	90%
Percentage of responses to Priority 1 calls within 8 minutes or less	52%	54%	60%	60%
Crimes against persons (per 100,000 residents)	1,999	2,067	1,999	1,999
Number of virtual community events attended	N/A	326	780	780

DALLAS POLICE DEPARTMENT

SERVICE DESCRIPTION AND BUDGET

- **Police Academy and In-Service Training:** Provides 36-week basic training for new recruits and year-round in-service training for tenured officers. The Firearms Training Center conducts weapons training and annual weapon certifications.
- **Police Administrative Support:** Provides administrative support for all divisions of the department, including clothing and equipping nearly 4,000 employees, managing General Fund and grant budgets, filing criminal cases, and distributing court notices and subpoenas.
- **Police Community Outreach:** Serves as a liaison between the department, its employees, and the community by establishing and maintaining a positive relationship through safety and educational programs.
- **Police Criminal Investigations:** Investigates all crimes related to homicide, assault, sexual assault, robbery, kidnapping, property and financial theft, domestic violence, offenses involving juveniles, and gang activity.
- **Police Field Patrol:** Serves as primary responder for police service calls. The Neighborhood Police Patrol is a proactive and community-oriented policing group that serves as the primary liaison between neighborhoods and the department.
- **Police Intelligence:** Provides DPD, City Hall, and other agencies with accurate and timely information regarding matters of general crime activity, organized crime, business fraud, terrorism, and public disturbances.
- **Police Investigations of Vice-Related Crimes:** Investigates crimes involving prostitution, gambling, and obscenity offenses. Vice-related offenses can often be associated with theft, robbery, sexual assault, and murder.
- **Police Investigations of Narcotics-Related Crimes:** Investigates crimes involving the illegal selling, buying, and possession of dangerous drugs or narcotics.
- **Police Operational Support:** Manages operation of the 911 emergency call center and computer-aided dispatch, vehicle impoundment, investigation and storage of property used for evidence, and returning recovered property to the lawful owner.
- **Police Recruiting and Personnel Services:** Recruits and conducts background investigations for all police and civilian applicants for employment with the department.

DALLAS POLICE DEPARTMENT

- Police Special Operations: Provides support for patrol by responding to emergency calls using special weapons and tactics, assisting from an aerial perspective, enforcing vehicle and traffic laws, and providing security at Love Field Airport.
- Juvenile Case Managers and First Offender Program: These programs combat juvenile crime while reducing the likelihood that a juvenile first offender will reoffend through use of case management and education programs. This service is reimbursed from the Juvenile Case Manager Fund.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Juvenile Case Managers-First Offender Program	\$0	\$40,261	\$0	\$0
Police Academy and In-service Training	\$23,234,091	\$38,975,936	\$24,222,519	\$24,186,731
Police Administrative Support	\$29,686,550	\$33,734,457	\$33,258,173	\$33,896,290
Police Community Outreach	\$1,756,424	\$1,496,646	\$1,268,902	\$1,385,790
Police Criminal Investigations	\$70,965,219	\$69,745,060	\$66,384,583	\$70,236,458
Police Field Patrol	\$290,807,216	\$263,074,334	\$289,101,228	\$304,069,686
Police Intelligence	\$10,099,777	\$8,906,034	\$9,439,623	\$9,676,007
Police Investigation of Vice Related Crimes	\$4,180,331	\$3,677,938	\$4,016,290	\$4,017,417
Police Investigations of Narcotics Related Crimes	\$16,055,506	\$15,282,153	\$14,654,213	\$14,781,172
Police Operational Support	\$31,541,830	\$30,056,869	\$35,663,021	\$40,337,971
Police Recruiting and Personnel Service	\$12,272,712	\$10,991,494	\$12,398,780	\$12,710,087
Police Special Operations	\$26,367,538	\$25,357,864	\$23,127,699	\$23,755,579
Department Total	\$516,967,195	\$501,339,046	\$513,535,030	\$539,053,187

DALLAS POLICE DEPARTMENT

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	29,001,833	22,533,882	32,370,858	34,704,883
1102 - Salary - Uniform	248,799,528	237,941,220	259,648,128	258,530,747
1104 - Other Wages		104,333		
1111 - Cell Phone Stipend		718		
1112 - NonComputation - Uniform	21,948,136		26,166,094	26,166,094
1117 - Vacancy Savings - Salary	(422,717)		(1,988,752)	(422,717)
1201 - Overtime - Civilian	2,327,071	3,185,197	3,729,276	3,840,940
1202 - Overtime - Uniform	26,497,894	31,138,530	17,284,425	19,542,703
1203 - Service Incentive Pay	180,322	174,269	165,946	160,967
1207 - Compensatory Time Pay - Civ		24,578		
1208 - Sick Leave Term Pay - Civilian	200,299	200,299	200,299	200,299
1210 - Vacation Term Pay - Civilian	150,116	150,116	150,116	150,116
1211 - Compensatory Time Pay - Uni	1,206,943	1,206,943	1,206,943	1,206,943
1228 - Sick Leave Term Pay - Uniform	3,288,263	3,288,263	3,288,263	3,288,263
1230 - Vacation Term Pay - Uniform	1,700,447	1,700,447	1,700,447	1,700,447
1247 - Temporary Assignment Pay		3,922,872		
1301 - Pension - Civilian	4,472,596	4,045,056	5,127,808	5,473,628
1302 - Pension - Uniform	85,455,904	85,455,904	89,578,604	89,193,108
1303 - Life Insurance	120,069	120,069	273,956	275,762
1304 - Health Insurance	26,272,903	26,272,903	27,975,307	28,026,160
1305 - Supplemental Pension - Uniform	1,724,200	1,724,200	1,724,200	1,724,200
1306 - Fica	3,598,861	4,961,554	5,108,620	5,155,285
1308 - Mandatory Deferred Comp	593	593	593	593
1309 - Wellness Program	98,565	98,565	101,909	102,089
1314 - Worker's Compensation	5,960,990	5,960,990	7,219,752	5,911,933
1320 - DFPB HB 3158 \$13M	7,860,000	7,860,000	7,800,000	7,800,000
1321 - DFPB HB 3158 REQ MIN	3,875,922	3,875,922	1,191,684	2,866,632
1401 - Sick Leave - Civilian		721,672		
1402 - Vacation Leave - Civilian		856,797		
1403 - Holiday Leave - Civilian		664,344		
1404 - Jury Duty Leave - Civilian		5,057		
1405 - Death in Family Leave - Civ		32,762		
1406 - Administrative Leave - Civilian		74,627		
1408 - Attendance Incentive Leave - Civ		87,585		
1409 - Compensatory Time Leave - Uni		4,601,979		
1421 - Sick Leave - Uniform		7,569,837		
1422 - Vacation Leave - Uniform		10,268,291		
1423 - Holiday Leave - Uniform		7,034,500		
1424 - Jury Duty Leave - Uniform		66,816		
1425 - Death in Family Leave - Uni		224,558		
1426 - Administrative Leave - Uniform		1,373,080		
1427 - Military Leave - Uniform		266,250		
1428 - Attendance Incentive Leave - Uni		1,517,121		
1439 - Other Uniform		242,442		
1453 - Continuance Pay - Civilian		3,060		
1454 - Continuance Pay - Uniform		165,400		
1511 - Temporary Help - Regular			100,000	100,000
Personnel Services	\$474,318,738	\$481,723,602	\$490,124,476	\$495,699,075
2110 - Office Supplies	321,942	97,256	321,942	321,942
2111 - Office Supplies Chargeback		293,817		

DALLAS POLICE DEPARTMENT

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
2120 - Tools		6,168		
2140 - Light - Power	1,105,255	1,105,255	1,290,000	1,328,700
2170 - Water - Sewer	79,585	85,871	79,585	79,585
2181 - Fuel - Lube For Vehicles	4,958,825	4,958,825	4,308,221	4,308,221
2183 - Fuel - Lube	93,155	93,155	93,155	93,155
2185 - Tires - Tubes	14,004	24,381	14,004	14,004
2200 - Chemical Medical Surgical	77,028	50,659		
2220 - Laundry - Cleaning Supplies	92,453	37,699		
2231 - Clothing	1,612,581	2,026,390	1,339,782	1,066,981
2232 - Food Supplies	4,894	31,066	4,894	4,894
2241 - Animal Food	50,015	40,001	50,015	50,015
2252 - Meter Postage	341,499	213,710	341,499	341,499
2261 - Edu - Recreational Supplies	7,400		7,400	7,400
2280 - Other Supplies	1,170,890	2,220,279	1,167,508	1,167,472
2710 - Furniture - Fixtures	15,131	52,329	15,131	15,131
2720 - Machine Tools		7,016		
2730 - Major Apparatus		3,509		
2731 - Data Processing Equipment	116,351	156,772	116,351	116,351
2735 - Software Purchase -\$1000	73,646	26,611	21,560	21,560
2760 - Radio - Communication Eqp		4,897		
2770 - Audiovisual Equipment		17,872		
2780 - Photography - Film Equipment		46,636		
2790 - Protective Equipment		14,713		
2850 - Live Stock	30,405		30,405	30,405
2890 - Miscellaneous Equipment	985,144	1,032,193	85,108	85,144
Supplies - Materials	\$11,150,204	\$12,647,079	\$9,286,560	\$9,052,459
3030 - Printing - Photo Services	103,822	165,216	103,822	103,822
3040 - Medical - Laboratory Services	2,757,178	2,889,523	2,757,178	2,757,178
3043 - Retrieval Of Records	12,700	1,000	12,700	12,700
3050 - Communications	2,781,086	2,781,086	2,186,257	2,191,822
3051 - Telephone Equipment Charges	8,000	12,380	8,000	8,000
3053 - Data Circuit Billing	1,282,466	1,282,466	1,243,172	1,243,172
3060 - Equipment Rental [Outside City]	327,869	286,910	254,259	254,259
3070 - Professional Services	1,154,365	776,243	1,154,365	1,154,365
3081 - Grant Cash Match		7,489		
3090 - City Forces	801,369	150,000	801,369	801,369
3098 - Day Labor	130,040	221,450	130,040	130,040
3099 - Misc Special Services	700,073	789,151	1,117,621	1,135,797
3110 - Equip Repairs and Maintenance	986,417	1,236,417	986,417	986,417
3130 - Copy Machine Rent-Lease-Maint	408,797	408,797	263,447	263,447
3150 - Copy Center Charges	1,899	1,899	1,899	1,899
3151 - Department Support	9,337,272	9,337,272	10,081,245	10,051,786
3210 - Building Repairs and Maint	153,118	374,821	153,118	153,118
3310 - Insurance	345,419	345,419	299,102	319,065
3313 - Liability Premiums	1,369,911	1,369,911	1,572,643	1,572,643
3315 - Tolls	800	800	800	800
3320 - Advertising	158,627	100,000	120,195	120,195
3330 - Rents [Lease]	2,264,888	2,255,734	2,264,888	2,264,888
3340 - Membership Dues	32,107	14,234	32,107	32,107
3341 - Subscriptions-Serials	100,288	10,000	12,500	12,500
3361 - Professional Development	319,573	247,955	619,573	619,573
3363 - Reimb-Vehicle Use,Parking	103,458	40,000	103,458	103,458
3364 - Personnel Development		25,000		

DALLAS POLICE DEPARTMENT

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
3410 - Equip - Automotive Rental	6,777,206	6,777,206	7,733,208	7,733,208
3411 - Wreck Handle Charge (fleet)	1,877,083	1,877,083	1,760,106	1,760,106
3416 - GIS Services	384,738	384,738	488,719	493,420
3420 - Commun Equip Rental	5,503,180	5,503,180	5,937,492	5,804,362
3429 - Cellphone Charges	1,086,469	864,027	995,677	995,677
3430 - Data Services	1,409,625	1,409,625	2,097,884	2,099,421
3434 - Programming	13,715,980	13,715,980	14,176,473	14,659,267
3460 - Disposal Services	55,496	25,000	55,496	55,496
3518 - Credit Card Charges	75,284	94,867	75,284	75,284
3599 - Misc. Other Charges			6,764	3,382
3620 - Transfer To Equip-Fleet Svcs	3,530,000	3,530,000	2,072,843	2,072,843
3642 - Grant Match Funds	150,240	150,240	150,240	150,240
3994 - Outside Temps-Staffing	582,322	340,889	475,095	475,095
Contractual - Other Services	\$60,789,165	\$59,804,010	\$62,305,456	\$62,672,221
4720 - Mach Tools Implem Major	200,000	207,917		
4760 - Radio-Communications Equi		15,278		
4780 - Photo And Film Equipment		21,567		
Capital Outlay	\$200,000	\$244,762		
5002 - Dept Support Reimb	(9,337,273)	(9,337,272)	(10,081,245)	(10,051,786)
5011 - Reimb Fr Othr Organizaton	(19,853,328)	(43,425,481)	(37,799,906)	(18,018,471)
5012 - Reimbursements-Stormwater	(300,311)	(300,311)	(300,311)	(300,311)
5110 - Refunds		(17,343)		
Reimbursements	\$(29,490,912)	\$(53,080,407)	\$(48,181,462)	\$(28,370,568)
Department Total	\$516,967,195	\$501,339,046	\$513,535,030	\$539,053,187

HOUSING & NEIGHBORHOOD REVITALIZATION

MISSION

Enhance the vitality and quality of life for all in the Dallas community.

DEPARTMENT GOALS

- Create and maintain available and affordable housing in Dallas
- Simultaneously refine and activate the Comprehensive Housing Policy
- Promote greater fair housing choices
- Overcome patterns of segregation and concentrations of poverty and blight
- Foster inclusive neighborhood redevelopment

FUNCTIONAL ORGANIZATION CHART



HOUSING & NEIGHBORHOOD REVITALIZATION

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$1,814,580	\$1,534,417	\$1,791,670	\$2,037,613
Supplies - Materials	\$33,302	\$33,302	\$69,175	\$70,900
Contractual - Other Services	\$1,768,364	\$1,523,299	\$2,126,217	\$2,104,705
Capital Outlay	\$54,935	\$300,000	\$0	\$0
Expense Total	\$3,671,181	\$3,391,018	\$3,987,062	\$4,213,218
Reimbursements	\$(400,954)	\$(400,954)	\$(400,000)	\$(400,000)
Department Total	\$3,270,227	\$2,990,064	\$3,587,062	\$3,813,218
Department Total Revenue	\$144,994	\$0	\$0	\$0

REIMBURSEMENTS

Reimbursements reflect contributions from various agencies, including federal and state funds, internal service departments, enterprise fund departments, and department support. Department support reflects interdepartmental transfers for the cost of management oversight and administrative support within the department. The table below provides a summary of reimbursements from various sources.

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
HOME Investment Partnership Program	(400,000)	(400,000)
Reimbursement Total	\$(400,000)	\$(400,000)

ADDITIONAL RESOURCES

Additional resources are multi-year funds used to account for and report the proceeds of a specific revenue source that are restricted or committed to expenditures for a specified purpose. The table below list funds that require additional appropriations in FY 2020-21 and FY 2021-22.

Funds	FY 2020-21 Budget	FY 2021-22 Planned
CD20 - FY 2020-21 Community Development Block Grant	11,456,998	11,456,998
HM20 - FY 2020-21 HOME Investment Partnership	6,502,186	6,502,186
Total Fund	\$17,959,184	\$17,959,184

HOUSING & NEIGHBORHOOD REVITALIZATION

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City's operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	17.00	13.29	14.79	17.79
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	0.05	0.00	0.00
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	17.00	13.34	14.79	17.79

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Transfer one Housing Program Coordinator, one Senior Housing Policy Analyst, and one Agenda Coordinator position from the Community Development Block Grant (CDBG) Fund to the General Fund (3.00 FTEs).	3	\$0	\$232,772
Reduce funding for temporary staff.	0	\$(55,241)	\$(55,241)
Add funding to support the 1,000 unit Affordable Housing Challenge through mixed-income development projects citywide.	0	\$250,000	\$250,000
Total Major Budget Items	3	\$194,759	\$427,531

HOUSING & NEIGHBORHOOD REVITALIZATION

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Average number of days to close Dallas Homebuyer Assistance Program (DHAP) loans	N/A	N/A	45	45
Percentage of development funding contributed by private sources	N/A	90%	60%	60%
Average number of days to review Home Improvement and Preservation Program (HIPP) applications and sign contract	N/A	120	120	120

SERVICE DESCRIPTION AND BUDGET

- **Housing Administration:** Provides management oversight and support for contract administration, including technical assistance, compliance monitoring, and regulatory reporting of activities for public service and portfolio management of housing loans.
- **Housing Preservation:** Home Improvement and Preservation Program (HIPP) finances accessibility modifications, reconstruction, and deferred maintenance deficiencies. Rehabilitation of single-family (one to four) rental housing units.
- **New Development:** Offers new construction for single- and multi-family housing units and substantial rehabilitation to incentivize private investment for the development of quality, sustainable, and affordable housing.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Housing Administration	\$1,332,320	\$1,550,273	\$1,596,944	\$1,757,982
Housing Preservation	\$1,105,849	\$709,443	\$1,379,759	\$1,379,759
New Development	\$832,058	\$730,349	\$610,359	\$675,477
Department Total	\$3,270,227	\$2,990,064	\$3,587,062	\$3,813,218

HOUSING & NEIGHBORHOOD REVITALIZATION

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	1,348,851	1,054,608	1,399,041	1,605,531
1106 - Merits	35,616	35,616		
1111 - Cell Phone Stipend		85		
1117 - Vacancy Savings - Salary			(26,390)	(26,390)
1201 - Overtime - Civilian		5,069		
1203 - Service Incentive Pay	2,117	2,117	2,412	2,508
1208 - Sick Leave Term Pay - Civilian		29,417		
1210 - Vacation Term Pay - Civilian		30,116		
1301 - Pension - Civilian	196,364	149,754	198,165	227,480
1303 - Life Insurance	555	555	1,066	1,165
1304 - Health Insurance	117,716	117,716	109,615	132,250
1306 - Fica	20,106	15,292	20,322	23,316
1308 - Mandatory Deferred Comp		817		
1309 - Wellness Program	432	432	399	480
1314 - Worker's Compensation	92,823	92,823	87,040	71,273
Personnel Services	\$1,814,580	\$1,534,417	\$1,791,670	\$2,037,613
2110 - Office Supplies	8,964	8,964		
2111 - Office Supplies Chargeback	4,542	4,542	4,542	4,542
2140 - Light - Power	10,473	10,473	55,000	56,650
2181 - Fuel - Lube For Vehicles	1,804	1,804	1,591	1,591
2232 - Food Supplies	3,000	3,000	2,000	2,000
2252 - Meter Postage	376	376	400	400
2261 - Edu - Recreational Supplies	117	117	117	117
2280 - Other Supplies	464	464	525	600
2731 - Data Processing Equipment	3,562	3,562	5,000	5,000
Supplies - Materials	\$33,302	\$33,302	\$69,175	\$70,900
3030 - Printing - Photo Services	2,185	2,185	3,000	3,000
3050 - Communications	21,040	49,395	88,333	88,585
3053 - Data Circuit Billing	8,591	82,223	53,366	53,366
3070 - Professional Services	110,390	119,886	12,477	12,575
3090 - City Forces		316,734		
3099 - Misc Special Services	323,716	18,810	558,147	558,147
3100 - Homeowner Repair-Reconstruct	1,050,457	678,345	595,000	595,000
3130 - Copy Machine Rent-Lease-Maint	7,115	7,115	6,211	6,211
3150 - Copy Center Charges	188	188	210	210
3310 - Insurance	34,209	34,209	56,098	59,842
3313 - Liability Premiums	1,436	1,436	1,151	1,151
3315 - Tolls			330	330
3320 - Advertising			50,000	35,000
3340 - Membership Dues	498	498	2,000	2,000
3341 - Subscriptions-Serials	683	683	1,000	1,000
3361 - Professional Development	53,077	53,077	50,000	35,868
3363 - Reimb-Vehicle Use,Parking	1,380	1,380	700	700
3410 - Equip - Automotive Rental	3,038	3,038	5,991	5,991
3411 - Wreck Handle Charge (fleet)		2,863	4,571	4,571
3413 - Motor Pool Vehicle Charges	45	45		
3416 - GIS Services	14,963	14,963	1,921	1,939
3429 - Cellphone Charges	17,255	17,255	8,000	8,000
3430 - Data Services	11,768	11,768	27,581	27,587
3434 - Programming	106,330	106,330	115,371	118,873

HOUSING & NEIGHBORHOOD REVITALIZATION

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
3994 - Outside Temps-Staffing			244,759	244,759
3022 - Lien Filing Fees		8		
3023 - Lien Release		865		
3101 - HOU Deferred Forgivable Loans			240,000	240,000
Contractual - Other Services	\$1,768,364	\$1,523,299	\$2,126,217	\$2,104,705
4210 - Property Purchase Price	46,436	290,000		
4250 - Easements Licensing Agree	8,499	10,000		
Capital Outlay	\$54,935	\$300,000		
5011 - Reimb Fr Othr Organizaton	(400,954)	(400,954)	(400,000)	(400,000)
Reimbursements	\$(400,954)	\$(400,954)	\$(400,000)	\$(400,000)
Department Total	\$3,270,227	\$2,990,064	\$3,587,062	\$3,813,218

HUMAN RESOURCES

MISSION

Maintain a diverse, talented, innovative, and engaged workforce delivering services to the residents of Dallas with empathy, ethics, excellence, and equity. Our team is committed to helping our employees serve our communities. Our mission is to partner with managers at the City as they develop, motivate, and reward their teams. We provide tools, processes, and systems that support managers to attract, recruit, and retain talented people to serve.

DEPARTMENT GOALS

- Support leaders in designing new service models appropriate for virtual, remote, and onsite work environments (development of tools, training modules, best practices, etc.)
- Develop and implement an enterprise-wide digital processing system for multiple types of Family and Medical Leave requests (including new federally approved COVID-19 leave)
- Redesign the City Leadership Development Program for all levels of leaders
- Create a comprehensive employee health and wellbeing model that addresses physical, mental, and financial health
- Implement consultant recommendations for employee compensation structure

FUNCTIONAL ORGANIZATION CHART



HUMAN RESOURCES

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$4,887,347	\$5,308,956	\$5,139,957	\$5,067,566
Supplies - Materials	\$18,890	\$28,390	\$20,860	\$27,248
Contractual - Other Services	\$1,901,848	\$1,940,531	\$1,481,667	\$1,613,211
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$6,808,085	\$7,277,877	\$6,642,484	\$6,708,025
Reimbursements	\$(342,558)	\$(1,222,685)	\$(587,292)	\$(242,795)
Department Total	\$6,465,527	\$6,055,192	\$6,055,192	\$6,465,230
Department Total Revenue	\$0	\$0	\$0	\$0

REIMBURSEMENTS

Reimbursements reflect contributions from various agencies, including federal and state funds, internal service departments, enterprise fund departments, and department support. Department support reflects interdepartmental transfers for the cost of management oversight and administrative support within the department. The table below provides a summary of reimbursements from various sources.

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
Benefits Administration Reimbursement	(229,671)	(229,671)
Information and Technology Services Reimbursement	(357,621)	0
Wellness Administration Reimbursement	0	(13,124)
Reimbursement Total	\$(587,292)	\$(242,795)

HUMAN RESOURCES

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City’s operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	61.70	64.01	55.55	57.80
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	1.00	0.00	0.00
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	9.23	9.23
Department Total	61.70	65.01	64.78	67.03

HUMAN RESOURCES

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Add funding for background checks, job description writing services, and salary and benefit survey tools.	0	\$45,400	\$45,400
Create a Leadership Development program.	0	\$50,000	\$50,000
Add two HR Partner positions and one Recruitment position to assist with shifting demographics in the workplace (2.25 FTEs).	3	\$0	\$173,194
Add one-time professional development funding for the Shaping Executives for Results tied to a Vision of Excellence (SERVE) Leadership Program.	0	\$0	\$110,000
Transfer three positions to the City Controller's Office as part of the reorganization designed to optimize Citywide payroll processes (3.00 FTEs).	(3)	\$(182,757)	\$(182,757)
Eliminate the Summer Intern Program for high school students and reduce funding for the College Intern Program by half.	0	\$(135,000)	\$(135,000)
Reduce FY 2020-21 budget to align with FY 2019-20 forecast.	0	\$(94,308)	\$(94,308)
Total Major Budget Items	0	\$(316,665)	\$(33,471)

HUMAN RESOURCES

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of IDPs created through the SERVE IDPs executive leadership program	N/A	N/A	25%	25%
Percentage of civilian investigations completed within 25 business days	90%	83%	90%	90%
Average number of days from offer to hire date for labor positions	N/A	N/A	25	25
Average number of days from offer to start date for executive position	N/A	N/A	45	45
Percentage increase in civilian employee retention rate from the FY 2019-20 baseline	N/A	N/A	5%	5%

SERVICE DESCRIPTION AND BUDGET

- **Administrative/HRIS:** Provides support, oversight, coordination, and strategic direction for all HR functions at the City with a focus on talent management and engagement to foster a higher-performing workforce. Maintains the Human Resources Information System (HRIS) database that stores all employee records and personnel data and completes all database entries.
- **Engagement, Development, Diversity, Inclusion (EDDI):** Leads implementation of all employee educational development activities and assists in the provision of training programs. Oversees the creation of culturally sensitive communications and employee engagement, as well as Citywide diversity and inclusion initiatives.
- **HR Consulting (HRP/Investigations):** Includes an expert team of “first responders,” also called Human Resource Partners (HRP), who are available to support leaders and respond to any employees’ HR-related questions and concerns. Works closely with Employee Relations to conduct investigations and work with management to ensure any disciplinary actions are applied consistently and communications are appropriate.
- **Onboarding and Recruitments:** Responsible for attracting, onboarding, providing organizational orientation for new team members, and retention planning.

HUMAN RESOURCES

- **Total Rewards (Compensation):** Works to ensure the City offers competitive compensation packages and offers career paths to attract and retain a competent and skilled workforce. Reviews all documentation to ensure employees are placed in the correct job classification and at the correct pay grade. Also oversees employee health benefits and fitness services.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Administrative/HRIS	\$604,768	\$252,598	\$1,320,103	\$1,426,554
Engagement, Development, Diversity, and Inclusion (EDDI)	\$1,759,088	\$1,775,450	\$1,084,856	\$1,363,602
HR Consulting (HRP/Investigations)	\$3,135,544	\$3,174,085	\$2,041,336	\$2,129,669
Onboarding and Recruitments	\$0	\$0	\$986,171	\$877,070
Total Rewards (Compensation)	\$966,127	\$853,059	\$622,726	\$668,335
Department Total	\$6,465,527	\$6,055,192	\$6,055,192	\$6,465,230

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	3,977,513	3,868,453	4,260,749	4,145,965
1104 - Other Wages		586		
1111 - Cell Phone Stipend	3,563	3,563	3,563	3,563
1117 - Vacancy Savings - Salary	(173,376)		(209,861)	(159,036)
1201 - Overtime - Civilian		84,888		
1203 - Service Incentive Pay	16,807	11,136	9,264	9,264
1207 - Compensatory Time Pay - Civ		22,814		
1208 - Sick Leave Term Pay - Civilian		18,307		
1210 - Vacation Term Pay - Civilian		17,449		
1242 - Language Assigment Pay	5,400	5,400	3,600	3,600
1301 -Pension - Civilian	561,265	539,977	528,035	511,903
1303 - Life Insurance	1,991	1,991	4,222	4,297
1304 - Health Insurance	397,991	400,114	433,938	450,915
1306 - Fica	55,856	53,682	62,094	60,429
1308 - Mandatory Deferred Comp		4,924		
1309 - Wellness Program	1,539	1,554	1,581	1,642
1314 - Worker's Compensation	38,798	38,798	42,772	35,024
1401 - Sick Leave - Civilian		70,652		
1402 - Vacation Leave - Civilian		64,246		
1403 - Holiday Leave - Civilian		82,032		
1404 - Jury Duty Leave - Civilian		1,937		
1405 - Death in Family Leave - Civ		2,389		
1406 - Administrative Leave - Civilian		2,831		
1408 - Attendance Incentive Leave - Civ		11,164		
1453 - Continuance Pay - Civilian		69		
Personnel Services	\$4,887,347	\$5,308,956	\$5,139,957	\$5,067,566
2110 - Office Supplies	14,610	10,029	7,580	6,929
2111 - Office Supplies Chargeback		4,874	9,000	9,580

HUMAN RESOURCES

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
2232 - Food Supplies	2,100	2,120	2,100	2,100
2252 - Meter Postage	2,180	1,866	2,180	2,180
2280 - Other Supplies		9,500		6,459
Supplies - Materials	\$18,890	\$28,390	\$20,860	\$27,248
3050 - Communications	361,860	361,860	191,110	191,375
3051 - Telephone Equipment Charges	12,420	12,420	8,650	8,650
3053 - Data Circuit Billing	45,506	45,506	56,008	56,008
3070 - Professional Services	568,674	455,124	325,227	325,391
3090 - City Forces	1,676	1,676	1,676	1,676
3099 - Misc Special Services	154,266	154,266	161,939	170,698
3130 - Copy Machine Rent-Lease-Maint	14,772	14,772	9,992	9,992
3140 - Copy Machine Excess Use				
Charge	62	62	62	62
3150 - Copy Center Charges	1,490	1,490	1,490	1,490
3310 - Insurance	2,439	2,439	3,624	3,866
3313 - Liability Premiums	2,387	2,387	2,306	2,306
3340 - Membership Dues	1,000	1,513	1,000	2,000
3341 - Subscriptions-Serials			1,000	
3361 - Professional Development	96,417	95,904	135,000	245,000
3363 - Reimb-Vehicle Use,Parking	3,733	3,707	3,733	3,733
3364 - Personnel Development	177,000	177,000	142,692	142,692
3410 - Equip - Automotive Rental		26		
3416 - GIS Services	6,653	6,653	7,604	7,677
3430 - Data Services	54,408	54,408	58,914	58,936
3434 - Programming	337,085	337,085	369,639	381,659
3532 - Payment To Dart	60,000	60,000		
3994 - Outside Temps-Staffing		152,233		
Contractual - Other Services	\$1,901,848	\$1,940,531	\$1,481,667	\$1,613,211
5011 - Reimb Fr Othr Organizaton	(342,558)	(1,222,685)	(587,292)	(242,795)
Reimbursements	\$(342,558)	\$(1,222,685)	\$(587,292)	\$(242,795)
Department Total	\$6,465,527	\$6,055,192	\$6,055,192	\$6,465,230



JUDICIARY

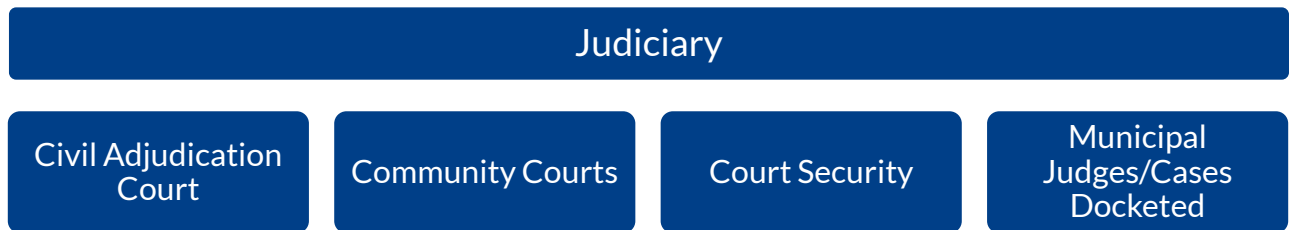
MISSION

Provide the residents of Dallas with an independent, fair, and competent court system that will interpret and apply the laws that govern us in keeping with the American concepts of the integrity and independence of the judiciary, of justice, and the rule of the law.

DEPARTMENT GOALS

- Increase the efficiency of case disposition by 25 percent through improved accessibility to the court
- Reduce the number of quality of life offenses by 25 percent through diversion programs and alternatives to incarceration
- Reduce jail expenses by 10 percent by offering twice-daily City detention center dockets, allowing defendants to clear City warrant(s) in an efficient and timely manner
- Increase civil adjudication compliance rate by 20 percent through public awareness of various laws, ordinances, and procedures related to public nuisance offenses
- Reduce the number of potential threats in the courtroom and building facility by 25 percent by proactively monitoring public activity

FUNCTIONAL ORGANIZATION CHART



JUDICIARY

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$3,629,092	\$3,337,740	\$3,346,631	\$3,335,614
Supplies - Materials	\$19,318	\$18,401	\$18,978	\$18,978
Contractual - Other Services	\$347,263	\$635,430	\$297,590	\$302,486
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$3,995,673	\$3,991,571	\$3,663,199	\$3,657,078
Reimbursements	\$(188,731)	\$(188,731)	\$0	\$0
Department Total	\$3,806,942	\$3,802,840	\$3,663,199	\$3,657,078
Department Total Revenue	\$0	\$0	\$0	\$0

PERSONNEL

Full-Time Equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City's operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	34.00	32.33	33.43	33.43
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	2.04	0.00	0.00
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	1.20	3.71	0.00	0.00
Department Total	35.20	38.08	33.43	33.43

JUDICIARY

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Reduce funding for part-time employees.	0	\$(100,000)	\$(100,000)
Total Major Budget Items	0	\$(100,000)	\$(100,000)

PERFORMANCE MEASURES

	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Number of jury trials held	80	98	80	80
Percentage of case dispositions per new cases filed (Case Clearance Rate)	95%	100%	95%	95%
Percentage of cases disposed of within 60 days of citation	90%	26%	90%	90%
Percentage of capias warrants per cases filed	18%	13%	18%	18%
Percentage of alias warrants per cases filed	33%	39%	33%	33%
Number of cases docketed	175,000	405,744	175,000	175,000

SERVICE DESCRIPTION AND BUDGET

- Civil Adjudication Court: Adjudicates civil hearings where administrative penalties may be imposed for property code violations. Provides an appellate process for parking and school bus stop-arm offenses and provides for the disposition of urban rehabilitation causes of action.
- Community Courts: Provides a platform for community-based solutions to neighborhood problems through a partnership between the City Attorney's Office, Dallas Police Department, communities, and private organizations to promote public safety and enhance neighborhood quality of life.

JUDICIARY

- **Court Security:** Maintains order, security, and decorum in 10 municipal courtrooms, five community courts, two jail arraignments, and a City detention center docket, veterans court, civil adjudication hearings, and provides additional protection to the occupants of the Municipal Courts Building.
- **Municipal Judges/Cases Docketed:** Provides fair and impartial trials within a reasonable period to those charged with violations of 225,000 class C misdemeanors, state statutes, City ordinances and traffic offenses. Judges serve as magistrate in the issuance of 3,900 search and arrest warrants for all criminal offenses.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Civil Adjudication Court	\$392,883	\$348,201	\$388,455	\$388,566
Community Court	\$109,341	\$0	\$106,334	\$106,368
Court Security	\$890,314	\$925,693	\$1,034,570	\$1,034,854
Municipal Judges-Cases Docketed	\$2,414,404	\$2,528,946	\$2,133,840	\$2,127,291
Department Total	\$3,806,942	\$3,802,840	\$3,663,199	\$3,657,078

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	2,783,930	2,072,922	2,701,629	2,702,376
1104 - Other Wages		14,657		
1117 - Vacancy Savings - Salary			(103,497)	(104,497)
1201 - Overtime - Civilian	33,585	72,792	14,336	14,336
1203 - Service Incentive Pay	17,424	17,424	17,424	17,424
1208 - Sick Leave Term Pay - Civilian		21,251		
1210 - Vacation Term Pay - Civilian		10,331		
1250 - Executive Auto Allowance	14,148	32,926	14,148	14,148
1251 - Off-road Vehicle Use		168		
1301 -Pension - Civilian	406,601	374,791	349,902	350,125
1303 - Life Insurance	1,057	963	2,411	2,411
1304 - Health Insurance	250,478	238,131	247,763	247,763
1306 - Fica	41,471	38,114	40,835	40,859
1308 - Mandatory Deferred Comp		2,798		
1309 - Wellness Program	845	799	903	903
1314 - Worker's Compensation	79,553	79,553	60,776	49,766
1401 - Sick Leave - Civilian		84,617		
1402 - Vacation Leave - Civilian		136,999		
1403 - Holiday Leave - Civilian		109,867		
1404 - Jury Duty Leave - Civilian		807		
1405 - Death in Family Leave - Civ		2,239		
1406 - Administrative Leave - Civilian		10,779		
1408 - Attendance Incentive Leave - Civ		14,814		
Personnel Services	\$3,629,092	\$3,337,740	\$3,346,631	\$3,335,614
2110 - Office Supplies	8,640	9,714	8,640	8,640

JUDICIARY

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
2111 - Office Supplies Chargeback		1,847		
2181 - Fuel - Lube For Vehicles	335	335	295	295
2231 - Clothing	8,338	3,950	8,038	8,038
2232 - Food Supplies	1,250	1,250	1,250	1,250
2251 - Stamp Postage	80	80	80	80
2252 - Meter Postage	255	806	255	255
2860 - Books Reference Book Only	420	420	420	420
Supplies - Materials	\$19,318	\$18,401	\$18,978	\$18,978
3050 - Communications	28,530	28,530	48,102	48,239
3053 - Data Circuit Billing	15,691	22,023	29,061	29,061
3099 - Misc Special Services	41,257	326,308	41,427	41,427
3130 - Copy Machine Rent-Lease-Maint	3,110	3,110	1,667	1,667
3310 - Insurance	1,206	1,206	2,103	2,244
3313 - Liability Premiums	1,174	1,174	1,338	1,338
3320 - Advertising	640	640	640	640
3340 - Membership Dues	6,240	5,585	7,170	7,170
3361 - Professional Development	15,720	14,210	19,450	19,450
3363 - Reimb-Vehicle Use,Parking	1,390	1,130	1,130	1,130
3364 - Personnel Development			75	75
3410 - Equip - Automotive Rental		1,209	2,067	2,067
3416 - GIS Services	3,571	3,571	4,342	4,383
3429 - Cellphone Charges	5,980	5,980	5,980	5,980
3430 - Data Services	24,636	24,636	22,982	22,996
3434 - Programming	196,118	196,118	108,056	112,619
3999 - Petty Cash Contributions	2,000		2,000	2,000
Contractual - Other Services	\$347,263	\$635,430	\$297,590	\$302,486
5011 - Reimb Fr Othr Organizaton	(188,731)	(188,731)		
Reimbursements	\$(188,731)	\$(188,731)		
Department Total	\$3,806,942	\$3,802,840	\$3,663,199	\$3,657,078



LIBRARY

MISSION

The Dallas Public Library (LIB) strengthens communities by connecting people, inspiring curiosity, and advancing lives.

DEPARTMENT GOALS

- Enhance and expand online workforce development programs to support employability and socioeconomic development
- Enhance and expand digital literacy with online staff-led classes for seniors and job seekers
- Increase partnerships with schools and literacy partners to create more online learning opportunities
- Increase availability of online materials and resources by two percent annually

FUNCTIONAL ORGANIZATION CHART



LIBRARY

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$21,085,229	\$19,063,327	\$19,805,941	\$20,215,913
Supplies - Materials	\$1,529,440	\$1,520,795	\$1,728,962	\$1,763,552
Contractual - Other Services	\$6,220,517	\$6,231,710	\$7,198,856	\$7,294,499
Capital Outlay	\$3,441,000	\$3,336,850	\$3,341,240	\$3,341,240
Expense Total	\$32,276,186	\$30,152,681	\$32,074,999	\$32,615,204
Reimbursements	\$0	\$(1,085,658)	\$0	\$0
Department Total	\$32,276,186	\$29,067,023	\$32,074,999	\$32,615,204
Department Total Revenue	\$662,500	\$386,236	\$466,100	\$496,100

ADDITIONAL RESOURCES

Additional resources are multi-year funds used to account for and report the proceeds of a specific revenue source that are restricted or committed to expenditures for a specified purpose. The table below list funds that require additional appropriations in FY 2020-21 and FY 2021-22.

Funds	FY 2020-21 Budget	FY 2021-22 Planned
0208 - Edmond and Louise Kahn E. Trust	50,604	260,000
0214 - Central Library Gift	102,265	100,000
0458 - Hamon Trust Fund	8,290	15,000
Total Fund	\$161,159	\$375,000

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

LIBRARY

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City's operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	417.21	362.27	346.70	346.70
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	0.10	0.00	0.00
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	417.21	362.37	346.70	346.70

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Add funding to provide additional mobile hot spots to the public for checkout.	0	\$500,000	\$500,000
Add funding to upgrade the library website to support additional educational programming.	0	\$200,000	\$200,000
Reduce hours of operation in FY 2020-21 and FY 2021-22 to align with social distancing requirements and eliminate 105 positions as a result of the pandemic (74.23 FTEs).	(105)	\$(3,752,329)	\$(3,752,329)
Add full-year funding for operation and maintenance of Vickery and Forest Green branch libraries.	0	\$176,671	\$176,671
Total Major Budget Items	(105)	\$(2,875,658)	\$(2,875,658)

LIBRARY

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of technology devices checked out monthly (hot spots and Chromebooks)	N/A	N/A	85%	85%
Number of library materials used	N/A	N/A	5,600,000	5,740,000
Number of visitors (in-person, online, and for programs)	7,420,000	5,936,000	7,800,000	7,995,000
Percentage of students reporting learning a new skill in adult/career learning programs	N/A	N/A	90%	90%
Number of attendees at children’s literacy programs	N/A	N/A	5,400	5,535
Number of participants in adult education courses	N/A	N/A	15,000	15,375

SERVICE DESCRIPTION AND BUDGET

- **Library Materials and Collection Management:** Provides selection, ongoing acquisition, and delivery of digital and physical library resources to customers in the format and location of their choice to meet changing customer needs, including books, media, databases, downloadable materials, and a searchable catalog of these materials.
- **Library Operations and Public Service:** Provides expert professional and customer service staff at all locations and day-to-day oversight of operations, including facilities, website, and business office in support of our mission to inspire curiosity and advance lives by strengthening the diverse communities we serve.
- **Literacy Initiatives, Education, and Community Engagement:** Provides expert staff to foster participation in artistic, cultural, civic, and literary events. To promote lifelong learning and literacy, the library provides free citizenship, GED and ELL classes, and digital resources, as well as engages the community through targeted outreach.

LIBRARY

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Library Materials and Collection Management	\$6,515,194	\$6,431,736	\$6,591,777	\$6,617,376
Library Operations and Public Service	\$24,246,333	\$21,313,248	\$23,637,789	\$24,129,896
Literacy Initiatives, Education, and Community Engagement	\$1,514,659	\$1,322,039	\$1,845,433	\$1,867,932
Department Total	\$32,276,186	\$29,067,023	\$32,074,999	\$32,615,204

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	15,560,652	11,196,176	15,125,731	15,394,308
1104 - Other Wages		3,535		
1106 - Merits				130,462
1111 - Cell Phone Stipend		343		
1117 - Vacancy Savings - Salary	(461,921)		(446,614)	(446,614)
1201 - Overtime - Civilian		1,718		
1203 - Service Incentive Pay	67,416	59,720	62,904	62,904
1207 - Compensatory Time Pay - Civ		8,767		
1208 - Sick Leave Term Pay - Civilian		67,625		
1210 - Vacation Term Pay - Civilian		61,334		
1301 - Pension - Civilian	2,416,015	1,878,543	2,067,640	2,105,778
1303 - Life Insurance	13,801	15,650	27,911	27,911
1304 - Health Insurance	3,078,669	3,078,669	2,574,527	2,574,527
1305 - Supplemental Pension - Uniform	1		1	1
1306 - Fica	246,672	179,916	212,795	216,689
1309 - Wellness Program	11,295	11,295	9,367	9,367
1314 - Worker's Compensation	152,629	152,629	171,679	140,580
1401 - Sick Leave - Civilian		349,695		
1402 - Vacation Leave - Civilian		474,903		
1403 - Holiday Leave - Civilian		394,422		
1404 - Jury Duty Leave - Civilian		4,278		
1405 - Death in Family Leave - Civ		11,188		
1406 - Administrative Leave - Civilian		1,083,741		
1408 - Attendance Incentive Leave - Civ		29,180		
Personnel Services	\$21,085,229	\$19,063,327	\$19,805,941	\$20,215,913
2110 - Office Supplies	1,740	1,740	1,738	1,738
2111 - Office Supplies Chargeback	39,619	39,619	39,619	39,619
2120 - Tools	2,000	2,000	2,000	2,000
2140 - Light - Power	991,556	991,556	1,153,000	1,187,590
2170 - Water - Sewer	166,990	166,990	166,990	166,990
2181 - Fuel - Lube For Vehicles	17,016	17,016	14,985	14,985
2231 - Clothing	325	325	325	325
2232 - Food Supplies	2,000	420	2,000	2,000
2252 - Meter Postage	13,233	6,168	13,233	13,233
2270 - Printing Supplies	1,000	1,000	1,000	1,000
2280 - Other Supplies	111,005	111,005	111,005	111,005
2731 - Data Processing Equipment	182,956	182,956	223,067	223,067

LIBRARY

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Supplies - Materials	\$1,529,440	\$1,520,795	\$1,728,962	\$1,763,552
3030 - Printing - Photo Services	700	700	700	700
3050 - Communications	345,663	345,663	404,446	405,475
3051 - Telephone Equipment Charges	2,500	2,500	2,500	2,500
3053 - Data Circuit Billing	291,419	291,419	257,733	257,733
3070 - Professional Services	74,590	74,590	74,590	74,590
3090 - City Forces	392,500	392,500	266,500	266,500
3092 - Security Services	399,153	399,153	392,153	392,153
3099 - Misc Special Services	657,570	657,570	858,053	858,053
3110 - Equip Repairs and Maintenance	314,861	314,861	405,079	405,079
3130 - Copy Machine Rent-Lease-Maint	73,401	73,401	56,858	56,858
3150 - Copy Center Charges	960	960	960	960
3310 - Insurance	287,239	287,239	473,723	505,341
3313 - Liability Premiums	11,633	11,633	11,915	11,915
3330 - Rents [Lease]		10,000		
3340 - Membership Dues		4,168	7,000	7,000
3341 - Subscriptions-Serials	1,055,000	1,055,000	1,055,000	1,055,000
3361 - Professional Development		4,382	1,000	1,000
3363 - Reimb-Vehicle Use,Parking	3,125	3,125	3,125	3,125
3410 - Equip - Automotive Rental	9,538	9,538	14,484	14,484
3411 - Wreck Handle Charge (fleet)	16,497	16,497		
3416 - GIS Services	44,061	44,061	54,668	55,194
3429 - Cellphone Charges	244,480	244,480	881,244	881,244
3430 - Data Services	257,235	257,235	326,347	326,506
3434 - Programming	1,728,704	1,728,704	1,641,090	1,703,401
3460 - Disposal Services	138	1,520	138	138
3518 - Credit Card Charges	8,300	800	8,300	8,300
3549 - Miscellaneous Refunds	1,250	10	1,250	1,250
Contractual - Other Services	\$6,220,517	\$6,231,710	\$7,198,856	\$7,294,499
4735 - Computer Software Licenses	156,000	51,850	56,240	56,240
4860 - Books	3,285,000	3,285,000	3,285,000	3,285,000
Capital Outlay	\$3,441,000	\$3,336,850	\$3,341,240	\$3,341,240
5011 - Reimb Fr Othr Organizaton		(1,085,658)		
Reimbursements		\$(1,085,658)		
Department Total	\$32,276,186	\$29,067,023	\$32,074,999	\$32,615,204

MANAGEMENT SERVICES

MISSION

Enhance the vitality and quality of life for all in the Dallas community.

FUNCTIONAL ORGANIZATION CHART



*Divisions eliminated or merged with other departments effective October 1, 2020

**New divisions in MGT effective October 1, 2020

MANAGEMENT SERVICES

ANNUAL OPERATING EXPENSE BY CATEGORY AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$28,863,324	\$25,619,243	\$28,673,791	\$30,435,021
Supplies - Materials	\$979,287	\$1,189,870	\$1,140,327	\$1,168,324
Contractual - Other Services	\$22,218,375	\$26,679,429	\$25,879,009	\$28,257,505
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$52,060,986	\$53,488,542	\$55,693,126	\$59,860,851
Reimbursements	\$(14,949,935)	\$(18,884,318)	\$(14,571,035)	\$(15,568,527)
Department Total	\$37,111,051	\$34,604,225	\$41,122,091	\$44,292,324
Department Total Revenue	\$3,152,643	\$2,782,166	\$2,822,667	\$2,822,667

REIMBURSEMENTS

Reimbursements reflect contributions from various agencies, including federal and state funds, internal service departments, enterprise fund departments, and department support. Department support reflects interdepartmental transfers for the cost of management oversight and administrative support within the department. The table below provides a summary of reimbursements from various sources.

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
311 Customer Service: Dallas Water Utilities Reimbursement	(3,765,665)	(3,765,665)
Office of Community Care: Community Development Block Grant Reimbursement	(20,791)	(20,791)
Office of Community Care: Emergency Solutions Grant Program	(9,861)	(9,861)
Office of Community Care: Housing Opportunities for Persons with AIDS Reimbursement	(142,534)	(142,534)
Office of Community Care: Women, Infants, and Children (WIC) Program Reimbursement	(50,000)	(50,000)
Office of Environmental Quality and Sustainability: Dallas Water Utilities Reimbursement	(4,371,974)	(5,364,422)
Office of Environmental Quality and Sustainability: Sanitation Services Reimbursement	(1,016,290)	(1,016,290)
Office of Environmental Quality and Sustainability: Storm Drainage Management Reimbursement	(3,914,657)	(3,914,657)

MANAGEMENT SERVICES

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
Office of Environmental Quality and Sustainability: Texas Commission on Environmental Quality Grants	(1,160,864)	(1,165,908)
Office of Homeless Solutions: Emergency Solutions Grant Program	(20,000)	(20,000)
Office of Homeless Solutions: Housing Opportunities for Persons with AIDS Reimbursement	(20,000)	(20,000)
Office of Government Affairs: Justice Assistance Grants	(78,399)	(78,399)
Reimbursement Total	\$(14,571,035)	\$(15,568,527)

ADDITIONAL RESOURCES

Additional resources are multi-year funds used to account for and report the proceeds of a specific revenue source that are restricted or committed to expenditures for a specified purpose. The table below list funds that require additional appropriations in FY 2020-21 and FY 2021-22.

Funds	FY 2020-21 Budget	FY 2021-22 Planned
CD20 - FY 2020-21 Community Development Block Grant	1,699,598	1,699,598
HW20 - FY 2020-21 Housing Opportunities for Persons with AIDS	7,373,435	7,373,435
ES20 - FY 2020-21 ESG Fund	1,291,448	1,291,448
Total Fund	\$10,364,481	\$10,364,481

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table on the following page represents regular FTEs, overtime FTEs, and City temporary FTEs for the City’s operating funds. The table does not include FTEs funded from additional resources such as grant funds.

MANAGEMENT SERVICES

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	361.95	315.16	359.70	374.00
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	1.62	4.85	4.55	4.55
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	16.57	16.57	13.75	13.75
Department Total	380.14	336.58	378.00	392.30

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

311 Customer Service

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Add four Spanish-speaking Customer Service Agents in FY 2020-21 and four in FY 2021-22 (3.25 FTEs in FY 2020-21).	8	\$179,108	\$312,290
Add funding for Spanish translation or language feature for 311 website in FY 2021-22.	0	\$0	\$118,000
Total Major Budget Items	8	\$179,108	\$430,290

Communications, Outreach, and Marketing

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Reduce funding for professional services (\$45,800) and miscellaneous special services (\$13,533).	0	\$(59,333)	\$(59,333)
Add funding and transfer one position from the Dallas Police Department to oversee the Multimedia Center at Fair Park (1.00 FTE).	1	\$223,765	\$223,765
Add funding for marketing.	0	\$50,000	\$100,000
Add funding for a Virtual Language Center for Citywide translation services.	0	\$30,862	\$30,862
Total Major Budget Items	1	\$245,294	\$295,294

MANAGEMENT SERVICES

Council Agenda Office

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Transfer funding and three positions (3.00 FTEs) to the City Manager's Office.	(3)	\$(241,605)	\$(241,843)
Total Major Budget Items	(3)	\$(241,605)	\$(241,843)

Office of Ethics and Compliance

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Transfer Ethics Officer and remaining funds to the City Manager's Office (1.00 FTE).	(1)	\$(230,816)	\$(230,816)
Total Major Budget Items	(1)	\$(230,816)	\$(230,816)

Office of Fair Housing and Human Rights

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Transfer four positions and consolidate the Office of Fair Housing and Human Rights into the newly established Office of Equity and Inclusion (4.00 FTEs).	(4)	\$(553,443)	\$(553,807)
Total Major Budget Items	(4)	\$(553,443)	\$(553,807)

Office of Innovation

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Transfer three positions to Budget and Management Services (3.00 FTEs).	(3)	\$(334,895)	\$(334,895)
Transfer three positions to Data Analytics and Business Intelligence (3.00 FTEs).	(3)	\$(240,365)	\$(240,365)
Eliminate Chief Innovation Officer and Project Specialist positions and remaining funds (2.00 FTEs).	(2)	\$(442,388)	\$(443,512)
Total Major Budget Items	(8)	\$(1,017,648)	\$(1,018,772)

MANAGEMENT SERVICES

Office of Business Diversity

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Eliminate two positions (2.00 FTEs) and transfer the remaining eight positions (8.00 FTEs) to the Office of Economic Development.	(10)	\$(1,042,643)	\$(1,117,698)
Total Major Budget Items	(10)	\$(1,042,643)	\$(1,117,698)

Office of Community Care

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Reduce funding for Teen Pregnancy Initiative.	0	\$(300,000)	\$(300,000)
Reallocate funding (\$59,648) from temporary staffing to create one Senior Office Assistant position (1.00 FTE).	1	\$0	\$0
Transfer one Senior Contract Compliance Administrator position from the Community Development Block Grant Fund to the General Fund in FY 2021-22 (1.00 FTE).	1	\$0	\$81,621
Increase funding for MLK Celebration in FY 2021-22.	0	\$0	\$50,000
Transfer the Fresh Start employment program to the Office of Economic Development, including one Compliance Coordinator and one Manager II position (2.00 FTEs).	(2)	\$(230,000)	\$(230,000)
Implement reentry programs for justice-impacted individuals as part of the City's Reimagining Public Safety effort.	0	\$500,000	\$500,000
Add one position and funding to implement Financial Empowerment and Sustainability program to support housing, health and employment needs, direct assistance, and referrals as part of the City's Reimagining Public Safety effort (0.75 FTE).	1	\$1,250,000	\$1,850,000
Add funding to address the Drivers of Poverty.	0	\$600,000	\$600,000
Total Major Budget Items	1	\$1,820,000	\$2,551,621

MANAGEMENT SERVICES

Office of Emergency Management

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Eliminate reimbursement associated with the Emergency Management Performance Grant the City has received since FY 2010-11 (\$212,228 in FY 2020-21 and \$207,030 in FY 2021-22) and one Manager III position (1.00 FTE), resulting in a net increase of \$80,000.	(1)	\$80,000	\$80,000
Total Major Budget Items	(1)	\$80,000	\$80,000

Office of Environmental Quality

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Add funding for DQS (External Environmental Management System Audits) and BSI (Entropy) contracts in FY 2021-22.	0	\$0	\$263,590
Eliminate two positions and reduce funding in professional services (2.00 FTEs).	(2)	\$(189,965)	\$(189,965)
Implement the Comprehensive Environmental and Climate Action Plan (CECAP) in FY 2020-21.	0	\$500,000	\$500,000
Add funding for Electric Vehicle Fleet Study.	0	\$100,000	\$100,000
Add funding for Community Solar Program.	0	\$250,000	\$250,000
Total Major Budget Items	(2)	\$660,035	\$923,625

Office of Equity and Inclusion

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Establish the Office of Equity and Inclusion and transfer three positions from the Office of Resiliency (3.00 FTEs).	3	\$348,466	\$348,655
Establish the Office of Equity and Inclusion and transfer four positions from the Office of Fair Housing and Human Rights to establish the new Office of Equity and Inclusion (4.00 FTEs).	4	\$553,443	\$553,807

MANAGEMENT SERVICES

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Establish the Office of Equity and Inclusion and transfer four positions from the Office of Welcoming Communities and Immigrant Affairs to establish the new Office of Equity and Inclusion (3.75 FTEs).	4	\$758,240	\$758,563
Add one Language Access Coordinator position to assist with implementing Language Access Plan (0.75 FTE).	1	\$0	\$84,310
Increase funding to implement ADA mandates issued by the Department of Justice to make City programs and services more accessible to persons with disabilities.	0	\$254,615	\$264,615
Add funding for one part-time intern to assist with Resilience-related activities (0.50 FTE).	0	\$33,165	\$33,165
Add a Senior Equity Analyst position to assist with Equity-related operations (0.75 FTE).	1	\$0	\$76,292
Total Major Budget Items	13	\$1,947,929	\$2,119,407

Office of Historic Preservation

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Add one Senior Planner position to support historically underserved and underrepresented historic districts (0.75 FTE).	1	\$69,979	\$94,258
Total Major Budget Items	1	\$69,979	\$94,258

Office of Homeless Solutions

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Transfer one Partner Liaison position to the Office of Economic Development (1.00 FTE).	(1)	\$90,113	\$90,113
Add funding for dedicated homeless encampment resolutions on DWU-managed property, primarily creeks and watersheds near residential neighborhoods.	0	\$250,000	\$250,000
Total Major Budget Items	(1)	\$340,113	\$340,113

MANAGEMENT SERVICES

Office of Integrated Public Safety Solutions

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Establish the Office of Integrated Public Safety Solutions and transfer funding for supplies, computers, and 3 positions (3.00 FTEs) from Code Compliance, Court and Detention Services, and the Dallas Police Department.	3	\$465,792	\$465,792
Implement a Behavioral Health Response program to improve access to behavioral services and add one position (0.75 FTE) as part of the City's Reimagining Public Safety effort.	1	\$919,663	\$999,000
Implement Mobile Crisis Response by March 2021 and add 25 positions (18.75 FTEs) as part of the City's Reimagining Public Safety effort.	25	\$1,194,375	\$2,239,375
Establish a Violence Interrupters program in January 2021 as part of the City's Reimagining Public Safety effort.	0	\$800,000	\$1,050,000
Total Major Budget Items	29	\$3,379,830	\$4,754,167

Office of Community Police Oversight

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Add one Mediation Coordinator and one Complaint Intake Specialist position (2.00 FTEs).	2	\$84,265	\$168,530
Total Major Budget Items	2	\$84,265	\$168,530

Office of Government Affairs

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Eliminate one Senior Intergovernmental Affairs Coordinator position (1.00 FTE).	(1)	\$(71,210)	\$(71,210)
Transfer funding for the Youth Commission to the City Manager's Office.	0	\$(90,000)	\$(90,000)
Transfer funding for protocol support services from the Office of Economic Development.	0	\$50,000	\$50,000
Total Major Budget Items	(1)	\$(111,210)	\$(111,210)

MANAGEMENT SERVICES

Office of Resiliency

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Transfer three positions and consolidate the Office of Resiliency into the newly established Office of Equity and Inclusion (3.00 FTEs).	(3)	\$(348,466)	\$(348,655)
Total Major Budget Items	(3)	\$(348,466)	\$(348,655)

Office of Welcoming Communities and Immigrant Affairs

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Transfer four positions and consolidate the Office of Welcoming Communities and Immigrant Affairs into the newly established Office of Equity and Inclusion (3.75 FTEs).	(4)	\$(758,240)	\$(758,563)
Total Major Budget Items	(4)	\$(758,240)	\$(758,563)

PERFORMANCE MEASURES

311 Customer Service Center

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of 311 calls answered in 90 seconds (311 calls only)	90%	N/A	75%	75%
Percentage of non-311 calls answered in 90 seconds (water, courts, auto pound)	N/A	N/A	70%	70%
Percentage of customers satisfied with call experience	93%	79%	87%	96%
Average speed of calls answered monthly (seconds)	90	225	203	182

Communications, Outreach, and Marketing

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percent increase in subscribers to City of Dallas social media channels	N/A	N/A	10%	10%
Percent increase in original multicultural and multilingual	N/A	N/A	10%	10%

MANAGEMENT SERVICES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
public, educational, and government content				
Percent increase in GovDelivery text notification subscribers	N/A	N/A	10%	10%
Percentage increase in employee engagement with City communications	10%	10%	10%	10%
Value of positive earned media mentions (millions)	N/A	N/A	100	110
Percent increase in engagement with City of Dallas social media content	20%	35%	20%	20%

Office of Community Care

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of users who rate the Senior Medical Transportation Program as good or excellent	N/A	N/A	85%	85%
Number of seniors served through senior services programming and referrals	N/A	6,000	6,000	6,000
Number of unduplicated individuals who access a financial education course/management service	N/A	N/A	1,650	3,300

Office of Community Police Oversight

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Number of public events	N/A	N/A	20	20
Percentage of mediation program project milestones complete	N/A	N/A	30%	100%
Complaint resolution rate	N/A	90%	70%	70%
Percentage of completed independent investigations received from civilians	N/A	N/A	20%	20%
Percentage of DPD general orders reviewed	N/A	N/A	30%	40%

MANAGEMENT SERVICES

Office of Emergency Management

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of compliance with Department of Homeland Security funding guidelines	100%	100%	100%	100%
Percentage of OEM emergency managers trained in Emergency Operation Center response procedures	N/A	100%	100%	100%
Percentage of participants rating training as excellent or good	N/A	N/A	70%	80%
Percentage increase in number of virtual and in-person preparedness education events and presentations	N/A	N/A	10%	10%

Office of Environmental Quality and Sustainability

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Number of emissions reduced (lbs. CO2)	225,000	377,893	225,000	225,000
Percentage of annual Comprehensive Environmental and Climate Action Plan (CECAP) milestones completed	N/A	N/A	92%	92%
Percentage of Municipal Setting Designations (MSDs) reviewed and completed within eight months	86%	100%	85%	85%
Percentage of departments demonstrating continual improvement on environmental objectives	90%	81%	90%	90%
Number of single-family residential households evaluated for recycling participation and compliance	N/A	N/A	1,000	1,000
Percent increase in outreach event attendance	N/A	N/A	10%	10%
Number of construction tailgate consultation events	N/A	N/A	153	153
Number of gallons saved through incentive-based water conservation programs	N/A	N/A	30,000,000	30,000,000

MANAGEMENT SERVICES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of service requests responded to within SLA	N/A	98%	98%	98%

Office of Equity and Inclusion

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of City policies, programs, and services aligned to the Equity Indicators	N/A	N/A	80%	80%
Percent increase in active employees on the Government Alliance on Race and Equity (GARE) portal	N/A	N/A	10%	15%
Percentage of survey respondents who rated the impact of equity community programming as good or excellent	N/A	N/A	80%	85%
Percentage of supervisors and managers that have received equity training	N/A	N/A	80%	85%
Number of resident inquiries processed and/or referred annually	4,000	3,156	1,200	1,200
Percentage of non-litigated cases closed within 120 days	75%	60%	70%	70%
Number of Fair Housing education and outreach programs	68	38	70	70
Percentage of residents engaged and receiving benefit from community partnerships	2%	2%	2%	2%
Percentage of resilience strategies completed	80%	75%	0%	0%
Dollar value of WCIA volunteers	\$32,000	\$35,334	\$32,000	\$32,000
Number of Dallas residents connected with WCIA vis-à-vis social media and community engagement activities	29,000	7,125	29,000	29,000
Number of WCIA community engagements undertaken	225	89	225	225
Attendance at Citizenship Workshop events	500	250	500	500

MANAGEMENT SERVICES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Number of grant services via Dallas service organizations to provide civil legal services to immigrant families	200	88	200	200

Office of Government Affairs

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of legislative priorities achieved (federal and state)	67%	67%	50%	67%
Competitive grant dollars received per General Fund dollar spent on fund development salaries	\$50	\$40	\$50	\$50

Office of Historic Preservation

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of routine maintenance certificates of appropriateness completed within seven days	95%	96%	95%	95%
Number of historical preservation outreach events (education and awareness presentations/publications)	N/A	N/A	6	6
Number of grants to support historic preservation projects	N/A	N/A	2	2
Number of training sessions provided to landmark commissioners	N/A	N/A	2	2

Office of Homeless Solutions

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of unduplicated persons placed in permanent housing who remain housed after six months	85%	75%	85%	85%
Percentage of service requests resolved within 21 days	90%	91%	90%	90%

MANAGEMENT SERVICES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of persons exited to positive destinations through the Landlord Subsidized Leasing Program	85%	96%	80%	85%
Number of households with permanent housing through the Rapid Rehousing Program	N/A	N/A	250	250

Office of Integrated Public Safety Solutions

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of crisis intervention calls handled by the RIGHT Care team	N/A	N/A	45%	45%

SERVICE DESCRIPTION AND BUDGET

- **311 Customer Service:** Works around the clock to enhance the lives of Dallas residents by connecting them with City services and resources—all while providing the best customer service possible. 311 also provides insight to City leaders to improve efficiency and operations and promotes transparency to residents through consistent measurement and reporting of service delivery performance.
- **Communications, Outreach, and Marketing:** Enhances transparency and educates internal and external audiences about City news, events, and services through multimedia platforms including websites, social and traditional media, and civic engagement, and provides programming and online streaming for government access cable channels.
- **Council Agenda Office:** Ensures all departments present voting and briefing items to the City Council, residents, and concerned parties in an accurate, uniform, and consistent manner. This service has been moved to the City Manager’s Office in FY 2020-21.
- **Office of Business Diversity:** Supports the City in meeting requirements for the inclusion of minority/women owned business enterprises (M/WBEs) to the greatest extent feasible in the procurement process by providing a centralized service to educate and recruit local minority vendors to participate. This service has been moved to the Office of Economic Development in FY 2020-21.

MANAGEMENT SERVICES

- Office of Community Care: Provides targeted programming and social services to low-income individuals and families, individuals and families living in poverty, seniors, those at WIC nutrition clinics, and at community centers around the city.
- Office of Community Police Oversight: Builds trust, strengthens relationships, and creates community collaboration.
- Emergency Management Operations: Coordinates all departments and the Emergency Operations Center for large-scale incidents. Manages preparedness, recovery, mitigation, and prevention programs to reduce risk to residents, property, and the environment.
- Office of Environmental Quality and Sustainability: Provides comprehensive environmental services, including the Environmental Management System, environmental planning and sustainability, outreach and training, environmental due diligence and Municipal Setting Designations, stormwater permit compliance, air quality monitoring and compliance, water conservation, Zero Waste and Recycling, and spill response.
- Office of Equity and Inclusion: Supports City leadership and staff through education and training in the identification and elimination of systemic barriers to fair and just distribution of resources and access to services and opportunities.
- Office of Ethics and Compliance: Promotes a culture of integrity and reduces risks to the City by maintaining an effective ethics program based on the City's Code of Ethics (City Code Chapter 12A), the Federal Sentencing Guidelines, and other best practices. Ethics and compliance awareness are promoted through education, training, and monitoring. As required by the Code of Ethics, biannual ethics training began in FY 2017-18 for all City officials and employees (approximately 13,000). This service has been moved to the City Manager's Office in FY 2020-21.
- Office of Fair Housing and Human Rights: Conducts housing discrimination investigations and mediation. Additionally, investigates discrimination in employment, housing, and public accommodation based on sexual orientation. Provides education to the community on fair housing and human rights laws. This service has been moved to the newly created Office of Equity and Inclusion in FY 2020-21.
- Office of Government Affairs: Supports the City's legislative activities, secures grants and other resources, bolsters the City's strategic partnerships, and manages the City's 2020 Census complete count efforts.

MANAGEMENT SERVICES

- Office of Historic Preservation: Provides services related to designated and potential historic districts and structures. These services include Landmark (historic) Designation, Certificates of Appropriateness (approval forms for work on landmark structures), and administering tax incentive programs with Historic Districts and on individual structures.
- Office of Homeless Solutions: Impacts quality of life in the City through innovative, collaborative, and comprehensive solutions for homelessness.
- Office of Innovation: This service has been eliminated in FY 2020-21.
- Office of Integrated Public Safety Solutions: Works proactively to address systemic factors that contribute to criminal activity and provides non-law enforcement solutions to improve the quality of life in the community, reducing the demand for police services. This is a new service beginning in FY 2020-21.
- Office of Resiliency: Interfaces with executive and managerial levels of local government, outside agencies, and service providers to develop and implement the Resilient Dallas Strategy within the 100 Resilient Cities framework. This service has been merged with the newly created Office of Equity and Inclusion in FY 2020-21.
- Office of Welcoming Communities and Immigrant Affairs: Promotes the economic, civic, and social engagement of immigrants and refugees in Dallas. Carries out a multifaceted program through the development and implementation of a Welcoming Dallas Plan to advance immigrant integration and inclusion. This service has been merged with the newly created Office of Equity and Inclusion in FY 2020-21.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
311 Customer Service Center	\$4,835,776	\$4,590,721	\$4,639,768	\$5,021,751
Communications, Outreach, and Marketing	\$2,020,529	\$1,823,061	\$2,295,750	\$2,348,477
Council Agenda Office	\$246,824	\$241,114	\$0	\$0
Emergency Management Operations	\$1,122,694	\$1,114,425	\$1,152,959	\$1,183,850
Office of Business Diversity	\$992,241	\$837,653	\$0	\$0
Office of Community Care	\$6,700,917	\$6,465,825	\$8,415,504	\$9,190,397
Office of Community Police Oversight	\$475,000	\$270,915	\$545,133	\$629,233
Office of Environmental Quality and Sustainability	\$3,524,865	\$3,051,244	\$4,247,434	\$4,521,797
Office of Equity and Inclusion	\$492,264	\$478,167	\$2,401,046	\$2,563,948
Office of Ethics and Compliance	\$227,912	\$134,815	\$0	\$0
Office of Fair Housing and Human Rights	\$519,488	\$498,988	\$0	\$0
Office of Government Affairs	\$1,084,555	\$949,502	\$937,370	\$937,969

MANAGEMENT SERVICES

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Office of Historic Preservation	\$626,200	\$571,156	\$728,797	\$751,598
Office of Homeless Solutions	\$12,126,340	\$11,721,783	\$12,364,516	\$12,374,744
Office of Innovation	\$913,030	\$813,640	\$0	\$0
Office of Integrated Public Safety Solutions	\$115,798	\$115,798	\$3,393,814	\$4,768,560
Office of Resiliency	\$334,705	\$304,621	\$0	\$0
Office of Welcoming Communities and Immigrant Affairs	\$751,913	\$620,796	\$0	\$0
Department Total	\$37,111,051	\$34,604,225	\$41,122,091	\$44,292,324

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	22,305,787	17,504,850	22,341,062	23,815,740
1104 - Other Wages	22,399	65,919		
1106 - Merits	15,150	15,150		
1111 - Cell Phone Stipend	27,848	27,741	26,768	26,768
1117 - Vacancy Savings - Salary	(171,582)	(39,948)	(292,121)	(275,299)
1201 - Overtime - Civilian	219,000	448,303	170,499	170,500
1203 - Service Incentive Pay	42,963	49,021	39,054	38,182
1207 - Compensatory Time Pay - Civ		92,976	1,121	1,121
1208 - Sick Leave Term Pay - Civilian		48,201		
1210 - Vacation Term Pay - Civilian		59,807		
1242 - Language Assigment Pay	18,462	18,462	2,640	2,640
1301 -Pension - Civilian	3,145,690	2,726,496	3,254,282	3,465,470
1303 - Life Insurance	11,509	16,627	24,924	32,685
1304 - Health Insurance	2,743,111	2,731,596	2,563,455	2,614,153
1306 - Fica	321,140	279,163	334,189	369,172
1308 - Mandatory Deferred Comp	5,000	6,135	9,516	9,516
1309 - Wellness Program	9,679	9,717	9,335	9,554
1314 - Worker's Compensation	147,168	147,168	189,065	154,819
1401 - Sick Leave - Civilian		393,996		
1402 - Vacation Leave - Civilian		469,473		
1403 - Holiday Leave - Civilian		473,062		
1404 - Jury Duty Leave - Civilian		3,316		
1405 - Death in Family Leave - Civ		20,594		
1406 - Administrative Leave - Civilian		9,738		
1408 - Attendance Incentive Leave - Civ		41,680		
Personnel Services	\$28,863,324	\$25,619,243	\$28,673,791	\$30,435,021
2110 - Office Supplies	113,267	89,294	109,101	112,812
2111 - Office Supplies Chargeback	16,672	28,744	30,715	30,868
2120 - Tools	8,400	8,400	8,400	8,400
2130 - Copy Supplies	700	1,801	700	700
2140 - Light - Power	31,894	91,909	130,000	133,900
2160 - Fuel Supplies	200	200	100	100
2170 - Water - Sewer	9,000	9,000	10,000	10,000
2181 - Fuel - Lube For Vehicles	56,193	56,193	55,434	55,434
2220 - Laundry - Cleaning Supplies	4,050	15,516	4,050	4,050
2231 - Clothing	40,500	38,152	45,800	49,400

MANAGEMENT SERVICES

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
2232 - Food Supplies	39,108	112,532	69,818	69,800
2252 - Meter Postage	43,055	42,678	42,053	42,053
2261 - Edu - Recreational Supplies	213,363	213,363	247,363	247,363
2264 - Service Pins	1,500	1,500	1,500	1,500
2270 - Printing Supplies	1,500	2,923	1,500	1,500
2280 - Other Supplies	146,673	181,577	189,818	187,969
2710 - Furniture - Fixtures	33,021	50,350	3,021	3,021
2720 - Machine Tools	53	53	53	53
2731 - Data Processing Equipment	97,225	115,392	100,725	116,225
2735 - Software Purchase -\$1000	37,548	44,257	6,311	6,311
2770 - Audiovisual Equipment	75,529	75,000	75,529	75,529
2790 - Protective Equipment	400	400	400	400
2810 - Meters - Settings	300	300		
2860 - Books Reference Book Only	2,936	2,936	2,936	5,936
2890 - Miscellaneous Equipment	6,200	7,400	5,000	5,000
Supplies - Materials	\$979,287	\$1,189,870	\$1,140,327	\$1,168,324
3020 - Food - Laundry Service	13,830	17,956	10,851	11,851
3030 - Printing - Photo Services	201,851	183,126	192,211	190,211
3050 - Communications	1,318,927	1,346,788	863,630	864,838
3051 - Telephone Equipment Charges	6,462	9,957	4,662	4,662
3053 - Data Circuit Billing	246,953	251,104	257,706	257,706
3060 - Equipment Rental [Outside City]	7,500	47,674	9,500	9,852
3060 - Equipment Rental [Inside City]		136,810		
3062 - Pc Leasing [Outside City]	2,326	2,326	2,326	1,243,321
3068 - Security Monitoring Services	422	422	842	842
306A - Principal-Cap Lease- Notes Payable				490,793
3070 - Professional Services	10,341,631	12,905,587	11,422,197	10,416,100
3072 - Contractor Service Fees	902,000	902,000	1,400,000	2,400,000
3074 - Music License Fees	12,310	12,310	12,310	12,310
3080 - Cable Tv Services	1,400	1,400	1,400	1,400
3085 - Freight	1,500	1,500	500	500
3090 - City Forces	315,371	1,390,919	315,371	315,371
3092 - Security Services	500	2,428	3,000	3,000
3099 - Misc Special Services	3,892,807	3,828,778	5,822,467	6,384,785
3110 - Equip Repairs and Maintenance	18,934	18,934	29,650	28,693
3130 - Copy Machine Rent-Lease-Maint	46,302	54,942	39,150	39,150
3150 - Copy Center Charges	32,216	33,716	29,080	29,080
3201 - Stores Overhead Charges		92		2,078
3210 - Building Repairs and Maint	411,801	598,589	430,951	430,951
3310 - Insurance	11,040	11,040	18,497	19,730
3312 - Recoveries Phys Damage Ins			679	
3313 - Liability Premiums	22,133	22,133	12,584	12,584
3315 - Tolls	1,850	2,597	1,850	1,850
3320 - Advertising	1,265,358	1,114,629	1,236,829	1,236,829
3321 - Advertising Fees		290		
3330 - Rents [Lease]	2,700	2,700	2,700	2,700
3340 - Membership Dues	101,253	116,643	33,250	42,950
3341 - Subscriptions-Serials	1,268	1,318	1,018	1,018
3360 - Purchased Transportation	4,500	11,610	17,000	14,500
3361 - Professional Development	352,782	448,878	337,240	338,988
3363 - Reimb-Vehicle Use,Parking	28,435	30,335	26,671	27,171
3364 - Personnel Development	42,286	42,286	37,486	37,486

MANAGEMENT SERVICES

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
3410 - Equip - Automotive Rental	149,634	149,926	192,567	192,567
3411 - Wreck Handle Charge (fleet)	3,000	22,566	54,540	54,540
3416 - GIS Services	61,590	61,590	44,832	45,302
3417 - Data Service Surcharge	954	954	954	954
3420 - Commun Equip Rental	210,513	210,513	194,820	186,482
3421 - Veh License - Registration Fees		27		
3429 - Cellphone Charges	81,850	94,850	64,572	65,462
3430 - Data Services	251,805	254,536	271,315	271,576
3434 - Programming	1,291,909	1,300,298	1,411,796	1,467,974
3460 - Disposal Services	449,951	587,040	1,000,000	1,000,000
3599 - Misc. Other Charges	1,200	1,200	1,200	1,200
3899 - Other Misc Exp - Reimb	5,000	5,000	3,000	3,000
3994 - Outside Temps-Staffing	102,321	439,112	65,804	95,148
Contractual - Other Services	\$22,218,375	\$26,679,429	\$25,879,009	\$28,257,505
5011 - Reimb Fr Othr Organizaton	(2,948,397)	(7,302,605)	(2,518,739)	(2,523,783)
5012 - Reimbursements-Stormwater	(3,914,656)	(3,780,271)	(3,914,657)	(3,914,657)
5325 - Reimbursement - Dallas Water Utilities	(8,086,882)	(7,801,442)	(8,137,639)	(9,130,087)
Reimbursements	\$(14,949,935)	\$(18,884,318)	\$(14,571,035)	\$(15,568,527)
Department Total	\$37,111,051	\$34,604,225	\$41,122,091	\$44,292,324

MAYOR & CITY COUNCIL

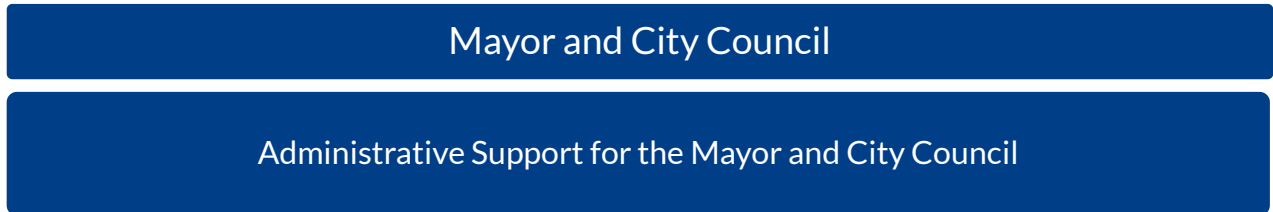
MISSION

Create One Dallas through exceptional service and enriching the lives of all residents and businesses choosing to call Dallas home.

DEPARTMENT GOALS

- Complete 20 hours of professional development annually (or five hours quarterly) for Mayor and Council staff by September 30, 2021
- Increase public participation in Council District budget town hall meetings by 20 percent through virtual access (people count) by September 30, 2021
- Distribute four communications each month regarding City-led initiatives (public safety, quality of life, infrastructure, education and equity) through expanded communication tools, including virtual meeting access, social media, and City efforts to bridge the digital divide
- Decrease number of Council District-generated 311 service requests by five percent through education, communication, and online and virtual access by September 30, 2021

FUNCTIONAL ORGANIZATION CHART



MAYOR & CITY COUNCIL

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$4,243,336	\$3,924,886	\$4,172,522	\$4,172,757
Supplies - Materials	\$80,903	\$81,045	\$79,311	\$77,311
Contractual - Other Services	\$793,418	\$799,862	\$888,820	\$878,217
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$5,117,657	\$4,805,793	\$5,140,653	\$5,128,285
Reimbursements	\$0	\$(988)	\$0	\$0
Department Total	\$5,117,657	\$4,804,805	\$5,140,653	\$5,128,285
Department Total Revenue	\$0	\$1,610	\$0	\$0

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City’s operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	53.50	52.58	49.24	49.24
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	0.34	0.00	0.00
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.48	0.00	0.00
Department Total	53.50	53.40	49.24	49.24

MAYOR & CITY COUNCIL

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Add one-time funding for City Council inauguration.	0	\$20,000	\$0
Eliminate one Administrative Specialist position (1.00 FTE).	(1)	\$(33,879)	\$(33,879)
Reduce funding for Council lunches, office supplies, meter postage, furniture, and printing.	0	\$(37,400)	\$(37,400)
Add funding in Personnel Services for FY 2019-20 salary increases.	0	\$90,000	\$90,000
Add funding for personal protective equipment (PPE) in district offices.	0	\$25,000	\$25,000
Total Major Budget Items	(1)	\$63,721	\$43,721

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage increase in public participation at Council District budget town hall meetings	N/A	20%	20%	20%
Number of communications distributed for City Initiatives	N/A	20	48	48
Percentage decrease in Council District-generated 311 service requests	N/A	5%	5%	5%
Hours of professional development for Mayor and City Council staff	20	20	20	20

MAYOR & CITY COUNCIL

SERVICE DESCRIPTION AND BUDGET

- **Administrative Support for the Mayor and City Council:** Provides professional and administrative support to the Mayor and 14 City Council members. Support staff serves as constituent liaisons to the Mayor and City Council through resident communication and issue resolution with peer departments, initiating community outreach opportunities for the elected body on City initiatives, researching policies and programs on behalf of the elected body, organizing neighborhood events and annual budget town hall meetings, managing officeholder budgets, completing required ethics reporting and disseminating pertinent information to the residents of Dallas.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Administrative Support for the Mayor and City Council	\$5,117,657	\$4,804,805	\$5,140,653	\$5,128,285
Department Total	\$5,117,657	\$4,804,805	\$5,140,653	\$5,128,285

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	3,455,793	2,949,435	3,448,156	3,450,159
1104 - Other Wages		340		
1111 - Cell Phone Stipend	7,200	7,200	2,500	2,500
1117 - Vacancy Savings - Salary			(94,470)	(93,503)
1201 - Overtime - Civilian	8,900	31,019	10,000	10,000
1203 - Service Incentive Pay	9,892	9,892	9,892	9,892
1207 - Compensatory Time Pay - Civ		16,608		
1210 - Vacation Term Pay - Civilian		19,702		
1301 - Pension - Civilian	336,137	318,664	359,695	359,967
1303 - Life Insurance	1,753	1,753	3,570	3,570
1304 - Health Insurance	358,007	358,007	364,870	364,870
1306 - Fica	47,664	45,879	50,221	50,250
1308 - Mandatory Deferred Comp		6,677		
1309 - Wellness Program	1,431	1,431	1,329	1,329
1314 - Worker's Compensation	14,059	14,059	16,759	13,723
1401 - Sick Leave - Civilian		24,283		
1402 - Vacation Leave - Civilian		42,529		
1403 - Holiday Leave - Civilian		66,534		
1405 - Death in Family Leave - Civ		3,070		
1408 - Attendance Incentive Leave - Civ		5,303		
1510 - Temporary Help Services	2,500	2,500		
Personnel Services	\$4,243,336	\$3,924,886	\$4,172,522	\$4,172,757
2110 - Office Supplies	46,200	41,697	22,650	23,150
2111 - Office Supplies Chargeback		4,606	30,700	29,800
2181 - Fuel - Lube For Vehicles	7,953	7,953	7,001	7,001
2252 - Meter Postage	23,800	23,839	18,960	17,360
2710 - Furniture - Fixtures	1,300	1,300		
2731 - Data Processing Equipment	150	150		

MAYOR & CITY COUNCIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
2735 - Software Purchase -\$1000	500	500		
2770 - Audiovisual Equipment	1,000	1,000		
Supplies - Materials	\$80,903	\$81,045	\$79,311	\$77,311
3020 - Food - Laundry Service	62,200	66,861	59,500	59,500
3030 - Printing - Photo Services	25,900	25,741	22,500	22,500
3038 - Bodily Injury		1		
3042 - Mediation Fees		671		
3050 - Communications	56,900	57,115	95,289	95,559
3051 - Telephone Equipment Charges	2,600	2,400	3,500	3,500
3053 - Data Circuit Billing	31,267	31,267	57,065	57,065
3090 - City Forces	16,050	13,150	18,550	18,550
3099 - Misc Special Services	151,091	132,175	191,310	172,310
3130 - Copy Machine Rent-Lease-Maint	5,339	9,697	6,667	6,667
3150 - Copy Center Charges	7,000	6,400	8,911	8,811
3310 - Insurance	1,746	1,746	2,773	2,958
3313 - Liability Premiums	1,700	1,700	1,765	1,765
3315 - Tolls	600	600	300	400
3340 - Membership Dues	15,000	14,075	5,500	5,500
3341 - Subscriptions-Serials	12,649	8,968	5,000	5,000
3361 - Professional Development	92,350	112,172	105,510	106,510
3363 - Reimb-Vehicle Use,Parking	15,300	12,790	10,200	10,200
3410 - Equip - Automotive Rental	9,037	9,037	4,908	4,908
3416 - GIS Services	15,090	15,090	6,461	6,523
3429 - Cellphone Charges	24,000	31,107	20,790	20,790
3430 - Data Services	41,160	41,160	52,433	52,452
3434 - Programming	203,939	203,939	209,888	216,749
3994 - Outside Temps-Staffing	2,500	2,000		
Contractual - Other Services	\$793,418	\$799,862	\$888,820	\$878,217
5011 - Reimb Fr Othr Organizaton		(988)		
Reimbursements		\$(988)		
Department Total	\$5,117,657	\$4,804,805	\$5,140,653	\$5,128,285



NON-DEPARTMENTAL

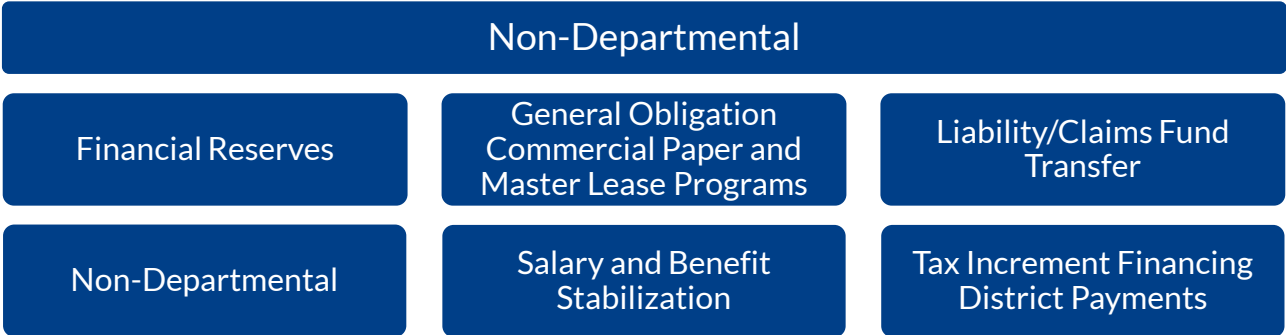
MISSION

Provide excellent governmental services to meet the needs of the City by supporting various Citywide programs.

DEPARTMENT GOALS

- Manage Citywide funds in a transparent and efficient manner
- Ensure sufficient financial resources and reserves are available to comply with Financial Management and Performance Criteria (FMPC)
- Set aside funds to meet the City’s financial commitment to Tax Increment Financing (TIF) districts

FUNCTIONAL ORGANIZATION CHART



NON-DEPARTMENTAL

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the proposed budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$550,000	\$550,000	\$500,000	\$500,000
Supplies - Materials	\$49,438	\$49,439	\$49,438	\$49,438
Contractual - Other Services	\$109,360,989	\$107,668,499	\$119,734,353	\$121,668,268
Capital Outlay	\$0	\$57,228	\$0	\$0
Expense Total	\$109,960,427	\$108,325,167	\$120,283,791	\$122,217,706
Reimbursements	\$0	\$0	\$0	\$0
Department Total	\$109,960,427	\$108,325,167	\$120,283,791	\$122,217,706
Department Total Revenue	\$87,007,299	\$87,464,104	\$107,772,115	\$105,069,050

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Eliminate one-time funding set aside for hiring and equipment reserve for the Dallas Police Department in FY 2019-20.	0	\$(1,000,000)	\$(1,000,000)
Increase the General Fund portion of TIF district payments to \$72,688,637. Other funds are included in the Debt Service Fund budget (\$26,476,887).	0	\$10,849,436	\$10,849,436
Adjust Master Lease program payments to \$16,832,145 in FY 2020-21 and \$19,747,498 in FY 2021-22.	0	\$(1,896,024)	\$1,019,329
Adjust Salary and Benefit Stabilization in FY 2020-21 to \$2,000,000.	0	\$(500,000)	\$(500,000)
Eliminate funding to replenish Contingency Reserve Fund since the reserve was not used in FY 2019-20.	0	\$(3,000,000)	\$(3,000,000)

NON-DEPARTMENTAL

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Increase Liability/Claims Fund Transfer to \$4,822,220 in FY 2020-21 and \$2,745,016 in FY 2021-22.	0	\$2,071,075	\$(6,129)
Adjust funding for the IT Governance committee to use for the General Fund portion of Citywide IT enhancements.	0	\$(1,000,000)	\$0
Add funding for contractual increases for the appraisal districts (Dallas, Collin, Denton, and Rockwall).	0	\$318,437	\$318,437
Transfer capital investments funding to be approved by Chief Financial Officer for Fair Park to Non-Departmental.	0	\$1,150,000	\$1,150,000
Reduce funding for memberships in Tex-21, US Conference of Mayors, National League of Cities, and Texas Municipal League.	0	\$(161,099)	\$(161,099)
Total Major Budget Items	0	\$6,831,825	\$8,669,974

SERVICE DESCRIPTION AND BUDGET

- Financial Reserves:** Provides funds for unanticipated expenditures of a non-recurring nature, including expenses associated with new service needs identified after the budget process, new public safety or health needs, revenue shortfalls, service enhancements, or opportunities to achieve cost savings. The City maintains 0.5-1.0 percent of operating funds in this reserve fund always, which allows the City to remain in alignment with the Financial Management Performance Criteria.
- General Obligation Commercial Paper and Master Lease Programs:** The General Obligation Commercial Paper Program funds interim financing for capital improvement projects. Expenses include credit facility fees and agent fees. Commercial paper interest costs are paid by the Debt Service Fund. Commercial paper is retired through the issuance of bonds previously approved by voters. The Master Lease Program funds the purchase of equipment and technology improvements (\$25-\$30 million each year), and expenses include payments for principal and interest.
- Liability/Claims Fund Transfer:** Used by the City to pay claims, settlements, and judgments for damages to real or personal property and for personal injury suffered by any member of the public resulting from actions that should not have been taken by officers, agents, or employees of the City while engaged in the performance of a governmental function.
- Non-Departmental:** Provides funding for contracts, intergovernmental agreements, and

NON-DEPARTMENTAL

partnerships that either span departments or are not specific to a department. Some of the most significant items funded in this service include the General Fund’s portion of unemployment payments, professional services for legislative services, bank contracts, appraisal district contracts, Dallas County tax collection contract, contract wrecker services, Citywide memberships, and Public Improvement District assessment payments.

- Salary and Benefit Stabilization: Includes funding for payment of civilian employees’ termination payments, including sick leave and vacation. Funds are also included for reserves for living wage adjustments.
- Tax Increment Financing District Payments: Provides funding for the City’s required General Fund payment to TIF districts based on TIF agreements. Additional payments to each TIF district are included in the City’s Debt Service Fund.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Financial Reserves	\$3,000,000	\$3,000,000	\$0	\$0
General Obligation Commercial Paper and Master Lease Program	\$17,751,554	\$17,180,622	\$19,793,561	\$22,708,914
Liability-Claims Fund Transfer	\$2,751,145	\$2,751,145	\$4,822,220	\$2,745,016
Non-Departmental	\$22,118,527	\$22,118,528	\$20,979,373	\$22,075,139
Salary and Benefit Stabilization	\$2,500,000	\$2,500,000	\$2,000,000	\$2,000,000
Tax Increment Financing Districts Payments	\$61,839,201	\$60,774,872	\$72,688,637	\$72,688,637
Department Total	\$109,960,427	\$108,325,167	\$120,283,791	\$122,217,706

NON-DEPARTMENTAL

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1311 - Unemployment Insurance	550,000	550,000	500,000	500,000
Personnel Services	\$550,000	\$550,000	\$500,000	\$500,000
2252 - Meter Postage		1		
2280 - Other Supplies	49,438	49,438	49,438	49,438
Supplies - Materials	\$49,438	\$49,439	\$49,438	\$49,438
3035 - Lobbysit			191,700	191,700
3070 - Professional Services	5,110,133	4,729,605	4,839,703	4,839,703
3079 - Appraisal Dist Support	4,144,188	4,228,420	4,462,625	4,462,625
3090 - City Forces	3,198,432	3,198,432	3,168,885	3,189,702
3099 - Misc Special Services	6,514,708	6,373,526	6,242,435	6,242,435
3110 - Equip Repairs and Maintenance		1,000		
3150 - Copy Center Charges	3,000	3,000	3,000	3,000
3320 - Advertising	2,000	2,000	2,000	2,000
3330 - Rents [Lease]		9,122		
3340 - Membership Dues	522,007	476,007	321,473	321,473
3361 - Professional Development		7,550		
3549 - Miscellaneous Refunds		(68,598)		
3570 - TIF Transfer	61,839,201	60,774,872	72,688,637	72,688,637
3599 - Misc. Other Charges	469,406	526,607	576,530	651,479
3621 - Transfer To Risk Funds	2,751,145	2,751,145	4,822,220	2,745,016
3690 - Miscellaneous Transfers	3,433,000	3,433,000	1,583,000	1,583,000
3702 - Master Lease Expense	14,873,769	14,802,811	16,832,145	19,747,498
3980 - Reserve For Contingencies	3,000,000	2,920,000	2,000,000	3,000,000
3981 - Salary Reserve	2,500,000	2,500,000	2,000,000	2,000,000
3990 - Crime Prev Program Reserve	1,000,000	1,000,000		
Contractual - Other Services	\$109,360,989	\$107,668,499	\$119,734,353	\$121,668,268
4890 - Misc Equipment Capital		57,228		
Capital Outlay		\$57,228		
Department Total	\$109,960,427	\$108,325,167	\$120,283,791	\$122,217,706



OFFICE OF ARTS & CULTURE

MISSION

Support and grow a sustainable cultural ecosystem that ensures all residents and visitors have opportunities to experience arts and culture throughout the city. Our vision is an equitable, diverse, and connected community, whose residents and visitors thrive through meaningful arts and cultural experiences in every neighborhood across Dallas.

DEPARTMENT GOALS

- Further implement Dallas Cultural Plan 2018 by aligning and activating tactics with six key priorities: equity, diversity, space, support for artists, sustainable arts ecosystem, and communications
- In response to the pandemic, pilot new Culture of Value micro-project grants for African, Latinx, Asian, Arab, Native American (ALAANA) artists to provide services to their communities
- Address arts ecosystem’s needs via SpaceFinder, technical support, and partnerships to create socially distanced programs both virtually and in non-traditional spaces—such as parks, parking lots, and yards—across Dallas
- Continue to track and report on key audience and creative metrics, specifically reach into underserved areas of Dallas and contracts with ALAANA artists
- In order to grow Hotel Occupancy Tax (HOT) and Tourism Public Improvement District (TPID) funding, work with VisitDallas and local cultural organizations to develop the first comprehensive cultural tourism strategy and marketing plan for Dallas
- Continue to support new and emerging local artists for first bond-funded public art commissions

FUNCTIONAL ORGANIZATION CHART



OFFICE OF ARTS & CULTURE

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the amended budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$4,292,452	\$3,585,250	\$4,156,436	\$4,454,484
Supplies - Materials	\$2,347,185	\$2,307,521	\$2,371,482	\$2,392,243
Contractual - Other Services	\$17,166,425	\$14,134,649	\$15,674,843	\$16,811,307
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$23,806,062	\$20,027,420	\$22,202,761	\$23,658,034
Reimbursements	\$(2,939,947)	\$(2,200,205)	\$(1,998,064)	\$(3,501,811)
Department Total	\$20,866,115	\$17,827,215	\$20,204,697	\$20,156,223
Department Total Revenue	\$2,398,952	\$1,166,158	\$718,531	\$2,571,073

REIMBURSEMENTS

Reimbursements reflect contributions from various agencies, including federal and state funds, internal service departments, enterprise fund departments, and department support. Department support reflects interdepartmental transfers for the cost of management oversight and administrative support within the department. The table below provides a summary of reimbursements from various sources.

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
Capital Bond Program Reimbursement	(282,866)	(282,866)
Department Support	(437,698)	(447,203)
Hotel Occupancy Tax Reimbursement	(1,277,500)	(2,771,742)
Reimbursement Total	\$(1,998,064)	\$(3,501,811)

OFFICE OF ARTS & CULTURE

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City’s operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	49.00	38.38	50.25	51.75
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	1.00	0.75	1.00	1.00
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	5.20	1.70	4.60	7.17
Department Total	55.20	40.83	55.85	59.92

OFFICE OF ARTS & CULTURE

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Upgrade two Public Art Administration positions that will be fully reimbursed from bond funds (1.50 FTEs). Total reimbursed cost is \$115,643.	0	\$0	\$0
Add one Accountant III position to properly document and ensure appropriate controls for Hotel Occupancy Tax (HOT) dollars (0.75 FTE). Total reimbursed cost is \$57,821 from HOT funding.	1	\$0	\$0
Add one Electronic Technician position to meet increased operating and maintenance needs at the Latino Cultural Center (0.75 FTE).	1	\$0	\$88,101
Add internship funding for five college students with a focus on students of color to diversify the pipeline for technical and cultural workers (0.77 FTE).	5	\$0	\$21,310
Decrease hours and services at Bath House and Oak Cliff cultural centers to align with social distancing requirements as a result of the pandemic (1.70 FTEs).	(3)	\$(220,646)	\$(220,646)
Reduce event-related services at Majestic Theater and Moody Performance Hall, funding for cultural programs, and operating funds for partner-managed facilities to align with social distancing requirements as a result of the pandemic.	0	\$(910,527)	\$(910,527)
Add funding to Cultural Operating Program (COP) Organizations for operational expenses.	0	\$284,653	\$284,653
Add one-time funding for Bishop Arts Theater.	0	\$150,000	\$0
Total Major Budget Items	4	\$(696,520)	\$(737,109)

OFFICE OF ARTS & CULTURE

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Number of attendees at City-owned cultural facilities	2,283,274	1,105,496	700,000	1,100,000
Percentage of cultural services funding to ALAANA artists and organizations (African, Latinx, Asian, Arab, Native American)	N/A	26%	30%	33%
Attendance at Office of Arts and Culture-supported events	4,914,110	2,626,590	1,500,000	2,000,000
Dollars leveraged by partner organizations	\$208,096,814	\$197,412,753	\$120,000,000	\$160,000,000
Percentage of cultural services contracts awarded to artists or small arts organizations (budgets < \$100,000)	40%	52.7%	55%	57%
Percent of public art projects awarded to new/emerging artists	53%	66%	40%	40%

SERVICE DESCRIPTION AND BUDGET

- **City-Owned Cultural Venues:** Manages and supports the operations of 19 City-owned cultural venues across Dallas. Supports programming and operations at seven Office of Arts and Culture-managed cultural centers and 12 venues managed by nonprofit partners.
- **Cultural Services Contracts:** Manages cultural services contracts with more than 130 nonprofit organizations and artists who provide more than 50,000 cultural services across the city. These contracts are awarded through the Cultural Organizations Program, Arts Activate, Community Artists Program, and pop-up cultural programming.
- **Public Art for Dallas:** Leads and stewards the City’s Public Art Program through the commission and maintenance of public artworks for City facilities and properties, such as libraries, fire stations, Love Field, parks, recreation centers, and other public spaces. There are approximately 300 City-owned public artworks across Dallas.

OFFICE OF ARTS & CULTURE

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
City-Owned Cultural Venues	\$14,360,519	\$12,291,301	\$13,692,906	\$13,981,217
Cultural Services Contracts	\$6,177,270	\$5,208,792	\$6,146,940	\$5,829,281
Public Art for Dallas	\$328,326	\$327,122	\$364,851	\$345,725
Department Total	\$20,866,115	\$17,827,215	\$20,204,697	\$20,156,223

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	3,251,718	2,351,579	3,350,521	3,452,534
1106 - Merits	98,119	98,119		
1111 - Cell Phone Stipend		3,041	2,160	2,160
1117 - Vacancy Savings - Salary	(51,594)		(229,202)	(52,118)
1201 - Overtime - Civilian	82,700	54,314	95,000	92,200
1203 - Service Incentive Pay	1,632	3,324	1,632	1,632
1208 - Sick Leave Term Pay - Civilian		40,160		
1210 - Vacation Term Pay - Civilian		29,063		
1242 - Language Assigment Pay			8,520	8,520
1301 -Pension - Civilian	457,220	378,432	464,534	482,505
1303 - Life Insurance	1,608	1,557	3,608	3,633
1304 - Health Insurance	360,383	350,267	380,136	385,795
1306 - Fica	49,663	40,086	51,326	53,934
1308 - Mandatory Deferred Comp	1,514	505	1,544	1,590
1309 - Wellness Program	1,323	1,284	1,384	1,404
1314 - Worker's Compensation	38,166	38,166	25,273	20,695
1401 - Sick Leave - Civilian		34,253		
1402 - Vacation Leave - Civilian		61,571		
1403 - Holiday Leave - Civilian		69,812		
1404 - Jury Duty Leave - Civilian		983		
1405 - Death in Family Leave - Civ		2,091		
1406 - Administrative Leave - Civilian		12,055		
1408 - Attendance Incentive Leave - Civ		14,589		
Personnel Services	\$4,292,452	\$3,585,250	\$4,156,436	\$4,454,484
2110 - Office Supplies	15,520	10,525	2	
2111 - Office Supplies Chargeback		4,410	11,404	11,402
2120 - Tools	2,547	2,547	2,547	2,547
2140 - Light - Power	2,039,008	2,039,008	2,080,000	2,157,141
2160 - Fuel Supplies	51,325	50,825	49,319	45,225
2170 - Water - Sewer	119,722	113,004	119,722	121,441
2181 - Fuel - Lube For Vehicles	213	213	189	189
2231 - Clothing	750	6	750	750
2232 - Food Supplies	7,000	5,845	7,000	4,000
2252 - Meter Postage	1,000	2,535	1,000	1,000
2270 - Printing Supplies		67		
2280 - Other Supplies	18,000	8,144	10,865	
2310 - Building Materials	48,000	46,728	44,584	19,448
2710 - Furniture - Fixtures		797		
2731 - Data Processing Equipment	5,000	5,000	5,000	5,000
2735 - Software Purchase -\$1000	13,600	10,700	13,600	13,600
2770 - Audiovisual Equipment	25,000	7,000	25,000	10,000

OFFICE OF ARTS & CULTURE

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
2860 - Books Reference Book Only	500	22	500	500
2890 - Miscellaneous Equipment		145		
Supplies - Materials	\$2,347,185	\$2,307,521	\$2,371,482	\$2,392,243
3020 - Food - Laundry Service	6,000	1,931	7,000	8,000
3030 - Printing - Photo Services	22,000	12,427	22,000	4,400
3035 - Lobbysit			2,500	
3050 - Communications	104,460	139,460	180,173	180,667
3051 - Telephone Equipment Charges	1,477	1,477	1,477	1,477
3053 - Data Circuit Billing	57,859	57,859	104,618	104,618
3060 - Equipment Rental [Outside City]	1,900	1,900	1,900	1,900
3068 - Security Monitoring Services		18,007		
3070 - Professional Services	891,023	551,101	530,769	796,746
3085 - Freight	5,000	1,000	5,000	5,000
3089 - Artistic Services	6,508,000	5,502,770	6,246,674	7,375,021
3090 - City Forces	5,000	28,841	5,000	5,000
3091 - Custodial Services	284,458	184,157	290,632	362,407
3092 - Security Services	220,635	161,631	180,779	220,635
3099 - Misc Special Services	7,496,000	5,887,482	5,947,907	5,762,666
3130 - Copy Machine Rent-Lease-Maint	16,327	16,327	12,467	12,467
3151 - Department Support	435,601	435,601	437,698	447,023
3210 - Building Repairs and Maint	277,354	277,354	478,637	248,399
3310 - Insurance	446,090	446,090	770,454	821,877
3313 - Liability Premiums	8,127	8,127	8,696	8,696
3320 - Advertising	2,500	3,450	2,500	2,500
3330 - Rents [Lease]	135,000	135,000	135,000	135,000
3340 - Membership Dues	12,300	13,000	14,700	11,796
3361 - Professional Development		7,083		
3363 - Reimb-Vehicle Use,Parking	2,960	2,260	2,960	2,960
3410 - Equip - Automotive Rental	3,785	3,785	7,482	7,482
3411 - Wreck Handle Charge (fleet)		2,130	2,285	2,285
3416 - GIS Services	6,749	6,749	6,364	6,425
3420 - Commun Equip Rental	37,963	37,963	38,186	37,127
3429 - Cellphone Charges		3,031		
3430 - Data Services	42,062	42,062	43,944	43,962
3434 - Programming	135,795	135,795	187,041	194,771
3994 - Outside Temps-Staffing		8,799		
Contractual - Other Services	\$17,166,425	\$14,134,649	\$15,674,843	\$16,811,307
5002 - Dept Support Reimb	(435,601)	(435,601)	(437,698)	(447,023)
5011 - Reimb Fr Othr Organizaton	(2,504,346)	(1,764,604)	(1,560,366)	(3,054,788)
Reimbursements	\$(2,939,947)	\$(2,200,205)	\$(1,998,064)	\$(3,501,811)
Department Total	\$20,866,115	\$17,827,215	\$20,204,697	\$20,156,223



OFFICE OF DATA ANALYTICS & BUSINESS INTELLIGENCE

MISSION

Use data to improve the lives of the people of Dallas.

DEPARTMENT GOALS

- Establish a City data inventory by October 1, 2021
- Fully staff the new Office by December 2020
- Create the framework for an Open Data Information Repository by October 1, 2021

FUNCTIONAL ORGANIZATION CHART



OFFICE OF DATA ANALYTICS & BUSINESS INTELLIGENCE

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$0	\$0	\$2,723,804	\$2,787,561
Supplies - Materials	\$0	\$0	\$255,375	\$266,601
Contractual - Other Services	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$0	\$0	\$2,979,179	\$3,054,161
Reimbursements	\$0	\$0	\$(1,717,266)	\$(1,792,248)
Department Total	\$0	\$0	\$1,261,913	\$1,261,913
Department Total Revenue	\$0	\$0	\$0	\$0

REIMBURSEMENTS

Reimbursements reflect contributions from various agencies, including federal and state funds, internal service departments, enterprise fund departments, and department support. Department support reflects interdepartmental transfers for the cost of management oversight and administrative support within the department. The table below provides a summary of reimbursements from various sources.

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
Information and Technology Services Reimbursement	(1,717,266)	(1,792,248)
Reimbursement Total	\$(1,717,266)	\$(1,792,248)

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

OFFICE OF DATA ANALYTICS & BUSINESS INTELLIGENCE

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City's operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	0.00	0.00	25.50	26.00
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	0.00	0.00	0.00
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.75	1.00
Department Total	0.00	0.00	26.25	27.00

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Add funding for an Innovation Lab, which consists primarily of software and licenses.	0	\$205,375	\$205,375
Establish the Office of Data Analytics and Business Intelligence and transfer 24 positions and funding from Transportation, Information and Technology Services, and the Office of Innovation (23.25 FTEs).	24	\$2,464,383	\$2,539,365
Create three new Data positions (3.00 FTEs).	3	\$259,421	\$259,421
Total Major Budget Items	27	\$2,929,179	\$3,004,161

OFFICE OF DATA ANALYTICS & BUSINESS INTELLIGENCE

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of City data inventory completed	N/A	N/A	100%	100%
Percentage of students who successfully complete the Data Academy course	N/A	N/A	65%	75%

SERVICE DESCRIPTION AND BUDGET

- Data Analytics: Provides critical data insight to support informed decision-making that enhances essential service delivery and affects systemic policies directly impacting the residents of Dallas. This team is charged to discover, manage, and maintain the City's data to improve usability, transparency, and openness.
- GIS: Provides geospatial mapping and analytical services for the City.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Data Analytics	\$0	\$0	\$1,261,913	\$1,261,913
GIS	\$0	\$0	\$0	\$0
Department Total	\$0	\$0	\$1,261,913	\$1,261,913

OFFICE OF DATA ANALYTICS & BUSINESS INTELLIGENCE

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian			2,227,976	2,235,297
1117 - Vacancy Savings - Salary			(60,718)	
1301 - Pension - Civilian			303,576	309,873
1303 - Life Insurance			2,124	2,124
1304 - Health Insurance			218,624	218,624
1306 - Fica			31,425	20,845
1309 - Wellness Program			797	797
Personnel Services			\$2,723,804	\$2,787,561
2110 - Office Supplies			50,000	61,226
2735 - Software Purchase - \$1000			205,375	205,375
Supplies - Materials			\$255,375	\$266,601
5011 - Reimb Fr Othr Organizaton			(1,717,266)	(1,792,248)
Reimbursements			\$(1,717,266)	\$(1,792,248)
Department Total			\$1,261,913	\$1,261,913



OFFICE OF ECONOMIC DEVELOPMENT

MISSION

Promote Dallas as a diverse, globally competitive business destination that fosters economic opportunities.

DEPARTMENT GOALS

- Market Dallas as a global and connected business center, while working with new and existing industries to initiate the creation of new jobs and investment
- Implement the Economic Development Strategic Plan for the City with the end goal of increasing economic opportunities and broadening and diversifying the tax base
- Focus the use of economic development tools to achieve integrated development and neighborhood redevelopment
- Incubate and support small business and entrepreneurship in collaboration with partners across the ecosystem
- Establish a specification review team to remove barriers from procurement opportunities, ensuring competition, opportunity, and efficiency, and regularly perform project monitoring site visits
- Establish a joint venture program between minority/women owned business enterprises (M/WBEs) and larger companies in order to gain experience as a prime contractor while increasing bonding capacity

FUNCTIONAL ORGANIZATION CHART



*Transferred from Management Services effective October 1, 2020

OFFICE OF ECONOMIC DEVELOPMENT

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the proposed budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$4,976,037	\$3,539,323	\$5,074,253	\$5,429,723
Supplies - Materials	\$61,007	\$59,878	\$104,900	\$102,047
Contractual - Other Services	\$3,222,211	\$3,302,124	\$2,920,401	\$2,936,753
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$8,259,255	\$6,901,325	\$8,099,554	\$8,468,523
Reimbursements	\$(2,893,410)	\$(1,868,793)	\$(2,656,827)	\$(2,651,777)
Department Total	\$5,365,845	\$5,032,532	\$5,442,727	\$5,816,746
Department Total Revenue	\$100,000	\$42,117	\$15,000	\$15,000

REIMBURSEMENTS

Reimbursements reflect contributions from various agencies, including federal and state funds, internal service departments, enterprise fund departments, and department support. Department support reflects interdepartmental transfers for the cost of management oversight and administrative support within the department. The table below provides a summary of reimbursements from various sources.

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
Department Support	(982,496)	(990,478)
Economic Development Programs Reimbursement	(1,674,331)	(1,661,299)
Reimbursement Total	\$(2,656,827)	\$(2,651,777)

OFFICE OF ECONOMIC DEVELOPMENT

ADDITIONAL RESOURCES

Additional resources are multi-year funds used to account for and report the proceeds of a specific revenue source that are restricted or committed to expenditures for a specified purpose. The table below list funds that require additional appropriations in FY 2020-21 and FY 2021-22.

Funds	FY 2020-21 Budget	FY 2021-22 Planned
0065 - New Market Tax Credit	216,305	216,305
0351 - South Dallas/Fair Park Opportunity Fund	931,134	500,000
0680 - Sales Tax Agreement Fund	361,779	416,046
0750 - Property Assessed Clean Energy	95,000	95,000
9P01 - Deep Ellum Public Improvement District	892,672	998,906
9P02 - Dallas Downtown Improvement District	8,542,910	9,348,893
9P03 - Klyde Warren Park-Dallas Arts District Public Improvement District	1,594,760	1,754,236
9P04 - Knox Street Public Improvement District	412,333	424,454
9P05 - Lake Highlands Public Improvement District	845,782	953,034
9P06 - North Lake Highlands Public Improvement District	463,886	542,319
9P07 - Oak Lawn-Hi Line Public Improvement District	441,424	421,151
9P08 - Prestonwood Public Improvement District	425,435	447,525
9P09 - South Dallas-Fair Park Improvement District	165,000	175,000
9P10 - South Side Public Improvement District	362,757	352,800
9P11 - Tourism Public Improvement District	13,395,678	15,208,732
9P12 - University Crossing Public Improvement District	1,017,356	1,037,703
9P13 - Uptown Public Improvement District	2,967,045	3,263,750
9P15 - Vickery Meadow Public Improvement District	1,106,449	1,105,419
Total Fund	\$34,237,705	\$37,261,273

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

OFFICE OF ECONOMIC DEVELOPMENT

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City's operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	46.50	31.31	52.50	53.00
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	0.03	0.10	0.10
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	46.50	31.34	52.60	53.10

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Establish a contract compliance and monitoring team with the addition of one Manager III and one Senior Contract Compliance Administrator position (1.50 FTEs).	2	\$124,627	\$168,727
Eliminate two Economic Development Analyst positions, one Economic Development Coordinator position, and one Executive Secretary position (4.00 FTEs).	(4)	\$(318,969)	\$(318,969)
Transfer Assistant Director position and Chief Planner position to Planning and Urban Design and eliminate the reimbursement associated with the Chief Planner position (2.00 FTEs).	(2)	\$(166,272)	\$(166,272)
Eliminate transfer to the South Dallas/Fair Park Opportunity Fund.	0	\$(800,000)	\$(800,000)
Consolidate the Office of Business Diversity into the Office of Economic Development (8.00 FTEs).	8	\$826,215	\$901,270

OFFICE OF ECONOMIC DEVELOPMENT

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Transfer the Fresh Start employment program from the Office of Community Care, including one Compliance Coordinator and one Manager II position (2.00 FTEs).	2	\$230,000	\$230,000
Transfer funding for protocol support services to the Office of Government Affairs.	0	\$(50,000)	\$(50,000)
Transfer one Partner Liaison position from the Office of Homeless Solutions (1.00 FTE).	1	\$90,113	\$90,113
Add funding to support reentry and pre-reentry programming as part of the City's Reimagining Public Safety effort.	0	\$500,000	\$500,000
Decrease funding for various membership dues (North Texas Commission, North American Strategy for Competitiveness, and Tech Titans).	0	\$(64,100)	\$(64,100)
Total Major Budget Items	7	\$371,614	\$490,769

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Number of business outreach visits	240	1,447	240	240
Number of jobs created or retained through written commitment	5,000	4,136	2,500	5,000
Dollars in capital investment fostered	\$500,000,000	\$577,535,000	\$250,000,000	\$500,000,000
Percentage of overall M/WBE participation on City procurements (by spend)	25%	25%	30%	30%
Percentage spent with local businesses	40%	43.3%	40%	40%
Percentage spent with local M/WBE businesses	50%	77.6%	65%	70%
Percentage of Fresh Start clients who maintain employment for six months	N/A	49.4%	25%	25%
Percentage of businesses from low- to moderate-income (LMI) census tracts connected to the B.U.I.L.D. ecosystem	N/A	N/A	40%	40%

OFFICE OF ECONOMIC DEVELOPMENT

SERVICE DESCRIPTION AND BUDGET

- **Area Redevelopment:** Oversees project incentives for real estate development and infrastructure in the City’s seven service areas, coordinates and implements development/redevelopment efforts in collaboration with cross-departmental teams, and supports major initiatives.
- **Business and Workforce Inclusion:** Supports the City to meet requirements for the inclusion of small/minority/women-owned business enterprises (S/M/WBEs) in the procurement process while building the capacity of S/M/WBEs and connecting Dallas residents to job opportunities with those businesses.
- **Business Development:** Focuses on outreach activities to recruit new businesses as well as provide support for expanding and retaining existing businesses. Also strengthens the City’s relationship with site selectors, developers, and business development partners.
- **Community Development:** Leverages community development tools to support financing of mixed-income, multi-family housing developments in areas of opportunity. In addition, acts as the City’s liaison with the City of Dallas Housing Finance Corporation.
- **Performance Monitoring, Compliance, and Analysis:** Provides centralized oversight for a complex incentive agreement/contract portfolio administered by the Office of Economic Development to ensure compliance with pertinent contract terms and local, state, and federal regulations. Assists in the exploratory research/analysis of economic development information/databases and preparation of project information.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Area Redevelopment	\$734,373	\$963,457	\$776,238	\$813,040
Business and Workforce Inclusion	\$0	\$0	\$2,610,273	\$2,660,414
Business Development	\$1,717,921	\$1,724,385	\$1,360,696	\$1,543,369
Community Development	\$1,371,046	\$938,094	\$303,209	\$363,415
Creative Industries	\$321,349	\$124,265	\$0	\$0
Performance Monitoring, Compliance & Analysis	\$0	\$0	\$392,311	\$436,509
Targeted Development	\$1,221,156	\$1,282,332	\$0	\$0
Department Total	\$5,365,845	\$5,032,533	\$5,442,727	\$5,816,746

OFFICE OF ECONOMIC DEVELOPMENT

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	3,981,040	2,680,401	4,281,599	4,281,600
1104 - Other Wages		(3,486)		
1117 - Vacancy Savings - Salary			(353,892)	
1201 - Overtime - Civilian	4,800	2,969	8,960	8,729
1203 - Service Incentive Pay	7,596	6,836	7,776	8,008
1208 - Sick Leave Term Pay - Civilian		35,480		
1210 - Vacation Term Pay - Civilian		38,649		
1301 - Pension - Civilian	567,293	387,001	606,026	607,786
1303 - Life Insurance	1,521	1,494	4,179	4,195
1304 - Health Insurance	342,383	336,307	433,701	437,473
1306 - Fica	57,905	40,032	62,325	62,324
1308 - Mandatory Deferred Comp		163		
1309 - Wellness Program	1,256	1,234	1,580	1,593
1314 - Worker's Compensation	12,243	12,243	22,000	18,015
Personnel Services	\$4,976,037	\$3,539,323	\$5,074,253	\$5,429,723
2110 - Office Supplies	11,365	10,230	10,717	11,230
2111 - Office Supplies Chargeback	10,683	10,683	11,582	11,582
2232 - Food Supplies	3,318	2,739	4,300	4,300
2252 - Meter Postage	6,679	6,679	6,924	6,924
2280 - Other Supplies			2,000	2,000
2710 - Furniture - Fixtures	5,000	4,000	4,000	4,000
2731 - Data Processing Equipment	23,662	10,097	11,781	8,415
2735 - Software Purchase - \$1000	300	15,450	53,596	53,596
Supplies - Materials	\$61,007	\$59,878	\$104,900	\$102,047
3020 - Food - Laundry Service	6,500	2,899	4,102	4,045
3030 - Printing - Photo Services	3,000	4,386	3,145	3,145
3033 - Legal Fees		5,231		
3050 - Communications	32,889	32,889	45,479	45,608
3051 - Telephone Equipment Charges		427		
3053 - Data Circuit Billing	17,761	23,299	27,476	27,476
3060 - Equipment Rental [Outside City]	400		400	400
3070 - Professional Services	217,687	217,687	677,311	668,989
3072 - Contractor Service Fees	503,000	503,000	453,000	453,000
3090 - City Forces	2,510	57,895	8,200	8,200
3099 - Misc Special Services	22,098	4,711	10,294	14,854
3130 - Copy Machine Rent-Lease-Maint	13,263	13,263	12,527	12,527
3150 - Copy Center Charges	2,288		5,788	5,788
3151 - Department Support	908,866	964,822	982,496	990,478
3310 - Insurance	1,740	1,740	3,513	3,748
3313 - Liability Premiums	1,695	1,695	2,236	2,236
3320 - Advertising	107,358	76,154	115,045	115,045
3340 - Membership Dues	123,585	129,089	113,335	113,335
3341 - Subscriptions-Serials	72,077	100,199	61,200	61,200
3361 - Professional Development	128,699	85,992	38,806	38,806
3363 - Reimb-Vehicle Use,Parking	7,708	7,708	11,630	11,630
3364 - Personnel Development		23,330	4,800	4,800
3410 - Equip - Automotive Rental		196		
3416 - GIS Services	14,227	14,227	7,598	7,736
3429 - Cellphone Charges	14,232	11,568	15,820	15,820
3430 - Data Services	30,825	30,825	43,047	43,287

OFFICE OF ECONOMIC DEVELOPMENT

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
3434 - Programming	188,891	188,891	273,153	284,600
3690 - Miscellaneous Transfers	800,000	800,000		
3899 - Other Misc Exp - Reimb	912			
Contractual - Other Services	\$3,222,211	\$3,302,124	\$2,920,401	\$2,936,753
5002 - Dept Support Reimb	(908,866)	(964,822)	(982,496)	(990,478)
5011 - Reimb Fr Othr Organizaton	(994,913)	(236,121)	(999,812)	(986,780)
5321 - Reimbursement - Aviation	(150,000)			
5323 - Reimbursement - Convention Center	(70,000)	(48,931)		
5998 - Reimbursement - Bond and TIF Projects	(769,631)	(618,919)	(674,519)	(674,519)
Reimbursements	\$(2,893,410)	\$(1,868,793)	\$(2,656,827)	\$(2,651,777)
Department Total	\$5,365,845	\$5,032,532	\$5,442,727	\$5,816,746

PARK & RECREATION

MISSION

Champion lifelong recreation and serve as responsible stewards of the City’s parks, trails, and open spaces.

DEPARTMENT GOALS

- Improve safety and security throughout the park system through increased use of cameras and an expanded and enhanced park security force by implementing Phase 2 of Park Ranger hiring, resulting in 12 total Park Rangers
- Increase the percentage of residents with a park within a half mile (10-minute walk) to 73 percent by September 2021
- Improve marketing and communications to enhance park operations and user satisfaction from 90 to 92 percent by September 2021
- Provide a citywide youth initiative for access to safe and affordable after-school programs, enhance students’ educational efforts, and be inclusive of sports, recreation, science and technology, performing arts, and health and wellness programs through enhanced delivery of recreation programming from 95 to 97 percent through September 2021
- Build and strengthen public/private partnership opportunities to create a more sustainable park system by seeking five partnerships with school districts, community groups, and/or organizations
- Create a more connected and active community by increasing trails connectivity from 61 to 63 percent by September 2021

FUNCTIONAL ORGANIZATION CHART



PARK & RECREATION

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$45,283,517	\$40,681,363	\$47,186,575	\$48,553,625
Supplies - Materials	\$12,022,567	\$9,588,105	\$11,818,995	\$12,094,677
Contractual - Other Services	\$38,722,488	\$37,621,591	\$37,957,794	\$38,477,755
Capital Outlay	\$1,163,969	\$1,472,882	\$1,205,886	\$1,301,386
Expense Total	\$97,192,541	\$89,363,941	\$98,169,250	\$100,427,443
Reimbursements	\$(3,855,804)	\$(3,855,804)	\$(3,855,804)	\$(3,855,804)
Department Total	\$93,336,737	\$85,508,137	\$94,313,446	\$96,571,639
Department Total Revenue	\$10,968,510	\$4,170,113	\$9,728,522	\$11,418,976

REIMBURSEMENTS

Reimbursements reflect contributions from various agencies, including federal and state funds, internal service departments, enterprise fund departments, and department support. Department support reflects interdepartmental transfers for the cost of management oversight and administrative support within the department. The table below provides a summary of reimbursements from various sources.

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
Building Services Reimbursement	(13,000)	(13,000)
Dallas Police Department Reimbursement	(64,004)	(64,004)
Dallas Water Utilities Reimbursement	(400,000)	(400,000)
Junior Golf Program Reimbursement	(357,319)	(357,319)
Library Reimbursement	(8,173)	(8,173)
Office of Community Care Reimbursement	(14,069)	(14,069)
Park and Recreation Program Fund Reimbursement	(458,327)	(458,327)
Samuell Park Fund Trust Reimbursement	(65,000)	(65,000)
Southern Skates Roller Rink Reimbursement	(75,000)	(75,000)
Storm Drainage Management Reimbursement	(2,400,912)	(2,400,912)
Reimbursement Total	\$(3,855,804)	\$(3,855,804)

PARK & RECREATION

ADDITIONAL RESOURCES

Additional resources are multi-year funds used to account for and report the proceeds of a specific revenue source that are restricted or committed to expenditures for a specified purpose. The table below list funds that require additional appropriations in FY 2020-21 and FY 2021-22.

Funds	FY 2020-21 Budget	FY 2021-22 Planned
CD20 - FY 2020-21 Community Development Block Grant	750,000	750,000
0426 - Fair Park Naming Sponsorship	2,934,943	0
0530 - Capital Gifts Donation and Development	3,592,316	2,869,000
0330 - Samuell Park Expendable Trust	560,839	1,740,027
0349 - Park and Recreation Athletic Field Maintenance	634,775	749,285
9P32 - Park Land Dedication Program	512,770	512,770
Total Fund	\$8,985,643	\$6,621,082

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City’s operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	802.33	602.72	777.83	784.58
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	10.50	18.76	10.50	10.50
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	104.20	51.72	98.20	98.20
Department Total	917.03	673.20	886.53	893.28

PARK & RECREATION

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Add four Park Ranger positions in FY 2019-20, four in FY 2020-21, and three in FY 2021-22 (4.00 FTEs in FY 2020-21).	4	\$275,592	\$275,592
Reduce one-time funding added in FY 2019-20 for operation and maintenance of new facilities.	0	\$(221,488)	\$(221,488)
Eliminate one Senior Landscape Architect position (1.00 FTE).	(1)	\$(43,494)	\$(43,494)
Eliminate overtime for Golf staff and reduce funding in supplies and contractual services.	0	\$(155,720)	\$(155,720)
Reduce fleet rental equipment budget.	0	\$(274,932)	\$(274,932)
Reduce one partner contract.	0	\$(258,008)	\$(258,008)
Close the Fair Oaks Tennis Center and eliminate the National Junior Tennis League (NJTL) Youth Tennis Summer Program.	0	\$(69,778)	\$(69,778)
Defer operation and maintenance funding for 12 playgrounds and park maintenance capital equipment and eliminate funding to purchase new heavy-duty equipment.	0	\$(319,454)	\$(319,454)
Close the Fruitdale Recreation Center (2.50 FTEs).	(3)	\$(202,546)	\$(202,546)
Reduce contractor service fees for all partners.	0	\$(353,391)	\$(353,391)
Increase funding for contract mowing services from \$534,542 to \$835,847.	0	\$301,305	\$301,305
Increase budget for using organic chemicals on park land from \$5,370 to \$515,217.	0	\$0	\$509,847
Add funding for a Marketing Manager III and Communications Manager II position to create and centralize marketing and public relations functions (1.50 FTEs).	2	\$0	\$356,166
Eliminate two Contract Compliance positions (1.50 FTEs).	(2)	\$(132,658)	\$(132,658)

PARK & RECREATION

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Eliminate one vacant Environmental Services position (1.00 FTE).	(1)	\$(42,934)	\$(42,934)
Reduce funding from Zoo contract related to the aquarium.	0	\$(300,000)	\$(300,000)
Transfer capital investments funding to be approved by Chief Financial Officer for Fair Park to Non-Departmental.	0	\$(1,150,000)	\$(1,150,000)
Add funding and three positions for youth activities and programs to be implemented April 2021 as part of the City's Reimagining Public Safety effort (2.25 FTEs and one-time startup costs in FY 2020-21; 3.00 FTEs and full-year funding in FY 2021-22).	3	\$500,000	\$500,000
Add five new positions for the operation and maintenance of new and/or renovated projects (3.75 FTEs).	5	\$0	\$411,634
Reduce funding for van rental and eight vacant positions (8.00 FTEs).	(8)	\$(761,222)	\$(761,222)
Eliminate 12 vacant positions in the Facilities division (12.00 FTEs).	(12)	\$(443,868)	\$(443,868)
Eliminate nine vacant positions in the Golf division (6.00 FTEs).	(9)	\$(244,954)	\$(244,954)
Reduce service level at all aquatic facilities from 10 weeks to 8 weeks.	0	\$(108,853)	\$(108,853)
Add funding for encampment resolution teams.	0	\$106,765	\$106,765
Total Major Budget Items	(22)	\$(3,899,638)	\$(2,621,991)

PARK & RECREATION

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Annual number of daily visits to partnership programs/facilities including the Arboretum, Cedar Ridge Preserve, Zoo Children’s Aquarium, and Audubon Center	3,699,341	1,890,910	3,800,793	3,914,816
Operating expenditures per acre of land managed or maintained	\$1,531	\$1,174	\$1,631	\$1,608
Annual value of volunteer hours for park system	\$6,145,449	\$5,656,889	\$4,017,600	\$5,022,000
Percentage of residents within half mile of a park	70%	71%	73%	73%
Average number of recreation programming hours per week (youth, seniors, and athletic leagues)	2,070	1,935	1,604	1,604
Participation rate at late-night Teen Recreation (TRec) sites	60%	7%	80%	85%
Percentage of park visits completed by Park Rangers	N/A	N/A	95%	95%

PARK & RECREATION

SERVICE DESCRIPTION AND BUDGET

- Aquatic Services: Operates and maintains 11 community pools, six family aquatic centers, Bahama Beach Waterpark, Bachman indoor pool, and aquatics programming at one Dallas Independent School District indoor pool.
- Golf and Tennis Centers: Provides management of six golf courses (open to the public 365 days per year) and five tennis centers (open to the public 364 days per year).
- Leisure Venue Management: Provides financial support and contract management for visitor destinations including the Dallas Arboretum, Texas Discovery Gardens, Cedar Ridge Preserve, Trinity River Audubon Center, Dallas Zoo, MoneyGram Soccer Complex, and Klyde Warren Park.
- Operation – Maintenance of Fair Park: Fair Park is a 277-acre tourist destination and Texas’ most visited public park with diverse offerings, sporting events, and first-class entertainment at multiple event venues. This service is managed by a nonprofit group.
- Park Land Maintained: Provides maintenance, infrastructure improvements, and volunteer coordination for more than 20,000 managed acres at 397 parks, park facilities, trails, athletic fields, and playgrounds.
- Planning, Design, Construction – EMS and Environmental Compliance: Manages the implementation of the Park and Recreation Department’s capital program and the management of the environmental compliance program as required by an Environmental Protection Agency Consent Decree.
- Recreation Services: Operates 43 recreation centers, including two centers dedicated to senior programming. Provides more than 16,800 programs and serves more than 1,400,000 participants annually.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Aquatic Services	\$6,013,824	\$4,194,125	\$6,450,718	\$6,732,617
Golf and Tennis Centers	\$5,653,186	\$4,854,007	\$5,264,716	\$5,268,642
Leisure Venue Management	\$18,776,768	\$16,829,945	\$17,908,436	\$17,943,415
Operation - Maintenance of Fair Park	\$5,150,000	\$5,766,085	\$3,850,000	\$3,850,000
Park Land Maintained	\$32,256,064	\$31,677,008	\$35,153,809	\$36,902,067
Planning, Design, Construction - EMS and Environ Compliance	\$2,169,158	\$2,151,331	\$2,112,888	\$2,109,429
Recreation Services	\$23,317,737	\$20,035,636	\$23,572,879	\$23,765,469
Department Total	\$93,336,737	\$85,508,137	\$94,313,446	\$96,571,639

PARK & RECREATION

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	34,644,376	24,332,710	35,997,417	37,311,739
1104 - Other Wages		66,755		
1111 - Cell Phone Stipend	35,745	35,008	35,655	34,655
1117 - Vacancy Savings - Salary	(1,409,539)		(1,447,222)	(1,557,439)
1201 - Overtime - Civilian	485,249	1,100,668	437,196	438,646
1203 - Service Incentive Pay	165,767	147,955	167,599	167,599
1207 - Compensatory Time Pay - Civ		103,757		
1208 - Sick Leave Term Pay - Civilian		242,009		
1210 - Vacation Term Pay - Civilian		173,374		
1251 - Off-road Vehicle Use		645		
1301 - Pension - Civilian	4,389,191	4,314,619	4,480,639	4,752,335
1303 - Life Insurance	22,833	22,785	57,856	58,044
1304 - Health Insurance	5,268,286	5,253,898	5,899,354	5,951,236
1306 - Fica	501,802	477,950	511,922	531,213
1308 - Mandatory Deferred Comp	26,170	26,730	26,024	26,170
1309 - Wellness Program	18,546	18,694	21,540	21,722
1314 - Worker's Compensation	1,135,091	1,135,091	998,595	817,705
1401 - Sick Leave - Civilian		874,454		
1402 - Vacation Leave - Civilian		1,014,820		
1403 - Holiday Leave - Civilian		798,149		
1404 - Jury Duty Leave - Civilian		6,392		
1405 - Death in Family Leave - Civ		38,873		
1406 - Administrative Leave - Civilian		377,045		
1408 - Attendance Incentive Leave - Civ		102,452		
1453 - Continuance Pay - Civilian		16,529		
Personnel Services	\$45,283,517	\$40,681,363	\$47,186,575	\$48,553,625
2110 - Office Supplies	119,556	21,883	107,809	110,109
2111 - Office Supplies Chargeback		38,168	7,100	1,900
2120 - Tools	219,337	285,187	258,834	260,530
2130 - Copy Supplies	955	955	955	955
2140 - Light - Power	2,266,147	2,266,147	1,980,171	2,130,514
2160 - Fuel Supplies	78,871	(54,777)	79,674	79,771
2170 - Water - Sewer	2,902,713	1,280,022	2,782,258	2,809,298
2181 - Fuel - Lube For Vehicles	646,711	646,711	633,720	633,720
2183 - Fuel - Lube	9,600	5,800	11,662	11,662
2185 - Tires - Tubes	29,200	30,100	23,003	23,003
2190 - Mechanical Supplies	5,610	5,610	3,590	3,590
2200 - Chemical Medical Surgical	300,901	274,229	292,588	292,788
2220 - Laundry - Cleaning Supplies	201,058	298,211	205,515	206,470
2231 - Clothing	228,929	115,651	220,585	159,620
2232 - Food Supplies	270,154	52,738	283,944	237,394
2251 - Stamp Postage		(1,000)		
2252 - Meter Postage	8,746	3,754	8,306	6,706
2261 - Edu - Recreational Supplies	837,514	270,849	843,833	785,333
2262 - Botanical - Agricultural Supplies	671,629	671,629	742,015	1,255,271
2270 - Printing Supplies		(5,000)		
2280 - Other Supplies	263,498	286,750	594,481	329,333
2290 - Event Supplies	56,853	44,161	46,651	71,651
2310 - Building Materials	69,410	51,050	89,990	89,990
2320 - Filtration Plants			5,000	5,000

PARK & RECREATION

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
2420 - Other Structures	593,142	535,317	660,518	685,904
2590 - Other Improvements	813,987	899,316	779,928	783,278
2710 - Furniture - Fixtures	280,536	336,067	181,451	190,451
2720 - Machine Tools	339,522	361,187	298,124	304,124
2730 - Major Apparatus	1,200	4,208		
2731 - Data Processing Equipment	585,397	684,079	516,999	464,402
2735 - Software Purchase - \$1000	124,064	69,700	34,599	34,599
2770 - Audiovisual Equipment	25,089	38,189	31,864	31,864
2780 - Photography - Film Equipment	2,500	2,450	3,300	3,300
2790 - Protective Equipment	32,016	8,763	33,031	34,600
2860 - Books Reference Book Only	50			50
2890 - Miscellaneous Equipment	37,672	60,000	57,497	57,497
Supplies - Materials	\$12,022,567	\$9,588,105	\$11,818,995	\$12,094,677
3012 - CHDO- Operating Expenses		(6,300)		
3020 - Food - Laundry Service	120,132	102,000	99,151	99,217
3030 - Printing - Photo Services	119,313	119,493	88,988	93,988
3050 - Communications	587,466	633,326	843,444	845,754
3051 - Telephone Equipment Charges		1,169		1,000
3053 - Data Circuit Billing	454,113	548,609	718,044	718,044
3060 - Equipment Rental [Outside City]	593,533	546,636	27,126	524,126
3063 - Field Trips-Child-Senior Activities	658,000	(22,425)	704,300	655,575
3064 - Contract Instructor Fee	1,300,000	500,000	1,300,000	1,300,000
3065 - Sport Officiating Service	259,000	17,780	264,000	216,000
3068 - Security Monitoring Services	349,255	476,163	342,785	332,985
3070 - Professional Services	1,068,158	897,504	1,117,164	1,137,164
3072 - Contractor Service Fees	21,618,064	23,179,139	19,787,790	19,787,790
3074 - Music License Fees	6,000	5,350	6,500	6,500
3080 - Cable Tv Services	17,500	13,000	17,500	17,500
3090 - City Forces	144,532	73,008	136,302	133,602
3091 - Custodial Services	61,523	120,320	56,298	56,448
3092 - Security Services	359,063	888,183	314,809	326,609
3093 - Driver Improvement School		205		
3094 - Wrecker Services	825	1,500		
3098 - Day Labor	19,048	42,000	23,529	23,529
3099 - Misc Special Services	317,327	185,367	623,665	290,071
3110 - Equip Repairs and Maintenance	112,507	97,488	95,306	95,306
3130 - Copy Machine Rent-Lease-Maint	151,285	153,062	119,932	122,092
3150 - Copy Center Charges	6,156	3,656	6,046	3,656
3201 - Stores Overhead Charges	1,640	1,640	1,260	1,260
3210 - Building Repairs and Maint	4,477,617	3,478,410	4,865,916	5,012,133
3310 - Insurance	510,271	510,271	854,396	911,422
3313 - Liability Premiums	174,550	174,550	213,579	213,579
3315 - Tolls		16		
3320 - Advertising	371,660	47,250	392,660	488,903
3330 - Rents [Lease]	28,157	38,250	34,734	34,734
3340 - Membership Dues	2,500	1,994		
3341 - Subscriptions-Serials	500	1,909	500	500
3361 - Professional Development	107,158	45,922	98,258	98,258
3363 - Reimb-Vehicle Use,Parking	55,559	89,247	53,376	53,651
3364 - Personnel Development	74,097	27,500	54,898	54,898
3410 - Equip - Automotive Rental	1,401,063	1,401,063	1,267,329	1,303,422
3411 - Wreck Handle Charge (fleet)	72,659	72,659	76,465	76,465
3412 - Fuel And Lube	3,600	3,600	3,600	3,600

PARK & RECREATION

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
3415 - Entertainment Rental - Service	97,000	38,216	97,750	81,250
3416 - GIS Services	72,610	72,610	104,202	105,204
3420 - Commun Equip Rental	179,834	179,834	187,925	182,593
3429 - Cellphone Charges	53,317	44,790	5,928	8,088
3430 - Data Services	308,029	308,029	411,578	411,907
3434 - Programming	2,229,713	2,229,713	2,331,077	2,439,226
3437 - Continual Software License Fee	1,450	17,575	1,450	1,450
3438 - Software Maintenance Fee	24,350	24,350	31,350	31,350
3450 - Bldg Servs-City Hall Oper		555		
3460 - Disposal Services	59,751	129,000	87,008	87,030
3518 - Credit Card Charges	57,313	27,750	57,513	57,513
3599 - Misc. Other Charges	3,540	1,000	4,216	4,216
3994 - Outside Temps-Staffing	31,750	77,655	28,147	28,147
Contractual - Other Services	\$38,722,488	\$37,621,591	\$37,957,794	\$38,477,755
4090 - City Forces	586,013	586,013	576,428	576,428
4599 - Improvements non-Building	235,000	413,507	235,000	235,000
4710 - Furniture Fixtures Equip		(4,455)		
4720 - Mach Tools Implem Major	296,545	397,091	291,454	291,454
4740 - Motor Vehicles Cap			10,182	5,682
4742 - Trucks	46,411	46,411	92,822	192,822
4890 - Misc Equipment Capital		34,315		
Capital Outlay	\$1,163,969	\$1,472,882	\$1,205,886	\$1,301,386
5011 - Reimb Fr Othr Organizaton	(1,454,892)	(1,454,892)	(1,454,892)	(1,454,892)
5012 - Reimbursements-Stormwater	(2,400,912)	(2,400,912)	(2,400,912)	(2,400,912)
Reimbursements	\$(3,855,804)	\$(3,855,804)	\$(3,855,804)	\$(3,855,804)
Department Total	\$93,336,737	\$85,508,137	\$94,313,446	\$96,571,639

PLANNING & URBAN DESIGN

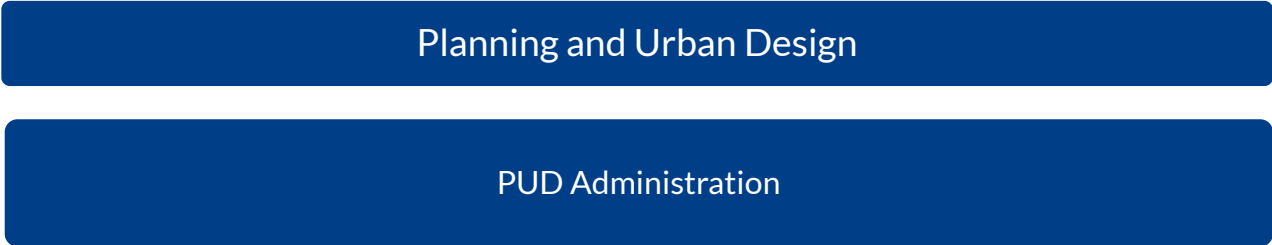
MISSION

Develop and implement comprehensive land use and revitalization plans through diligent community engagement and collaboration across departments and external agencies to strategically advance economic vitality, environmental sustainability, and equity throughout Dallas.

DEPARTMENT GOALS

- Draft a major update to the forwardDallas! citywide comprehensive land use plan to advance strategic priorities through an implementation and monitoring program with metrics by February 2022
- Draft three prioritized area plans for City Council consideration to serve as the basis for City-initiated rezoning by October 2022
- Draft a master plan to guide reuse and redevelopment of Hensley Field by April 2022
- Engage at least one percent of the Dallas population in citywide and area planning through a variety of engagement and neighborhood capacity building strategies by October 2021
- Provide timely reviews and recommendations on development projects to advance adopted land use and urban design policy

FUNCTIONAL ORGANIZATION CHART



PLANNING & URBAN DESIGN

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$2,857,024	\$2,609,532	\$2,915,618	\$2,951,914
Supplies - Materials	\$32,996	\$11,617	\$27,837	\$27,837
Contractual - Other Services	\$551,683	\$419,470	\$414,280	\$437,901
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$3,441,703	\$3,040,619	\$3,357,735	\$3,417,652
Reimbursements	\$(45,000)	\$(37,320)	\$(45,000)	\$(45,000)
Department Total	\$3,396,703	\$3,003,299	\$3,312,735	\$3,372,652
Department Total Revenue	\$0	\$0	\$0	\$0

REIMBURSEMENTS

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
Tax Increment Financing Reimbursement	(45,000)	(45,000)
Reimbursement Total	\$(45,000)	\$(45,000)

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

PLANNING & URBAN DESIGN

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City’s operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	27.00	24.97	27.00	27.00
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	0.01	0.00	0.00
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	1.20	0.00	0.00	0.00
Department Total	28.20	24.98	27.00	27.00

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers’ compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Add funding for PolicyMap subscription.	0	\$50,000	\$50,000
Eliminate one-time funding for Urban Land Use Planning.	0	\$(200,000)	\$(200,000)
Transfer Chief Planner position and Assistant Director position from the Office of Economic Development (2.00 FTEs).	2	\$261,385	\$261,385
Eliminate University of Texas - Arlington Intern Program (1.20 FTEs).	(4)	\$(35,805)	\$(35,805)
Eliminate Dallas Neighborhood Vitality Grant (DNVG) Program and one Outreach Specialist II position (1.00 FTE).	(1)	\$(152,715)	\$(152,715)
Eliminate Operation Beautification Program and one Outreach Specialist II position (1.00 FTE).	(1)	\$(80,692)	\$(80,692)
Total Major Budget Items	(4)	\$(157,827)	\$(157,827)

PLANNING & URBAN DESIGN

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of population engaged in planning/capacity-building projects	N/A	N/A	1%	1%
Percentage of development projects receiving policy/design review within 14 days	N/A	90%	95%	95%
Percentage of annual Comprehensive Plan project milestones completed	N/A	90%	90%	90%

SERVICE DESCRIPTION AND BUDGET

- PUD Administration: Advances neighborhood revitalization and organization capacity-building through a variety of citywide and neighborhood-focused programs, including community outreach and planning, service coordination events, and external partnerships. Reviews projects and develops City and neighborhood revitalization plans to implement forwardDallas!, the Comprehensive Housing Policy, and the proposed Economic Development Strategic Plan to promote quality of life, a connected city, and an increased tax base.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Neighborhood Vitality	\$894,421	\$387,267	\$0	\$0
Planning and Design Studio	\$1,277,890	\$513,119	\$0	\$0
PUD Administration	\$1,224,392	\$2,102,913	\$3,312,735	\$3,372,652
Department Total	\$3,396,703	\$3,003,299	\$3,312,735	\$3,372,652

PLANNING & URBAN DESIGN

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	2,280,261	1,930,452	2,321,935	2,358,162
1104 - Other Wages		2,673		
1106 - Merits			43,361	12,811
1111 - Cell Phone Stipend	2,160	2,160	2,160	2,160
1117 - Vacancy Savings - Salary			(31,422)	
1201 - Overtime - Civilian	1,800	677		
1203 - Service Incentive Pay	1,776	1,776	1,872	1,872
1207 - Compensatory Time Pay - Civ		11,984		
1301 - Pension - Civilian	319,645	294,091	334,321	335,119
1303 - Life Insurance	926	926	1,964	1,964
1304 - Health Insurance	207,749	207,749	197,631	197,631
1306 - Fica	33,146	29,628	34,356	34,438
1308 - Mandatory Deferred Comp	354		52	52
1309 - Wellness Program	756	756	721	721
1314 - Worker's Compensation	8,451	8,451	8,667	6,984
1401 - Sick Leave - Civilian		20,981		
1402 - Vacation Leave - Civilian		41,950		
1403 - Holiday Leave - Civilian		47,651		
1405 - Death in Family Leave - Civ		885		
1408 - Attendance Incentive Leave - Civ		6,741		
Personnel Services	\$2,857,024	\$2,609,532	\$2,915,618	\$2,951,914
2110 - Office Supplies	2,365	1,967	2,165	2,165
2111 - Office Supplies Chargeback		398		
2181 - Fuel - Lube For Vehicles	316	316	278	278
2220 - Laundry - Cleaning Supplies		709		
2232 - Food Supplies	3,500	376	3,300	3,300
2252 - Meter Postage	2,000	26	2,000	2,000
2280 - Other Supplies	8,496	51	8,496	8,496
2290 - Event Supplies	12,072	3,526	8,702	8,702
2735 - Software Purchase -\$1000	3,407	3,407	2,056	2,056
2860 - Books Reference Book Only	40	40	40	40
2890 - Miscellaneous Equipment	800	800	800	800
Supplies - Materials	\$32,996	\$11,617	\$27,837	\$27,837
3020 - Food - Laundry Service	3,250	900	3,250	3,250
3030 - Printing - Photo Services	4,575	1,675	4,175	4,175
3050 - Communications	22,612	23,548	28,861	28,944
3051 - Telephone Equipment Charges	250	250	250	250
3053 - Data Circuit Billing	11,532	11,532	17,436	17,436
3060 - Equipment Rental [Outside City]		3,165		
3070 - Professional Services	5,505	5,505	3,018	3,018
3090 - City Forces	300	3,810	300	300
3099 - Misc Special Services	236,175	51,200	29,470	29,470
3130 - Copy Machine Rent-Lease-Maint	4,552	4,552	3,540	3,540
3310 - Insurance	1,110	1,110	1,877	20,946
3313 - Liability Premiums	1,081	1,081	1,194	1,194
3315 - Tolls	40		40	40
3320 - Advertising	1,500	3,187	1,500	1,500
3340 - Membership Dues	9,609	9,669	9,332	9,332
3341 - Subscriptions-Serials	895	53,301	51,529	51,529
3361 - Professional Development	31,812	17,500	31,812	31,812

PLANNING & URBAN DESIGN

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
3363 - Reimb-Vehicle Use,Parking	1,900	500	1,455	1,455
3410 - Equip - Automotive Rental	2,529	3,031	4,726	4,726
3411 - Wreck Handle Charge (fleet)			3,841	3,841
3416 - GIS Services	7,844	7,844	3,598	3,632
3429 - Cellphone Charges	4,050	3,100	4,050	4,050
3430 - Data Services	40,637	40,637	28,372	28,383
3434 - Programming	91,645	91,645	180,654	185,078
3437 - Continual Software License Fee		3,000		
3530 - Relocation Cost		9,448		
3690 - Miscellaneous Transfers	68,280	68,280		
Contractual - Other Services	\$551,683	\$419,470	\$414,280	\$437,901
5011 - Reimb Fr Othr Organizaton	(45,000)	(37,320)	(45,000)	(45,000)
Reimbursements	\$(45,000)	\$(37,320)	\$(45,000)	\$(45,000)
Department Total	\$3,396,703	\$3,003,299	\$3,312,735	\$3,372,652

PROCUREMENT SERVICES

MISSION

Deliver timely service to clients through strategic competitive purchasing while working diligently to maximize purchasing power.

DEPARTMENT GOALS

- Maintain and continuously improve Citywide acquisition planning (through the Procurement Quarterly)
- Provide ongoing training through the Dallas Contracting Officer Representative (D-COR) program for all departments
- Fully configure and implement the enterprise contract management system through Bonfire, to include hosting contracts, monitoring plans, and documenting supplier performance
- Ensure contractual spend (through Procurement Services) is on contract
- Prioritize professional development and buyer and contract management for staff

FUNCTIONAL ORGANIZATION CHART



ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$2,709,038	\$2,093,493	\$2,631,931	\$2,690,097
Supplies - Materials	\$16,273	\$16,273	\$16,273	\$16,273
Contractual - Other Services	\$296,114	\$303,278	\$369,881	\$375,460
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$3,021,425	\$2,413,044	\$3,018,085	\$3,081,830
Reimbursements	\$0	\$(11,024)	\$0	\$0
Department Total	\$3,021,425	\$2,402,020	\$3,018,085	\$3,081,830
Department Total Revenue	\$110,000	\$271,249	\$110,000	\$110,000

PROCUREMENT SERVICES

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City’s operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	29.00	25.20	29.00	29.00
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	0.13	0.00	0.00
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	29.00	25.33	29.00	29.00

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of contracts renewed before expiration	88%	90%	90%	90%
Average number of bids received per solicitation	5	4	5	6
Percentage of spend captured on contract	94%	94%	95%	95%
Department completion rate for the Dallas Contracting Officer Representative Program	N/A	N/A	75%	85%

PROCUREMENT SERVICES

SERVICE DESCRIPTION AND BUDGET

- Purchasing-Contract Management: Purchases goods along with general and professional services in compliance with respective prevailing local, state, and federal statutes, and provides oversight for contract management across all City departments.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Purchasing-Contract Management	\$3,021,425	\$2,402,020	\$3,018,085	\$3,081,830
Department Total	\$3,021,425	\$2,402,020	\$3,018,085	\$3,081,830

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	2,143,162	1,448,534	2,155,589	2,152,286
1104 - Other Wages		318		
1111 - Cell Phone Stipend	721	721	721	721
1117 - Vacancy Savings - Salary			(94,568)	(34,568)
1201 - Overtime - Civilian		11,205		3,820
1203 - Service Incentive Pay	6,240	6,240	6,240	6,240
1207 - Compensatory Time Pay - Civ		5,698		
1210 - Vacation Term Pay - Civilian		41,451		
1301 - Pension - Civilian	306,114	229,679	304,793	304,318
1303 - Life Insurance	902	847	2,091	2,091
1304 - Health Insurance	212,778	200,602	214,931	214,931
1306 - Fica	31,177	26,716	31,256	31,209
1309 - Wellness Program	772	727	783	783
1314 - Worker's Compensation	7,172	7,172	10,095	8,266
1401 - Sick Leave - Civilian		38,262		
1402 - Vacation Leave - Civilian		22,581		
1403 - Holiday Leave - Civilian		42,944		
1406 - Administrative Leave - Civilian		3,594		
1407 - Military Leave - Civilian		250		
1408 - Attendance Incentive Leave - Civ		5,951		
Personnel Services	\$2,709,038	\$2,093,493	\$2,631,931	\$2,690,097
2110 - Office Supplies	1,468	1,468	1,468	1,468
2111 - Office Supplies Chargeback	5,426	5,426	5,426	5,426
2252 - Meter Postage	2,412	2,412	2,412	2,412
2710 - Furniture - Fixtures	6,967	6,967	6,967	6,967
Supplies - Materials	\$16,273	\$16,273	\$16,273	\$16,273
3020 - Food - Laundry Service		765		
3030 - Printing - Photo Services	300	624	300	300
3050 - Communications	43,781	43,781	47,980	48,110
3051 - Telephone Equipment Charges		2,777		
3053 - Data Circuit Billing	18,698	18,698	27,476	27,476
3090 - City Forces		1,824		
3099 - Misc Special Services		777		
3130 - Copy Machine Rent-Lease-Maint	6,075	6,075	6,269	6,269

PROCUREMENT SERVICES

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
3150 - Copy Center Charges	28	28	28	28
3310 - Insurance	855	855	1,670	1,781
3313 - Liability Premiums	832	832	1,063	1,063
3320 - Advertising		103		
3340 - Membership Dues		595		
3361 - Professional Development	36,520	36,520	37,364	37,363
3363 - Reimb-Vehicle Use,Parking	100	100	100	100
3416 - GIS Services	2,435	2,435	3,766	3,803
3429 - Cellphone Charges	6,500	6,500	6,500	6,500
3430 - Data Services	18,506	18,506	25,989	26,000
3434 - Programming	161,484	161,484	211,376	216,667
Contractual - Other Services	\$296,114	\$303,278	\$369,881	\$375,460
5011 - Reimb Fr Othr Organizaton		(11,024)		
Reimbursements		\$(11,024)		
Department Total	\$3,021,425	\$2,402,020	\$3,018,085	\$3,081,830

PUBLIC WORKS

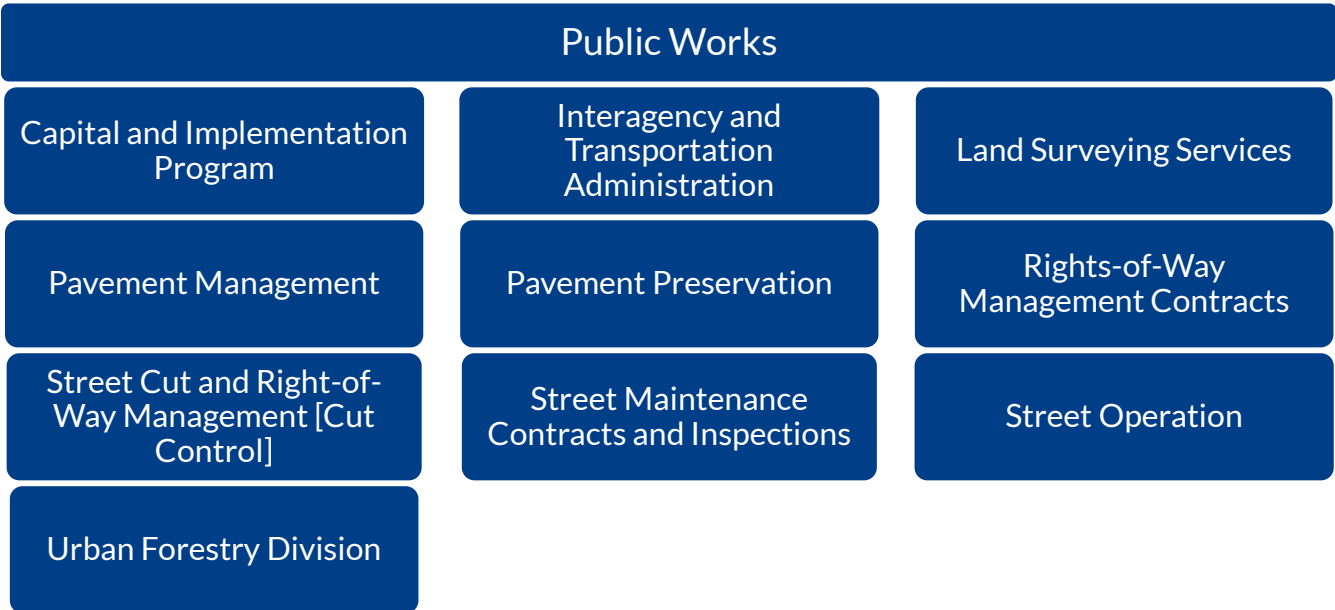
MISSION

Maintain and enhance the condition and safety of Dallas streets, alleys, and sidewalks while promoting innovative, “service first” solutions and a high quality of life for Dallas residents, businesses, and visitors.

DEPARTMENT GOALS

- Implement the revised Streets Design Manual, which will detail how City departments evaluate future street reconstruction projects for feasibility and integration of complete street features such as landscaping, bike lanes, or enhanced sidewalks
- Further enhance the Infrastructure Management Program (IMP) to include updating the Pavement Management Strategy and start including other programs such as the Annual Pavement Markings Program
- Continue efforts with key stakeholders to coordinate and, if possible, partner in planned construction projects with developers, utilities, and other City departments
- Continue oversight and guidance of the City’s small cell deployment to include deployment in residential areas and parks and develop a request for proposal (RFP) for fiber network buildout across the City
- Identify and implement organizational changes to optimize service delivery
- Begin development of proposed 2023 Bond Program projects and program revisions to include a review of policies for selection of bond projects

FUNCTIONAL ORGANIZATION CHART



PUBLIC WORKS

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$27,404,753	\$27,168,072	\$27,744,932	\$28,394,232
Supplies - Materials	\$6,867,050	\$7,601,998	\$9,396,456	\$9,551,476
Contractual - Other Services	\$47,495,424	\$46,283,865	\$45,923,986	\$45,967,516
Capital Outlay	\$5,863,247	\$6,110,257	\$2,209,668	\$2,209,668
Expense Total	\$87,630,474	\$87,164,192	\$85,275,042	\$86,122,892
Reimbursements	\$(9,021,067)	\$(9,455,875)	\$(9,133,845)	\$(9,133,845)
Department Total	\$78,609,407	\$77,708,318	\$76,141,197	\$76,989,047
Department Total Revenue	\$2,786,665	\$2,925,107	\$4,024,446	\$4,097,367

REIMBURSEMENTS

Reimbursements reflect contributions from various agencies, including federal and state funds, internal service departments, enterprise fund departments, and department support. Department support reflects interdepartmental transfers for the cost of management oversight and administrative support within the department. The table below provides a summary of reimbursements from various sources.

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
Dallas Water Utilities Reimbursement	(391,787)	(391,787)
Department Support	(3,401,696)	(3,401,696)
Storm Drainage Management Reimbursement	(5,304,362)	(5,304,362)
Sustainable Development and Construction Reimbursement	(36,000)	(36,000)
Reimbursement Total	\$(9,133,845)	\$(9,133,845)

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

PUBLIC WORKS

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City’s operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	442.03	385.70	449.92	449.92
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	28.00	33.10	40.40	40.40
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	470.03	418.80	490.32	490.32

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers’ compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Increase contract for slurry and microsurfacing for an additional 98 lane miles.	0	\$1,912,268	\$1,912,268
Eliminate four Laborer II positions, one Laborer I position, and eight unfunded positions (8.00 FTEs).	(13)	\$(230,167)	\$(230,167)
Transfer three positions from the General Fund to the Internal Service Fund (3.00 FTEs).	(3)	\$(188,144)	\$(188,144)
Eliminate three positions and transfer two to the City Controller’s Office as part of the reorganization designed to optimize Citywide payroll processes (5.00 FTEs).	(5)	\$(269,432)	\$(269,432)
Reduce the General Fund transfer to the Street and Alley Fund for pay-as-you-go financing of projects.	0	\$(4,200,890)	\$(4,200,890)
Add funding for street improvements.	0	\$2,667,595	\$2,667,595
Total Major Budget Items	(21)	\$(308,770)	\$(308,770)

PUBLIC WORKS

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of streets with a Pavement Condition Index rating of C or better	65%	75.80%	67%	66%
Percentage of potholes repaired within three days	98%	96%	98%	98%
Percentage of asphalt service requests completed within SLA	N/A	90%	92%	92%
Percentage of concrete service requests completed within SLA	N/A	90%	92%	92%
Number of lane miles completed through Onyx preservation (in-house)	N/A	N/A	112	112
Percentage of planned lane miles improved (726 miles)	N/A	N/A	100%	100%

SERVICE DESCRIPTION AND BUDGET

- Capital and Implementation Program: Awards over \$100 million annually in design and construction projects. Creates and maintains the fundamental transportation infrastructure systems required for economic growth.
- Interagency and Transportation Administration: Leverages approximately \$10 million in outside funds by implementing partnership projects related to transit, freeways/tollways, bike lanes, sidewalks, bridges, intersections, and thoroughfares.
- Land Surveying Services: Completes approximately 8,200 research requests annually. Provides land surveying services, manages projects, and reviews consultant proposals and submittals for surveying for all City departments.
- Pavement Management: Collects data and assesses the condition of approximately 11,700 lane miles of streets, 700 lane miles of alleys and street assets throughout Dallas, and analyzes data to identify current and projected pavement conditions in support of street maintenance and capital improvement programs.
- Pavement Preservation: The in-house preservation group will be applying Onyx, a new preventive maintenance treatment designed to extend the useful life of asphalt pavement. During FY 2020-21, the new treatment will be applied to 111 lane miles of pavement, reducing the lane miles previously performed by private contractors.

PUBLIC WORKS

- **Rights-of-Way Maintenance Contracts:** Administers contracted services including major thoroughfare sweeping of approximately 2,200 gutter miles, maintenance of approximately 1,700 acres of median/right-of-way (ROW) mowing, TxDOT ROW mowing, oversees the MOWMentum Program, and provides inspections for outside contractors to ensure quality control.
- **Street Cut and Right-of-Way Management [Cut Control]:** Monitors and enforces activities within the public right-of-way infrastructure by permitting, inspecting, and reviewing more than 10,000 permits and construction.
- **Street Maintenance Contracts and Inspections:** Administers and inspects street maintenance contracts for pavement treatments such as resurfacing, partial reconstruction, restoration, and micro-surfacing programs.
- **Street Operation:** Maintains inventory of approximately 6,200 lane miles of asphalt streets, 5,500 lane miles of concrete streets, and 1,254 lane miles of alleys and provides major and temporary maintenance repairs on streets and alleys generated by service requests and planned programs.
- **Urban Forestry Division:** Maintains median trees, including clearance pruning, removals, and assessment of tree health and hazards. Works with the MOWmentum program to approve and assist with tree planting projects in City ROW. Prepares responses to unexpected tree failures in the City ROW. Provides mowing and litter removal for more than 1,000 City surplus properties and Floodway Management Areas.

PUBLIC WORKS

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Capital and Implementation Program	\$1,507,979	\$1,514,622	\$758,469	\$758,469
Interagency and Transportation Administration	\$247,135	\$242,563	\$105,864	\$105,864
Land Surveying Services	\$90,783	\$146,441	\$108,680	\$110,727
Pavement Management	\$665,589	\$747,896	\$762,353	\$787,352
Pavement Preservation	\$0	\$0	\$2,186,338	\$2,130,306
Rights-of-Way Maintenance Contracts	\$5,541,912	\$5,787,624	\$5,556,042	\$5,576,547
Street Cut and Right-of-Way Management [Cut Control]	\$818,437	\$921,748	\$657,580	\$684,241
Street Maintenance Contracts and Inspections	\$36,249,479	\$33,791,418	\$30,420,542	\$30,420,542
Street Operation	\$33,006,406	\$34,128,244	\$35,041,673	\$35,867,324
Urban Forestry Division	\$481,688	\$427,761	\$543,656	\$547,675
Department Total	\$78,609,407	\$77,708,318	\$76,141,197	\$76,989,047

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	19,666,046	15,684,587	19,548,222	19,575,429
1104 - Other Wages		6,351		
1106 - Merits		41		
1111 - Cell Phone Stipend	3,840	8,227	4,800	4,800
1117 - Vacancy Savings - Salary	(1,529,051)		(1,520,472)	(662,423)
1201 - Overtime - Civilian	1,729,297	2,257,094	1,538,328	1,538,328
1203 - Service Incentive Pay	156,657	123,304	116,084	116,084
1207 - Compensatory Time Pay - Civ		26,003		
1208 - Sick Leave Term Pay - Civilian		131,444		
1210 - Vacation Term Pay - Civilian		104,624		
1301 - Pension - Civilian	3,060,500	2,794,652	3,033,154	3,039,970
1303 - Life Insurance	15,521	15,521	32,450	32,450
1304 - Health Insurance	3,275,373	3,275,373	3,326,983	3,326,983
1306 - Fica	310,153	279,355	310,872	311,267
1309 - Wellness Program	12,906	12,906	12,121	12,121
1314 - Worker's Compensation	703,511	703,511	1,342,390	1,099,223
1401 - Sick Leave - Civilian		550,049		
1402 - Vacation Leave - Civilian		594,982		
1403 - Holiday Leave - Civilian		496,420		
1404 - Jury Duty Leave - Civilian		2,808		
1405 - Death in Family Leave - Civ		21,192		
1406 - Administrative Leave - Civilian		3,748		
1408 - Attendance Incentive Leave - Civ		71,901		
1453 - Continuance Pay - Civilian		3,977		
Personnel Services	\$27,404,753	\$27,168,072	\$27,744,932	\$28,394,232

PUBLIC WORKS

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
2111 - Office Supplies Chargeback	31,320	19,129	33,720	33,720
2120 - Tools	291,745	245,275	285,377	282,812
2130 - Copy Supplies	8,474	7,500	8,474	8,474
2140 - Light - Power	114,773	114,773	120,000	123,600
2160 - Fuel Supplies	23,341	15,433	23,342	23,342
2170 - Water - Sewer	38,500	17,919	38,500	38,500
2181 - Fuel - Lube For Vehicles	1,018,024	1,018,024	827,674	827,674
2182 - Mechanical Supplies for Vehicles	62,400	57,401	62,400	62,400
2183 - Fuel - Lube	3,425	9,349	3,425	3,425
2185 - Tires - Tubes	19,147	21,676	18,739	18,740
2190 - Mechanical Supplies	25,539	28,416	25,539	25,539
2200 - Chemical Medical Surgical	61,090	47,733	52,472	52,472
2220 - Laundry - Cleaning Supplies	41,629	38,472	41,629	41,629
2231 - Clothing	203,520	212,898	192,271	192,271
2232 - Food Supplies	18,275	20,010	19,775	19,775
2252 - Meter Postage	3,831	560	3,831	3,831
2261 - Edu - Recreational Supplies	3,003	4,410	2,250	2,250
2262 - Botanical - Agricultural Supplies	4,400	2,523	4,400	4,400
2280 - Other Supplies	171,506	162,333	383,760	383,759
2510 - Streets Roadways-Highways	4,474,823	5,309,273	7,039,716	7,193,701
2550 - Waterworks Mains	2,284	2,284	2,284	2,284
2560 - Sanitary Sewer		702		
2571 - Service Connections	350	406	350	350
2710 - Furniture - Fixtures	14,169	28,298	4,500	4,500
2720 - Machine Tools	137,750	134,464	134,150	129,150
2730 - Major Apparatus		58		5,000
2731 - Data Processing Equipment	28,320	30,987	3,813	3,813
2735 - Software Purchase -\$1000	2,500		3,000	3,000
2741 - Motor Vehicle	58,490	50,917	57,490	57,490
2770 - Audiovisual Equipment	199	776		
2790 - Protective Equipment	1,450		1,000	1,000
2860 - Books Reference Book Only	2,775		2,575	2,575
Supplies - Materials	\$6,867,050	\$7,601,998	\$9,396,456	\$9,551,476
3020 - Food - Laundry Service	400	916	400	400
3030 - Printing - Photo Services	6,625	7,739	6,975	6,975
3050 - Communications	180,540	180,541	198,530	199,097
3051 - Telephone Equipment Charges		1,923		
3053 - Data Circuit Billing	109,068	109,068	119,941	119,941
3060 - Equipment Rental [Outside City]	20,559	131,285	37,178	30,772
3070 - Professional Services	7,291,528	6,632,596	5,353,732	5,353,732
3071 - Management Service Fees			75,814	75,814
3072 - Contractor Service Fees	18,946,182	17,845,440	22,251,918	22,251,918
3080 - Cable Tv Services		316		
3085 - Freight	20	2,530	20	20
3090 - City Forces	40,050	53,041	40,050	40,050
3092 - Security Services	38,766	38,766	36,666	36,266
3094 - Wrecker Services	4,200	4,200	4,200	4,200
3099 - Misc Special Services	282,656	265,858	73,220	73,220
3110 - Equip Repairs and Maintenance	184,284	174,207	183,535	183,535
3130 - Copy Machine Rent-Lease-Maint	51,330	51,330	17,767	17,767
3150 - Copy Center Charges	854	388	845	845
3151 - Department Support	3,254,663	3,414,379	3,401,696	3,401,696
3201 - Stores Overhead Charges		2,610		

PUBLIC WORKS

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
3210 - Building Repairs and Maint	321,950	321,950		
3310 - Insurance	31,820	31,820	99,395	106,029
3311 - Premium Phys Damage Ins			6,350	
3313 - Liability Premiums	157,377	157,377	349,317	349,317
3315 - Tolls	6,658	7,288	6,658	6,658
3320 - Advertising	330	621	330	330
3340 - Membership Dues	5,250	3,740	5,250	5,250
3341 - Subscriptions-Serials		1,200		
3361 - Professional Development	8,970	4,597	9,420	9,420
3363 - Reimb-Vehicle Use,Parking	200	151	200	200
3364 - Personnel Development	14,625	3,883	17,625	17,625
3410 - Equip - Automotive Rental	2,247,398	2,247,398	2,455,142	2,455,142
3411 - Wreck Handle Charge (fleet)	219,894	219,895	255,586	255,586
3416 - GIS Services	45,647	45,647	58,563	59,126
3420 - Commun Equip Rental	449,054	449,054	471,383	458,394
3421 - Veh License - Registration Fees	6,650		5,601	5,601
3429 - Cellphone Charges	43,755	48,754	42,755	42,755
3430 - Data Services	210,629	210,629	241,762	241,931
3434 - Programming	1,409,603	1,409,603	1,401,619	1,463,361
3438 - Software Maintenance Fee	3,000	3,000	18,000	18,000
3460 - Disposal Services	199,999	175,184	176,543	176,543
3637 - Capital Const Transfer	11,700,890	11,700,890	8,500,000	8,500,000
3994 - Outside Temps-Staffing		324,053		
Contractual - Other Services	\$47,495,424	\$46,283,865	\$45,923,986	\$45,967,516
4090 - City Forces	1,229,242	1,229,357	900,238	900,238
4111 - Engineering Design	49,921	49,921		
4113 - Testing	7,500	7,500		
4230 - Acquisition - Court Costs	2,400	2,400		
4510 - Strts Roadwys Hiwy Alleys	482,266	660,316	500,000	500,000
4530 - Sidewlks Curbs Steps Gutr	347,780	347,780	347,780	347,780
4599 - Improvements non-Building	65,210	65,210		
4720 - Mach Tools Implem Major	396,154	389,464	444,464	444,464
4750 - Other Vehicles	3,282,773	3,358,309	17,186	17,186
Capital Outlay	\$5,863,247	\$6,110,257	\$2,209,668	\$2,209,668
5002 - Dept Support Reimb	(3,254,664)	(3,414,380)	(3,401,696)	(3,401,696)
5011 - Reimb Fr Othr Organizaton	(15,000)	(103,676)		
5012 - Reimbursements-Stormwater	(5,319,362)	(5,025,834)	(5,304,362)	(5,304,362)
5325 - Reimbursement - Dallas Water Utilities	(396,041)	(875,985)	(391,787)	(391,787)
5329 - Reimbursement - Building Inspection	(36,000)	(36,000)	(36,000)	(36,000)
Reimbursements	\$(9,021,067)	\$(9,455,875)	\$(9,133,845)	\$(9,133,845)
Department Total	\$78,609,407	\$77,708,318	\$76,141,197	\$76,989,047

SUSTAINABLE DEVELOPMENT & CONSTRUCTION

MISSION

Partner with the community to build a safe and dynamic Dallas.

DEPARTMENT GOALS

- Establish a culture of continuous improvement
- Collaborate with a panel of stakeholders and experts to evaluate departmental operations and recommend enhancements based on best practices

FUNCTIONAL ORGANIZATION CHART



ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$3,383,376	\$3,214,521	\$3,458,005	\$3,446,038
Supplies - Materials	\$30,899	\$38,741	\$30,361	\$30,361
Contractual - Other Services	\$358,606	\$273,959	\$294,529	\$332,445
Capital Outlay	\$0	\$0	\$0	\$0
Expense Total	\$3,772,881	\$3,527,221	\$3,782,895	\$3,808,844
Reimbursements	\$(1,913,915)	\$(1,913,915)	\$(1,913,915)	\$(1,913,915)
Department Total	\$1,858,966	\$1,613,306	\$1,868,980	\$1,894,929
Department Total Revenue	\$3,682,413	\$3,585,817	\$2,386,576	\$2,386,576

SUSTAINABLE DEVELOPMENT & CONSTRUCTION

REIMBURSEMENTS

Reimbursements reflect contributions from various agencies, including federal and state funds, internal service departments, enterprise fund departments, and department support. Department support reflects interdepartmental transfers for the cost of management oversight and administrative support within the department. The table below provides a summary of reimbursements from various sources.

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
Dallas Water Utilities Reimbursement	(587,081)	(536,043)
NAS Redevelopment Fund Reimbursement	(103,997)	(179,030)
Property Acquisition and Leases Reimbursement	(566,687)	(556,661)
Sustainable Development and Construction (Enterprise Fund) Reimbursement	(656,150)	(642,181)
Reimbursement Total	\$(1,913,915)	\$(1,913,915)

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City's operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	38.90	34.40	36.92	36.92
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	0.03	0.00	0.00
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	38.90	34.43	36.92	36.92

SUSTAINABLE DEVELOPMENT & CONSTRUCTION

PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of abandonment/ license applications routed within five days	95%	96%	95%	95%
Percentage of routine maintenance certificates of appropriateness completed within seven days	95%	95%	95%	95%

SERVICE DESCRIPTION AND BUDGET

- **Authorized Hearings:** Provides support to the City Council, Council committees, and City Plan Commission on City-initiated zoning hearings and code amendments. Processes applications for Neighborhood Stabilization Overlays and Conservation Districts.
- **Conservation District:** Assists Dallas' communities in protecting certain neighborhood characteristics, such as architectural style, density, structure height, and setback guidelines.
- **Real Estate and Relocation:** Acquires easements and property for public use, provides necessary relocation benefits to qualified persons and businesses displaced due to public acquisitions, assists property owners in obtaining abandonments, licenses, and leases, and sells surplus and tax-foreclosed properties.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Authorized Hearings	\$721,158	\$674,320	\$736,995	\$735,278
Conservation District	\$388,290	\$363,528	\$381,498	\$345,488
Real Estate and Relocation	\$749,518	\$575,457	\$750,487	\$814,163
Department Total	\$1,858,966	\$1,613,306	\$1,868,980	\$1,894,929

SUSTAINABLE DEVELOPMENT & CONSTRUCTION

EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	2,717,408	2,183,355	2,782,938	2,781,991
1104 - Other Wages		501		
1111 - Cell Phone Stipend	960	960	960	960
1117 - Vacancy Savings - Salary	(108,954)		(107,822)	(107,822)
1201 - Overtime - Civilian		2,579		
1203 - Service Incentive Pay	6,981	6,981	7,632	7,632
1207 - Compensatory Time Pay - Civ		3,091		
1210 - Vacation Term Pay - Civilian		6,383		
1301 - Pension - Civilian	386,927	386,927	394,773	394,628
1303 - Life Insurance	1,417	1,417	2,680	2,680
1304 - Health Insurance	273,773	273,773	275,408	275,408
1306 - Fica	39,511	39,511	40,477	40,463
1309 - Wellness Program	1,188	1,188	1,003	1,003
1314 - Worker's Compensation	64,165	64,165	59,956	49,095
1401 - Sick Leave - Civilian		80,239		
1402 - Vacation Leave - Civilian		67,599		
1403 - Holiday Leave - Civilian		68,045		
1404 - Jury Duty Leave - Civilian		680		
1405 - Death in Family Leave - Civ		3,973		
1406 - Administrative Leave - Civilian		17,639		
1408 - Attendance Incentive Leave - Civ		5,516		
Personnel Services	\$3,383,376	\$3,214,521	\$3,458,005	\$3,446,038
2110 - Office Supplies	1,137	1,137	5,342	5,342
2111 - Office Supplies Chargeback	10,450	10,450		
2181 - Fuel - Lube For Vehicles	2,175	2,175	1,917	1,917
2231 - Clothing	8,000		8,000	8,000
2252 - Meter Postage	160	1,598	6,444	6,444
2280 - Other Supplies	5,106	5,106	4,787	4,787
2731 - Data Processing Equipment	2,856	18,275	2,856	2,856
2780 - Photography - Film Equipment	750		750	750
2860 - Books Reference Book Only	265		265	265
Supplies - Materials	\$30,899	\$38,741	\$30,361	\$30,361
3020 - Food - Laundry Service	3,500		3,500	3,500
3030 - Printing - Photo Services	3,925	200	3,925	3,925
3050 - Communications	33,994	33,994	22,739	22,804
3051 - Telephone Equipment Charges	1,493	1,493	1,493	1,493
3053 - Data Circuit Billing	8,010	8,010	14,228	14,228
3070 - Professional Services	19,511	19,511	9,723	9,511
3090 - City Forces	57,043	16,276	38,228	38,228
3110 - Equip Repairs and Maintenance	418	418	418	418
3130 - Copy Machine Rent-Lease-Maint	5,228	5,228	4,523	4,523
3310 - Insurance	874	874	1,203	1,283
3313 - Liability Premiums	26,511	26,511	28,956	28,956
3320 - Advertising	2,964	2,926	2,964	2,964
3360 - Purchased Transportation	1,000		1,000	1,000
3363 - Reimb-Vehicle Use,Parking	346	346	346	346

SUSTAINABLE DEVELOPMENT & CONSTRUCTION

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
3364 - Personnel Development	12,222	1,492	9,722	39,722
3410 - Equip - Automotive Rental	15,942	15,942	10,837	10,837
3416 - GIS Services	4,067	4,067	4,826	4,873
3429 - Cellphone Charges	560	560	560	560
3430 - Data Services	15,811	15,811	26,554	26,568
3434 - Programming	115,974	115,974	105,402	110,358
3599 - Misc. Other Charges	29,213	4,326	3,382	6,348
Contractual - Other Services	\$358,606	\$273,959	\$294,529	\$332,445
5011 - Reimb Fr Othr Organizaton	(1,913,915)	(1,913,915)	(1,913,915)	(1,913,915)
Reimbursements	\$(1,913,915)	\$(1,913,915)	\$(1,913,915)	\$(1,913,915)
Department Total	\$1,858,966	\$1,613,306	\$1,868,980	\$1,894,929



TRANSPORTATION

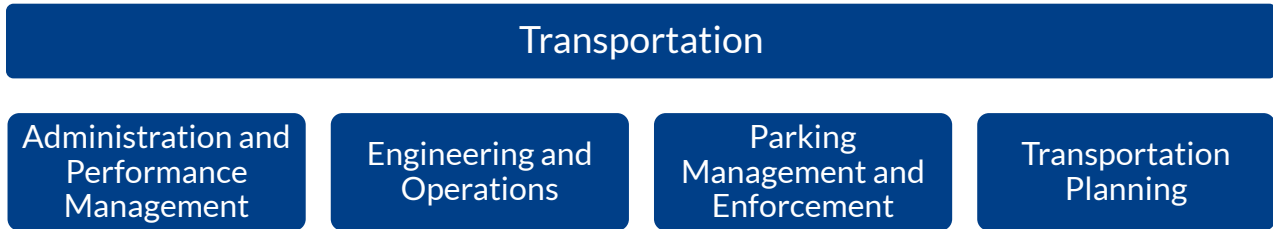
MISSION

Provide a safe and inclusive transportation system for the City of Dallas through equity, empathy, ethics, and excellence.

DEPARTMENT GOALS

- Reduce safety risks on City roads through quality planning and engineering, illuminated streets, well-operating signals, and clear markings and signage for vehicles, bicycles, and pedestrians
- Maximize operational efficiency through responsible and strategic planning, using quantifiable data to assist with prioritizing projects, and addressing extraordinary challenges with creative solutions
- Deliver quality customer service by reducing response time to service requests by five percent

FUNCTIONAL ORGANIZATION CHART



TRANSPORTATION

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the adopted budget for FY 2020-21 and planned budget for FY 2021-22.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Personnel Services	\$12,687,784	\$10,850,601	\$11,701,253	\$11,928,378
Supplies - Materials	\$17,045,416	\$16,826,631	\$17,447,887	\$17,870,604
Contractual - Other Services	\$11,353,522	\$9,830,475	\$13,308,750	\$11,834,617
Capital Outlay	\$4,631,794	\$4,762,318	\$2,511,847	\$2,384,447
Expense Total	\$45,718,516	\$42,270,024	\$44,969,737	\$44,018,046
Reimbursements	\$(1,130,747)	\$(780,253)	\$(1,864,162)	\$(1,276,172)
Department Total	\$44,587,769	\$41,489,772	\$43,105,575	\$42,741,874
Department Total Revenue	\$10,406,355	\$7,285,591	\$13,277,339	\$13,277,339

REIMBURSEMENTS

Reimbursements reflect contributions from various agencies, including federal and state funds, internal service departments, enterprise fund departments, and department support. Department support reflects interdepartmental transfers for the cost of management oversight and administrative support within the department. The table below provides a summary of reimbursements from various sources.

Source of Reimbursement	FY 2020-21 Budget	FY 2021-22 Planned
Capital Projects Reimbursement	(54,000)	(54,000)
Convention Center Reimbursement	(36,000)	(36,000)
High Speed Rail Reimbursement	(111,362)	0
Miscellaneous Department Reimbursement (Work Orders)	(808,000)	(831,372)
North Central Texas Council of Governments	(500,000)	0
Texas Department of Transportation	(354,800)	(354,800)
Reimbursement Total	\$(1,864,162)	\$(1,276,172)

TRANSPORTATION

ADDITIONAL RESOURCES

Additional resources are multi-year funds used to account for and report the proceeds of a specific revenue source that are restricted or committed to expenditures for a specified purpose. The table below list funds that require additional appropriations in FY 2020-21 and FY 2021-22.

Funds	FY 2020-21 Budget	FY 2021-22 Planned
0670 - Freeway Traffic Signals	267,500	275,000
Total Fund	\$267,500	\$ 275,000

PERSONNEL

Full-time equivalent (FTE) is a budget calculation that counts the number of personnel hours funded for the fiscal year. Each FTE equals 2,080 hours. Not all full-time positions are funded for 100 percent occupancy throughout the fiscal year. FTEs are calculated to consider vacancy and position turnover that may occur. Additionally, multiple part-time and temporary positions may be added together to equal one FTE.

The table below represents regular FTEs, overtime FTEs, and City temporary FTEs for the City's operating funds. The table does not include FTEs funded from additional resources such as grant funds.

Category	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Regular Civilian	168.20	132.03	150.31	150.34
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	5.76	1.86	1.81	1.81
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	1.50	0.99	1.50	1.50
Department Total	175.46	134.88	153.62	153.65

TRANSPORTATION

MAJOR BUDGET ITEMS

The FY 2020-21 budget and FY 2021-22 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. The table below lists funding levels for major budget items for each year of the biennial. The amounts in each column are a positive or negative adjustment from the FY 2019-20 amended budget.

Brief Description	Number of Positions	FY 2020-21 Budget	FY 2021-22 Planned
Eliminate one-time costs associated with FY 2019-20 funding increase in the Highway Safety Improvement Program.	0	\$(562,314)	\$(562,314)
Eliminate the Emerging Technology position, two vacant Senior Engineer positions, and one Manager II position (4.00 FTEs).	(4)	\$(374,676)	\$(374,676)
Reduce funding for bike lanes in the General Fund from \$1,000,000 to \$705,000 and add \$500,000 in grant funding and \$295,000 in capital funding. Total bike lane funding in FY 2020-21 is \$1,500,000.	0	\$(295,000)	\$(295,000)
Reduce funding for operation and maintenance of the Dallas Streetcar.	0	\$(231,900)	\$(231,900)
Transfer five positions to the newly established Office of Data Analytics and Business Intelligence (5.00 FTEs).	(5)	\$(445,828)	\$(445,828)
Eliminate four positions as part of the reorganization designed to optimize Citywide payroll processes (4.00 FTEs).	(4)	\$(228,743)	\$(228,743)
Add funding for environmental and lighting improvements to reduce crime as part of the City's Reimagining Public Safety effort.	0	\$2,000,000	\$500,000
Add funding to expand the Neighborhood Management and Traffic Calming Program.	0	\$0	\$500,000
Reduce membership funding for the Dallas Regional Mobility Coalition and the National Association of City Transportation Officials.	0	\$(62,500)	\$(62,500)
Total Major Budget Items	(13)	(\$200,961)	(\$1,200,961)

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PERFORMANCE MEASURES

Measure	FY 2019-20 Target	FY 2019-20 Forecast	FY 2020-21 Target	FY 2021-22 Target
Percentage of signal malfunction responses within 120 minutes	95%	91.3%	91%	91%

SERVICE DESCRIPTION AND BUDGET

- Administration and Performance Management: Assesses the department's progress toward strategic objectives using data-driven performance metrics. Also responsible for department administration and communications.
- Engineering and Operations: Manages traffic engineering and operation functions, including signalization and signage, street lighting, traffic calming studies, program/project management and related initiatives.
- Parking Management and Enforcement: Manages parking-related contracts and parking enforcement operations.
- Transportation Planning: Responsible for developing comprehensive plans for transportation needs. Manages the City's Strategic Mobility Plan, Thoroughfare Plan, Bikeway System, and Complete Streets Plan.

Service	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
Administration and Performance Management	\$4,273,521	\$3,652,256	\$2,931,755	\$3,139,979
Engineering and Operations	\$33,052,165	\$30,640,146	\$33,410,713	\$32,791,011
Parking Management and Enforcement	\$5,650,804	\$5,674,015	\$5,435,159	\$5,461,645
Transportation Planning	\$1,611,279	\$1,523,355	\$1,327,948	\$1,349,239
Department Total	\$44,587,769	\$41,489,772	\$43,105,575	\$42,741,874

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EXPENSE DETAIL

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
1101 - Salary - Civilian	9,322,678	7,697,616	9,522,923	9,522,923
1111 - Cell Phone Stipend		196		
1117 - Vacancy Savings - Salary	(199,821)		(665,459)	(423,175)
1201 - Overtime - Civilian	206,546	119,726	120,750	120,750
1203 - Service Incentive Pay	25,440	22,884	21,792	21,792
1208 - Sick Leave Term Pay - Civilian		21,468		
1210 - Vacation Term Pay - Civilian		35,877		
1301 - Pension - Civilian	1,449,071	1,109,661	1,290,501	1,296,029
1303 - Life Insurance	5,581	5,522	11,284	11,284
1304 - Health Insurance	1,245,833	1,236,256	1,143,656	1,143,656
1306 - Fica	145,545	114,518	134,010	134,577
1309 - Wellness Program	4,565	4,531	4,166	4,220
1314 - Worker's Compensation	482,346	482,346	117,629	96,322
Personnel Services	\$12,687,784	\$10,850,601	\$11,701,253	\$11,928,378
2110 - Office Supplies	20,604	1,096	5,000	5,000
2111 - Office Supplies Chargeback	10,000	9,413	10,000	10,000
2120 - Tools	10,830	10,830	19,831	19,830
2140 - Light - Power	13,942,708	13,942,708	14,229,000	14,655,870
2143 - Street Light Maint Charge	700,000	800,000	728,000	728,000
2160 - Fuel Supplies	5,500	5,500	5,500	5,500
2170 - Water - Sewer	5,500	5,500	5,500	5,500
2181 - Fuel - Lube For Vehicles	143,849	143,849	154,378	154,378
2220 - Laundry - Cleaning Supplies		21		
2231 - Clothing	52,000	58,717	56,000	56,000
2252 - Meter Postage	4,500	5,000	4,500	4,500
2280 - Other Supplies	1,321,856	1,265,448	1,175,260	1,175,260
2731 - Data Processing Equipment	6,500	92,985	56,740	64,240
2735 - Software Purchase - \$1000	19,700	23,114	81,970	56,180
2820 - Signal Systems	750,369	462,452	916,208	930,346
2821 - Signal Systems Reimbursable	50,000			
2860 - Books Reference Book Only	1,500			
Supplies - Materials	\$17,045,416	\$16,826,631	\$17,447,887	\$17,870,604
3020 - Food - Laundry Service	13,000	4,496	13,000	13,000
3021 - Planning Studies	250,000	150,000	150,000	150,000
3030 - Printing - Photo Services	2,500	1,140	2,500	2,500
3050 - Communications	116,699	116,699	113,769	114,094
3051 - Telephone Equipment Charges	2,550		750	750
3053 - Data Circuit Billing	61,463	61,463	68,689	68,689
3060 - Equipment Rental [Outside City]	121,000	121,000	121,000	121,000
3060 - Equipment Rental [Inside City]		3,875		
3062 - Pc Leasing [Outside City]	622		622	622
3070 - Professional Services	2,541,129	2,372,143	3,252,329	3,252,329
3072 - Contractor Service Fees	2,909,721	3,240,821	2,898,988	2,898,988
3090 - City Forces	102,094	9,200	7,131	7,131
3099 - Misc Special Services	1,486,166	11,084	1,049,757	1,046,564
3108 - ATMS Modem Billing	513,015	513,297	550,000	600,000
3110 - Equip Repairs and Maintenance	1,581,721	1,514,379	3,588,020	2,038,020
3130 - Copy Machine Rent-Lease-Maint	9,322	9,322	5,918	5,918
3150 - Copy Center Charges	300		300	300
3310 - Insurance	44,500	44,500	31,621	33,732

TRANSPORTATION

	FY 2019-20 Budget	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Planned
3313 - Liability Premiums	188,934	188,934	43,321	43,321
3315 - Tolls	250	442	250	250
3320 - Advertising	4,000	3,000	4,000	4,000
3340 - Membership Dues	58,900	109,259	15,000	15,000
3341 - Subscriptions-Serials	2,000	750	2,000	2,000
3361 - Professional Development	40,990	39,721	32,500	32,500
3363 - Reimb-Vehicle Use,Parking		100		
3410 - Equip - Automotive Rental	279,481	281,256	355,972	355,972
3411 - Wreck Handle Charge (fleet)	30,295	50,444	68,119	68,119
3416 - GIS Services	53,347	53,347	29,490	29,694
3429 - Cellphone Charges	68,771	56,182	68,771	68,771
3430 - Data Services	98,044	98,044	112,920	112,982
3434 - Programming	755,595	755,595	704,900	731,258
3438 - Software Maintenance Fee	17,113	15,861	17,113	17,113
3994 - Outside Temps-Staffing		4,121		
Contractual - Other Services	\$11,353,522	\$9,830,475	\$13,308,750	\$11,834,617
4111 - Engineering Design		127,650		
4210 - Property Purchase Price			50,000	50,000
4742 - Trucks	335,000	404,909	321,825	160,000
4780 - Photo And Film Equipment	100,000	100,000	35,000	50,000
4820 - Signal System	4,150,314	4,083,279	2,105,022	2,124,447
4890 - Misc Equipment Capital	46,480	46,480		
Capital Outlay	\$4,631,794	\$4,762,318	\$2,511,847	\$2,384,447
5011 - Reimb Fr Othr Organizaton	(578,949)	(430,253)	(1,455,362)	(867,372)
5331 - Reimbursement - TxDOT	(368,298)	(350,000)	(354,800)	(354,800)
5998 - Reimbursement - Bond and TIF				
Projects	(183,500)		(54,000)	(54,000)
Reimbursements	\$(1,130,747)	\$(780,253)	\$(1,864,162)	\$(1,276,172)
Department Total	\$44,587,769	\$41,489,772	\$43,105,575	\$42,741,874

