



May 8, 2020

City of Dallas Family,

As I shared with you last week, since the declaration of our state of emergency and shelter-in-place #SaferAtHome orders in March, we have worked as hard as possible to minimize the impact on our residents and colleagues. Today, I had to make a very difficult but necessary decision to take the first step in our Workforce Stabilization Plan. Approximately 500 of our colleagues will be furloughed from May 13 through July 31, 2020.

This furlough does not impact essential workers or our ability to deliver core services to the residents of Dallas. Employees deemed non-essential currently approved for Telework will continue in that status until further notice. I know it is challenging and sincerely thank you for your continued professional and important work providing excellent service to Dallas residents.

I share your concern for those who will be furloughed and are working to support them. During the furlough period, the Employee Care Team will communicate regularly with those impacted, but anyone furloughed will not be able to use City-issued devices or email.

This furlough includes employees across ten departments. While on temporary furlough, these individuals continue to be employees of the City and will be able to participate in the City's healthcare plan.

We value all City of Dallas employees. In the middle of this crisis, everybody is hurting. While there is never a good time to make budget reductions, furloughed employees will remain a part of our team during these very challenging times and we will be in contact with them regularly to check in and provide updates.

This Wednesday, the City Council was briefed on an anticipated budget shortfall of \$25 million in the current fiscal year and between \$73 million and \$134 million in the upcoming fiscal year. In the future, our Workforce Stabilization Plan may require intermittent furlough days, additional positions identified for extended furlough and/or a reduction in force. As always, I am committed to transparency, and as employees you will always be the first to know. We are closely monitoring our budget and implementing cost saving measures in other areas to help cover both immediate and projected shortfalls.



City of Dallas

The dedicated Human Resources Department microsite <https://dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx> remains your best source of information, including updates and COVID-19 FAQs. We have an **Employee Toolkit** including resources, information, and guidance to help you successfully understand and navigate all the COVID-19 information, including tips for staying well, using masks, accessing CDC resources, and following guidance from the City of Dallas and Dallas County. Please continue to refer to these online resources to stay up to date on what you need to know.

Meanwhile, please rest assured we are doing all we can to safely reopen in due time and establish new norms. Next week, we will roll out our Return to Work Plan. Using guidance from the CDC we will do our best to keep you safe and maintain the well-being of our households, colleagues, and Dallas residents. In the meantime, please reach out to your direct supervisor if you have concerns or questions.

We have a lot of hard work to do in the coming months. It will take everyone's full cooperation to navigate these challenges times. I see and truly appreciate your outstanding teamwork every day to care for our Dallas residents.

We are One Dallas — a resilient city. When we work together, we can and will overcome anything – Together!

**In the Spirit of Excellence,**



T.C. Broadnax  
City Manager