Memorandum



DATE May 27, 2025

TO Housing and Homelessness Solutions Committee

SUBJECT FY 2025-26 Budget Development

As staff continues the FY 2025-26 Budget Development process, all city departments have been aligned to one of the eight city council committees. During May and June, each department will be scheduled to attend a committee meeting and be available as committee members begin to think ahead to the FY 2025-26 budget process. For the departments aligned to your committee, please find attached the FY 2024-25 Adopted Budget pages that provide an overview of each department's current and planned budget, which serves as the starting place for the FY 2025-26 budget development, and details the services, initiatives, and performances measures included in the budget. All revenues and expenses in the planned budget will be analyzed and changed before we finalize the City Manager's recommendation to present to you on August 12.

There is still work to be completed over the next three months, and departments are not yet prepared to discuss additional funding requests or reductions that have not been reviewed by the City Manager.

If you have any questions, please contact me or Janette Weedon, Director of Budget & Management Services.

Jack Ireland

Chief Financial Officer

[Attachment]

Mayor and City Council
Kimberly Bizor Tolbert, City Manager
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Bilierae Johnson, City Secretary
Preston Robinson, Administrative Judge
Dominique Artis, Chief of Public Safety
Dev Rastogi, Assistant City Manager

M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager Alina Ciocan, Assistant City Manager Donzell Gipson, Assistant City Manager Robin Bentley, Assistant City Manager Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I) Directors and Assistant Directors

MISSION

Enhance the vitality and quality of life for all in the Dallas Community. 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 concentration of poverty and blight.

DEPARTMENT GOALS

• Foster inclusive neighborhood redevelopment

SERVICE DESCRIPTIONS

HOL	HOUSING & COMMUNITY DEVELOPMENT					
Housing Administration	Provides management oversight and support for program and contract administration, including technical assistance, compliance monitoring, and regulatory reporting of activities for public service and portfolio management of housing assistance and 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 BUDGET

Service	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
Sel vice	Budget	Forecast	Budget	Planned
Housing Administration	2,471,652	2,800,891	2,239,142	2,366,661
Housing Preservation	500,000	260,722	120,000	120,000
New Development	3,948,448	3,651,820	2,103,178	2,119,409
Expense Total	\$6,920,100	\$6,713,433	\$4,462,320	\$4,606,070

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the budget for FY 2024-25 and planned budget for FY 2025-26.

Category	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
	buuget			
Personnel Services	2,645,415	2,438,749	3,177,850	3,298,063
Supplies - Materials	147,905	147,905	156,632	159,927
Contractual - Other Services	4,760,325	4,760,324	1,761,383	1,781,625
Capital Outlay	0	0	0	0
Expense Total	\$7,553,645	\$7,346,978	\$5,095,865	\$5,239,615
Reimbursements	(633,545)	(633,545)	(633,545)	(633,545)
Department Total	\$6,920,100	\$6,713,433	\$4,462,320	\$4,606,070
Department Revenue Total	\$463,267	\$463,267	\$463,267	\$463,267

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 2024-25	
	Budget	Planned
Home Investment Partnership Program Reimbursement	(400,000)	(400,000)
One Dallas Options Support	(233,545)	(233,545)
Reimbursement Total	\$(633,545)	\$(633,545)

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 lists funds that require additional appropriations in FY 2024-25 and FY 2025-26.

	FY 2024-25	FY 2025-26
Fund	Budget	Planned
FY 2024-25 Community Development Block Grant (CD24)	6,979,444	0
FY 2024-25 HOME Investment Partnership (HM24)	5,578,453	0
FY 2025-26 Community Development Block Grant (CD25)	0	6,979,444
FY 2025-26 HOME Investment Partnership (HM25)	0	5,578,453
Additional Resources Total	\$12,557,897	\$12,557,897

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 (with the exception of DFR uniform FTEs which may equal 2,808 hours depending upon 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 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Regular Civilian	24.90	23.95	29.65	28.90
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	24.90	23.95	29.65	28.90

MAJOR BUDGET ITEMS

The FY 2024-25 budget and FY 2025-26 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, civilian merit pay adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. Vacant positions have been repurposed and reallocated between departments as part of a Citywide Realignment Strategy. These changes are noted as "Realignment Strategy: Transfer". 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 2023-24 amended budget.

Major Budget Item	FY 2024-25 Positions	FY 2024-25 Budget	FY 2025-26 Positions	FY 2025-26 Planned
True up budget for Development Loans now paid directly by developers.	0	(246,754)	0	(246,754)
Optimize resources and eliminate funding for the Emerging Developer Fund.	0	(500,000)	0	(500,000)

Major Budget Item	FY 2024-25 Positions	FY 2024-25 Budget	FY 2025-26 Positions	FY 2025-26 Planned
Realignment Strategy: Transfer five Project Manager - Community Development positions from the Office of Community Development to Housing and Community Development to support developers working to create and revitalize housing (4.75 FTEs).	5	524,279	5	540,510
Major Budget Items Total	5	(\$222,475)	5	(\$206,244)

EXPENSE DETAIL

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1101 - Salary - Non-Uniform	2,311,085	1,843,385	2,867,416	2,975,143
1117 - Vacancy Savings - Salary	(247,879)	0	(405,430)	(453,857)
1118 - Vacancy Savings - Pension	(35,000)	0	(57,616)	(64,453)
1119 - Vacancy Savings (Medicare)	(3,594)	0	(5,878)	(6,580)
1120 - Wellness Incentive (Uniform and Non-Uniform)	12,950	12,950	14,825	14,450
1201 - Overtime - Non-Uniform	0	46	0	0
1203 - Service Incentive Pay	2,508	2,508	2,508	2,508
1210 - Vacation Term Pay - Non-Uniform	0	16,740	0	0
1212 - Termination Payment - Attendance Incentive Leave - Non-Uniform	0	684	0	0
1301 - Pension - Non-Uniform	325,477	290,477	414,513	430,080
1303 - Life Insurance	1,747	1,747	2,135	2,139
1304 - Health Insurance	227,245	227,245	281,556	289,578
1306 - ER Medicare	34,638	26,729	41,837	43,400
1314 - Worker's Compensation	16,238	16,238	12,166	12,166
1324 - Actuarially Determined Contribution Pensions-Non-Uniform	0	0	9,818	53,489
Personnel Services	\$2,645,415	\$2,438,749	\$3,177,850	\$3,298,063
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	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
2110 - Office Supplies	Duuget 0	1 Orecast 0	3,684	3,684
2111 - Office Supplies Chargeback	4,542	4,542	4,542	4,542
2140 - Light - Power	123,856	123,856	119,369	122,664
2181 - Fuel - Lube For Vehicle	1,195	1,195	1,125	1,125
2232 - Food Supplies	2,000	2,000	2,000	2,000
2252 - Meter Postage Fund Level	400	400	400	400
2261 - Educational - Recr Suppl	117	117	117	117
2280 - Other Supplies	600	600	600	600
2731 - Data Processing Equipment	15,195	15,195	24,795	24,795
Supplies - Materials	\$147,905	\$147,905	\$156,632	\$159,927
Supplies - Materials	Ψ147,703	Ψ147,703	φ130,032	Ψ137,727
3015 - Development Loans	230,711	230,711	0	0
3030 - Printing - Photo Services	3,000	3,000	3,000	3,000
3050 - Communications	81,141	81,141	63,067	64,901
3053 - Data Circuit Billing	166,303	166,303	129,559	130,171
3070 - Professional Services	116,743	116,743	162,574	162,574
3099 - Misc Special Services	517,316	517,316	559,544	573,276
3100 - Homeowner Repair-Reconstruct	370,202	370,202	147,500	147,500
3101 - HOU Deferred Forgivable Loans	0	0	120,000	120,000
3130 - Copy Machine Rent-Lease-Maint	7,386	7,386	7,386	7,386
3150 - Copy Center Charges	210	210	210	210
3310 - Insurance	10,790	10,790	16,131	16,974
3313 - Liability Premiums	1,654	1,654	4,869	4,867
3315 - Tolls	330	330	330	330
3320 - Advertising	35,000	35,000	26,789	26,788
3340 - Membership Dues	2,000	2,000	2,000	2,000
3341 - Subscriptions-Serials	1,000	1,000	1,000	1,000
3361 - Professional Development	35,868	35,868	35,868	35,868
3363 - Reimb-Vehicle Use,Parking	700	700	700	700
3410 - Equip - Automotive Rental	5,858	5,858	8,152	8,152
3411 - Wreck Handle Charge (fleet)	0	0	1,964	1,964
3413 - Motor Pool Vehicle Charges	0	0	657	657
3416 - GIS Services	1,505	1,505	2,125	2,125
3429 - Mobile Phone Services	11,120	11,120	15,120	15,120
3430 - Data Services	42,991	42,991	57,953	58,128
3434 - Programming	173,738	173,738	150,126	153,175
3690 - Miscellaneous Transfers	2,700,000	2,700,000	0	0
3994 - Outside Temps-Staffing	244,759	244,759	244,759	244,759
Contractual - Other Services	\$4,760,325	\$4,760,324	\$1,761,383	\$1,781,625
	1,1			
5011 - Reimb Fr Othr Organizaton	(633,545)	(633,545)	(633,545)	(633,545)
Reimbursements	(\$633,545)	(\$633,545)	(\$633,545)	(\$633,545)
Total Expense	\$6,920,100	\$6,713,433	\$4,462,320	\$4,606,070

PERFORMANCE MEASURES

Housing & Community Development

Measure	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
Percentage of development funding leveraged by private sources	60.0%	79.0%	80.0%	80.0%
*Percentage of affordable housing created in Equity Strategy Target Areas/City	19.0%	19.0%	50.0%	50.0%
*Percentage of all DHAP funding within Equity Strategy Target Areas (New)	N/A	N/A	50.0%	50.0%
*Percentage of home repair funding within Equity Strategy Target Areas (New)	N/A	N/A	50.0%	50.0%

SERVICE DESCRIPTIONS

Office of Homeless Solutions

Office of Homeless Solutions

The Office of Homeless Solutions (OHS) renders contracts, grants, and general funding to direct providers of homeless services to continually improve the health and safety of the target population, readying them for and moving them out of homelessness and into housing. OHS also utilizes a Street Outreach Team to identify and meet with actively unsheltered individuals and families connecting them to shelter opportunities and resources, leads the Homeless Action Response Team (HART) in addressing emergency unsheltered issues, provides education on sustainable giving through the Give Responsibly Campaign, and provides volunteer opportunities through the OHS Friends Group. OHS supports the cultivation of intentional homeless services that maximize impact and effectiveness, delivering positive, and sustainable outcomes.

SERVICE BUDGET

Comica	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
Service	Budget	Forecast	Budget	Planned
Office of Homeless Solutions	17,850,149	17,850,149	14,814,707	15,322,685
Expense Total	\$17,850,149	\$17,850,149	\$14,814,707	\$15,322,685

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the budget for FY 2024-25 and planned budget for FY 2025-26.

Catagory	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
Category	Budget	Forecast	Budget	Planned
Personnel Services	3,510,929	3,676,124	4,138,744	4,338,884
Supplies - Materials	264,276	161,527	224,573	225,462
Contractual - Other Services	14,066,944	14,035,498	11,579,151	11,886,100
Capital Outlay	68,000	68,000	0	0
Expense Total	\$17,910,149	\$17,941,149	\$15,942,468	\$16,450,446
Reimbursements	(60,000)	(91,000)	(1,127,761)	(1,127,761)
Department Total	\$17,850,149	\$17,850,149	\$14,814,707	\$15,322,685
Department Revenue Total	\$1,000,000	\$1,000,000	\$1,300,000	\$1,300,000

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 2024-25 Budget	FY 2025-26 Planned
Office of Homeless Solutions: Emergency Solutions Grants Program	(20,000)	(20,000)
Office of Homeless Solutions: HOME American Rescue Plan (HOME-ARP) Grants Program	(80,000)	(80,000)
Office of Homeless Solutions: Sanitation Services Reimbursement	(1,027,761)	(1,027,761)
Reimbursement Total	\$(1,127,761)	\$(1,127,761)

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 (with the exception of DFR uniform FTEs which may equal 2,808 hours depending upon 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.

Catacami	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
Category	Budget	Forecast	Budget	Planned
Regular Civilian	39.13	42.46	45.00	45.00
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.10	0.58	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	39.23	43.04	45.10	45.10

MAJOR BUDGET ITEMS

The FY 2024-25 budget and FY 2025-26 planned budget include adjustments for costs such as employee/retiree health benefits, civilian employee retirement adjustments, civilian merit pay adjustments, and internal service charges such as information technology, fleet maintenance, fuel, workers' compensation, liability, and property insurance. Vacant positions have been repurposed and reallocated between departments as part of a Citywide Realignment Strategy. These changes are noted as "Realignment Strategy: Transfer". 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 2023-24 amended budget.

Major Budget Item	FY 2024-25	FY 2024-25	FY 2025-26	FY 2025-26
Major Baaget Item	Positions	Budget	Positions	Planned
Optimize service delivery and reduce funding for the Healthy Community Collaborative (HCC) program and the service contracts for outsourced outreach and the Landlord Subsidized Leasing program (LSLP).	0	(1,804,862)	0	(1,804,862)

Increase funding for the Housing Forward program to increase the Homeless Management Information System (HMIS) contract from \$150,000 to \$280,767 in FY 2024-25 and \$411,534 in FY 2025-26.	0	130,767	0	261,534
Increase funding for Pay-to-Stay Program, increasing the average daily rate from \$12 to \$21.	0	164,250	0	328,500
Increase funding to add Sunday hours to the Homeless Action Response Team (HART) and expand weekend activity to include Street Feeding events (0.10 FTEs).	0	24,110	0	24,110
Add reimbursement from Environmental Cleanup Fee Fund.	0	(1,027,761)	0	(1,027,761)
Increase funding for The Bridge Homeless Recovery Center contract from \$1,000,000 to \$1,300,000, per an additional contribution from Dallas County.	0	300,000	0	300,000
Major Budget Items Total	0	(\$2,213,496)	0	(\$1,918,479)

EXPENSE DETAIL

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1101 - Salary - Non-Uniform	2,956,223	2,824,790	3,136,914	3,234,148
1113 - One-time Pay - Non-Uniform	0	2,500	0	0
1117 - Vacancy Savings - Salary	(291,153)	0	0	0
1118 - Vacancy Savings - Pension	(41,081)	0	0	0
1119 - Vacancy Savings (Medicare)	(4,222)	0	0	0
1120 - Wellness Incentive (Uniform and Non- Uniform)	19,190	19,190	20,975	20,975
1201 - Overtime - Non-Uniform	28,000	30,000	28,000	28,000
1210 - Vacation Term Pay - Non-Uniform	15,000	13,000	15,000	15,000
1301 - Pension - Non-Uniform	417,418	376,337	459,421	473,479
1303 - Life Insurance	2,737	2,737	3,020	3,104
1304 - Health Insurance	354,420	354,420	398,357	420,339
1306 - ER Medicare	42,866	41,619	46,394	47,805
1314 - Worker's Compensation	11,531	11,531	16,640	16,640
1324 - Actuarially Determined Contribution Pensions-Non-Uniform	0	0	14,023	79,394

Personnel Services	\$3,510,929	\$3,676,124	\$4,138,744	\$4,338,884
2110 - Office Supplies	5,250	2,000	4,500	4,500
2111 - Office Supplies Chargeback	2,000	2,000	2,000	2,000
2140 - Light - Power	32,336	32,336	21,511	22,400
2170 - Water - Sewer	60,000	24,000	24,000	24,000
2181 - Fuel - Lube For Vehicle	16,190	16,190	23,062	23,062
2231 - Clothing	12,000	12,000	12,000	12,000
2232 - Food Supplies	30,000	20,000	30,000	30,000
2252 - Meter Postage Fund Level	500	500	500	500
2280 - Other Supplies	100,000	46,501	100,000	100,000
2710 - Furniture - Fixtures	1,000	1,000	1,000	1,000
2731 - Data Processing Equipment	5,000	5,000	6,000	6,000
Supplies - Materials	\$264,276	\$161,527	\$224,573	\$225,462
3020 - Food - Laundry Service	0	109	0	0
3030 - Printing - Photo Services	2,500	10,981	9,000	9,000
3050 - Communications	44,513	44,513	57,267	58,933
3053 - Data Circuit Billing	87,837	87,837	117,646	118,201
3060 - Equipment Rental [Outside City]	0	50,240	0	0
3061 - Equip Rental	30,000	5,152	30,000	30,000
3070 - Professional Services	10,051,622	9,820,121	8,156,672	8,451,689
3090 - City Forces	81,057	123,071	81,052	81,052
3092 - Security Services	400,000	450,558	480,053	480,053
3099 - Misc Special Services	156,596	96,990	103,253	103,253
3130 - Copy Machine Rent-Lease-Maint	4,240	4,240	4,240	4,240
3150 - Copy Center Charges	2,500	2,500	2,500	2,500
3210 - Building Repairs and Maint	966,000	1,275,661	200,000	200,000
3310 - Insurance	66,348	66,348	100,754	106,018
3313 - Liability Premiums	4,213	4,213	4,868	4,866
3315 - Tolls	1,200	1,200	1,200	1,200
3320 - Advertising	1,000	1,000	1,000	1,000
3330 - Rents [Lease]	744,908	744,908	744,908	744,908
3340 - Membership Dues	300	300	700	700
3360 - Purchased Transportation	15,000	10,000	15,000	15,000
3361 - Professional Development	35,000	35,000	36,000	36,000
3363 - Reimb-Vehicle Use,Parking	0	172	0	0
3410 - Equip - Automotive Rental	33,690	33,690	40,409	40,409
3411 - Wreck Handle Charge (fleet)	9,589	9,589	6,161	6,161
3413 - Motor Pool Vehicle Charges	0	0	2,847	2,847
3416 - GIS Services	1,866	1,866	3,090	3,090
3429 - Mobile Phone Services	20,600	20,600	21,200	21,200
3430 - Data Services	36,180	36,180	40,986	41,240
3434 - Programming	135,839	135,839	187,996	192,191

3460 - Disposal Services	1,134,346	824,685	1,027,761	1,027,761
3994 - Outside Temps-Staffing	0	137,936	102,588	102,588
Contractual - Other Services	\$14,066,944	\$14,035,498	\$11,579,151	\$11,886,100
4740 - Motor Vehicles Cap	68,000	68,000	0	0
Capital Outlay	\$68,000	\$68,000	\$0	\$0
5011 - Reimb Fr Othr Organizaton	(60,000)	(91,000)	(100,000)	(100,000)
5381 - Reimb fr Sanitation	0	0	(1,027,761)	(1,027,761)
Reimbursements	(\$60,000)	(\$91,000)	(\$1,127,761)	(\$1,127,761)
Total Expense	\$17,850,149	\$17,850,149	\$14,814,707	\$15,322,685

PERFORMANCE MEASURES

MGT - Office of Homeless Solutions

Measure	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
Number of engagements by OHS Outreach Staff	N/A	N/A	4,200	
clients with mental illness/co- occurring substance use/primary care health issues receiving services	750	750	275	
Percentage of beds utilized under the Pay-to-Stay program	90.0%	140.9%	95.0%	95.0%
Percentage of service requests responded within 24-48 hours (HART TEAM)	90.0%	98.4%	90.0%	90.0%
Percentage of service requests resolved within 10 days (HART Team)	90.0%	95.7%	90.0%	90.0%
Percentage of service requests resolved within 21 days	85.0%	92.3%	85.0%	85.0%
*Percentage of unduplicated persons placed in permanent housing who remain housed after six months	85.0%	85.0%	85.0%	85.0%