

Memorandum



CITY OF DALLAS

DATE May 23, 2025

TO Government Performance and Financial Management 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

c:	Mayor and City Council	M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
	Kimberly Bizzor Tolbert, City Manager	Alina Ciocan, Assistant City Manager
	Tammy Palomino, City Attorney	Donzell Gipson, Assistant City Manager
	Mark Swann, City Auditor	Robin Bentley, Assistant City Manager
	Biliera Johnson, City Secretary	Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I)
	Preston Robinson, Administrative Judge	Directors and Assistant Directors
	Dominique Artis, Chief of Public Safety	
	Dev Rastogi, Assistant City Manager	

CITY ATTORNEY'S OFFICE

MISSION

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

- Provide a timely response to City Council and department requests for legal services
- Actively pursue state law and city ordinance violations that affect residents' quality of life and negatively impact the community
- Zealously defend claims and litigation against the city, its officials, and employees
- Continue to develop in-house legal expertise in various areas of practice to minimize the financial impact on taxpayers

SERVICE DESCRIPTIONS

CITY ATTORNEY'S OFFICE	
Administrative Support	Provides administrative support for the City Attorney's Office, including grant compliance, budget development and monitoring, accounts payable and receivables, contract management, agenda coordination, information technology, facilities management, and general office management.
Community Courts	Assists individuals with City of Dallas Class C quality-of-life misdemeanors by providing comprehensive case management (which includes wrap-around services) to address and reduce barriers for successful community reintegration; and provides court participants with individually tailored community service options instead of paying fines and fees.
Community Prosecution	Uses creative problem-solving strategies and litigation to address and abate code violations, improve quality of life, increase public safety, and strengthen communities through engagement and education 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 services to city council and departments that include a wide range of municipal transactions. The General Counsel Division drafts ordinances and resolutions; negotiates complex contracts, including information technology, utility, aviation, and franchise agreements; provides legal advice to city council and more than 50 city departments on housing and economic development, sanitation, aviation, water utilities, and procurement; finance, bonds, tax, budget, retirement, benefits, elections, land use, building codes, ethics and conflicts of interest, transportation, construction, as well as police, fire, and emergency services policies, procedures, and practices; and advises and represents the city council, city council committees, and a variety of boards and commissions.
Inspector General	Identifies, investigates, and resolves ethics issues within the city (including those related to fraud, waste, abuse, corruption, and official misconduct); receives, investigates, and prosecutes ethics complaints and makes initial determinations regarding complaints received through the fraud, waste, and abuse hotline and any other medium; issues confidential advisory opinions to city officials and employees and general advisory opinions that are available to all city officials and employees; and provides training and information related to the Code of Ethics to city officials, employees, and others doing business with the city.
Litigation	Represents the city, its officers, and employees against claims and lawsuits in a variety of legal matters related to the day-to-day operations of the city. The Litigation Division manages all phases of litigation from pre-litigation claims investigations and advice, administrative hearings, discovery, motion practice, pretrial, trial, settlement, and appeals in a wide range of subject matters and issues including city code violations, open records, environmental regulations, constitutional issues, civil rights, personal injury, property damage, employment disputes, employment benefits, contract disputes, eminent domain, collections and bankruptcy, real estate, zoning and land use, public utility regulation, public works projects, and pursues lawsuits against businesses and individuals for violations that affect the quality of life of Dallas residents.
Municipal Prosecution	Prosecutes Class C misdemeanors and fine-only state law and city ordinance violations, including assault, public intoxication, zoning and land use, animal cruelty, juvenile, dangerous dog appeals, stormwater, environmental, family violence, and traffic violations.
Police Legal Liaison	Serves as general counsel to the Dallas Police Department; provides legal advice, provides legal training to police officer trainees and police officers, handles subpoenas for police records, public information requests, and expunctions; prepares opinions and bulletins, and files answers in court.

CITY ATTORNEY'S OFFICE

SERVICE BUDGET

Service	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Administrative Support	2,171,665	2,292,451	2,532,263	2,624,875
Community Courts	882,599	751,512	1,404,861	1,441,525
Community Prosecution	3,117,943	3,081,837	3,142,582	3,294,261
DFW International Airport Legal Counsel	466,739	423,601	466,739	466,739
General Counsel	5,947,984	5,840,015	5,981,777	6,245,899
Inspector General	1,715,275	1,441,878	1,373,221	1,449,060
Litigation	6,420,490	6,573,540	6,700,771	6,963,487
Municipal Prosecution	2,205,633	2,200,757	2,213,556	2,347,892
Police Legal Liaison	870,730	872,042	851,623	886,625
Expense Total	\$23,799,058	\$23,477,633	\$24,667,393	\$25,720,363

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
Personnel Services	21,181,033	20,877,005	21,683,321	22,707,576
Supplies - Materials	165,657	186,515	189,103	189,443
Contractual - Other Services	2,452,368	2,414,113	2,794,969	2,823,344
Capital Outlay	0	0	0	0
Expense Total	\$23,799,058	\$23,477,633	\$24,667,393	\$25,720,363
Reimbursements	0	0	0	0
Department Total	\$23,799,058	\$23,477,633	\$24,667,393	\$25,720,363
Department Revenue Total	\$850,239	\$1,098,602	\$853,539	\$853,539

CITY ATTORNEY'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 (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	167.34	163.03	171.00	171.00
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	2.00	0.00	0.00	0.00
Department Total	169.34	163.03	171.00	171.00

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 staffing to optimize service delivery and eliminate one Senior Paralegal, one Office Assistant II, one Senior Legal Secretary, and one Investigator - Inspector General (4.00 FTEs).	(4)	(270,539)	(4)	(270,539)
Reduce funding for supplies and professional development to optimize service delivery.	0	(151,569)	0	(151,569)

CITY ATTORNEY'S OFFICE

Major Budget Item	FY 2024-25 Positions	FY 2024-25 Budget	FY 2025-26 Positions	FY 2025-26 Planned
Transfer two Supervisors - Social and Community Services, four Community Court Coordinators, and two Caseworkers II positions from the Community Development Block Grant (CDBG) to the General Fund to support the South Dallas/Fair Park Community Court, South Oak Cliff Community Court, and West Dallas Community Court (8.00 FTEs).	8	736,545	8	736,545
Realize efficiencies and eliminate one Community Court Coordinator position (1.00 FTE).	(1)	(57,958)	(1)	(57,958)
Major Budget Items Total	3	\$256,479	3	\$256,479

EXPENSE DETAIL

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1101 - Salary - Non-Uniform	17,398,992	16,155,337	17,773,493	18,273,490
1106 - Merits	0	0	9,362	9,362
1116 - Retroactive Pay - Non-Uniform	0	223	0	0
1117 - Vacancy Savings - Salary	(816,425)	0	(743,437)	(743,437)
1118 - Vacancy Savings - Pension	(112,985)	0	(107,500)	(107,500)
1119 - Vacancy Savings (Medicare)	(11,602)	0	(10,779)	(10,779)
1120 - Wellness Incentive (Uniform and Non-Uniform)	84,000	84,000	84,000	84,000
1203 - Service Incentive Pay	0	7,864	8,400	8,400
1208 - Sick Leave Term Pay - Civilian	0	45,225	0	0
1210 - Vacation Term Pay - Non-Uniform	0	72,273	0	0
1212 - Termination Payment -Attendance Incentive Leave - Non-Uniform	0	6,406	0	0
1242 - Language Assignment Pay	0	0	6,720	6,720

CITY ATTORNEY'S OFFICE

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1301 - Pension - Non-Uniform	2,507,725	2,394,740	2,619,881	2,692,180
1303 - Life Insurance	13,512	13,512	3,574	3,910
1304 - Health Insurance	1,821,553	1,821,553	1,640,728	1,728,760
1306 - ER Medicare	252,227	231,836	259,404	266,654
1308 - Mandatory Deferred Comp	0	0	43	43
1309 - Wellness Program	0	0	15,840	15,840
1314 - Worker's Compensation	44,036	44,036	42,044	42,044
1324 - Actuarially Determined Contribution Pensions-Non-Uniform	0	0	79,844	436,185
1402 - Vacation Leave - Non-Uniform	0	0	1,704	1,704
Personnel Services	\$21,181,033	\$20,877,005	\$21,683,321	\$22,707,576
2110 - Office Supplies	34,500	22,245	15,000	15,000
2111 - Office Supplies Chargeback	0	29,792	26,000	26,000
2140 - Light - Power	4,949	4,949	6,650	6,990
2170 - Water - Sewer	2,000	2,000	2,000	2,000
2181 - Fuel - Lube For Vehicle	758	758	6,925	6,925
2231 - Clothing	7,000	6,000	7,900	7,900
2232 - Food Supplies	6,000	6,000	6,150	6,150
2252 - Meter Postage Fund Level	47,450	47,450	56,850	56,850
2280 - Other Supplies	10,500	14,821	27,687	27,687
2710 - Furniture - Fixtures	30,000	30,000	6,000	6,000
2731 - Data Processing Equipment	7,500	7,500	5,000	5,000
2735 - Software Purchase -\$1000	0	0	1,500	1,500
2860 - Books Reference Book Only	15,000	15,000	18,214	18,214
2890 - Miscellaneous Equipment	0	0	3,227	3,227
Supplies - Materials	\$165,657	\$186,515	\$189,103	\$189,443
3030 - Printing - Photo Services	6,000	6,000	4,000	4,000
3033 - Legal Fees	5,000	5,000	5,500	5,500
3050 - Communications	191,093	191,093	204,843	210,177
3051 - Telephone Equipment Charges	1,500	1,500	3,000	3,000
3053 - Data Circuit Billing	393,071	393,071	379,419	381,197
3060 - Equipment Rental [Outside City]	0	76	0	0
3070 - Professional Services	342,326	342,326	368,500	368,500
3090 - City Forces	46,000	46,000	170,854	170,854
3092 - Security Services	19,500	19,500	38,300	38,300
3099 - Misc Special Services	25,425	25,425	25,460	25,460
3130 - Copy Machine Rent-Lease-Maint	47,442	47,442	54,534	54,534
3310 - Insurance	24,382	24,382	38,263	40,262
3313 - Liability Premiums	4,942	4,942	5,164	5,162
3320 - Advertising	500	500	500	500
3340 - Membership Dues	35,000	35,000	35,000	35,000
3341 - Subscriptions-Serials	20,000	20,000	20,000	20,000

CITY ATTORNEY'S OFFICE

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
3361 - Professional Development	55,000	55,000	56,000	56,000
3363 - Reimb-Vehicle Use,Parking	3,000	3,080	3,000	3,000
3410 - Equip - Automotive Rental	2,458	2,458	9,775	9,775
3411 - Wreck Handle Charge (fleet)	1,650	1,650	639	639
3413 - Motor Pool Vehicle Charges	0	0	438	438
3416 - GIS Services	9,212	9,216	13,252	13,252
3429 - Mobile Phone Services	35,180	38,246	57,727	57,727
3430 - Data Services	129,761	129,761	137,249	138,339
3434 - Programming	1,012,394	1,012,394	1,127,487	1,145,663
3438 - Software Maintenance Fee	41,532	0	0	0
3513 - Court Costs	0	50	1,100	1,100
3851 - Pension Bond Debt Service	0	0	34,965	34,965
Contractual - Other Services	\$2,452,368	\$2,414,113	\$2,794,969	\$2,823,344
Total Expense	\$23,799,058	\$23,477,633	\$24,667,393	\$25,720,363

PERFORMANCE MEASURES

City Attorney's Office

Measure	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Amount collected by litigation	\$2.55 M	\$10.92 M	\$2.55 M	\$2.55 M
Number of active claims, lawsuits, third-party subpoenas, and administrative hearings (revised scope)	200	190	900	900
Number of contracts/agreements/AAs prepared	1,750	2,726	1,750	1,750
Number of open records requests reviewed	1,000	1,000	1,000	1,000
Number of ordinances, resolutions, and legal opinions drafted	1,500	1,647	1,500	1,500
Number of training and advisory opinions completed, and number of complaints closed (New)	N/A	N/A	360	360
Percentage of cases resolved through municipal prosecution (New)	N/A	N/A	85.0%	85.0%
Percentage of matters closed by community prosecution (New)	N/A	N/A	95.0%	95.0%
*Percentage of low to moderate income persons served in community courts program	60.0%	73.5%	60.0%	60.0%

Equity-focused measure that aligns to the City's Racial Equity Plan (REP) are indicated by an asterisk*

Measures new for FY 2024-25 are indicated as (New)

New measures may not have data available and are indicated as N/A or Not Applicable

CITY AUDITOR'S OFFICE

MISSION

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

DEPARTMENT GOALS

- Produce 19 audit or attestation reports
- Have 90 percent of audit report recommendations accepted by management
- Focus on our mission by spending 82 percent of available time on assurance and advisory projects
- Have 80 percent of staff achieve a professional certification (CIA, CPA, CISA, or CFE)
- Develop two government or assurance services subject matter experts within the Office of the City Auditor
- Identify other entities (external auditors, grant reviewers, federal and state auditors, etc.) that provide assurance service coverage and consolidate their reports on the Office of the City Auditor website

SERVICE DESCRIPTIONS

CITY AUDITOR'S OFFICE	
Audits, Attestations, Investigations, and Advisory	The Office of the City Auditor 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 BUDGET

Service	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Audits, Attestations, Investigations, and Advisory	3,266,138	3,053,881	3,214,170	3,327,195
Expense Total	\$3,266,138	\$3,053,881	\$3,214,170	\$3,327,195

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 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
Personnel Services	2,498,644	2,410,355	2,485,593	2,595,300
Supplies - Materials	24,991	13,790	15,547	15,547
Contractual - Other Services	742,503	629,736	713,030	716,348
Capital Outlay	0	0	0	0
Expense Total	\$3,266,138	\$3,053,881	\$3,214,170	\$3,327,195
Reimbursements	0	0	0	0
Department Total	\$3,266,138	\$3,053,881	\$3,214,170	\$3,327,195
Department Revenue Total	\$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 (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	19.33	18.18	18.27	18.27
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	19.33	18.18	18.27	18.27

CITY AUDITOR'S OFFICE

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 city-wide 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 2022-23 amended budget.

Major Budget Item	FY 2024-25 Positions	FY 2024-25 Budget	FY 2025-26 Positions	FY 2025-26 Planned
Reclassify one Senior Auditor position to a Deputy City Auditor position who will oversee internal completion of City audits and allow the City Auditor to begin succession planning.	0	57,580	0	57,580
Major Budget Items Total	0	\$57,580	0	\$57,580

EXPENSE DETAIL

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1101 - Salary - Non-Uniform	1,988,827	1,884,835	2,102,751	2,153,548
1108 - Performance Incentive Pay	4,500	4,500	3,000	3,000
1111 - Cell Phone Stipend	493	493	493	493
1117 - Vacancy Savings - Salary	(1,016)	0	(130,074)	(130,074)
1118 - Vacancy Savings - Pension	51	0	(18,809)	(18,809)
1119 - Vacancy Savings (Medicare)	(15)	0	(1,886)	(1,886)
1120 - Wellness Incentive (Uniform and Civilian)	9,900	9,900	9,500	9,500
1210 - Vacation Term Pay - Non-Uniform	0	12,754	0	0
1212 - Termination Payment -Attendance Incentive Leave - Non-Uniform	0	1,918	0	0
1301 -Pension - Non-Uniform	281,053	281,104	303,876	311,221
1303 - Life Insurance	1,386	1,386	1,296	1,332
1304 - Health Insurance	179,784	179,784	170,928	180,360
1306 - ER Medicare	28,839	28,839	30,641	31,377
1314 - Worker's Compensation	4,842	4,842	4,541	4,541
1324 - Actuarially Determined Contribution Pensions-Non-Uniform	0	0	9,336	50,697
Personnel Services	\$2,498,644	\$2,410,355	\$2,485,593	\$2,595,300
2110 - Office Supplies	1,200	1,200	1,200	1,200
2111 - Office Supplies Chargeback	0	114	0	0
2232 - Food Supplies	500	500	500	500

CITY AUDITOR'S OFFICE

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
2252 - Meter Postage Fund Level	291	291	291	291
2710 - Furniture - Fixtures	1,000	1,000	1,000	1,000
2731 - Data Processing Equipment	20,000	8,684	10,556	10,556
2735 - Software Purchase -\$1000	2,000	2,000	2,000	2,000
Supplies - Materials	\$24,991	\$13,790	\$15,547	\$15,547
3030 - Printing - Photo Services	140	140	140	140
3050 - Communications	24,838	24,838	23,922	24,618
3053 - Data Circuit Billing	52,808	52,808	50,080	50,312
3070 - Professional Services	430,230	315,670	415,000	415,000
3130 - Copy Machine Rent-Lease-Maint	1,563	1,563	1,563	1,563
3310 - Insurance	12,399	12,399	3,646	3,837
3313 - Liability Premiums	746	746	706	706
3320 - Advertising	730	748	730	730
3340 - Membership Dues	10,000	10,000	10,000	10,000
3341 - Subscriptions-Serials	250	250	250	250
3361 - Professional Development	45,000	45,000	45,000	45,000
3363 - Reimb-Vehicle Use,Parking	1,000	1,000	1,000	1,000
3416 - GIS Services	1,192	1,192	1,521	1,521
3430 - Data Services	11,761	11,761	11,856	11,981
3434 - Programming	109,846	111,622	104,616	106,690
3437 - Continual Software License Fee	40,000	40,000	43,000	43,000
Contractual - Other Services	\$742,503	\$629,736	\$713,030	\$716,348
Total Expense	\$3,266,138	\$3,053,881	\$3,214,170	\$3,327,195

PERFORMANCE MEASURES

City Auditor's Office

Measure	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Number of Audit/Attestation Reports	19	19	19	19
Percentage of audit report recommendations agreed to by management	90.0%	95.0%	90.0%	90.0%
Percentage of department hours spent on direct project services	82.0%	82.0%	82.0%	82.0%
*Number of completed equity-focused audit projects	1	2	1	1

Equity-focused measure that aligns to the City's Racial Equity Plan (REP) are indicated by an asterisk*

Measures new for FY 2024-25 are indicated as (New)

New measures may not have data available and are indicated as N/A or Not Applicable

CITY MANAGER'S OFFICE

MISSION

Provide leadership and direction to City departments to effectively implement policies as adopted by the Dallas Mayor and City Council. The office promotes a culture of integrity reducing risks by maintaining empathetic and equitable policies and procedures to align with the City's strategic priorities to effectively lead change.

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
- Align resources appropriately through the annual budget process
- Promote and reinforce ethics and operationalize ethics across city departments through the promotion of the Ethics Hub, accessible resources, advancing employee education, promoting a speak-up culture, and proactive risk mitigation
- Collaborate with advisory groups regarding issues impacting youth and collegiate residents
- Increase community engagement in enhancements, reductions, and overall budget development focused on addressing systemic issues

SERVICE DESCRIPTIONS

CITY MANAGER'S OFFICE	
City Administration	Oversees a budget of more than \$4 billion (Operating and Capital) with an emphasis on financial prudence and a staff of over 15,000. 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 solving 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 Division	The Ethics Office operationalizes ethics across city departments. It develops and establishes an Ethics Hub at the heart of the Dallas City Manager's Office. The office collaborates with executive city leadership to advance core values and supports Employee Resource Groups. Data analytics are leveraged to identify priorities and measure performance. Additionally, the Ethics Office serves as a liaison between the City Attorney's Office and approximately 15,000 employees of the City of Dallas.

CITY MANAGER'S OFFICE

Youth & Collegiate Commissions*

Aims to inspire Dallas youth and collegiate residents to serve in an advisory board to the Dallas City Council and City Manager's Office regarding issues impacting youth and collegiate residents. The Youth Commission is governed by a talented fifteen-member board consisting of high school students (grade 9-12) and the College Advisory Commission is comprised of students attending colleges and universities in Dallas County.*Youth & Collegiate Commissions has been moved to Office of Community Care and Empowerment(OCC) effective October 2024.

SERVICE BUDGET

Service	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
City Administration	3,279,886	3,495,672	2,853,934	2,986,073
City Agenda Process	277,446	286,232	242,305	241,277
Ethics and Compliance Division	160,664	178,226	138,128	140,879
Youth & Collegiate Commissions*	91,501	91,127	0	0
Expense Total	\$3,809,497	\$4,051,257	\$3,234,367	\$3,368,229

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
Personnel Services	3,346,769	3,579,781	2,879,867	3,009,997
Supplies - Materials	29,493	29,493	1,556	6,626
Contractual - Other Services	433,235	441,983	352,944	351,606
Capital Outlay	0	0	0	0
Expense Total	\$3,809,497	\$4,051,257	\$3,234,367	\$3,368,229
Reimbursements	0	0	0	0
Department Total	\$3,809,497	\$4,051,257	\$3,234,367	\$3,368,229
Department Revenue Total	\$0	\$500	\$0	\$0

CITY MANAGER'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 (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	17.34	17.20	15.12	15.12
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	17.34	17.20	15.12	15.12

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
Reduce funding for professional services and various special services.	0	(39,500)	0	(39,500)
Realize efficiencies and eliminate two Senior Executive Secretary positions (2.00 FTEs).	(2)	(140,293)	(2)	(140,293)
Transfer Youth & Collegiate Commissions Service and related functions to Office of Community Care and Empowerment.	0	(59,448)	0	(59,448)
Major Budget Items Total	(2)	(\$239,241)	(2)	(\$239,241)

CITY MANAGER'S OFFICE

EXPENSE DETAIL

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1101 - Salary - Non-Uniform	2,824,214	2,414,037	2,442,796	2,505,256
1104 - Other Wages	20,500	20,500	20,500	20,500
1113 - One-time Pay - Non-Uniform	0	423,247	0	0
1117 - Vacancy Savings - Salary	(40,127)	0	(141,945)	(141,945)
1118 - Vacancy Savings - Pension	(5,666)	0	(22,070)	(22,070)
1119 - Vacancy Savings (Medicare)	(582)	0	(2,213)	(2,213)
1120 - Wellness Incentive (Uniform and Non-Uniform)	8,670	8,670	8,510	8,510
1201 - Overtime - Non-Uniform	0	3,700	0	0
1203 - Service Incentive Pay	1,824	1,824	1,824	1,824
1210 - Vacation Term Pay - Non-Uniform	0	122,333	0	0
1212 - Termination Payment -Attendance Incentive Leave - Non-Uniform	0	1,830	0	0
1250 - Executive Auto Allowance	0	(700)	0	0
1301 -Pension - Non-Uniform	340,009	334,343	358,492	367,524
1303 - Life Insurance	1,214	1,214	1,225	1,259
1304 - Health Insurance	157,447	157,447	161,622	170,540
1306 - ER Medicare	34,865	44,049	36,118	37,024
1308 - Mandatory Deferred Comp	0	419	0	0
1314 - Worker's Compensation	4,401	4,401	4,052	4,052
1324 - Actuarially Determined Contribution Pensions-Non-Uniform	0	0	10,956	59,736
1511 - Temporary Help - Regular	0	30,340	0	0
1512 - Temporary Help - Overtime	0	12,127	0	0
Personnel Services	\$3,346,769	\$3,579,781	\$2,879,867	\$3,009,997
2110 - Office Supplies	17,266	17,300	829	5,899
2111 - Office Supplies Chargeback	2,227	1,490	727	727
2232 - Food Supplies	10,000	10,000	0	0
2252 - Meter Postage Fund Level	0	613	0	0
2731 - Data Processing Equipment	0	90	0	0
Supplies - Materials	\$29,493	\$29,493	\$1,556	\$6,626
3030 - Printing - Photo Services	5,000	5,507	0	0
3050 - Communications	45,562	45,562	40,595	41,775
3053 - Data Circuit Billing	94,267	94,267	83,395	83,788
3070 - Professional Services	7,001	7,001	3,323	3,323
3092 - Security Services	0	1,521	0	0
3099 - Misc Special Services	142,859	134,615	47,175	42,105
3130 - Copy Machine Rent-Lease-Maint	6,627	6,627	8,190	8,190
3310 - Insurance	3,726	3,726	3,743	3,939
3313 - Liability Premiums	755	755	725	725
3320 - Advertising	6,500	6,500	6,500	6,500

CITY MANAGER'S OFFICE

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
3340 - Membership Dues	1,380	1,380	5,000	5,000
3361 - Professional Development	9,711	9,711	18,247	18,247
3416 - GIS Services	822	828	1,357	1,357
3429 - Mobile Phone Services	3,529	5,420	3,529	3,529
3430 - Data Services	45,101	45,101	47,330	47,442
3434 - Programming	60,395	69,580	83,835	85,686
3994 - Outside Temps-Staffing	0	3,881	0	0
Contractual - Other Services	\$433,235	\$441,983	\$352,944	\$351,606
Total Expense	\$3,809,497	\$4,051,257	\$3,234,367	\$3,368,229

PERFORMANCE MEASURES

City Manager's Office

Measure	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
Overall Quality of Life Satisfaction Rating (Community Survey)	70.0%	55.0%	70.0%	70.0%
Percentage of City Council Agendas posted on time and without correction	95.0%	96.0%	95.0%	95.0%

Equity-focused measure that aligns to the City's Racial Equity Plan (REP) are indicated by an asterisk*

Measures new for FY 2024-25 are indicated as (New)

New measures may not have data available and are indicated as N/A or Not Applicable

CITY SECRETARY'S OFFICE

MISSION

Committed to focusing on areas of responsibility, effective issue resolution, exceptional customer service to residents, City Council, and staff, and producing vital and productive outcomes that positively reflect the City of Dallas' established priorities.

DEPARTMENT GOALS

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

SERVICE DESCRIPTIONS

CITY SECRETARY'S OFFICE	
Archives	Serves as the city's repository for permanently valuable and historical records of city government. The Archive collections contain over 2,000 cubic feet of departmental records in a variety of forms and formats, including ledgers, manuscripts and typescripts, maps, photographs, microforms, and printed materials. Furthermore, Archives maintains thousands of permanently valuable documents, maps, and architectural plans reflecting the actions of every aspect of Dallas government.
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 administration support to City Council and departments who are the sole source of 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 Council meetings, processes official documents, prepares certifications for legal proceedings, processes payments, and indexes official documents.

CITY SECRETARY'S OFFICE

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	Administers the citywide oversight of the city's records management practices. Advises the records management policy committee on program policies; inspects city records; ascertains the city's compliance with recordkeeping requirements established by state law, city charter and city code; prepares records retention and disposition schedules; operates the Records Center, trains City staff, quality controls City Council action files, posts resolutions to the website, and creates minute books.
Records Management	Commits to full disclosure of all public records upon request. Requests for public information, except requests for police information, are managed to ensure that the City complies with the requirements of the Texas Public Information Act (TPIA).

SERVICE BUDGET

Service	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Archives	220,255	219,110	224,426	224,426
Boards and Commissions Support	321,317	321,317	435,313	435,313
City Council Support	1,489,242	1,550,709	1,477,158	1,605,404
Customer Service	256,911	256,863	278,164	285,483
Elections	1,946,292	2,007,835	1,957,274	1,957,274
Open Records	588,889	555,191	617,091	617,091
Records Management	632,774	632,870	633,975	633,975
Expense Total	\$5,455,680	\$5,543,895	\$5,623,401	\$5,758,966

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 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
Personnel Services	2,700,561	2,668,140	2,870,059	2,998,624
Supplies - Materials	17,121	17,121	17,826	17,826
Contractual - Other Services	2,737,998	2,858,634	2,735,516	2,742,516
Capital Outlay	0	0	0	0
Expense Total	\$5,455,680	\$5,543,895	\$5,623,401	\$5,758,966
Reimbursements	0	0	0	0
Department Total	\$5,455,680	\$5,543,895	\$5,623,401	\$5,758,966
Department Revenue Total	\$20,000	\$126,151	\$28,400	\$28,400

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	25.00	24.04	26.00	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	0.00	0.00
Department Total	25.00	24.04	26.00	26.00

CITY SECRETARY'S OFFICE

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
Downgrade one Open Records Administrator position to a Manager - Records to true up of staffing.	0	(27,380)	0	(27,380)
Realignment Strategy: Transfer one Boards and Commission Manager position to SEC from the Office of the Mayor and City Council (MCC) (1.00 FTE).	1	114,212	1	114,212
Major Budget Items Total	1	\$86,832	1	\$86,832

EXPENSE DETAIL

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1101 - Salary - Non-Uniform	2,118,668	2,026,842	2,228,137	2,288,319
1120 - Wellness Incentive (Uniform and Non-Uniform)	12,305	12,305	13,000	13,000
1201 - Overtime - Non-Uniform	0	20	0	0
1203 - Service Incentive Pay	8,229	8,277	8,997	8,997
1208 - Sick Leave Term Pay - Civilian	0	38,077	0	0
1210 - Vacation Term Pay - Non-Uniform	0	19,462	0	0

CITY SECRETARY'S OFFICE

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1212 - Termination Payment -Attendance Incentive Leave - Non-Uniform	0	1,798	0	0
1301 -Pension - Non-Uniform	299,154	299,154	322,554	331,257
1303 - Life Insurance	1,723	1,723	1,870	1,920
1304 - Health Insurance	223,459	223,459	246,918	260,018
1306 - ER Medicare	30,722	30,722	32,554	33,428
1314 - Worker's Compensation	6,301	6,301	5,842	5,842
1324 - Actuarially Determined Contribution Pensions-Non-Uniform	0	0	10,187	55,843
Personnel Services	\$2,700,561	\$2,668,140	\$2,870,059	\$2,998,624
2110 - Office Supplies	782	2,836	1,487	1,487
2111 - Office Supplies Chargeback	14,602	12,548	14,602	14,602
2252 - Meter Postage Fund Level	1,337	1,337	1,337	1,337
2731 - Data Processing Equipment	400	400	400	400
Supplies - Materials	\$17,121	\$17,121	\$17,826	\$17,826
3020 - Food - Laundry Service	2,200	2,200	2,200	2,200
3030 - Printing - Photo Services	2,161	2,161	2,161	2,161
3050 - Communications	27,803	27,803	27,546	28,348
3053 - Data Circuit Billing	58,041	58,041	56,589	56,856
3070 - Professional Services	1,725,981	1,815,981	1,557,288	1,757,288
3099 - Misc Special Services	304,244	304,244	302,634	302,634
3110 - Equip Repairs and Maintenance	500	500	500	500
3130 - Copy Machine Rent-Lease-Maint	55,111	55,111	55,111	55,111
3310 - Insurance	6,004	6,004	7,996	8,413
3313 - Liability Premiums	1,217	1,217	1,548	1,548
3320 - Advertising	236,598	236,598	436,598	236,598
3340 - Membership Dues	1,287	1,287	1,287	1,287
3341 - Subscriptions-Serials	2,100	2,100	2,100	2,100
3361 - Professional Development	11,434	11,434	11,434	11,434
3363 - Reimb-Vehicle Use,Parking	1,390	1,390	1,390	1,390
3416 - GIS Services	1,445	1,445	1,956	1,956
3429 - Mobile Phone Services	14,785	14,785	14,785	14,785
3430 - Data Services	20,381	20,381	23,084	23,244
3434 - Programming	251,318	251,318	228,379	233,733
3437 - Continual Software License Fee	13,068	13,068	0	0
3518 - Credit Card Charges	930	930	930	930
3994 - Outside Temps-Staffing	0	30,636	0	0
Contractual - Other Services	\$2,737,998	\$2,858,634	\$2,735,516	\$2,742,516
Total Expense	\$5,455,680	\$5,543,895	\$5,623,401	\$5,758,966

PERFORMANCE MEASURES

City Secretary's Office

Measure	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
Percentage of background checks initiated within three business days	100.0%	100.0%	100.0%	100.0%
Percentage of campaign finance reports locked down within one business day	100.0%	100.0%	100.0%	100.0%
Percentage of City Council voting agendas processed within 10 working days	100.0%	100.0%	100.0%	100.0%
Percentage of Open Records Requests responded to within 10 business days	100.0%	100.0%	100.0%	100.0%
Percentage of public meeting notices processed and posted within one hour	100.0%	100.0%	100.0%	100.0%
Percentage of service requests completed within 10 business days	100.0%	100.0%	100.0%	100.0%

Equity-focused measure that aligns to the City's Racial Equity Plan (REP) are indicated by an asterisk*

Measures new for FY 2024-25 are indicated as (New)

New measures may not have data available and are indicated as N/A or Not Applicable

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
- Enhance talent assessment and planning practices of the department to better meet the hiring needs of the City of Dallas' organizations
- Develop and implement methods and metrics that will guide the evolution of Civil Service practices to enhance the effective service delivery to the City of Dallas' organization

SERVICE DESCRIPTIONS

CIVIL SERVICE	
Analysis-Development and Validation	Develops and validates selection tests for civilian and uniform positions. Administers job-related entry-level, promotional, and physical ability (Dallas Fire-Rescue) tests and assessments for civilian/uniform positions under the authority of City Charter and Civil Service Rules. Performs job analysis for talent assessment tool design purposes. Ensures selection procedures used by the city are legally definable.
Applicant Evaluation (Civilian)	Recruits and screens applicants from multiple sources to ensure candidates meet minimum qualifications to determine eligibility. Oversees the reduction-in force (RIF) rules and process. Collaborates with hiring managers to develop minimum qualifications. Administers computer-based exams for entry level civilian positions.
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. Administers written and computer-based exams for entry level uniform positions.

CIVIL SERVICE

Civil Service Board and Employee Appeals Process

Manages Trial Board and Administrative Law Judge Hearings for appeals and grievances for eligible employees under the guidelines of City Charter and Personnel Rules. Oversees the rehire eligibility hearing process and analyzes/manages department budget.

SERVICE BUDGET

Service	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Analysis-Development and Validation	645,427	576,123	441,679	449,620
Applicant Evaluation (Civilian)	847,049	1,060,829	1,147,561	1,189,036
Applicant Evaluation (Uniform)	776,441	799,642	796,811	816,264
Civil Service Board and Employee Appeals Process	493,245	564,949	511,328	559,339
Expense Total	\$2,762,162	\$3,001,543	\$2,897,379	\$3,014,259

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
Personnel Services	2,131,815	2,381,406	2,294,077	2,406,108
Supplies - Materials	65,889	65,890	50,889	50,889
Contractual - Other Services	564,458	554,247	552,413	557,262
Capital Outlay	0	0	0	0
Expense Total	\$2,762,162	\$3,001,543	\$2,897,379	\$3,014,259
Reimbursements	0	0	0	0
Department Total	\$2,762,162	\$3,001,543	\$2,897,379	\$3,014,259
Department Revenue Total	\$0	\$1,600	\$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 (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.

CIVIL SERVICE

Category	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Regular Civilian	24.21	22.40	22.00	22.00
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	0.21	0.07	0.07
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	24.21	22.61	22.07	22.07

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
Eliminate one Test Validation Administrator position to optimize service delivery (0.75 FTEs).	(1)	(93,441)	(1)	(93,441)
Add funding back to one Manager - Civil Service position associated with a prior year elimination of funding for vacant positions; the position was already filled (1.00 FTE).	0	137,475	0	138,001
Reduce funding for professional services and software licenses to rightsize funding for recruitment activities.	0	(32,885)	0	(32,885)
Major Budget Items Total	(1)	\$11,149	(1)	\$11,675

CIVIL SERVICE

EXPENSE DETAIL

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1101 - Salary - Non-Uniform	1,797,467	1,801,753	1,856,203	1,910,348
1117 - Vacancy Savings - Salary	(189,167)	0	(106,521)	(106,521)
1118 - Vacancy Savings - Pension	(26,711)	0	(15,403)	(15,403)
1119 - Vacancy Savings (Medicare)	(2,743)	0	(1,544)	(1,544)
1120 - Wellness Incentive (Uniform and Non-Uniform)	13,000	13,000	11,375	11,375
1201 - Overtime - Non-Uniform	10,000	10,000	10,000	10,000
1203 - Service Incentive Pay	0	3,456	3,600	3,600
1210 - Vacation Term Pay - Non-Uniform	0	12,162	0	0
1242 - Language Assignment Pay	4,440	4,440	6,240	6,240
1301 - Pension - Non-Uniform	253,813	264,880	271,035	278,864
1303 - Life Insurance	1,820	1,820	1,638	1,684
1304 - Health Insurance	236,080	236,080	216,034	227,955
1306 - ER Medicare	26,061	26,060	27,390	28,175
1314 - Worker's Compensation	7,755	7,755	5,658	5,658
1324 - Actuarially Determined Contribution Pensions-Non-Uniform	0	0	8,372	45,677
Personnel Services	\$2,131,815	\$2,381,406	\$2,294,077	\$2,406,108
2110 - Office Supplies	10,000	10,000	10,000	10,000
2111 - Office Supplies Chargeback	2,247	2,247	2,247	2,247
2231 - Clothing	1,200	1,200	1,200	1,200
2232 - Food Supplies	2,100	2,100	2,100	2,100
2252 - Meter Postage Fund Level	342	342	342	342
2735 - Software Purchase -\$1000	50,000	50,000	35,000	35,000
Supplies - Materials	\$65,889	\$65,890	\$50,889	\$50,889
3020 - Food - Laundry Service	5,000	5,000	5,000	5,000
3030 - Printing - Photo Services	2,800	2,800	2,800	2,800
3050 - Communications	36,042	36,042	38,420	39,537
3053 - Data Circuit Billing	75,289	75,289	78,927	79,300
3070 - Professional Services	62,700	62,700	52,558	52,558
3099 - Misc Special Services	9,981	9,981	9,981	9,981
3110 - Equip Repairs and Maintenance	2,500	2,500	2,500	2,500
3130 - Copy Machine Rent-Lease-Maint	5,824	5,824	5,824	5,824
3150 - Copy Center Charges	936	936	936	936
3310 - Insurance	3,563	3,563	3,093	3,254
3313 - Liability Premiums	722	722	599	599
3320 - Advertising	30,332	29,622	30,332	30,332
3340 - Membership Dues	600	600	600	600

CIVIL SERVICE

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
3361 - Professional Development	66,466	47,046	50,275	50,275
3363 - Reimb-Vehicle Use,Parking	1,700	1,700	1,700	1,700
3416 - GIS Services	1,521	1,521	1,895	1,895
3429 - Mobile Phone Services	1,000	1,710	5,000	5,000
3430 - Data Services	20,003	20,003	22,242	22,398
3434 - Programming	145,762	158,294	170,757	173,799
3437 - Continual Software License Fee	89,717	66,974	66,974	66,974
3438 - Software Maintenance Fee	2,000	2,000	2,000	2,000
3994 - Outside Temps-Staffing	0	19,420	0	0
Contractual - Other Services	\$564,458	\$554,247	\$552,413	\$557,262
Total Expense	\$2,762,162	\$3,001,543	\$2,897,379	\$3,014,259

PERFORMANCE MEASURES

Civil Service

Measure	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Percentage of certified registers to hiring authority within five business days (civilian positions)	93.0%	98.3%	93.0%	93.0%
Percentage of certified registers to hiring authority within five business days (uniform positions)	93.0%	100.0%	93.0%	93.0%
Percentage of Civil Service trial board appeal hearings heard within 90 business days	100.0%	100.0%	100.0%	100.0%
Percentage of hiring managers reporting a satisfaction rating (Satisfied) to post-hire questionnaire	85.0%	71.4%	85.0%	85.0%
*Number of Hispanic, Black, Asian American, and Native American recruitment and outreach efforts	15	16	15	15

Equity-focused measure that aligns to the City's Racial Equity Plan (REP) are indicated by an asterisk*

Measures new for FY 2024-25 are indicated as (New)

New measures may not have data available and are indicated as N/A or Not Applicable

EQUIPMENT & FLEET MANAGEMENT

MISSION

Provide effective and efficient fleet services in support of City service delivery.

DEPARTMENT GOALS

- Continue to implement recommendations from the December 2018 Fleet Management Study to increase operational efficiency
- Utilize Equipment and Fleet Management's (EFM) Fleet Governance Committee to design a sustainable enterprise approach to fleet management
- Strengthen the City's total cost of ownership (TCO) approach, including vehicle procurement, preventive maintenance, and mechanic training
- Develop and capitalize on the M5 Fleet Management System to improve the work order process, eliminate manual processes, and activate system modules and flags
- Strategically implement procurement and replacement strategies that align with the goals of the Comprehensive Environmental & Climate Action Plan (CECAP) for fleet electrification
- Minimize the gap between fleet replacement needs and delays in delivery through the implementation of new funding strategies and focus on refurbishment of eligible vehicles
- Encourage retention and recruitment by developing a career series, expanding training opportunities, and providing equitable pay

SERVICE DESCRIPTIONS

EQUIPMENT & FLEET MANAGEMENT	
City Fleet Asset Management	Provides life-cycle coordination for most of the City's fleet. Major activities include specification and procurement of new fleet, preparation of new units for service, disposal of units, and coordination of Citywide outside rental and an internal motor pool.
City Fleet Maintenance and Repair Services	Repairs and maintains 5,700 vehicles/equipment. Staff performs approximately 156,000 scheduled and non-routine maintenance/repairs (preventive maintenance, inspections, towing, welding, and modifications/ rebuilds). This includes management of parts inventory.
City Fleet Paint and Body Shop Coordination	Oversees contracted paint and body repairs of City equipment.
Environmental Services for City Fleet Operations	Supports compliance with federal, state, and local environmental and safety regulations including environmental, occupational health and safety, and quality management systems.
Fuel Procurement and Management	Provides centralized fuel procurement and management for City fleet. Equipment and Fleet Management maintains eight self-service fuel islands with bulk inventory at strategic locations. The blended fuel rate for FY 2024-25 and FY 2025-26 is \$3.01 per gallon. (This consists of Compressed Natural Gas, Diesel, Bio-Diesel, Off-road Diesel, Super and Unleaded gasoline).

EQUIPMENT & FLEET MANAGEMENT

SERVICE BUDGET

Service	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
City Fleet Asset Management	3,690,413	3,556,159	3,614,415	3,676,175
City Fleet Maintenance and Repair Services	43,107,678	44,632,901	42,394,978	43,296,968
City Fleet Paint and Body Shop Coordination	2,990,153	2,773,166	2,921,817	2,929,058
Environmental Services for City Fleet Operations	748,935	676,896	825,920	845,986
Fuel Procurement and Management	23,567,943	21,909,117	23,730,160	23,801,254
Expense Total	\$74,105,122	\$73,548,239	\$73,487,289	\$74,549,441

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
Personnel Services	22,146,542	20,657,378	21,615,743	22,576,743
Supplies - Materials	34,061,210	33,371,130	32,663,960	32,675,327
Contractual - Other Services	21,751,778	23,196,766	23,019,549	23,159,336
Capital Outlay	70,846	234,400	70,846	70,846
Expense Total	\$78,030,376	\$77,459,674	\$77,370,098	\$78,482,252
Reimbursements	(3,925,254)	(3,911,435)	(3,882,809)	(3,932,811)
Department Total	\$74,105,122	\$73,548,239	\$73,487,289	\$74,549,441
Department Revenue Total	\$71,089,693	\$70,532,810	\$73,309,034	\$74,010,327

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
Storm Drainage Management Reimbursement	(1,613,271)	(1,613,271)
Department Support	(2,269,538)	(2,319,540)
Reimbursement Total	\$(3,882,809)	\$(3,932,811)

EQUIPMENT & FLEET MANAGEMENT

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	273.50	233.50	259.90	259.90
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	19.70	23.40	19.70	19.70
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	293.20	256.90	279.60	279.60

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 city-wide 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
Add funding for salary adjustments from the HR compensation review.	0	350,919	0	350,919
Realignment Strategy: Transfer one vacant position (not the funding) to create one Administrative Specialist position to support two Assistant Directors (0.75 FTEs).	1	56,797	1	75,729
Add funding for EV charging software to provide data on use, fueling and management controls of electric vehicles.	0	50,000	0	50,000

EQUIPMENT & FLEET MANAGEMENT

Major Budget Item	FY 2024-25 Positions	FY 2024-25 Budget	FY 2025-26 Positions	FY 2025-26 Planned
Add funding for career series and incentives for Mechanics that will allow them to promote as their skill level is enhanced.	0	150,000	0	150,000
Add funding to install the remaining GPS devices on General Fund assets.	0	375,000	0	375,000
Add funding for training enhancements for Mechanics.	0	100,000	0	100,000
Major Budget Items Total	1	\$1,082,716	1	\$1,101,648

EXPENSE DETAIL

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1101 - Salary - Non-Uniform	14,880,403	13,214,527	15,790,645	16,219,179
1104 - Other Wages	56,625	0	56,625	56,625
1111 - Cell Phone Stipend	4,691	4,802	4,691	4,691
1113 - One-time Pay - Non-Uniform	0	109,109	0	0
1117 - Vacancy Savings - Salary	0	0	(1,350,531)	(1,350,531)
1118 - Vacancy Savings - Pension	0	0	(195,287)	(195,287)
1119 - Vacancy Savings (Medicare)	0	0	(19,583)	(19,583)
1120 - Wellness Incentive (Uniform and Non-Uniform)	136,750	136,750	129,950	129,950
1201 - Overtime - Non-Uniform	1,280,276	1,500,957	1,280,276	1,280,276

EQUIPMENT & FLEET MANAGEMENT

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1203 - Service Incentive Pay	50,160	50,160	50,160	50,160
1208 - Sick Leave Term Pay - Civilian	67,278	67,278	67,278	67,278
1210 - Vacation Term Pay - Non-Uniform	34,387	34,388	34,387	34,387
1212 - Termination Payment -Attendance Incentive Leave - Non-Uniform	0	599	0	0
1301 -Pension - Non-Uniform	2,350,552	2,350,552	2,486,374	2,548,254
1303 - Life Insurance	19,146	19,146	18,713	19,233
1304 - Health Insurance	2,483,381	2,483,381	2,468,010	2,604,198
1306 - ER Medicare	236,681	219,317	252,599	258,812
1314 - Worker's Compensation	442,112	442,112	365,073	365,073
1315 - Equipment Allowance	104,100	0	104,100	104,100
1324 - Actuarially Determined Contribution Pensions-Non-Uniform	0	0	72,263	399,928
1406 - Admin Leave - Non-Uniform	0	6,772	0	0
1453 - Continuance Pay - Non-Uniform	0	17,529	0	0
Personnel Services	\$22,146,542	\$20,657,378	\$21,615,743	\$22,576,743
2110 - Office Supplies	15,414	15,414	15,414	15,414
2111 - Office Supplies Chargeback	0	4,798	0	0
2120 - Min App Inst Tools - Uten	284,392	284,392	284,392	284,392
2140 - Light - Power	319,329	319,329	271,845	283,212
2160 - Fuel Supplies	555,715	555,715	555,715	555,715
2170 - Water - Sewer	47,191	47,191	47,191	47,191
2181 - Fuel - Lube For Vehicle	790,453	790,454	808,283	808,283
2182 - Mechanical Supplies Veh	5,400	5,400	5,400	5,400
2183 - Fuel - Lube	20,795,748	19,295,411	20,795,748	20,795,748
2200 - Chemical Medical Surgical	300	300	300	300
2220 - Laundry - Cleaning Suppl	349	349	349	349
2231 - Clothing	112,842	112,842	112,842	112,842
2232 - Food Supplies	4,500	4,500	4,500	4,500
2252 - Meter Postage Fund Level	596	596	596	596
2261 - Educational - Recr Suppl	50,000	0	50,000	50,000
2280 - Other Supplies	20,000	20,000	20,000	20,000
2720 - Machine Tools	106,684	206,683	250,000	250,000
2731 - Data Processing Equipment	11,308	60,107	11,308	11,308
2735 - Software Purchase -\$1000	0	750	0	0
2741 - Motor Vehicle	10,926,073	11,617,689	9,415,161	9,415,161
2860 - Books Reference Book Only	14,916	29,210	14,916	14,916
Supplies - Materials	\$34,061,210	\$33,371,130	\$32,663,960	\$32,675,327
3001 - City Hall Emp Parking Garage	0	0	1,055	1,055
3020 - Food - Laundry Service	0	17,755	0	0
3030 - Printing - Photo Services	1,000	1,000	1,000	1,000
3044 - Messenger Service	50,317	50,317	20,000	20,000

EQUIPMENT & FLEET MANAGEMENT

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
3050 - Communications	54,747	70,288	156,542	161,055
3053 - Data Circuit Billing	111,517	111,517	318,686	320,191
3060 - Equipment Rental [Outside City]	3,200	73,592	45,302	45,302
3070 - Professional Services	0	4,540	0	0
3090 - City Forces	208,552	0	165,934	165,934
3094 - Wrecker Services	714,362	933,791	714,362	714,362
3099 - Misc Special Services	1,431,747	1,932,106	1,481,747	1,481,747
3110 - Equip Repairs and Maintenance	9,471,371	9,547,407	9,396,996	9,396,996
3130 - Copy Machine Rent-Lease-Maint	22,690	22,690	19,740	19,740
3151 - Department Support	2,304,482	2,338,164	2,269,538	2,319,540
3201 - Stores Overhead Charges	534	534	534	534
3210 - Building Repairs and Maint	851,234	751,414	851,232	851,232
3310 - Insurance	237,441	237,441	239,731	252,257
3313 - Liability Premiums	116,514	116,514	106,957	106,957
3315 - Tolls	1,600	1,600	1,600	1,600
3320 - Advertising	966	966	966	966
3361 - Professional Development	5,000	128,796	105,000	105,000
3362 - Non Taxable Tution Reimbursemt	5,000	5,000	5,000	5,000
3363 - Reimb-Vehicle Use,Parking	2,045	2,100	2,045	2,045
3364 - Personnel Development	0	4,936	0	0
3410 - Equip - Automotive Rental	610,395	610,395	337,960	337,960
3411 - Wreck Handle Charge (fleet)	126,109	126,109	17,738	17,738
3413 - Motor Pool Vehicle Charges	0	0	22,995	22,995
3416 - GIS Services	16,081	16,081	22,965	22,965
3420 - Commun Equip Rental	0	0	9,176	9,382
3421 - Veh License - Registration Fees	30,571	30,571	37,000	37,000
3429 - Mobile Phone Services	33,372	33,372	33,372	33,372
3430 - Data Services	207,230	207,230	177,635	179,525
3434 - Programming	1,258,885	1,258,885	1,410,772	1,442,164
3438 - Software Maintenance Fee	225,257	225,257	225,257	225,257
3460 - Disposal Services	140,472	140,472	140,472	140,472
3651 - Gen Fund Cost Reimb	2,365,934	2,365,934	2,780,955	2,780,955
3851 - Pension Bond Debt Service	1,143,153	1,143,153	1,224,285	1,262,038
3994 - Outside Temps-Staffing	0	686,841	675,000	675,000
Contractual - Other Services	\$21,751,778	\$23,196,766	\$23,019,549	\$23,159,336
4720 - Mach Tools Implem Major	70,846	146,846	70,846	70,846
4740 - Motor Vehicles Cap	0	87,554	0	0
Capital Outlay	\$70,846	\$234,400	\$70,846	\$70,846
5002 - Dept Support Reimb	(2,311,983)	(2,338,164)	(2,269,538)	(2,319,540)
5012 - Reimbursements-Stormwater	(1,613,271)	(1,573,271)	(1,613,271)	(1,613,271)
Reimbursements	(\$3,925,254)	(\$3,911,435)	(\$3,882,809)	(\$3,932,811)
Total Expense	\$74,105,122	\$73,548,239	\$73,487,289	\$74,549,441

PERFORMANCE MEASURES

Equipment & Fleet Management

Measure	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
Percentage of fleet that is replacement eligible	31.5%	41.6%	31.5%	N/A
Percentage of fleet that uses alternative fuels or hybrid fueling technologies	40.0%	38.7%	40.0%	40.0%
Percentage of vehicles receiving preventive maintenance on schedule (Compliance I)	65.0%	65.0%	65.0%	65.0%
*Maximum deviation rate of vehicles and equipment receiving on-time preventative maintenance by service area (Compliance I)	15.0%	11.5%	15.0%	15.0%

Equity-focused measure that aligns to the City's Racial Equity Plan (REP) are indicated by an asterisk*

Measures new for FY 2024-25 are indicated as (New)

New measures may not have data available and are indicated as N/A or Not Applicable

EXPRESS BUSINESS CENTER

MISSION

Provide excellent customer service with efficient and cost-effective methods of disposal and auction services of surplus and unclaimed property, copy and printing services, notary, and City postal needs.

DEPARTMENT GOALS

- Create effective management of City supplies and prompt delivery of copy and print services
- Increase revenue through enhanced wide-spread marketing of City Store auctions, and Express Business Center services

SERVICE DESCRIPTIONS

EXPRESS BUSINESS CENTER	
Disposal of Surplus and Police Unclaimed Property	The City Store operates a store-front located office that disposes of surplus, police confiscated, unclaimed property, and manages the City's public auctions.
Express Business Center	Express Business Center provides copy, printing, and mailing services, and manages City office supplies.

SERVICE BUDGET

Service	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Disposal of Surplus and Police Unclaimed Property	462,027	470,849	555,955	635,373
Express Business Center	1,690,253	1,720,029	1,671,158	1,633,271
Expense Total	\$2,152,280	\$2,190,878	\$2,227,113	\$2,268,644

EXPRESS BUSINESS CENTER

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
Personnel Services	795,481	756,192	823,675	862,075
Supplies - Materials	1,932,553	1,937,601	1,822,852	1,822,964
Contractual - Other Services	624,246	697,085	780,586	783,605
Capital Outlay	0	0	0	0
Expense Total	\$3,352,280	\$3,390,878	\$3,427,113	\$3,468,644
Reimbursements	(1,200,000)	(1,200,000)	(1,200,000)	(1,200,000)
Department Total	\$2,152,280	\$2,190,878	\$2,227,113	\$2,268,644
Department Revenue Total	\$2,868,790	\$2,577,456	\$2,406,050	\$2,406,050

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 Supply Sales Reimbursement	(1,200,000)	(1,200,000)
Reimbursement Total	\$(1,200,000)	\$(1,200,000)

EXPRESS BUSINESS CENTER

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	10.00	9.69	10.00	10.00
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.04	0.04	0.04	0.04
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	10.04	9.73	10.04	10.04

EXPENSE DETAIL

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1101 - Salary - Non-Uniform	585,558	546,863	607,959	625,567
1111 - Cell Phone Stipend	720	720	720	720
1120 - Wellness Incentive (Uniform and Non-Uniform)	5,000	5,000	5,000	5,000
1201 - Overtime - Non-Uniform	2,500	2,500	2,500	2,500
1203 - Service Incentive Pay	3,456	3,456	3,456	3,456
1301 - Pension - Non-Uniform	88,184	88,184	88,754	91,296
1303 - Life Insurance	700	700	720	740
1304 - Health Insurance	90,800	90,800	94,960	100,200
1306 - ER Medicare	8,617	8,023	8,984	9,239
1314 - Worker's Compensation	9,946	9,946	7,789	7,789
1324 - Actuarially Determined Contribution Pensions-Non-Uniform	0	0	2,833	15,568
Personnel Services	\$795,481	\$756,192	\$823,675	\$862,075
2111 - Office Supplies Chargeback	1,057,291	1,057,291	1,057,291	1,057,291
2140 - Light - Power	6,454	6,454	2,347	2,459
2160 - Fuel Supplies	1,600	1,600	1,600	1,600
2181 - Fuel - Lube For Vehicle	411	1,084	2,646	2,646
2252 - Meter Postage Fund Level	800	800	800	800
2280 - Other Supplies	5,000	5,000	3,049	3,049
2720 - Machine Tools	0	4,375	0	0

EXPRESS BUSINESS CENTER

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
2999 - Cost of Goods Sold	860,997	860,997	755,119	755,119
Supplies - Materials	\$1,932,553	\$1,937,601	\$1,822,852	\$1,822,964
3001 - City Hall Emp Parking Garage	0	0	1,759	1,759
3050 - Communications	10,479	10,479	8,699	8,952
3053 - Data Circuit Billing	21,959	21,959	17,870	17,955
3060 - Equipment Rental [Outside City]	6,600	6,600	30,600	30,600
3090 - City Forces	1,200	1,200	1,200	1,200
3092 - Security Services	414	414	414	414
3099 - Misc Special Services	5,859	5,859	4,724	4,724
3130 - Copy Machine Rent-Lease-Maint	77,100	77,100	77,100	77,100
3310 - Insurance	2,746	2,746	2,380	2,505
3313 - Liability Premiums	1,453	1,453	1,193	1,194
3320 - Advertising	10,358	10,358	92,236	92,236
3330 - Rents [Lease]	146,802	146,802	146,802	146,802
3363 - Reimb-Vehicle Use,Parking	200	200	200	200
3410 - Equip - Automotive Rental	14,504	14,504	16,047	16,047
3411 - Wreck Handle Charge (fleet)	1,256	1,256	3,869	3,869
3416 - GIS Services	557	557	786	786
3430 - Data Services	4,567	4,567	5,327	5,392
3434 - Programming	40,532	40,532	47,807	48,874
3518 - Credit Card Charges	800	2,106	800	800
3530 - Relocation Cost	500	500	500	500
3651 - Gen Fund Cost Reimb	240,497	240,497	274,104	274,104
3851 - Pension Bond Debt Service	35,863	41,349	46,169	47,592
3994 - Outside Temps-Staffing	0	66,047	0	0
Contractual - Other Services	\$624,246	\$697,085	\$780,586	\$783,605
5011 - Reimb Fr Othr Organizaton	(1,200,000)	(1,200,000)	(1,200,000)	(1,200,000)
Reimbursements	(\$1,200,000)	(\$1,200,000)	(\$1,200,000)	(\$1,200,000)
Total Expense	\$2,152,280	\$2,190,878	\$2,227,113	\$2,268,644

PERFORMANCE MEASURES

Procurement Services

Measure	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26
Completion rate for informal solicitations	80.0%	91.4%	85.0%	85.0%
Dallas Contracting Officer Representative Program Completion Rate	75.0%	100.0%	75.0%	75.0%
Percentage of extensions completed within 15 business days	80.0%	96.2%	85.0%	85.0%
Percentage of mail delivered to post office same day received	90.0%	100.0%	95.0%	95.0%
Percentage of reprographic completed within three business days	95.0%	100.0%	95.0%	95.0%
*Percentage of dollars spent with local M/WBE businesses	N/A	N/A	75.0%	75.0%
*Percentage of procurement Masterclass training and technical assistance in majority Black and Hispanic neighborhoods	50.0%	83.3%	85.0%	85.0%

Equity-focused measure that aligns to the City's Racial Equity Plan (REP) are indicated by an asterisk*

Measures new for FY 2024-25 are indicated as (New)

New measures may not have data available and are indicated as N/A or Not Applicable

FACILITIES & REAL ESTATE MANAGEMENT

MISSION

Facilities & Real Estate Management (FRM) provides maintenance/repair, major maintenance, and custodial services for assigned city facilities. FRM also manages real estate operations and other ancillary operations in support of and service to City departments and Dallas residents.

DEPARTMENT GOALS

- Implement FRM's redesigned Capital Planning Process which includes consideration of anticipated critical failures, major maintenance project management, required abatement services, emergency repairs and potential general fund overage reserves
- Continue partnership with the Office of Equity and Inclusion (OEI) to identify, design, and complete additional ADA improvement projects at City facilities
- Implement and manage a Leadership in Energy and Environmental Design (LEED) high-performance cleaning and training program which utilizes a system that reduces water usage, increases cleaning efficiencies, and minimizes environmental impact
- Complete a minimum of 500 quality control inspections at facilities with contracted custodial services
- Implement a pilot customer service rating process for FRM's major operating divisions
- Support Comprehensive Environmental & Climate Action Plan (CECAP) goals to further enhance facility resilience by completing Bachman Recreation Center solar photovoltaic (PV) and battery project, and in coordination with the Office of Emergency Management and Crisis Response (ECR), expand the resiliency center generator installation and facility weatherization program to the remaining six Council districts. (funding dependent)
- Complete energy benchmarking in five additional facilities, for a total of 195 by September 2025.
- Evaluate abandonment process, procedures, roles, and responsibilities to accelerate elapsed time from application submittal to council consideration
- In collaboration with the Office of Data Analytics and Business Intelligence (DBI), develop and implement data visualization site(s) to provide real-time reports of key performance indicators related to FRM's service delivery processes
- Expand utilization and data collection using Maximo (computerized maintenance management system) to more efficiently track and manage maintenance activities and associated expenses

SERVICE DESCRIPTIONS

Facilities & Real Estate Management*	
Custodial and Customer Care	Provides for custodial operations and other supporting housekeeping services, using a mix of in-house and contract resources, for 104 City facilities. Also, oversees room reservations and setup for Council meetings, City boards and commissions, special events, and meetings at City Hall. *Building Services will be moved to Facilities & Real Estate Management effective August 2024.

*New department effective August 2024. Building Services and the Real Estate division within Public Works were merged into the Department of Facilities and Real Estate Management.

FACILITIES & REAL ESTATE MANAGEMENT

Energy Management	Manages Citywide utility billing for 2,700+ individual utility accounts (electricity, natural gas, etc.), assists with solar photovoltaic (PV) initiatives, and administers the City's Energy Management System. *Building Services will be moved to Facilities & Real Estate Management effective August 2024.
Facility Maintenance, Operation, and Repair	Provides for routine, emergency, non-maintenance, and repair services on major facility systems in 500+ assigned City facilities, through in-house support staff and external technical service providers. *Building Services will be moved to Facilities & Real Estate Management effective August 2024.
Real Estate Management	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/sells surplus or tax-foreclosed properties. *Real Estate Management will be moved to Facilities & Real Estate Management effective August 2024.
Renovation/Major Maintenance and Administration	Develops and implements an annual major maintenance work plan, using customer department input, historic work order data, and existing needs inventory, up to the amount of available funding. Reprioritizes the work plan as new critical needs arise and/or as available capital construction funds change. Manages and executes department-funded minor renovation projects. Oversees budget administration, revenue collection and accounts payable as well as procurement and warehouse activities. *Building Services will be moved to Facilities & Real Estate Management effective August 2024.
Truck and Pedestrian Terminals	Provides for and manages terminal and cartway access through contractual agreements, provides custodial and general maintenance and repair services to the truck terminal and pedestrian way. Bills tenants their pro rata share of operating expenses and pays an annual lease payment to the Thanks-Giving Square Foundation per the 75-year agreement established in 1973. *Building Services will be moved to Facilities & Real Estate Management effective August 2024.

FACILITIES & REAL ESTATE MANAGEMENT

SERVICE BUDGET

Service	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Custodial and Customer Care	0	0	6,999,243	7,134,907
Energy Management	0	0	2,717,077	2,780,651
Facility Maintenance, Operation, and Repair	0	0	17,537,992	17,760,911
Real Estate Management	0	0	1,883,011	2,013,353
Renovation/Major Maintenance and Administration	0	0	2,443,735	2,499,655
Truck and Pedestrian Terminals	0	0	191,243	199,840
Expense Total	\$0	\$0	\$31,772,301	\$32,389,317

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
Personnel Services	0	0	18,016,616	18,757,121
Supplies - Materials	0	0	5,529,244	5,582,232
Contractual - Other Services	0	0	10,639,470	10,462,993
Capital Outlay	0	0	0	0
Expense Total	\$0	\$0	\$34,185,330	\$34,802,346
Reimbursements	0	0	(2,413,029)	(2,413,029)
Department Total	\$0	\$0	\$31,772,301	\$32,389,317
Department Revenue Total	\$0	\$0	\$5,780,385	\$5,780,385

FACILITIES & REAL ESTATE MANAGEMENT

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
Property Acquisition and Lease Reimbursement	(1,871,909)	(1,871,909)
Miscellaneous Department Reimbursement (Work Orders)	(541,120)	(541,120)
Reimbursement Total	\$(2,413,029)	\$(2,413,029)

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.

Fund	FY 2024-25 Budget	FY 2025-26 Planned
ARPA Redevelopment Fund (0A72)	7,500,000	7,500,000
Additional Resources Total	\$7,500,000	\$7,500,000

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 (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	0.00	0.00	206.07	206.12
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	0.00	4.00	4.00
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	0.00	0.00	210.07	210.12

FACILITIES & REAL ESTATE MANAGEMENT

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
Realign and reimagine the service delivery model and consolidate the Building Services Department into the Facilities & Real Estate Management Department and eliminate seven positions in FY 2023-24 prior to the reorganization (183.40 FTEs).	188	30,656,117	188	31,512,528
Realign and reimagine the service delivery model and consolidate the Real Estate function from Public Works into the Facilities & Real Estate Management Department (30.52 FTEs).	31	1,901,928	31	1,916,925
Eliminate underutilized and redundant IT equipment.	0	(77,244)	0	(77,244)
Reduce contracted maintenance service fees for Stemmons due to limited needs post renovation.	0	(200,000)	0	(200,000)
Reduce maintenance service to Dallas Museum of Art (DMA) as part of the Office of Arts and Culture (OAC) master plan for the privatization of cultural facilities.	0	0	0	(254,392)
Realize efficiencies and eliminate seven vacant positions (two Crew Leader - Facilities, one HVAC Technician, one Senior Electrician, one Senior HVAC Technician, and two Senior Plumbers) to true up staffing (3.85 FTEs).	(7)	(252,802)	(7)	(252,802)

FACILITIES & REAL ESTATE MANAGEMENT

Major Budget Item	FY 2024-25 Positions	FY 2024-25 Budget	FY 2025-26 Positions	FY 2025-26 Planned
Add additional funding for Capital Construction for major maintenance in the ARPA Redevelopment Fund (\$7,500,000 per year in FY 2024-25 and FY 2025-26).	0	0	0	0
Eliminate partial funding for Bullington Truck and Pedestrian Terminal including Thanks-Giving Square and reallocate to General Fund Reserves pending an evaluation of the contract.	0	(462,416)	0	(462,416)
Major Budget Items Total	212	\$31,565,583	212	\$32,182,599

EXPENSE DETAIL

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1101 - Salary - Non-Uniform	0	0	13,654,181	13,959,203
1111 - Cell Phone Stipend	0	0	15,000	15,000
1117 - Vacancy Savings - Salary	0	0	(626,391)	(626,391)
1118 - Vacancy Savings - Pension	0	0	(87,922)	(87,922)
1119 - Vacancy Savings (Medicare)	0	0	(9,083)	(9,083)
1120 - Wellness Incentive (Uniform and Non-Uniform)	0	0	104,671	104,225
1201 - Overtime - Non-Uniform	0	0	386,555	386,555
1203 - Service Incentive Pay	0	0	25,296	25,296
1301 - Pension - Non-Uniform	0	0	2,029,355	2,072,217
1303 - Life Insurance	0	0	15,005	15,425
1304 - Health Insurance	0	0	1,979,753	2,089,497
1306 - ER Medicare	0	0	207,076	211,373
1314 - Worker's Compensation	0	0	260,356	260,356
1324 - Actuarially Determined Contribution Pensions-Non-Uniform	0	0	62,764	341,370
Personnel Services	\$0	\$0	\$18,016,616	\$18,757,121
2110 - Office Supplies	0	0	3,442	3,442
2111 - Office Supplies Chargeback	0	0	7,233	7,233
2120 - Min App Inst Tools - Uten	0	0	24,100	24,100
2130 - Copy McH Supplies	0	0	2,212	2,212
2140 - Light - Power	0	0	1,530,131	1,583,119
2160 - Fuel Supplies	0	0	850,000	850,000
2170 - Water - Sewer	0	0	387,777	387,777
2181 - Fuel - Lube For Vehicle	0	0	117,156	117,156

FACILITIES & REAL ESTATE MANAGEMENT

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
2220 - Laundry - Cleaning Suppl	0	0	394,369	394,369
2231 - Clothing	0	0	35,378	35,378
2252 - Meter Postage Fund Level	0	0	629	629
2280 - Other Supplies	0	0	11,221	11,221
2310 - Building Materials	0	0	2,117,004	2,117,004
2720 - Machine Tools	0	0	33,355	33,355
2731 - Data Processing Equipment	0	0	13,237	13,237
2735 - Software Purchase -\$1000	0	0	2,000	2,000
Supplies - Materials	\$0	\$0	\$5,529,244	\$5,582,232
3030 - Printing - Photo Services	0	0	1,700	1,700
3050 - Communications	0	0	101,375	106,267
3053 - Data Circuit Billing	0	0	400,669	402,292
3060 - Equipment Rental [Outside City]	0	0	11,775	11,775
3062 - Pc Leasing [Outside City]	0	0	529	529
3070 - Professional Services	0	0	219,222	219,222
3072 - Contractor Service Fees	0	0	205,607	205,607
3085 - Freight	0	0	220	220
3090 - City Forces	0	0	49,847	49,847
3091 - Custodial Services	0	0	3,633,115	3,633,115
3099 - Misc Special Services	0	0	250,276	250,276
3110 - Equip Repairs and Maintenance	0	0	299,890	299,890
3130 - Copy Machine Rent-Lease-Maint	0	0	15,975	15,975
3150 - Copy Center Charges	0	0	700	700
3210 - Building Repairs and Maint	0	0	1,746,427	1,492,035
3310 - Insurance	0	0	981,312	1,032,508
3313 - Liability Premiums	0	0	32,303	32,300
3320 - Advertising	0	0	4,200	4,200
3330 - Rents [Lease]	0	0	23,319	23,319
3340 - Membership Dues	0	0	2,500	2,500
3361 - Professional Development	0	0	125,159	125,159
3410 - Equip - Automotive Rental	0	0	250,906	250,906
3411 - Wreck Handle Charge (fleet)	0	0	15,098	15,098
3413 - Motor Pool Vehicle Charges	0	0	23,433	23,433
3416 - GIS Services	0	0	16,264	16,264
3429 - Mobile Phone Services	0	0	95,969	95,969
3430 - Data Services	0	0	191,109	192,264
3434 - Programming	0	0	916,689	935,741
3460 - Disposal Services	0	0	4,500	4,500
3599 - Misc. Other Charges	0	0	19,382	19,382
3690 - Miscellaneous Transfers	0	0	1,000,000	1,000,000
Contractual - Other Services	\$0	\$0	\$10,639,470	\$10,462,993
5011 - Reimb Fr Othr Organizaton	0	0	(2,413,029)	(2,413,029)
Reimbursements	\$0	\$0	(\$2,413,029)	(\$2,413,029)
Total Expense	\$0	\$0	\$31,772,301	\$32,389,317

PERFORMANCE MEASURES

Facilities & Real Estate Management

Measure	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Number of custodial service requests received	N/A	N/A	1,200	1,200
Number of HVAC system sustainability upgrades from R-22 to new environmentally friendly refrigerant	N/A	N/A	30	30
Percentage of abandonment/license applications routed within five days	N/A	N/A	90.0%	90.0%
Percentage of passing quality inspections at contracted custodial facilities (New)	N/A	N/A	80.0%	80.0%
*Number of HVAC indoor air quality upgrades completed in equity priority areas	N/A	N/A	15	15

Equity-focused measure that aligns to the City's Racial Equity Plan (REP) are indicated by an asterisk*

Measures new for FY 2024-25 are indicated as (New)

New measures may not have data available and are indicated as N/A or Not Applicable

INFORMATION & TECHNOLOGY SERVICES - DATA

MISSION

Deliver dependable, secure, and innovative IT solutions that empower the City of Dallas departments to meet its strategic goals and effectively serve residents.

DEPARTMENT GOALS

- Maintain Service Desk Calls to be answered within the Service Level Agreement (SLA) Timeframe at 92 percent
- Identify the technical debt of citywide applications in order to track, measure and decrease the debt over time
- Implement Information Technology (IT) Capacity Management and Consolidation of Systems through the IT Governance Process
- Maintain availability of Critical Systems at 99 percent
- Improve the transparency of the IT Governance and Project Management Processes to City Departments

SERVICE DESCRIPTIONS

INFORMATION & TECHNOLOGY SERVICES - DATA	
Business Technology Services	Provides technology expertise in the identification, implementation, and maintenance of systems to fulfil City goals. Services include package software implementations, custom software solutions, website designs, e-commerce, and 24/7 operational maintenance support of mission-critical systems.
City GIS Services	Provides technology maintenance and support for ESRI GIS enterprise software solutions.
Internal Computer Support	Provides 24/7 computer support for the City's computers, data storage systems, data repositories, print facility, and file server complex. Manages backup and data retention systems for City servers. Installs, maintains, and manages applications to approximately 440 servers.
Internal Desktop Support	Supports the City's desktop computers, laptops, smartphones/tablets, email, and copiers. Technical support includes problem resolution and desk-side support for personal computers (PCs) and software.
Internal Telephone and Data Communication	Provides maintenance and support for the City's voice and data communication network system for more than 20,000 landline telephones and data lines connecting City facilities.
Public Safety Technology Support	Provides technology expertise in identifying, implementing, and maintaining public safety systems that enable Dallas Police Department (DPD), Dallas Fire-Rescue (DFR), Marshal's Office (MSH), Dallas Municipal Court (CTJ), and Emergency Management (OEM) to accomplish their respective missions.

INFORMATION & TECHNOLOGY SERVICES - DATA

Strategic Technology Management

Leads the direction of technology in the City through portfolio management, IT governance, project management, solution analysis and architecture, data analytics, financial and contract management, and Citywide technology acquisitions in alignment with all City strategic priorities.

SERVICE BUDGET

Service	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Business Technology Services	40,695,076	41,690,707	47,664,324	47,623,490
City GIS Services	848,223	1,169,102	1,169,000	1,169,000
Internal Computer Support	16,610,916	16,665,993	19,017,794	19,194,822
Internal Desktop Support	12,823,140	13,204,601	12,785,239	12,794,615
Internal Telephone and Data Communication	26,875,847	26,743,921	26,421,018	26,442,874
Public Safety Technology Support	6,231,051	6,215,839	10,581,585	10,655,070
Strategic Technology Management	27,699,871	20,273,426	21,992,015	21,992,263
Expense Total	\$131,784,124	\$125,963,590	\$139,630,975	\$139,872,134

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
Personnel Services	27,093,084	23,372,375	26,454,771	27,758,527
Supplies - Materials	764,420	976,516	1,546,918	1,587,170
Contractual - Other Services	103,926,620	101,614,699	111,629,286	110,526,437
Capital Outlay	0	0	0	0
Expense Total	\$131,784,124	\$125,963,590	\$139,630,975	\$139,872,134
Reimbursements	0	0	0	0
Department Total	\$131,784,124	\$125,963,590	\$139,630,975	\$139,872,134
Department Revenue Total	\$121,639,867	\$122,467,101	\$131,578,822	\$132,779,547

INFORMATION & TECHNOLOGY SERVICES - DATA

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.

Fund	FY 2024-25 Budget	FY 2025-26 Planned
Information Technology Equipment (0897)	3,000,000	2,000,000
Additional Resources Total	\$3,000,000	\$2,000,000

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 (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	216.00	176.77	205.70	209.96
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.40	0.40	0.40	0.40
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	4.00	0.00	3.00	3.00
Department Total	220.40	177.17	209.10	213.36

INFORMATION & TECHNOLOGY SERVICES - DATA

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
Streamline software expenses to focus on new products and upgrades.	0	(1,809,595)	0	(1,809,595)
True-up expenses and eliminate one Telecommunications Service Representative, one Departmental Budget Analyst, one Temporary Help, one Information Technology Asset Admin, one Programmer Analyst II, and one Web Designer position (5.26 FTEs).	(6)	(458,518)	(6)	(458,518)
Increase funding for an Enterprise Historical Data Repository solution for historical Human Capital Management System (HCMS) data (text, pictures, and documents).	0	546,025	0	546,025
Increase funding to implement a Legistar Council Agenda Management software version upgrade.	0	50,000	0	50,000
Increase funding for ongoing annual SaaS licensing fees for the Zencity community engagement tool.	0	302,667	0	302,667
Increase funding for the Salesforce Master Agreement that is in the last year of a multi-year contract.	0	765,024	0	765,024
Increase funding for a three year extension of services provided in our Master Agreement for ESRI ARCGIS Geographic Information System software and maintenance support.	0	320,777	0	320,777
Increase funding for a Civil Service Applicant Assessment solution.	0	118,799	0	118,799
Increase funding for VM Ware and Linux.	0	2,217,163	0	2,217,163

INFORMATION & TECHNOLOGY SERVICES - DATA

Major Budget Item	FY 2024-25 Positions	FY 2024-25 Budget	FY 2025-26 Positions	FY 2025-26 Planned
Increase funding for a five year renewal of eCIFM managed services and Tririga Application layer Upgrade Support for the Enterprise Capital Project Management System (ECPMS).	0	195,159	0	195,159
Increase funding for the renewal of the UKG (Kronos), Telestaff, and UKG Workforce Central (renamed UKG Pro WFM) technology solution contract and the migration of the existing solution to the required UKG Pro WFM upgrade.	0	735,832	0	735,832
Increase funding for the acquisition and implementation of security platforms for Supervisory Control and Data Acquisition (SCADA).	0	450,000	0	450,000
Increase funding for the strategic acquisition of a DDI software solution, pivotal for the comprehensive management of our city's expanding digital infrastructure.	0	130,500	0	130,500
Increase funding for renewal of Centrify Privileged Access Management (PAM) modules for identity and access management of City of Dallas privileged resources.	0	400,000	0	400,000
Add funding for Phase III of the Enterprise Work Order and Asset Management System (EWAMS).	0	1,127,382	0	1,127,382
Add funding to replace the Legacy Courts Incode case management system for the Dallas Municipal Court.	0	4,400,000	0	4,400,000
Increase funding for Canon Copier Contract for Scan to OneDrive for Dallas Police Department and Human Resources.	0	242,064	0	242,064
Add funding for Human Resources Case Management Solution.	0	1,260,000	0	1,260,000

INFORMATION & TECHNOLOGY SERVICES - DATA

Major Budget Item	FY 2024-25 Positions	FY 2024-25 Budget	FY 2025-26 Positions	FY 2025-26 Planned
Realignment Strategy: Transfer one position (not the funding) to create one Training and Development Specialist to create and lead customer training programs (0.75 FTEs).	1	60,637	1	80,850
Increase funding for licensing and support for integration between Maximo and GIS.	0	0	0	245,453
Realignment Strategy: Transfer one position (not the funding) to create one Security Analyst position to manage and integrate the Cybersecurity Environment to detect and respond to security threats effectively (0.75 FTEs).	1	57,592	1	76,789
Realignment Strategy: Transfer one position (not the funding) to create one Senior Information Technology Network Engineer position to allow the City to keep current with technology and reduce outages and cost associated with those outages (0.75 FTEs).	1	93,893	1	125,191
Reallocate \$137,000 from temporary staffing to one Senior Information Technology Engineer - Supervisory Control and Data Acquisition (SCADA) position to provide real-time monitoring and control of industrial equipment, ensuring that operations run smoothly.	1	0	1	0
Reduction in Master Lease debt service due to changes in planned projects.	0	(6,365,313)	0	(6,714,095)
Add one-time funding for IT Governance projects.	0	1,000,000	0	0
Major Budget Items Total	(2)	\$5,840,088	(2)	\$4,807,467

INFORMATION & TECHNOLOGY SERVICES - DATA

EXPENSE DETAIL

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1101 - Salary - Non-Uniform	20,914,938	17,392,053	20,381,420	20,944,755
1111 - Cell Phone Stipend	0	111	0	0
1113 - One-time Pay - Non-Uniform	0	271,500	0	0
1117 - Vacancy Savings - Salary	0	0	116,161	116,161
1118 - Vacancy Savings - Pension	0	0	16,794	16,794
1119 - Vacancy Savings (Medicare)	0	0	1,685	1,685
1120 - Wellness Incentive (Uniform and Non-Uniform)	105,500	105,500	107,000	110,625
1201 - Overtime - Non-Uniform	31,612	31,612	31,612	31,612
1203 - Service Incentive Pay	23,760	22,740	21,552	21,552
1208 - Sick Leave Term Pay - Civilian	115,615	85,615	55,666	69,888
1210 - Vacation Term Pay - Non-Uniform	121,960	126,695	61,002	75,224
1212 - Termination Payment -Attendance Incentive Leave - Non-Uniform	0	7,078	0	0
1301 -Pension - Non-Uniform	3,027,737	3,027,737	2,959,542	3,042,942
1303 - Life Insurance	14,770	14,770	15,158	16,106
1304 - Health Insurance	1,915,880	1,915,880	2,002,418	2,185,217
1306 - ER Medicare	313,780	261,404	302,748	311,328
1308 - Mandatory Deferred Comp	8,895	3,143	6,671	6,671
1314 - Worker's Compensation	53,893	53,893	55,678	55,678
1324 - Actuarially Determined Contribution Pensions-Non-Uniform	0	0	97,292	529,917
1511 - Temporary Help - Regular	444,744	50,000	222,372	222,372
1512 - Temporary Help - Overtime	0	2,644	0	0
Personnel Services	\$27,093,084	\$23,372,375	\$26,454,771	\$27,758,527
2110 - Office Supplies	6,589	6,589	6,589	6,589
2111 - Office Supplies Chargeback	10,000	10,000	10,000	10,000
2140 - Light - Power	60,550	60,550	985,241	1,025,493
2181 - Fuel - Lube For Vehicle	3,975	3,975	1,782	1,782
2231 - Clothing	0	636	0	0
2252 - Meter Postage Fund Level	500	250	500	500
2270 - Printing Supplies	0	676	0	0
2280 - Other Supplies	1,000	2,000	1,000	1,000

INFORMATION & TECHNOLOGY SERVICES - DATA

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
2710 - Furniture - Fixtures	400,000	205,487	300,000	300,000
2731 - Data Processing Equipment	60,000	461,546	60,000	60,000
2735 - Software Purchase - \$1000	18,000	6,500	18,000	18,000
2860 - Books Reference Book Only	2,500	1,000	2,500	2,500
2890 - Miscellaneous Equipment	201,306	217,307	161,306	161,306
Supplies - Materials	\$764,420	\$976,516	\$1,546,918	\$1,587,170
3001 - City Hall Emp Parking Garage	0	0	43,621	43,621
3020 - Food - Laundry Service	4,000	10,632	4,000	4,000
3030 - Printing - Photo Services	500	500	500	500
3050 - Communications	1,884,482	1,884,482	1,884,482	1,884,482
3051 - Telephone Equipment Charges	345,353	345,353	345,353	345,353
3053 - Data Circuit Billing	12,279,995	12,295,015	11,986,521	11,986,521
3060 - Equipment Rental [Outside City]	25,000	51,684	25,000	25,000
3070 - Professional Services	2,430,664	3,232,019	7,095,435	7,095,435
3085 - Freight	3,500	1,650	3,500	3,500
3090 - City Forces	4,600	5,143	4,600	4,600
3099 - Misc Special Services	2,310,172	1,744,049	1,645,604	1,645,604
3110 - Equip Repairs and Maintenance	4,467,357	4,150,757	4,797,118	4,788,243
3130 - Copy Machine Rent-Lease-Maint	1,296,660	1,402,297	1,538,724	1,538,724
3310 - Insurance	128,113	128,113	161,756	170,207
3313 - Liability Premiums	54,696	54,696	81,096	81,097
3320 - Advertising	2,500	1,000	2,500	2,500
3340 - Membership Dues	2,079,029	2,776,401	1,860,684	1,860,684
3341 - Subscriptions-Serials	15,000	0	15,000	15,000
3361 - Professional Development	515,676	508,045	515,676	515,676
3363 - Reimb-Vehicle Use,Parking	0	163	0	0
3410 - Equip - Automotive Rental	2,145	2,145	1,781	1,781
3429 - Mobile Phone Services	393,805	407,593	349,372	349,372
3437 - Continual Software License Fee	906,914	1,148,786	3,155,377	3,155,377
3438 - Software Maintenance Fee	13,648,904	13,376,186	14,330,767	14,280,767
3440 - IT Cloud Services	24,864,493	26,526,737	31,164,902	31,410,355
3441 - IT Managed Services	17,087,519	17,274,110	17,141,085	17,141,085
3651 - Gen Fund Cost Reimb	1,788,310	1,788,310	2,421,819	2,421,819
3690 - Miscellaneous Transfers	2,375,000	2,375,000	3,000,000	2,000,000
3702 - Master Lease Expense	9,752,397	3,114,852	3,387,084	3,038,302
3851 - Pension Bond Debt Service	1,326,680	1,478,413	1,650,738	1,701,641
3994 - Outside Temps-Staffing	3,933,156	5,530,567	3,015,191	3,015,191
Contractual - Other Services	\$103,926,620	\$101,614,699	\$111,629,286	\$110,526,437
Total Expense	\$131,784,124	\$125,963,590	\$139,630,975	\$139,872,134

INFORMATION & TECHNOLOGY SERVICES - RADIO

MISSION

Deliver dependable, secure, and innovative IT solutions that empower the City of Dallas departments to meet its strategic goals and effectively serve residents.

DEPARTMENT GOALS

- Maintain 99.5 percent availability of the P25 Radio System
- Close radio service requests within the service level objectives
- Expand usage and inter-operability of radio system to support technology enhancements with and support from other agencies and jurisdictions

SERVICE DESCRIPTIONS

INFORMATION & TECHNOLOGY SERVICES - RADIO	
Internal Radio Communication	Provides installation, repair, and replacement of handhelds, fixed, and in-car mobile radio communication technology for City departments like Dallas Police Department (DPD), Dallas Fire-Rescue (DFR), and Sanitation Services (SAN). Maintains all two- way radio and microwave communication networks

SERVICE BUDGET

Service	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Internal Radio Communication	18,873,781	18,325,486	18,999,681	20,419,803
Expense Total	\$18,873,781	\$18,325,486	\$18,999,681	\$20,419,803

INFORMATION & TECHNOLOGY SERVICES - RADIO

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
Personnel Services	2,728,208	2,656,687	3,027,190	3,221,607
Supplies - Materials	1,433,876	1,423,101	1,235,470	1,232,042
Contractual - Other Services	14,711,697	14,245,698	14,737,021	15,966,154
Capital Outlay	0	0	0	0
Expense Total	\$18,873,781	\$18,325,486	\$18,999,681	\$20,419,803
Reimbursements	0	0	0	0
Department Total	\$18,873,781	\$18,325,486	\$18,999,681	\$20,419,803
Department Revenue Total	\$22,264,018	\$22,693,410	\$15,813,930	\$17,157,136

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	29.00	27.44	31.55	31.55
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	1.25	1.80	0.76	1.23
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	30.25	29.24	32.31	32.78

INFORMATION & TECHNOLOGY SERVICES - RADIO

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
Reduce funding for radio equipment.	0	(213,000)	0	(213,000)
Realignment Strategy: Transfer one position (not the funding) to create one Manager - Information Technology to support all Radio functionality in addition to providing support for the P25 radio system (0.75 FTEs).	1	107,748	1	143,467
Realignment Strategy: Transfer one position (not the funding) to create one Configuration Specialist for the P25 Radio system (0.75 FTEs).	1	85,721	1	114,100
Increase funding for maintenance and support for APX Next Radios for DPD.	0	0	0	1,672,997
Major Budget Items Total	2	(\$19,531)	2	\$1,717,564

INFORMATION & TECHNOLOGY SERVICES - RADIO

EXPENSE DETAIL

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1101 - Salary - Non-Uniform	1,995,239	1,737,870	2,223,012	2,276,449
1113 - One-time Pay - Non-Uniform	0	61,905	0	0
1120 - Wellness Incentive (Uniform and Non-Uniform)	15,000	15,000	16,525	16,525
1201 - Overtime - Non-Uniform	96,632	214,965	90,718	146,474
1203 - Service Incentive Pay	2,304	2,304	2,352	2,352
1210 - Vacation Term Pay - Non-Uniform	0	8,976	0	0
1212 - Termination Payment -Attendance Incentive Leave - Non-Uniform	0	250	0	0
1301 -Pension - Non-Uniform	303,582	303,582	334,442	350,210
1303 - Life Insurance	2,100	2,100	2,279	2,345
1304 - Health Insurance	272,400	272,400	301,952	319,270
1306 - ER Medicare	29,992	26,376	33,802	36,110
1314 - Worker's Compensation	8,059	8,059	8,255	8,255
1315 - Equipment Allowance	2,900	2,900	2,900	2,900
1324 - Actuarially Determined Contribution Pensions-Non-Uniform	0	0	10,953	60,717
Personnel Services	\$2,728,208	\$2,656,687	\$3,027,190	\$3,221,607
2110 - Office Supplies	560	2,285	560	560
2111 - Office Supplies Chargeback	1,610	1,610	1,610	1,610
2140 - Light - Power	103,099	103,099	130,918	136,267
2160 - Fuel Supplies	20,000	20,000	20,000	20,000
2170 - Water - Sewer	3,435	3,435	3,435	3,435
2181 - Fuel - Lube For Vehicle	8,050	8,050	9,992	9,992
2231 - Clothing	15,000	15,000	15,000	15,000
2760 - Radio - Communication Eqp	1,068,138	1,055,638	1,052,971	1,044,194
2890 - Miscellaneous Equipment	213,984	213,984	984	984
Supplies - Materials	\$1,433,876	\$1,423,101	\$1,235,470	\$1,232,042
3001 - City Hall Emp Parking Garage	0	0	704	704
3050 - Communications	23,592	30,126	23,778	23,778
3053 - Data Circuit Billing	48,047	43,918	43,980	43,980
3085 - Freight	1,000	1,000	1,000	1,000
3090 - City Forces	1,879	3,105	1,879	1,879
3099 - Misc Special Services	295,643	295,646	296,081	296,081
3110 - Equip Repairs and Maintenance	1,217,374	1,262,209	1,217,374	2,890,371
3130 - Copy Machine Rent-Lease-Maint	3,997	3,997	3,997	3,997
3210 - Building Repairs and Maint	125,740	125,740	125,740	125,740
3310 - Insurance	47,850	47,850	58,523	61,580

INFORMATION & TECHNOLOGY SERVICES - RADIO

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
3313 - Liability Premiums	10,372	10,372	11,373	11,373
3340 - Membership Dues	1,755	2,508	1,755	1,755
3361 - Professional Development	95,000	94,280	95,000	95,000
3410 - Equip - Automotive Rental	53,023	53,023	58,910	58,910
3411 - Wreck Handle Charge (fleet)	4,377	4,377	12,906	12,906
3416 - GIS Services	1,806	1,806	1,812	1,812
3429 - Mobile Phone Services	14,640	14,040	14,640	14,640
3430 - Data Services	28,478	28,478	29,727	29,727
3434 - Programming	144,166	144,166	180,327	180,327
3440 - IT Cloud Services	3,748,078	3,748,078	3,748,078	3,748,078
3651 - Gen Fund Cost Reimb	372,918	372,918	569,528	569,528
3702 - Master Lease Expense	8,305,461	7,657,873	8,061,658	7,609,240
3851 - Pension Bond Debt Service	166,501	159,643	178,251	183,748
3994 - Outside Temps-Staffing	0	140,544	0	0
Contractual - Other Services	\$14,711,697	\$14,245,698	\$14,737,021	\$15,966,154
Total Expense	\$18,873,781	\$18,325,486	\$18,999,681	\$20,419,803

PERFORMANCE MEASURES

Information & Technology Services

Measure	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Percentage of 911 system availability (Vesta)	100.0%	99.9%	100.0%	100.0%
Percentage of availability for Critical Application Systems to RMS, POSSE, AMS (New)	N/A	N/A	99.5%	99.5%
Percentage of availability of Critical Systems to include Enterprise core network, SD WAN, Enterprise Support Servers (excluding planned maintenance) (New)	N/A	N/A	91.9%	99.9%
Percentage of availability of public safety radio network (excluding planned City-approved outages)	99.9%	99.9%	99.5%	99.9%
Percentage of completed cybersecurity and privacy training to meet State regulated requirements (excluding non-office workers) (New)	N/A	N/A	95.0%	97.0%
Percentage of Critical Systems Backup Success Rate (New)	N/A	N/A	95.5%	99.5%
Percentage of projects within original scope (New)	N/A	N/A	95.0%	95.0%

Equity-focused measure that aligns to the City's Racial Equity Plan (REP) are indicated by an asterisk*

Measures new for FY 2024-25 are indicated as (New)

New measures may not have data available and are indicated as N/A or Not Applicable

MAYOR & CITY COUNCIL

MISSION

Serve as a catalyst for meaningful engagement flowing between residents, elected officials, and staff through empathy, ethics, excellence, equity, and engagement.

DEPARTMENT GOALS

- Foster public engagement and increase outreach with community
- Enhance Mayor and City Council (MCC) department financial reporting and compliance through continued process improvement
- Recruit and retain motivated and talented employees, investing in and developing careers as public servants and leaders
- Coordinate outreach support between City Secretary's Office and Mayor and Council Members to ensure all Boards and Commissions have a vacancy rate under 40 percent

SERVICE DESCRIPTIONS

MAYOR & CITY COUNCIL	
Administrative Support for the Mayor and City Council	Provides policy, communications, and administrative support to the Mayor and the 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, and disseminating pertinent information to the residents of Dallas.

SERVICE BUDGET

Service	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Administrative Support for the Mayor and City Council	7,399,447	7,316,843	7,769,654	7,826,764
Expense Total	\$7,399,447	\$7,316,843	\$7,769,654	\$7,826,764

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 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
Personnel Services	5,946,756	5,797,212	5,716,136	5,801,264
Supplies - Materials	62,247	64,302	115,253	96,786
Contractual - Other Services	1,390,444	1,455,330	1,938,265	1,928,714
Capital Outlay	0	0	0	0
Expense Total	\$7,399,447	\$7,316,843	\$7,769,654	\$7,826,764
Reimbursements	0	0	0	0
Department Total	\$7,399,447	\$7,316,843	\$7,769,654	\$7,826,764
Department Revenue Total	\$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 (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	69.55	65.88	64.73	64.73
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.47	0.47	0.47	0.47
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	70.02	66.35	65.20	65.20

MAYOR & CITY COUNCIL

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
Realignment Strategy: Transfer one Boards and Commission Manager position in the Mayor and City Council Office to the City Secretary (1.00 FTE).	(1)	(114,212)	(1)	(114,212)
True up staffing and eliminate one Director, one Executive Assistant, and one Administrative Specialist position (2.86 FTEs).	(3)	(306,418)	(3)	(306,418)
Major Budget Items Total	(4)	(\$420,630)	(4)	(\$420,630)

EXPENSE DETAIL

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1101 - Salary - Non-Uniform	4,683,578	4,462,270	4,306,377	4,281,601
1106 - Merits	0	0	210,000	216,002
1111 - Cell Phone Stipend	2,474	2,474	2,474	2,474
1117 - Vacancy Savings - Salary	(32,047)	0	(102,375)	(102,378)
1118 - Vacancy Savings - Pension	(4,525)	0	(13,591)	(13,589)
1119 - Vacancy Savings (Medicare)	(465)	0	(1,361)	(1,362)
1120 - Wellness Incentive (Uniform and Non-Uniform)	34,400	34,400	33,795	33,795
1201 - Overtime - Non-Uniform	37,500	37,500	37,500	37,500
1203 - Service Incentive Pay	1,200	1,200	1,200	1,200
1210 - Vacation Term Pay - Non-Uniform	0	30,415	0	0

MAYOR & CITY COUNCIL

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1212 - Termination Payment -Attendance Incentive Leave - Non-Uniform	0	1,536	0	0
1301 -Pension - Non-Uniform	513,460	508,935	499,229	498,961
1303 - Life Insurance	4,833	4,833	4,866	5,006
1304 - Health Insurance	622,722	622,722	641,816	677,754
1306 - ER Medicare	68,514	69,728	63,945	63,921
1308 - Mandatory Deferred Comp	0	6,087	0	0
1314 - Worker's Compensation	15,112	15,112	16,423	16,423
1324 - Actuarially Determined Contribution Pensions-Non-Uniform	0	0	15,838	83,956
Personnel Services	\$5,946,756	\$5,797,212	\$5,716,136	\$5,801,264
2110 - Office Supplies	27,050	26,979	46,710	28,244
2111 - Office Supplies Chargeback	11,300	12,802	9,679	9,679
2130 - Copy McH Supplies	0	71	0	0
2181 - Fuel - Lube For Vehicle	4,547	4,547	5,504	5,504
2232 - Food Supplies	0	190	0	0
2252 - Meter Postage Fund Level	15,850	15,868	11,040	11,040
2710 - Furniture - Fixtures	0	345	0	0
2731 - Data Processing Equipment	3,500	3,500	42,320	42,319
Supplies - Materials	\$62,247	\$64,302	\$115,253	\$96,786
3020 - Food - Laundry Service	100,525	129,990	123,480	81,871
3030 - Printing - Photo Services	22,100	22,622	5,328	5,328
3050 - Communications	92,713	92,713	100,729	103,449
3051 - Telephone Equipment Charges	3,500	3,500	7,330	7,325
3053 - Data Circuit Billing	193,485	193,485	192,105	193,012
3060 - Equipment Rental [Outside City]	0	174	0	0
3070 - Professional Services	0	0	0	26,775
3073 - Honorarium Payments	2,630	2,630	9,500	9,500
3090 - City Forces	70,000	70,195	61,900	26,800
3099 - Misc Special Services	277,276	307,760	409,960	454,672
3130 - Copy Machine Rent-Lease-Maint	6,251	6,251	6,251	6,251
3150 - Copy Center Charges	7,500	7,500	14,968	14,968
3210 - Building Repairs and Maint	0	4,024	0	0
3310 - Insurance	7,727	7,727	8,291	8,724
3313 - Liability Premiums	1,566	1,566	1,601	1,601
3315 - Tolls	400	400	12,813	11,200
3316 - Premiums For Other Insurance	0	0	0	1,000
3340 - Membership Dues	9,100	9,100	19,000	19,000
3341 - Subscriptions-Serials	6,900	6,900	8,500	8,500
3361 - Professional Development	119,635	118,982	226,576	212,266
3362 - Non Taxable Tution Reimbursemt	0	0	588	588
3363 - Reimb-Vehicle Use,Parking	10,000	10,023	13,770	13,765

MAYOR & CITY COUNCIL

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
3410 - Equip - Automotive Rental	3,672	3,672	12,900	12,900
3411 - Wreck Handle Charge (fleet)	0	0	444	444
3416 - GIS Services	3,055	3,055	5,499	5,499
3429 - Mobile Phone Services	32,410	33,062	44,514	44,514
3430 - Data Services	55,477	55,477	180,784	181,237
3434 - Programming	343,822	343,822	440,135	447,606
3994 - Outside Temps-Staffing	20,700	20,700	31,299	29,919
Contractual - Other Services	\$1,390,444	\$1,455,330	\$1,938,265	\$1,928,714
Total Expense	\$7,399,447	\$7,316,843	\$7,769,654	\$7,826,764

PERFORMANCE MEASURES

Mayor & City Council

Measure	Budget	Forecast	Budget	Planned
Number of City initiatives communications distributed	12,000	13,000	12,000	
Number of professional development hours offered for MCC staff	20	26	20	
Number of public engagements with 2 or more Council Members	10	13	10	
Percentage increase in public participation at council district budget townhall meetings	10.0%	10.0%	10.0%	10.0%
*Average number of equity and inclusion professional development hours offered per MCC staff	8	9	8	

Equity-focused measure that aligns to the City's Racial Equity Plan (REP) are indicated by an asterisk*

Measures new for FY 2024-25 are indicated as (New)

New measures may not have data available and are indicated as N/A or Not Applicable

OFFICE OF COMMUNICATIONS AND CUSTOMER EXPERIENCE/311

SERVICE DESCRIPTIONS

Office of Communications and Customer Experience/311*	
Office of Communications and Customer Experience/311	Effective August 2024, the consolidation of 311 Customer Service and Communications, Outreach, and Marketing will enhance the customer service provided to residents. Residents requesting non-emergency City services will continue to submit them via phone, web, mobile app, and City Hall On-the-Go. Service is available 24 hours a day, seven days a week, and 365 days a year. As the service requests are often cross-departmental, the newly formed office will have greater engagement to ensure the departments are collaborating to provide a more comprehensive and proactive response. Additionally, this office will become the front door for all City communication, internally and externally. It will strengthen brand awareness, two-way fluid communication, language access, engagement, and outreach.

SERVICE BUDGET

Service	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Office of Communications and Customer Experience/311	0	0	9,660,834	10,181,169
Expense Total	\$0	\$0	\$9,660,834	\$10,181,169

*New division of Management Services effective August 2024. Communications, Outreach, and Marketing and the 311 Customer Service Center were merged into one division called the Office of Communications and Customer Experience/311.

OFFICE OF COMMUNICATIONS AND CUSTOMER EXPERIENCE/311

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
Personnel Services	0	0	10,751,075	11,244,819
Supplies - Materials	0	0	98,179	99,304
Contractual - Other Services	0	0	2,777,245	2,802,711
Capital Outlay	0	0	0	0
Expense Total	\$0	\$0	\$13,626,499	\$14,146,834
Reimbursements	0	0	(3,965,665)	(3,965,665)
Department Total	\$0	\$0	\$9,660,834	\$10,181,169
Department Revenue Total	\$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 2024-25 Budget	FY 2025-26 Planned
Office of Communications & Customer Experience: Dallas Water Utilities Reimbursement	(3,965,665)	(3,965,665)
Reimbursement Total	\$(3,965,665)	\$(3,965,665)

OFFICE OF COMMUNICATIONS AND CUSTOMER EXPERIENCE/311

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	0.00	0.00	135.19	135.19
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	0.00	2.18	2.18
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	0.00	0.00	137.37	137.37

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
Realign and reimagine service delivery model by transferring 135 positions and consolidating 311 Customer Service Center into the Communications and Customer Experience/311 (117.00 FTEs).	135	6,523,513	135	6,904,663

OFFICE OF COMMUNICATIONS AND CUSTOMER EXPERIENCE/311

Realign and reimagine service delivery model by transferring 30 positions and consolidating Communications, Outreach, and Marketing into the Communications and Customer Experience/311 (26.01 FTEs).	30	3,694,415	30	3,833,094
True up staffing as part of citywide realignment strategies and create efficiencies by eliminating three intern positions, one GIS Analyst III, one Department Technology Analyst, two Customer Services Agent Trainees, and one Senior Office Assistant and reclassifying one Manager Customer Services to an Administrator, one Manager Public Information to an Administrator, and one Senior Executive Secretary to Business Manager (5.60 FTEs).	(8)	(279,745)	(8)	(279,745)
True up expenditures and realign service delivery model by reducing the budget under various expense categories that provide efficiencies including contractual services, memberships, and subscriptions.	0	(464,360)	0	(464,360)
True up staffing and eliminate two 311 Customer Service Agent Trainee positions that have been vacant for more than 12 months (1.04 FTEs).	(2)	(48,270)	(2)	(48,270)
Transfer one Resilience Officer position from the Office of Equity & Inclusion (OEI) and reclassify the position as a Chief of Strategy, Engagement, and Alignment as part of realignment (1.00 FTE).	1	235,281	1	235,787
Major Budget Items Total	156	\$9,660,834	156	\$10,181,169

OFFICE OF COMMUNICATIONS AND CUSTOMER EXPERIENCE/311

EXPENSE DETAIL

	FY 2024-25 Budget	FY 2025-26 Planned	FY 2024-25 Budget	FY 2025-26 Planned
1101 - Salary - Non-Uniform	0	0	8,860,799	9,090,182
1117 - Vacancy Savings - Salary	0	0	(1,004,147)	(1,004,147)
1118 - Vacancy Savings - Pension	0	0	(145,199)	(145,199)
1119 - Vacancy Savings (Medicare)	0	0	(14,560)	(14,560)
1120 - Wellness Incentive (Uniform and Non-Uniform)	0	0	70,915	70,915
1201 - Overtime - Non-Uniform	0	0	114,616	114,616
1203 - Service Incentive Pay	0	0	8,976	8,976
1301 - Pension - Non-Uniform	0	0	1,298,023	1,331,186
1303 - Life Insurance	0	0	10,210	10,495
1304 - Health Insurance	0	0	1,346,840	1,421,137
1306 - ER Medicare	0	0	131,259	134,584
1308 - Mandatory Deferred Comp	0	0	4,077	4,077
1314 - Worker's Compensation	0	0	37,132	37,132
1324 - Actuarially Determined Contribution Pensions-Non-Uniform	0	0	32,134	185,425
Personnel Services	\$0	\$0	\$10,751,075	\$11,244,819
2111 - Office Supplies Chargeback	0	0	11,831	11,831
2140 - Light - Power	0	0	27,494	28,619
2170 - Water - Sewer	0	0	1,525	1,525
2181 - Fuel - Lube For Vehicle	0	0	3,613	3,613
2231 - Clothing	0	0	5,000	5,000
2232 - Food Supplies	0	0	4,700	4,700
2252 - Meter Postage Fund Level	0	0	646	646
2261 - Educational - Recr Suppl	0	0	31,447	31,447
2280 - Other Supplies	0	0	3,000	3,000
2731 - Data Processing Equipment	0	0	8,923	8,923
Supplies - Materials	\$0	\$0	\$98,179	\$99,304
3030 - Printing - Photo Services	0	0	8,584	8,584
3050 - Communications	0	0	554,399	560,071
3053 - Data Circuit Billing	0	0	400,592	402,483
3060 - Equipment Rental [Outside City]	0	0	21,600	21,600
3070 - Professional Services	0	0	615,989	615,989
3091 - Custodial Services	0	0	13,720	13,720
3130 - Copy Machine Rent-Lease-Maint	0	0	4,270	4,270
3150 - Copy Center Charges	0	0	1,191	1,191
3310 - Insurance	0	0	11,572	12,177

OFFICE OF COMMUNICATIONS AND CUSTOMER EXPERIENCE/311

3313 - Liability Premiums	0	0	2,241	2,240
3320 - Advertising	0	0	7,500	7,500
3361 - Professional Development	0	0	65,207	65,207
3363 - Reimb-Vehicle Use,Parking	0	0	1,500	1,500
3410 - Equip - Automotive Rental	0	0	13,229	13,229
3411 - Wreck Handle Charge (fleet)	0	0	2,628	2,628
3413 - Motor Pool Vehicle Charges	0	0	876	876
3416 - GIS Services	0	0	11,643	11,643
3420 - Commun Equip Rental	0	0	17,364	17,903
3429 - Mobile Phone Services	0	0	25,308	25,308
3430 - Data Services	0	0	130,702	131,659
3434 - Programming	0	0	867,130	882,933
Contractual - Other Services	\$0	\$0	\$2,777,245	\$2,802,711
5325 - Reimbursement - Dallas Water Utilities	0	0	(3,965,665)	(3,965,665)
Reimbursements	\$0	\$0	(\$3,965,665)	(\$3,965,665)
Total Expense	\$0	\$0	\$9,660,834	\$10,181,169

PERFORMANCE MEASURES

MGT - Office of Communications & Customer Experience/311

Measure	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Percentage increase of impressions on the City of Dallas (English and Spanish) social media channels	N/A	N/A	20.0%	20.0%
Percentage of 311 service requests submitted digitally (app or online) (New)	N/A	N/A	50.0%	50.0%
Percentage of customers satisfied with 311 call experience	N/A	N/A	88.0%	88.0%
Percentage of requests for graphic, marketing, or language access services completed by project deadline (New)	N/A	N/A	100.0%	100.0%
*Percentage of City Hall On-the-Go visits/events in majority Black and Hispanic neighborhoods	N/A	N/A	63.0%	63.0%

Equity-focused measure that aligns to the City's Racial Equity Plan (REP) are indicated by an asterisk*

Measures new for FY 2024-25 are indicated as (New)

New measures may not have data available and are indicated as N/A or Not Applicable

OFFICE OF GOVERNMENT AFFAIRS

SERVICE DESCRIPTIONS

Office of Government Affairs

Office of Government Affairs

Serves as lead policy and communications liaison to local, regional, state, federal, and international levels of government and other independent agencies, including but not limited to outreach on citywide initiatives; leading, developing and managing the City's state and federal legislative initiatives in coordination with internal and external stakeholders; and securing funding and other resources for City programs.

SERVICE BUDGET

Service	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Office of Government Affairs	1,112,725	1,070,802	862,347	920,763
Expense Total	\$1,112,725	\$1,070,802	\$862,347	\$920,763

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
Personnel Services	955,687	873,574	691,781	748,814
Supplies - Materials	8,620	8,620	8,620	8,620
Contractual - Other Services	226,817	228,608	161,946	163,329
Capital Outlay	0	0	0	0
Expense Total	\$1,191,124	\$1,110,802	\$862,347	\$920,763
Reimbursements	(78,399)	(40,000)	0	0
Department Total	\$1,112,725	\$1,070,802	\$862,347	\$920,763
Department Revenue Total	\$0	\$0	\$0	\$0

OFFICE OF GOVERNMENT AFFAIRS

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	8.19	7.55	5.62	5.62
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	8.19	7.55	5.62	5.62

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 funding and eliminate duplication by eliminating funding for the World Affairs Council contract and true up expenditures for International Affairs based on historical spending.	0	(56,000)	0	(56,000)

OFFICE OF GOVERNMENT AFFAIRS

Realignment Strategy: Transfer one vacant position (not the funding) and reclassify as a Governmental Affairs Coordinator - International position, from Small Business Center. The position will focus on growth and attraction of international small and emerging businesses (1.00 FTE).	1	93,771	1	113,302
Transfer four positions related to grants from the Office of Government Affairs to Budget and Management Services as part of citywide realignment strategies to consolidate grant functions and identify efficiencies (3.33 FTEs).	(4)	(271,387)	(4)	(271,387)
Major Budget Items Total	(3)	(\$233,616)	(3)	(\$214,085)

EXPENSE DETAIL

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1101 - Salary - Non-Uniform	812,004	672,963	592,697	628,146
1117 - Vacancy Savings - Salary	(54,959)	0	(43,666)	(43,666)
1118 - Vacancy Savings - Pension	(7,761)	0	(6,315)	(6,315)
1119 - Vacancy Savings (Medicare)	(797)	0	(633)	(633)
1120 - Wellness Incentive (Uniform and Non-Uniform)	3,720	3,720	2,475	2,475
1203 - Service Incentive Pay	1,056	1,056	1,056	1,056
1210 - Vacation Term Pay - Non-Uniform	0	3,023	0	0
1301 - Pension - Non-Uniform	114,814	107,053	85,760	90,886
1303 - Life Insurance	571	571	356	374
1304 - Health Insurance	73,500	73,500	47,005	51,695
1306 - ER Medicare	11,774	9,817	8,664	9,178
1308 - Mandatory Deferred Comp	0	106	0	0
1314 - Worker's Compensation	1,765	1,765	1,972	1,972
1324 - Actuarially Determined Contribution Pensions-Non-Uniform	0	0	2,410	13,646
Personnel Services	\$955,687	\$873,574	\$691,781	\$748,814
2110 - Office Supplies	1,500	1,500	1,500	1,500
2111 - Office Supplies Chargeback	1,722	1,722	1,722	1,722
2232 - Food Supplies	2,500	2,500	2,500	2,500
2252 - Meter Postage Fund Level	96	96	96	96

OFFICE OF GOVERNMENT AFFAIRS

2731 - Data Processing Equipment	2,802	2,802	2,802	2,802
Supplies - Materials	\$8,620	\$8,620	\$8,620	\$8,620
3020 - Food - Laundry Service	0	1,259	0	0
3030 - Printing - Photo Services	1,418	1,418	1,418	1,418
3050 - Communications	7,595	7,595	9,534	9,808
3051 - Telephone Equipment Charges	462	462	462	462
3053 - Data Circuit Billing	15,685	15,685	19,359	19,451
3099 - Misc Special Services	103,564	103,564	47,564	47,564
3130 - Copy Machine Rent-Lease-Maint	1,563	1,563	1,563	1,563
3150 - Copy Center Charges	1,761	1,761	1,761	1,761
3310 - Insurance	1,112	1,112	1,270	1,337
3313 - Liability Premiums	4,507	4,507	246	246
3340 - Membership Dues	5,000	5,000	5,000	5,000
3341 - Subscriptions-Serials	321	321	321	321
3361 - Professional Development	17,003	17,003	17,003	17,003
3363 - Reimb-Vehicle Use,Parking	2,800	2,800	2,800	2,800
3416 - GIS Services	482	482	661	661
3429 - Mobile Phone Services	4,200	4,733	4,200	4,200
3430 - Data Services	8,144	8,144	8,593	8,647
3434 - Programming	51,200	51,200	40,191	41,087
Contractual - Other Services	\$226,817	\$228,608	\$161,946	\$163,329
5011 - Reimb Fr Othr Organizaton	(78,399)	(40,000)	0	0
Reimbursements	(\$78,399)	(\$40,000)	\$0	\$0
Total Expense	\$1,112,725	\$1,070,802	\$862,347	\$920,763

PERFORMANCE MEASURES

MGT - Office of Government Affairs

Measure	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Address adopted legislative agenda during legislative session (New)	50.0%	40.0%	50.0%	50.0%
Percentage of Community Project Funding Requests by the City advanced to the Appropriations Committee by members of our Federal delegation (New)	N/A	N/A	50.0%	50.0%
Return on investment/grants awarded (New)	\$55.00	\$304.09	\$100.00	\$100.00
*Number of outreach/engagements done with partners, elected officials, and community organizations (New)	N/A	N/A	30	30

Equity-focused measure that aligns to the City's Racial Equity Plan (REP) are indicated by an asterisk*

Measures new for FY 2024-25 are indicated as (New)

New measures may not have data available and are indicated as N/A or Not Applicable

PROCUREMENT SERVICES

MISSION

Provide excellent customer service with strategic and sustainable purchasing, increasing competition, transparency, and equity in all procurement for goods and services.

DEPARTMENT GOALS

- Monitor and report compliance with AD 4-5 citywide procurement
- Continue master class training, technical assistance, outreach, and community engagement to increase and build a pipeline of diverse contractors, vendors, and suppliers to increase economic stability and equity
- Continue implementation of Lean Six Sigma process improvement projects and identify operational enhancements as a result of the Salesforce deployment overseen by the management and Procurement team
- Develop contract and payment compliance procedures and enforcement for M/WBE contract compliance
- Update the Business Inclusion and Development (BID) Policy

SERVICE DESCRIPTIONS

PROCUREMENT SERVICES	
Business Enterprise Hub	This service Provides a sustainable ecosystem of equitable access, contract compliance, and resources to empower and grow disadvantaged businesses through strategic partnerships, educational development, and meaningful transparency.*New division of Procurement Services effective August 2024.
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 BUDGET

Service	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
Business Enterprise Hub	0	0	959,090	1,595,954
Purchasing-Contract Management	3,500,823	3,381,454	3,288,748	3,429,912
Expense Total	\$3,500,823	\$3,381,454	\$4,247,838	\$5,025,866

PROCUREMENT 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 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
Personnel Services	2,888,612	2,472,217	3,487,157	3,728,023
Supplies - Materials	21,806	21,806	39,430	39,430
Contractual - Other Services	590,405	887,431	721,251	1,258,413
Capital Outlay	0	0	0	0
Expense Total	\$3,500,823	\$3,381,454	\$4,247,838	\$5,025,866
Reimbursements	0	0	0	0
Department Total	\$3,500,823	\$3,381,454	\$4,247,838	\$5,025,866
Department Revenue Total	\$225,000	\$225,000	\$225,000	\$225,000

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 (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	30.06	24.12	32.36	32.36
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.03	0.03	0.06	0.06
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	30.09	24.15	32.42	32.42

PROCUREMENT SERVICES

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
Realignment Strategy: Transfer seven vacant positions, due to efficiencies identified, to Procurement Services to reclassify three Contract Analysts, one Contract Compliance Administrator, two Business Compliance Officers, and one Assistant Director, and transfer related functions from the Small Business Center (SBC) (7.00 FTEs).	7	959,090	7	1,095,954
Realignment Strategy: Transfer the City's Purchasing and Travel Cards program and one Administrative Specialist II and one vacant Procurement Specialist from Procurement Services (POM) to the City Controller's Office (CCO) (2.00 FTEs).	(2)	(95,355)	(2)	(95,355)
Due to identified efficiencies within the department, eliminate two vacant Buyer positions and one vacant Procurement Manager position (3.00 FTEs).	(3)	(211,682)	(3)	(211,682)
Add funds to Procurement Services for the Dallas Homebuyer Assistance Program (DHAP) that will be reintroduced in FY 2025-26 with a new investment and an optimized delivery model, following the discontinuation of the previous model in the Small Business Center (SBC).	0	0	0	500,000
Major Budget Items Total	2	\$652,053	2	\$1,288,917

PROCUREMENT SERVICES

EXPENSE DETAIL

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
1101 - Salary - Non-Uniform	2,524,434	1,816,054	2,839,428	2,979,153
1111 - Cell Phone Stipend	721	721	721	721
1116 - Retroactive Pay - Non-Uniform	0	479	0	0
1117 - Vacancy Savings - Salary	(284,624)	0	(275,728)	(275,728)
1118 - Vacancy Savings - Pension	(40,190)	0	(39,871)	(39,871)
1119 - Vacancy Savings (Medicare)	(4,561)	0	(3,999)	(3,999)
1120 - Wellness Incentive (Uniform and Non-Uniform)	13,155	13,155	16,840	19,055
1201 - Overtime - Non-Uniform	3,820	3,820	6,445	6,445
1203 - Service Incentive Pay	6,240	6,240	6,240	6,240
1210 - Vacation Term Pay - Non-Uniform	0	12,258	0	0
1301 - Pension - Non-Uniform	355,865	315,675	507,810	429,784
1303 - Life Insurance	2,092	2,092	2,682	2,757
1304 - Health Insurance	268,620	268,620	353,741	483,296
1306 - ER Medicare	36,604	26,667	51,120	43,318
1314 - Worker's Compensation	6,436	6,436	9,370	9,408
1324 - Actuarially Determined Contribution Pensions-Non-Uniform	0	0	12,358	67,444
Personnel Services	\$2,888,612	\$2,472,217	\$3,487,157	\$3,728,023
2110 - Office Supplies	1,468	1,468	1,919	1,919
2111 - Office Supplies Chargeback	5,426	5,426	5,624	5,624
2232 - Food Supplies	0	0	218	218
2252 - Meter Postage Fund Level	2,412	2,412	2,412	2,412
2280 - Other Supplies	0	0	875	875
2731 - Data Processing Equipment	12,500	12,500	436	436
2735 - Software Purchase -\$1000	0	0	27,946	27,946
Supplies - Materials	\$21,806	\$21,806	\$39,430	\$39,430

PROCUREMENT SERVICES

	FY 2023-24 Budget	FY 2023-24 Forecast	FY 2024-25 Budget	FY 2025-26 Planned
3030 - Printing - Photo Services	200	200	385	385
3050 - Communications	50,186	50,186	54,368	55,949
3053 - Data Circuit Billing	105,335	105,335	111,689	112,216
3070 - Professional Services	0	0	0	500,000
3099 - Misc Special Services	2,000	127,000	2,000	2,000
3130 - Copy Machine Rent-Lease-Maint	5,877	5,877	8,970	8,970
3150 - Copy Center Charges	28	28	78	78
3310 - Insurance	3,504	3,504	5,983	6,296
3313 - Liability Premiums	710	710	1,157	1,157
3320 - Advertising	0	0	2,867	2,867
3340 - Membership Dues	0	0	60,505	60,505
3361 - Professional Development	62,737	62,737	45,920	75,920
3363 - Reimb-Vehicle Use,Parking	100	100	100	100
3364 - Personnel Development	0	0	3,551	3,551
3416 - GIS Services	1,746	1,746	3,138	3,138
3429 - Mobile Phone Services	6,500	6,500	10,358	10,358
3430 - Data Services	37,412	37,412	64,239	64,497
3434 - Programming	307,439	307,439	340,230	344,713
3994 - Outside Temps-Staffing	6,631	178,657	5,713	5,713
Contractual - Other Services	\$590,405	\$887,431	\$721,251	\$1,258,413
Total Expense	\$3,500,823	\$3,381,454	\$4,247,838	\$5,025,866