

# Memorandum



CITY OF DALLAS

DATE March 20, 2020

TO Department Directors

SUBJECT **Civilian Hiring Freeze & Expense Reductions**

Based on the current Budget Accountability Report for FY 2019-20, General Fund expenses are forecast to exceed budget by \$6.1 million primarily as a result of increased police officer hiring within the Dallas Police Department. General Fund revenues are forecast to exceed budget by only \$2.1 million. Based on current economic indicators, we anticipate volatility and possible decline in revenues in the second half of the fiscal year. Therefore, it is necessary to reduce General Fund costs immediately. Since the economic volatility extends beyond the General Fund, it is necessary to control costs within the Department of Aviation and Convention and Event Services as well.

## **Selective Hiring Freeze**

We are implementing a hiring freeze, effective immediately and until further notice. The hiring freeze is in effect for all civilian positions in all General Fund departments, the Department of Aviation, and Convention and Event Services. Uniform positions and other Non-General Fund departments are not subject to the hiring freeze at this time. General Fund departments/offices not reporting to me including the City Attorney's Office, City Auditor's Office, City Secretary's Office, and Judiciary are encouraged to comply with the hiring freeze as well.

If Human Resources or Civil Service has already extended an employment offer, the City will honor the offer, even if the candidate has not yet accepted or agreed to a start date. However, Human Resources and Civil Service will not extend any additional offers, even if a pending hire fails a background check or declines the offer. We will continue to process employment offers that are the result of the March 5 Dallas Hires event held at Southwest Center Mall through Tuesday, March 31.

Requests for an exception to the civilian hiring freeze for mission critical positions may be submitted by memo to Elizabeth Reich, Chief Financial Officer. Your request must provide justification for the exception.

Please reflect all vacant positions in your departmental Hiring Plan and the financial impact for FY 2019-20 in your Financial Target Analysis (FTA). Submit your Hiring Plan and FTA to the Office of Budget no later than Monday, March 23. At this time, please assume that the vacant positions will remain vacant through the end of the fiscal year, September 30.

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### **Other Expense Reductions**

Departments must immediately restrict spending to mission critical and health/safety items for the remainder of the fiscal year or until we provide additional instructions. Purchases of non-essential items such as food, promotional items, clothing, etc. should be eliminated. **As a reminder, my March 12 email put in place travel restrictions through March 31. This is extended until further notice.**

We will continue to monitor the economic condition and adjust our revenue forecasts as more information becomes available, and we may implement additional cost containment and/or reduction strategies. We hope that the economic volatility is short-term and that the hiring freeze and spending restrictions can be lifted in the coming months. During this time, please prepare so that you can resume hiring once the freeze is lifted.

Thank you for your support and for your leadership in helping your teams understand the critical importance of these actions. We recognize these are uncertain times, but by taking prudent actions now, we will be better positioned in the future. Let me or Elizabeth Reich know if you have questions or need additional information.



T.C. Broadnax  
City Manager

c: Chris Caso, City Attorney (Interim)  
Mark Swann, City Auditor  
Billerae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Chief of Staff to the City Manager  
Majed A. Al-Ghafry, Assistant City Manager  
Jon Fortune, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Nadia Chandler Hardy, Assistant City Manager  
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
Laila Alequresh, Chief Innovation Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion