

Memorandum



CITY OF DALLAS

DATE January 8, 2021

TO Honorable Mayor and Members of the City Council

SUBJECT **Otis E. Banks Burial Fund**

In 1942, the Otis E. Banks Burial Fund (“the Fund”) was founded to assist Dallas Fire-Rescue (“DFR”) employees by providing burial benefits. The Fund is not a City of Dallas program and is not operated by the City of Dallas. Rather, the Fund is administered by DFR employees and retirees on a volunteer basis. Based on information I have received; the Fund is a tax exempt 501(c)(12) benevolent organization that allows DFR members to participate through voluntary payroll deductions. As I understand, the Fund has always required that members initiate participation while actively employed and can then continue participation after retirement through deductions from their pension payments.

However, it has recently come to our attention that several retirees were permitted to sign up for the Fund without having participated prior to retirement. Evidently, this renders them ineligible for the Fund, and administrators of the Fund are preparing to notify the affected retirees. The Fund will also be notifying the affected retirees that they will receive refunds from the Fund for any contributions made.

While the only involvement by the City of Dallas in the Fund has been the processing of voluntary payroll deductions, I did want to make you aware of this situation and the planned resolution. Should you have any additional questions, please contact Fire Chief Artis. Thank you.

A handwritten signature in black ink that reads "Jon Fortune".

Jon Fortune
Assistant City Manager

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager

Majed A. Al-Ghafry, Assistant City Manager
Joey Zapata, Assistant City Manager
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services
M. Elizabeth Reich, Chief Financial Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors