

City Manager

Email AddressTC.Broadnax@dallas.gov

Employee ID

Position TitlePM016985 City Manager

Supervisory OrganizationAppointed Officials

Nina Arias  
Manager

Overview

Job Details

Job Details

|                          |                                       |
|--------------------------|---------------------------------------|
| Employee ID              | <div></div>                           |
| Supervisory Organization | City of Dallas >> Appointed Officials |
| Position                 | PM016985 City Manager                 |
| Business Title           | City Manager                          |
| Job Profile              | 24100 - City Manager                  |
| Job Family               | Executive > Leadership                |
| Employee Type            | Regular                               |
| Management Level         | City Manager                          |
| Time Type                | Full time                             |
| FTE                      | 100.00%                               |
| Location                 | 1500 MARILLA                          |
| Work Space               | 1500 MARILLA > CTY4EN                 |
| Hire Date                | 02/01/2017                            |
| Original Hire Date       | 02/01/2017                            |
| Continuous Service Date  | 02/01/2017                            |
| Length of Service        | 7 year(s), 1 month(s), 10 day(s)      |

**Time in Position** 7 year(s), 1 month(s), 10 day(s)  
**Time in Job Profile** 7 year(s), 1 month(s), 10 day(s)

Contact Information - Public

**Email** TC.Broadnax@dallas.gov

Work Address

1500 MARILLA  
DALLAS, TX 75201  
United States of America

Organizations

Member of These Organizations

| Organization             | Organization Type     | Organization Subtype |
|--------------------------|-----------------------|----------------------|
| 0001 General Fund        | Advantage Fund        | AMS Fund             |
| City of Dallas           | Company               | Company              |
| 1110 City Manager        | Cost Center           | Cost Center          |
| City Administration      | Cost Center Hierarchy | Service              |
| General Fund             | Fund                  |                      |
| Exclusion Checks         | HIPAA/EMS Compliance  | HIPAA/EMS Compliance |
| City of Dallas Locations | Location Hierarchy    | Location             |
| Bi-Weekly Civilian       | Pay Group             | Pay Group            |
| Appointed Officials      | Supervisory           | Department           |

Manager/Leader of These Organizations

| Organization                        | Type        | Organization Role |
|-------------------------------------|-------------|-------------------|
| City Manager's Office (TC Broadnax) | Supervisory | Manager           |
| City Manager's Office Unknown       | Supervisory | Manager           |

Service Dates

**Organization** City of Dallas >> Appointed Officials  
**Position** PM016985 City Manager  
**Hire Date** 02/01/2017  
**Original Hire Date** 02/01/2017  
**Continuous Service Date** 02/01/2017  
**Length of Service** 7 year(s), 1 month(s), 10 day(s)  
**Benefits Service Date**  
**Company Service Date**  
**Time Off Service Date** 02/01/2017

Retirement Eligibility Date

Expected Retirement Date

Retirement Date

Seniority Date02/01/2017

Union Seniority Date

Severance Date

Vesting Date

Manager History

Manager History

| Position              | Start Date | End Date | Manager History |              |            |
|-----------------------|------------|----------|-----------------|--------------|------------|
|                       |            |          | Manager         | Managed From | Managed To |
| PM016985 City Manager | 02/01/2017 |          | Nina Arias      | 03/28/2018   |            |
|                       |            |          | Carrie Rogers   | 05/30/2017   | 03/27/2018 |

Job History

Worker's Job History

| Job History    |                                     |                                   |                          |             |                                       |              |                |           |              |                      |                        |                    |  |                            |
|----------------|-------------------------------------|-----------------------------------|--------------------------|-------------|---------------------------------------|--------------|----------------|-----------|--------------|----------------------|------------------------|--------------------|--|----------------------------|
| Effective Date | Position                            | Process                           | Supervisory Organization | Worker Type | Job Profile (based on effective date) | Job Title    | Business Title | Time Type | Location     | Default Weekly Hours | Scheduled Weekly Hours | Pay Group          | Staffing Organizations   | Entry Date                 |
| 08/11/2021     | PM016985 City Manager - TC Broadnax | Edit Position: TC Broadnax        | Appointed Officials      | Regular     | 24100 - City Manager                  | City Manager | City Manager   | Full time | 1500 MARILLA | 40                   | 40                     |                    | 0001 General Fund<br>1110 City Manager<br>City of Dallas<br>Exclusion Checks<br>General Fund | 08/12/2021 03:25:39.868 PM |
| 02/01/2017     | PM016985 City Manager - TC Broadnax | Assign Pay Group: TC Broadnax     |                          |             |                                       |              |                |           |              |                      |                        | Bi-Weekly Civilian |  | 05/20/2020 10:32:16.624 AM |
| 02/01/2017     | PM016985 City Manager - TC Broadnax | Assign Organizations: TC Broadnax |                          |             |                                       |              |                |           |              |                      |                        |                    | 0001 General Fund<br>1110 City Manager<br>City of Dallas<br>Exclusion Checks<br>General Fund | 05/19/2020 05:56:22.405 PM |

| Job History    |  |                   |                          |             |                                       |              |                |           |              |                      |                        |           |  |                               |
|----------------|--|-------------------|--------------------------|-------------|---------------------------------------|--------------|----------------|-----------|--------------|----------------------|------------------------|-----------|--|-------------------------------|
| Effective Date | Position                               | Process           | Supervisory Organization | Worker Type | Job Profile (based on effective date) | Job Title    | Business Title | Time Type | Location     | Default Weekly Hours | Scheduled Weekly Hours | Pay Group | Staffing Organizations   | Entry Date                    |
| 02/01/2017     | PM016985<br>City Manager - TC Broadnax | Hire: TC Broadnax | Appointed Officials      | Regular     | 24100 - City Manager                  | City Manager | City Manager   | Full time | 1500 MARILLA | 40                   | 40                     |           | 0001 General Fund<br>1110 City Manager<br>City of Dallas<br>Exclusion Checks<br>General Fund | 05/19/2020<br>05:56:22.405 PM |

Compensation

Compensation

Totals

| Total Salary & Allowances | Total Base Pay | Currency | Frequency |
|---------------------------|----------------|----------|-----------|
| 431,646.57                | 423,246.57 USD |          | Annual    |

Compensation

|                      |                                     |
|----------------------|-------------------------------------|
| Compensation Package | City of Dallas Compensation Package |
| Grade                | MISC-Salary                         |
| Total Base Pay Range | 0.00 - 0.00 - 0.00 USD Annual       |
| Company              | City of Dallas                      |

Plan Assignments

| Effective Date | Plan Type | Compensation Plan | Assignment            |
|----------------|-----------|-------------------|-----------------------|
| 10/01/2022     | Salary    | Salary Plan       | 423,246.57 USD Annual |
| 05/08/2019     | Allowance | Car Allowance     | 700.00 USD Monthly    |

Pay Change History

Pay Change History

| Effective Date | Compensation Action        | Reason   | Total Salary & Allowances | Total Base Pay | Currency | Frequency |
|----------------|----------------------------|--|---------------------------|----------------|----------|-----------|
| 10/01/2022     | Ad-hoc Compensation Change | Request Compensation Change > Base Salary Change > Council Approval (Resolution) | 431,646.57                | 423,246.57     | USD      | Annual    |
| 10/01/2021     | Ad-hoc Compensation Change | Request Compensation Change > Base Salary Change > Merit Increases               | 419,319.00                | 410,919.00     | USD      | Annual    |
| 05/08/2019     | Ad-hoc Compensation Change | Request Compensation Change > Conversion > Conversion                            | 415,250.00                | 406,850.00     | USD      | Annual    |

Pay

Pay Group

Pay Group Bi-Weekly Civilian  
Frequency Biweekly

Personal

Personal Information

Personal

Gender Male  
Date of Birth [REDACTED]  
Age 55 years, [REDACTED]  
Country of Birth  
Region of Birth  
City of Birth  
Marital Status [REDACTED] (United States of America)  
Hispanic or Latino  
Race/Ethnicity Black or African American (Not Hispanic or Latino) (United States of America)  
Citizenship Status Citizen (United States of America)



# CHANGE ACTION

"Our Product is Service" Empathy | Ethics | Excellence | Equity

|   |   |  |  |   |                              |
|---|---|--|--|---|------------------------------|
| EMPLOYEE NUMBER   |   | EFFECTIVE DATE   | 05/08/2019   | REASON                                    | Performance / Merit Increase |
| ACTION  |   |  |  |   |                              |
| <input type="checkbox"/> DATES  | <input type="checkbox"/> PAYCHANGE                              | <input type="checkbox"/> REHIRE1   | <input type="checkbox"/> STATUS  |   |                              |
| <input type="checkbox"/> DRIVEDATA  | <input type="checkbox"/> PERDATA1                               | <input type="checkbox"/> REHIRE2   | <input type="checkbox"/> SUPERVISOR  |   |                              |
| <input type="checkbox"/> JOBCHNG  | <input type="checkbox"/> PERDATA2                               | <input type="checkbox"/> REHIRE3   | <input type="checkbox"/> WORKSCHEDL  |   |                              |
| <input type="checkbox"/> LEAVE  | <input type="checkbox"/> PERDATA3                               | <input type="checkbox"/> SPECIALPAY  |  |   |                              |
| Proc Level  | Department  | Employee Name  | Position Number  | Job Code                                  |                              |
| CMO   | 1110  | Broadnax Jr., T C  | PM016985   | 24100-00                                  |                              |
| JOB DATA  |   |  | KRONOS USERS ONLY  |   |                              |
| <input type="checkbox"/> AF-Active Full Time Permanent  |   |  | <input type="checkbox"/> New <input type="checkbox"/> Change   |   |                              |
| <input type="checkbox"/> AP-Active Part-time Permanent  |   |  | <input type="checkbox"/> Employee  |   |                              |
| <input type="checkbox"/> LA-Leave of Absence with Pay   |   |  | <input type="checkbox"/> Manager   |   |                              |
| <input type="checkbox"/> AI-Active Intern   |   |  |  |   |                              |
| <input type="checkbox"/> AS-Active Seasonal   |   |  |  |   |                              |
| <input type="checkbox"/> AM-Active Council Member   |   |  |  |   |                              |
| <input type="checkbox"/> AT-Active Temporary  |   |  |  |   |                              |
| <input type="checkbox"/> LM-Leave, Military, No Pay   |   |  |  |   |                              |
| <input type="checkbox"/> LN-Leave, No Pay   |   |  |  |   |                              |
| Supervisor  |   | Supervisor Employee #  | User Level   |   | Location                     |
| Indirect Supervisor   |   | Indirect Supervisor Employee #   |  |   |                              |
| Work Schedule (Hours)   | Exempt <input type="checkbox"/> Yes <input type="checkbox"/> No | Salary Class <input type="checkbox"/> Hourly <input type="checkbox"/> Salary | Annual Hours <input type="checkbox"/> FT-2080 <input type="checkbox"/> FT-2808 <input type="checkbox"/> PT-1040                      |   | EEO4 Group                   |
| Work Phone  | E-mail  |  | Badge Code   | Badge Number                              |                              |
| Base Rate of Pay  | Old 395,000.0000  | New 406,850.0000   | Schedule (Uniform Only)  | Grade (Uniform Only)                      | Step (Uniform Only)          |
| COD-Section/Division  |   |  | COD-List Phone & Address <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> A |   |                              |
| COD-Classification  |   |  | COD-List SSN & Family <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> F    |   |                              |
| <input type="checkbox"/> Civil Service- Classified <input type="checkbox"/> Civil Service- Unclassified <input type="checkbox"/> Civil Service-Unclassified Labor |   |  | <input type="checkbox"/> Uniform-Classified <input type="checkbox"/> Non-Civil Service   |   |                              |
| DATE DATA   |   |  |  |   |                              |
| Hire/Reappointment  |   | Adjusted Hire  |  | Original Appointment                      |                              |
| Original Service (All Permanent)  |   | Last Promo/Demo  |  | Last Merit Increase                       |                              |
| U-Original Appt (Uniform Only)  |   | Date-Last Service Pay (Uniform Only)   |  | Highest Civil Service Rank (Uniform Only) |                              |
| SPECIAL PAY DATA  |   |  |  |   |                              |
| Pay   |   | Rate   |  | Pay                                       |                              |
| Aircraft Rescue   |   | Animal Services Assign   |  | Arson Investigator Pay                    |                              |
| Detective Assignment  |   | DETOX  |  | EMS Paramedic Mat.                        |                              |
| Education   |   | Electrician Certification  |  | Field Training                            |                              |
| Fire Insp Cert  |   | Fire Instructor  |  | Firefighter Certification                 |                              |
| Hazardous Materials   |   | Interim Assignment   |  | Language Skills Assign.                   |                              |
| Paramedic   |   | Patrol Duty  |  | Shift Assignment                          |                              |
| Swift Water   |   | TCLEOSE Certification  |  | Uniform Service                           |                              |
| Urban Search & Rescue   |   | Rotating Shift <input type="checkbox"/> EVEN <input type="checkbox"/> ODD    |  |   |                              |





# CHANGE ACTION

"Our Product is Service" Empathy | Ethics | Excellence | Equity

| WORK SCHEDULE DATA  |  |                                     |  |                                  |  |                                      |  |                                    |  |  |  |
|---|--|-------------------------------------|--|----------------------------------|--|--------------------------------------|--|------------------------------------|--|--|--|
| <b>Time Tracking Method</b> <input type="checkbox"/> <b>Kronos</b> (Punch Using a Time Clock) <input type="checkbox"/> <b>SEA</b> (Lawson entry of all time worked) <input type="checkbox"/> <b>Exception</b> (Lawson entry of exceptions only) |  |                                     |  |                                  |  |                                      |  |                                    |  |  |  |
| Wed-Day 1   |  | Thur-Day 2                          |  | Fri-Day 3                        |  | Sat-Day 4                            |  | Sun-Day 5                          |  | Mon-Day 6                              |  |
| Wed-Day 8   |  | Thur-Day 9                          |  | Fri-Day 10                       |  | Sat-Day 11                           |  | Sun-Day 12                         |  | Mon-Day 13                             |  |
| Tue-Day 7   |  |                                     |  |                                  |  |                                      |  |                                    |  |  |  |
| Tue-Day 14  |  |                                     |  |                                  |  |                                      |  |                                    |  |  |  |
| DRIVING DATA  |  |                                     |  |                                  |  |                                      |  |                                    |  |  |  |
| CDL Supervisor  |  | Date Insurance Received             |  | TXDL Class                       |  | TXDL Endorsement                     |  | TXDL Number                        |  | TXDL Restriction                       |  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |                                     |  |                                  |  |                                      |  |                                    |  |  |  |
| COD-Drive Code  |  | <input type="checkbox"/> NON-DRIVER |  | <input type="checkbox"/> PRIMARY |  | <input type="checkbox"/> CDL-PRIMARY |  | <input type="checkbox"/> SECONDARY |  | <input type="checkbox"/> CDL-SECONDARY |  |
| COMMENTS  |  |                                     |  |                                  |  |                                      |  |                                    |  |  |  |
| Attachment of the Transfer Check List (ISO Form PER-FRM-329) is required for an employee transferring to a different Process Level (department).  |  |                                     |  |                                  |  |                                      |  |                                    |  |  |  |
| Supervisor  |  |                                     |  | Date                             |  | Assistant City Manager               |  |                                    |  | Date                                   |  |
| Department  |  |                                     |  | Date                             |  | City Manager                         |  |                                    |  | Date                                   |  |

## HR USE ONLY

| Process            | Signature                     | Date           |
|--------------------|-------------------------------|----------------|
| Generalist         | <i>Carmel Dutz</i>            | <i>5/15/19</i> |
| Compensation       | <i>Eleence H. [Signature]</i> | <i>5-16-19</i> |
| Entry              | <i>Carmel Dutz</i>            | <i>5-31-19</i> |
| Audit              | <i>Carmel Dutz</i>            | <i>5/15/19</i> |
| Manager/Supervisor | <i>Anna Haralson</i>          | <i>6-5-19</i>  |





# City of Dallas

1500 Marilla Street  
Dallas, Texas 75201

## Agenda Information Sheet

**File #:** 19-711

**Item #:** 1.

**STRATEGIC PRIORITY:** Government Performance and Financial Management

**AGENDA DATE:** May 8, 2019

**COUNCIL DISTRICT(S):** N/A

**DEPARTMENT:** Department of Human Resources

**EXECUTIVE:** T.C. Broadnax

### **SUBJECT**

A resolution authorizing a first amendment to the City Manager Agreement of Employment with City Manager T.C. Broadnax to increase his annual base salary in the amount of \$11,850.00, effective May 8, 2019 - Not to exceed \$11,850.00, from \$395,000.00 to \$406,850.00 - Financing: General Fund

### **BACKGROUND**

This item is on the addendum at the request of the City of Dallas, Mayor Mike Rawlings.

On April 24, 2019, City Council evaluated the performance of City Manager T.C. Broadnax. As a result of this annual performance review, the city manager's annual base salary will be increased by \$11,850.00.

### **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On December 14, 2016, City Council appointed T.C. Broadnax as City Manager of the City of Dallas, effective February 1, 2017, and authorized execution of the City Manager Agreement of Employment, by Resolution No. 16-2003.

On May 2, 2018, and April 24, 2019, City Council conducted performance reviews of City Manager T.C. Broadnax.

### **FISCAL INFORMATION**

General Fund - \$11,850.00



May 8, 2019

**WHEREAS**, on December 14, 2016, City Council appointed T.C. Broadnax as City Manager of the City of Dallas, effective February 1, 2017, and authorized execution of the City Manager Agreement of Employment, by Resolution No. 16-2003, which established his annual base salary at \$375,000.00, with a base salary increase of \$20,000.00 on February 1, 2018; and

**WHEREAS**, on May 2, 2018, and April 24, 2019, the City Council conducted performance reviews of the City Manager and recommended an increase of \$11,850.00 in his annual base salary of \$395,000.00.

**Now, Therefore,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**SECTION 1.** That City Manager T.C. Broadnax receive an increase in his annual base salary in the amount of \$11,850.00, from \$395,000.00 to \$406,850.00 effective May 8, 2019.

**SECTION 2.** That an Assistant City Manager is hereby authorized to execute the first amendment to the City Manager Agreement of Employment with T.C. Broadnax reflecting the base salary compensation adjustment authorized by the City Council.

**SECTION 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.





# CHANGE ACTION

Dallas, The City That Works: Diverse, Vibrant, and Progressive


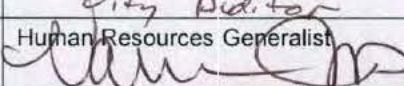
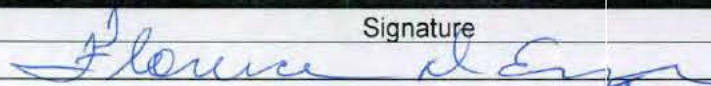
|   |   |  |                                     |   |   |  |  |
|---|---|--|-------------------------------------|---|---|--|--|
| EMPLOYEE NUMBER   | ██████████  | EFFECTIVE DATE   | 05/15/2018                          |   | REASON  | Update Driver License Information  |  |
| ACTION  |   |  |                                     |   |   |  |  |
| <input type="checkbox"/> DATES                                    | <input type="checkbox"/> PAYCHANGE                              | <input type="checkbox"/> REHIRE1   | <input type="checkbox"/> STATUS     |   |   |  |  |
| <input checked="" type="checkbox"/> DRIVEDATA                     | <input type="checkbox"/> PERDATAACH1                            | <input type="checkbox"/> REHIRE2   | <input type="checkbox"/> SUPERVISOR |   |   |  |  |
| <input type="checkbox"/> JOBCHNG                                  | <input type="checkbox"/> PERDATAACH2                            | <input type="checkbox"/> REHIRE3   | <input type="checkbox"/> WORKSCHEDL |   |   |  |  |
| <input type="checkbox"/> LEAVE                                    | <input type="checkbox"/> PERDATAACH3                            | <input type="checkbox"/> SPECIALPAY  |                                     |   |   |  |  |
| Proc Level  | Department  | Employee Name  |                                     | Position Number   | Job Code  |  |  |
| CMO   | 1110 vgr  | T.C. Broadnax  |                                     | PM016985  | 24100-00  |  |  |
| JOB DATA  |   |  |                                     | KRONOS USERS ONLY   |   |  |  |
| <input checked="" type="checkbox"/> AF-Active Full Time Permanent |   | <input type="checkbox"/> AI-Active Intern  |                                     | <input type="checkbox"/> AM-Active Council Member   |   | <input type="checkbox"/> New <input type="checkbox"/> Change                           |  |
| <input type="checkbox"/> AP-Active Part-time Permanent            |   | <input type="checkbox"/> AS-Active Seasonal  |                                     | <input type="checkbox"/> AT-Active Temporary  |   | <input type="checkbox"/> Employee  |  |
| <input type="checkbox"/> LA-Leave of Absence with Pay             |   | <input type="checkbox"/> LM-Leave, Military, No Pay  |                                     | <input type="checkbox"/> LN-Leave, No Pay   |   | <input type="checkbox"/> Manager   |  |
| Supervisor  |   | Supervisor Employee #  |                                     | User Level  |   | Location   |  |
| Indirect Supervisor   |   | Indirect Supervisor Employee #   |                                     |   |   |  |  |
| Work Schedule (Hours)   | Exempt <input type="checkbox"/> Yes <input type="checkbox"/> No | Salary Class <input type="checkbox"/> Hourly <input type="checkbox"/> Salary   |                                     | Annual Hours <input type="checkbox"/> FT-2080 <input type="checkbox"/> FT-2808 <input type="checkbox"/> PT-1040 |   | EEO4 Group   |  |
| Work Phone  | E-mail  |  |                                     | Badge Code  |   | Badge Number   |  |
| Base Rate of Pay  | Old   | New  | Schedule (Uniform Only)             | Grade (Uniform Only)  | Step (Uniform Only)   | Retirement Plan <input type="checkbox"/> Yes <input type="checkbox"/> No               |  |
| COD-Section/Division  |   | COD-List Phone & Address <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> A |                                     |   | COD-List SSN & Family <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> F |  |  |
| COD-Classification  |   |  |                                     |   |   |  |  |
| <input type="checkbox"/> Civil Service- Classified                |   | <input type="checkbox"/> Civil Service- Unclassified   |                                     | <input type="checkbox"/> Civil Service-Unclassified Labor   |   | <input type="checkbox"/> Uniform-Classified <input type="checkbox"/> Non-Civil Service |  |
| DATE DATA   |   |  |                                     |   |   |  |  |
| Hire/Reappointment  |   | Adjusted Hire  |                                     | Original Appointment  |   |  |  |
| Original Service (All Permanent)                                  |   | Last Promo/Demo  |                                     | Last Merit Increase   |   |  |  |
| U-Original Appt (Uniform Only)                                    |   | Date-Last Service Pay (Uniform Only)   |                                     | Highest Civil Service Rank (Uniform Only)   |   |  |  |
| SPECIAL PAY DATA  |   |  |                                     |   |   |  |  |
| Pay   |   | Rate   |                                     | Pay   |   | Rate   |  |
| Aircraft Rescue   |   | Animal Services Assign   |                                     | Arson Investigator Pay  |   |  |  |
| Detective Assignment  |   | DETOX  |                                     | EMS Paramedic Mat.  |   |  |  |
| Education   |   | Electrician Certification  |                                     | Field Training  |   |  |  |
| Fire Insp Cert  |   | Fire Instructor  |                                     | Firefighter Certification   |   |  |  |
| Hazardous Materials   |   | Interim Assignment   |                                     | Language Skills Assign.   |   |  |  |
| Paramedic   |   | Patrol Duty  |                                     | Shift Assignment  |   |  |  |
| Swift Water   |   | TCLEOSE Certification  |                                     | Uniform Service   |   |  |  |
| Urban Search & Rescue   |   | Rotating Shift   |                                     | <input type="checkbox"/> EVEN <input type="checkbox"/> ODD  |   |  |  |





# CHANGE ACTION

Dallas, The City That Works: Diverse, Vibrant, and Progressive

| WORK SCHEDULE DATA  |  |  |  |                                  |  |   |  |                                    |  |  |  |
|---|--|--|--|----------------------------------|--|---|--|------------------------------------|--|--|--|
| Time Tracking Method <input type="checkbox"/> Kronos (Punch Using a Time Clock) <input type="checkbox"/> SEA (Lawson entry of all time worked) <input type="checkbox"/> Exception (Lawson entry of exceptions only) |  |  |  |                                  |  |   |  |                                    |  |  |  |
| Wed-Day 1   |  | Thur-Day 2   |  | Fri-Day 3                        |  | Sat-Day 4   |  | Sun-Day 5                          |  | Mon-Day 6                              |  |
| Wed-Day 8   |  | Thur-Day 9   |  | Fri-Day 10                       |  | Sat-Day 11  |  | Sun-Day 12                         |  | Mon-Day 13                             |  |
| Tue-Day 7   |  |  |  |                                  |  |   |  |                                    |  |  |  |
| Tue-Day 14  |  |  |  |                                  |  |   |  |                                    |  |  |  |
| DRIVING DATA  |  |  |  |                                  |  |   |  |                                    |  |  |  |
| CDL Supervisor  |  | Date Insurance Received  |  | TXDL Class                       |  | TXDL Endorsement  |  | TXDL Number                        |  | TXDL Restriction                       |  |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |  |  |  | C                                |  | NONE  |  |                                    |  | A                                      |  |
| COD-Drive Code  |  | <input checked="" type="checkbox"/> NON-DRIVER                                       |  | <input type="checkbox"/> PRIMARY |  | <input type="checkbox"/> CDL-PRIMARY  |  | <input type="checkbox"/> SECONDARY |  | <input type="checkbox"/> CDL-SECONDARY |  |
| COMMENTS  |  |  |  |                                  |  |   |  |                                    |  |  |  |
| Attachment of the Transfer Check List (ISO Form PER-FRM-329) is required for an employee transferring to a different Process Level (department).  |  |  |  |                                  |  |   |  |                                    |  |  |  |
| Supervisor   |  |  |  | Date 5/15/18                     |  | City Manager  |  |                                    |  | Date 5/15/18                           |  |
| Department  |  |  |  | Date                             |  | Human Resources Generalist  |  |                                    |  | Date 5/15/18                           |  |
| HR USE ONLY   |  |  |  |                                  |  |   |  |                                    |  |  |  |
| Process   |  | Signature  |  |                                  |  |   |  | Date                               |  |  |  |
| Entry   |  |  |  |                                  |  |   |  | 5-16-18                            |  |  |  |
| Audit   |  |  |  |                                  |  |   |  | 5/18/18                            |  |  |  |
| Manager/Supervisor  |  |  |  |                                  |  |   |  |                                    |  |  |  |
| HR Compensation   |  |  |  |                                  |  |   |  |                                    |  |  |  |

RECEIVED  
2018 MAY 15 P 2:20  
HUMAN RESOURCES





# NEW EMPLOYEE SET UP

Dallas, The City That Works: Diverse, Vibrant, and Progressive

ALL FIELDS MUST BE COMPLETED TO SET UP A NEW EMPLOYEE IN THE LAWSON HRIS

|  |  |  |  |  |  |   |  |
|--|--|--|--|--|--|---|--|
| <input checked="" type="checkbox"/> Appointment                            |  | <input type="checkbox"/> Reappointment   |  | <input type="checkbox"/> Reinstatement                         |  | Effective Date <b>02/01/2017</b>  |  |
| Social Security Number   |  |  |  | EMPLOYEE # (Generated by Lawson) [REDACTED]                    |  |   |  |
| Last Name <b>Broadnax</b>  |  | First Name <b>T. C.</b>  |  | Middle Name (If applicable)                                    |  |   |  |
| Status   |  | <input checked="" type="checkbox"/> AF-Active Full Time Permanent                              |  | <input type="checkbox"/> AI-Active Intern                      |  | <input type="checkbox"/> AM-Active Council Member                               |  |
|  |  | <input type="checkbox"/> AP-Active Part-time Permanent   |  | <input type="checkbox"/> AS-Active Seasonal                    |  | <input type="checkbox"/> AT-Active Temporary                                    |  |
| Hire/Appointment Date <b>02/01/2017</b>                                    |  | Adjusted Hire/Adjusted Service Date (If new hire, same as Hire Date) <b>02/01/2017</b>         |  |  |  |   |  |
| Department <b>CMO</b>  |  | Unit Number (Org #) <b>1110</b>  |  | Position Number <b>PM016985</b>                                |  | Job Code* (xxxxx-xx) <b>24100-00</b>  |  |
| Location (Street Address) <b>1500 Marilla, 4EN</b>                         |  |  |  |  |  |   |  |
| Supervisor Name <b>Craig Kinton</b>  |  |  |  | Supervisor Employee Number [REDACTED]                          |  |   |  |
| Indirect Supervisor Name <b>Craig Kinton</b>                               |  |  |  | Indirect Supervisor Employee Number [REDACTED]                 |  |   |  |
| Salary Class   |  | Annual Hours   |  | Rate of Pay (Base Salary - Hour or Annual) <b>375,000.000</b>  |  |   |  |
| <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary |  | <input checked="" type="checkbox"/> 2080 (Full-Time) <input type="checkbox"/> 1040 (Part-Time) |  |  |  |   |  |
| Work Telephone Number <b>214-670-3314</b>                                  |  |  |  |  |  |   |  |
| Work Schedule  |  |  |  |  |  |   |  |
| Time Tracking Method   |  | <input type="checkbox"/> Kronos (Punch Using a Time Clock)                                     |  | <input type="checkbox"/> SEA (Lawson entry of all time worked) |  | <input checked="" type="checkbox"/> Exception (Lawson entry of exceptions only) |  |
| Wed-Day 1 <b>8</b>   |  | Thur-Day 2 <b>8</b>  |  | Fri-Day 3 <b>8</b>   |  | Sat-Day 4 <b>8</b>  |  |
| Sun-Day 5 <b>8</b>   |  | Mon-Day 6 <b>8</b>   |  | Tue-Day 7 <b>8</b>   |  | Wed-Day 8 <b>8</b>  |  |
| Thur-Day 9 <b>8</b>  |  | Fri-Day 10 <b>8</b>  |  | Sat-Day 11 <b>8</b>  |  | Sun-Day 12 <b>8</b>   |  |
| Mon-Day 13 <b>8</b>  |  | Tue-Day 14 <b>8</b>  |  |  |  |   |  |
| Special Pays   |  |  |  |  |  |   |  |
| Aircraft Rescue  |  | Animal Services Assign   |  | Arson Investigator Pay   |  |   |  |
| Detective Assignment   |  | DETOX  |  | EMS Paramedic Mat.   |  |   |  |
| Education  |  | Electrician Certification  |  | Field Training   |  |   |  |
| Fire Insp Cert   |  | Fire Instructor  |  | Firefighter Certification                                      |  |   |  |
| Hazardous Materials  |  | Interim Assignment   |  | Language Skills Assign.  |  |   |  |
| Paramedic  |  | Patrol Duty  |  | Shift Assignment   |  |   |  |
| Swift Water  |  | TCLEOSE Certification  |  | Uniform Service  |  |   |  |
| Urban Search & Rescue  |  | Rotating Shift   |  | <input type="checkbox"/> EVEN                                  |  | <input type="checkbox"/> ODD  |  |
| Comment  |  | <b>Car Allowance - \$700.00/mo (per Contract)</b><br><b>Vacation accrual - 120.00 2/1/17</b>   |  |  |  |   |  |
| Authorization  |  |  |  |  |  |   |  |
| Supervisor   |  | Date   |  | City Manager   |  | Date  |  |
| Department   |  | Date   |  | HR Generalist  |  | Date  |  |

| HR USE ONLY        |                         |        |  |
|--------------------|-------------------------|--------|--|
| Process            | Signature               | Date   |  |
| Entry              | <i>Florence A. E...</i> | 2-1-17 |  |
| Audit              | <i>MM</i>               | 3-2-17 |  |
| Manager/Supervisor | <i>Dignita Harris</i>   | 3-6-17 |  |
| HR Compensation    |                         |        |  |



## City Policies

Employee

TC Broadnax Jr

The safety of employees and others on city property is important to the City of Dallas. Therefore, city policies have been enacted to provide a working/business environment free and safe from harassment, violence and drugs.

**Harassment Policy** Administrative Directive 3-61

The City of Dallas provides all employees a work environment that is free from any form of sexual harassment or any hostile or retaliatory action against an individual reporting such behavior. Sexual harassment is a direct violation of *Personnel Rule 34-36 (b) (12) (f)* and will not be tolerated in the workplace.

**Workplace Violence Policy** Administrative Directive 3-63

Violent outbursts, intimidation, threats, harassment, bullying, or other forms of abusive, aggressive or disruptive behavior will not be tolerated or excused. This and other associated behavior will be considered a disturbance and is a violation of *Personnel Rules 34-36 (b) (12)*. Unless specifically authorized and work-related, possession of a weapon capable of causing serious bodily injury is prohibited on city property. Failure to adhere to this is a violation of *Personnel Rules 34-36 (b) (15)*.

**Drug and Alcohol Policy** Administrative Directive 3-49

The use of drugs and/or alcohol during work hours can increase the chance for accidents and injuries to yourself, other employees and citizens. Therefore, an employee may be required to take a drug screening and confirmation test or an alcohol test upon reporting for work, during work hours when there is a reasonable suspicion to believe that the employee has ingested, inhaled or injected a drug into the body or ingested an alcoholic beverage. Failure to adhere to this is a violation of *Personnel Rules 34-36 (b) (11)*.

An employee who violates any of the above policies will be subject to appropriate disciplinary action, including termination.

Full Name

TC Broadnax, Jr.

I hereby verify that I have read, understand and agree to abide by the conditions stated herein.

Employee Signature

TC Broadnax Jr

Date Signed

02/12/2017

## Safety Policy

Employee

TC Broadnax Jr

Chapter 34:36 of the Dallas City Code **Personnel Rules** governs Rules of Conduct. The information contained in the rules provides employees with city policies relating to Safety Violations:

- Failure to follow city or departmental safety rules and regulations;
- Failure to use required safety apparel;
- Removal or circumvention of a safety device;
- Lifting in an unsafe manner;
- Operation of a vehicle or other equipment in an unsafe manner;
- Smoking in a prohibited area;
- Endangering of one's own safety or that of others by careless or irresponsible actions or negligence;
- Failure to report an on-the-job injury, vehicle accident, or unsafe work conditions;
- Failure of a supervisor to remove from the workplace or to assist to a safe location an employee whose mental capabilities are impaired due to injury, illness, alcohol or drug use, or emotional distress;
- Failing a city-required drug or alcohol test; or
- Texting or emailing while operating a motor vehicle on city business.

To assist employees comply with these requirements:

- City Safety Manual are posted on the City of Dallas intranet at: [http://cod/HumanResources/HR2\\_sites/Safety/safety\\_manual.htm](http://cod/HumanResources/HR2_sites/Safety/safety_manual.htm)
- Accident and Injury reporting procedures are posted on the City of Dallas intranet at: [http://cod/HumanResources/HR2\\_sites/Safety/safety.htm](http://cod/HumanResources/HR2_sites/Safety/safety.htm)

Full Name

TC Broadnax Jr

I have reviewed a copy of the Safety Policy and understand and agree to abide by the conditions stated herein.

Signature of Employee

TC Broadnax Jr

Date Signed

02/12/2017



10

RECEIVED



# Beneficiary Designation Form

2017 NOV 17 A 1:38

City of Dallas

## Deceased Employee's Salary and Personal Belongs

HUMAN RESOURCES  
FILE ROOM

Should I,

*TC Broadnax*

# [REDACTED]

(print name)

(employee number)

die while employed by the City of Dallas, I authorize the City to release to the person(s) I have named below

1. my final salary, consisting of wages/salary, vacation, sick leave, service incentive pay, short-term disability and any other salary benefit to which I may be entitled at the time of my death. My final salary benefit does not include any type of retirement, pension or deferred compensation benefits.
2. any personal property belonging to me and in the City's possession at the time of my death.

\*If I have named my spouse as a beneficiary, such designation will become void in case of our divorce.

### Primary Beneficiary

| Name<br>Social Security Number | Street<br>City, State, Zip | Relationship | Telephone<br>Number |
|--------------------------------|----------------------------|--------------|---------------------|
| [REDACTED]                     |                            |              |                     |
|                                |                            |              |                     |
|                                |                            |              |                     |

### Contingent Beneficiary

| Name<br>Social Security Number | Street<br>City, State, Zip | Relationship | Telephone<br>Number |
|--------------------------------|----------------------------|--------------|---------------------|
| [REDACTED]                     |                            |              |                     |
|                                |                            |              |                     |
|                                |                            |              |                     |

SIGN

Authorizing Employee Signature (Do Not Print)

*[Signature]*

Date

*11/14/17*



Human Resources  
Acknowledgement of Administrative Directive 3-56  
Payroll Processing and Procedures, Overpayment Agreement

|   |                                       |  |  |  |  |
|---|---------------------------------------|--|--|--|--|
| Broadnax Jr                                     |                                       | TC   |  |  |  |
| Last Name                                       |                                       | First Name   |  | Middle Name                            |  |
| Birth City                                      | Wichita                               | Marital Status   |  | Disability                             | Veteran                                |
| Birth State                                     | KS                                    | Divorced   |  | <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> No |
| Gender  |                                       | Domestic Partner                                       |  | <input type="checkbox"/> Yes           | <input type="checkbox"/> Yes           |
| <input type="checkbox"/> Female                 |                                       | Married  |  |  |  |
| <input checked="" type="checkbox"/> Male        |                                       | Single   |  |  |  |
| Home Address                                    | Street                                |  | Apt/Unit #                               |  |  |
|   |                                       |  |  |  |  |
|   | City                                  | County   | State                                    | Zip Code                               |  |
| Phone Number                                    |                                       |  |  |  |  |
| Ethnicity                                       |                                       |  |  |  |  |
| <input type="checkbox"/> American Indian        | <input type="checkbox"/> Asian Indian | <input checked="" type="checkbox"/> Black              | <input type="checkbox"/> Chinese         |  |  |
| <input type="checkbox"/> Cuban                  | <input type="checkbox"/> Filipino     | <input type="checkbox"/> Guamanian                     | <input type="checkbox"/> Native Hawaiian |  |  |
| <input type="checkbox"/> Japanese               | <input type="checkbox"/> Korean       | <input type="checkbox"/> Mexican, Mex. American        | <input type="checkbox"/> Other Asian     |  |  |
| <input type="checkbox"/> Other Pacific Islander | <input type="checkbox"/> Other Race   | <input type="checkbox"/> Other Spanish/Hispanic/Latino | <input type="checkbox"/> Puerto Rican    |  |  |
| <input type="checkbox"/> Samoan                 | <input type="checkbox"/> Vietnamese   | <input type="checkbox"/> White                         |  |  |  |

AD 3-56 establishes protocol and comprehensive guidelines for the City's payroll processes. The Directive outlines requirements regarding employee entry of time/leave records and supervisor approval of time and leave records in the City's Human Resources Information System (HRIS) and time clock system. It also addresses consequences of failure to enter complete and accurate information.

All human resources and payroll information (including HRIS and time clock data) are official City property and are subject to laws and regulations governing accuracy, access, retention, and Open Records requirements. The employee's submitted time record in HRIS or any other City document is considered the accurate and true representation of the actual time worked.

Falsification of human resources and/or payroll data, including, but not limited to time/leave entries or omissions of time/leave entries and approvals, is a violation of the City of Dallas Personnel Rules, Section 34-36 Rules of Conduct (b) (8) (B). City employees who violate this Directive will be subject to appropriate disciplinary action.

Administrative Directive 3-56 is applicable to all City departments and employees.

TC 02/12/2017

Initials and Date

I, TC Broadnax Jr agree that in the event of Overpayment, I have the obligation to repay the City of Dallas pursuant to the City of Dallas Personnel Rules, Section 34-36 Rules of Conduct (b) (8) (B). I agree to meet with a Human Resources Payroll representative to discuss terms of repayment in the event of an overpayment. In the event the proposed repayment rate would cause financial hardships, I am aware that I must notify Human Resources Payroll within five (5) working days of receipt of a Notice of Overpayment to make acceptable arrangements.

TC 02/12/2017

Initials and Date

TC Broadnax Jr

02/12/2017

Signature

Date

Employee Number



## Public Access Option

Employee

TC Broadnax Jr

The Public Information Act allows employees, public officials and former employees and officials to elect whether to keep certain information about them confidential. Unless you choose to keep it confidential, the following information about you may be subject to public release if requested under the Texas Public Information Act. Therefore, please indicate whether you wish to allow public release of the following information.

Home Address

No

Home Telephone Number

No

Social Security Number

No

Information that reveals whether you have family members or a domestic partner

No

Emergency Contact Information

No

Employee's Name

TC Broadnax Jr

Signature

TC Broadnax Jr

Date Signed

02/12/2017

Note: This form should be completed and signed by employees no later than the 14th day after the employee begins employment, the public official is elected or appointed, or a former employee or official ends employment or service.





Corporate Office:  
2120 Market Street, Suite 100  
Camp Hill, Pennsylvania 17011

Texas Office:  
501 Lakeshore Circle  
Point Venture, TX 78645

[www.affionpublic.com](http://www.affionpublic.com)  
888.321.4922 toll free  
717.214.8004 fax



## Candidate

**T.C. Broadnax**

## Synopsis

Twenty-three (23) years city/county management experience including responsibilities in all phases of government operation and services. Extensive experience in budget development, financial management and controls, community and economic development, land use and development services and organizational development. Demonstrated excellence in consensus building; team-building; and public relations. Manager of 2,200+ employees and a biennial operating and capital improvement budget of \$1.9+ Billion. Excellent presentation skills; 1,000+ presentations to governing boards, advisory commissions, developers, civic associations and neighborhood associations; speaker at local, state and national conferences.

## Experience

### **City Manager City of Tacoma, Washington February 2012 - Present**

Manage the day to day operations of a full service city with a permanent population of 200,000, 2,200 employees and \$1.9 billion biennial operating and capital improvements budget. Mid-sized urban port city that is racially and economically diverse, progressive, with an active and engaged community. Within my first ten months as City Manager, guided the City through the elimination of a \$30 million mid-year budget deficit and a \$63 million projected 2013-2014 biennial budget deficit by implementing a transparent, community and employee budget engagement initiative/process to provide budgetary education and reset community expectations and service levels. Implemented monthly and quarterly financial reporting, revised the City's budget reserve policies thus setting the City on a path to fiscal sustainability. Established and implemented Tacoma 24/7 performance measure/management reporting system and received the ICMA certificate of excellence in performance measures in 2013 (1 of 28 cities nationally). Successfully launched TacomaFirst, an integrated customer support center that provides a "one-stop shop" for City services, and offers a concierge feel in the way of reception, face-to-face interaction, 311 telephone support, online resources and mobile application connectivity. Provide strategic guidance to executive management team members to fulfill the City Council's strategic policy priorities.

### **Assistant City Manager City of San Antonio, Texas November 2006 - February 2012**

General management responsibilities for a full service city with a permanent population of 1.3 million, 11,600 employees, operating budget of \$1.6 billion and capital improvements budget of \$715 million. Dynamic community of economic, religious and racial diversity. Frequent appearances before special interest groups, businesses, community leaders and other elected officials and service organizations. Extensive efforts in economic development and redevelopment activities. Duties require exceptional communication and consensus building skills. Significant community involvement and intergovernmental relations skills. Responsible for providing highly responsible and complex administrative support to the City Manager. Direct management responsibilities for providing leadership and strategic direction to the departments of Planning & Community Development, Development Services, Code Enforcement Services, Library and the Office of Historic Preservation that have combined annual operating budgets of \$102 million and 890 employees.



**City of Pompano Beach, Florida**  
**1996 - 2006**

- **Assistant City Manager, October 2004 - November 2006**  
Responsible for the day-to day city-wide operations for a full service city with a permanent population of approximately 100,000, 1,000 employees, operating budget of \$200+ million and \$40 million capital improvement budget. Served as Chief Operating Officer. Responsible for coordination of policy development, planning and implementation of City goals and objectives; policies and procedures for providing City services; management and economic analysis of programs and services. Supervised the preparation and execution of the City's annual operating, capital and grant program budgets. Represented the City to business organizations, civic associations, developers, other governmental entities and the general public. Served as City Manager during absence of the City Manager.
- **Deputy City Manager, January 2001 - October 2004**  
Assisted the City Manager in the conduct of city operations and policy development to ensure services were provided both effectively and efficiently. Coordinated the preparation and execution of the City's annual operating, capital and grant program budgets which totaled approximately \$200 million. Negotiated land development contracts, land acquisition for parks, public facilities, housing and economic development projects for the City and Community Redevelopment Agency. Administered the operating and capital budgets by overseeing expenditures, budget transfers, position control, forecasting revenues and expenditures to ensure City departments operated effectively and efficiently. Provided supervision and oversight of the Finance Department, General Services Division, Office of Housing & Urban Improvement, Advisory Boards, and Community Redevelopment Agency. Represented the City to business organizations, civic associations, developers, other governmental entities and the general public.
- **Assistant to the City Manager/Budget Officer, November 1997 - January 2001**  
Coordinated the preparation and execution of the City's annual operating, capital and grant program budgets that totaled approximately \$160 million. Administered the operating and capital budgets by overseeing expenditures, budget transfers, position control, forecasting revenues and expenditures to ensure City departments operated effectively and efficiently. Supervised the Office of Housing & Urban Improvement which administers the City's Community Development Block Grant Program and Community Redevelopment Agency.
- **Special Projects Coordinator, June 1996 - November 1997**  
Provided direct supervision and oversight of the Office of Housing & Urban Improvement which administers the City's Community Development Block Grant Program and Community Redevelopment Agency. Developed and implemented a city-wide neighborhood and commercial landscape and entranceway enhancement program which involved the City forming partnerships and providing matching funds to civic associations, homeowners associations and businesses to make entranceway, landscaping and/or neighborhood identification signage improvements within their neighborhoods or commercial districts. Developed the City's grants management and acquisition procedures which established the approval processes and criteria for application review and submission.



**Senior Budget & Management Analyst  
Broward County, Florida  
March 1993 - June 1996**

Coordinated, analyzed, developed and monitored the annual budgets for various County department/divisions that had combined operating budgets totaling approximately \$150 million. Provided both management and administrative recommendations to departments and divisions regarding personnel issues, agenda reports, budget resolutions, budgetary transfers and other management/administrative issues. Coordinated the development of the annual operating and capital budgets for the County's Water & Wastewater Utilities with annual appropriations that exceeded \$180 million.

**Education**

- Master's of Public Administration  
University of North Texas, Denton, TX, 1993
- Bachelor of Arts Degree in Political Science  
Washburn University, Topeka, KS, 1991
- Bachelor of Arts Degree in Communications  
Washburn University, Topeka, KS, 1991

**Professional  
Affiliations  
& Activities**

- ICMA Credentialed Manager (ICMA-CM)
- International City/County Management Association
- National Forum for Black Public Administrators



**ADDENDUM ITEM # 24**

**KEY FOCUS AREA:** E-Gov

**AGENDA DATE:** December 14, 2016

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Mayor and City Council

**CMO:** A. C. Gonzalez, 670-3297

**MAPSCO:** N/A

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**SUBJECT**

Consideration of appointment of T.C. Broadnax to the position of city manager, adoption of a resolution appointing T.C. Broadnax as city manager, approval of the terms of the Agreement of Employment reviewed by city council, and authorize the current city manager to execute an Agreement of Employment for the new city manager.



**WHEREAS**, the Dallas City Council desires to appoint T.C. Broadnax to the position of City Manager; and

**WHEREAS**, an Agreement of Employment for the services of T.C. Broadnax as City Manager has been negotiated; **Now, Therefore,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That T.C. Broadnax is hereby appointed City Manager of the City of Dallas, effective February 1, 2017.

**Section 2.** That following approval as to form by the City Attorney, the current City Manager is authorized to execute an Agreement of Employment with terms approved by the City Council between the City and T.C. Broadnax for his services as the new City Manager, commencing February 1, 2017, for an indefinite term.

**Section 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

APPROVED BY  
CITY COUNCIL

DEC 14 2016

*Lisa Q. Price*  
City Secretary



THE STATE OF TEXAS   §  
                                  §                   CITY MANAGER  
COUNTY OF DALLAS   §           AGREEMENT OF EMPLOYMENT

THIS AGREEMENT OF EMPLOYMENT ("Agreement") is made and entered into this 14th day of December, 2016 by and between the City of Dallas ("City") and T. C. Broadnax ("City Manager"), and evidences the following:

**RECITALS**

The City desires to employ the services of T. C. Broadnax, as City Manager of the City of Dallas, in accordance with applicable provisions of the Dallas City Charter and Dallas City Code, as amended. T. C. Broadnax desires to accept employment as City Manager of the City of Dallas.

**AGREEMENT**

I.     APPOINTMENT

City hereby appoints T. C. Broadnax as City Manager of the City of Dallas beginning the 1st day of February, 2017, to perform the functions and duties specified in the City Charter and the City Code and to perform such other legally permissible and proper duties and functions as the City Council may from time to time assign.

II.    TERM

T. C. Broadnax shall serve as City Manager for an indefinite term, commencing February 1, 2017, but may be removed at any time in accordance with the provisions of the Charter and this Agreement.

III.   COMPENSATION

(a)    City agrees to pay the City Manager for his services the annual base salary of THREE HUNDRED SEVENTY-FIVE THOUSAND AND 00/100 DOLLARS (\$375,000.00), for the first year of employment, February 1, 2017 through January 31, 2018, payable in installments in the same manner and at the same time as other civilian employees of the City are paid, and subject to the same applicable deductions for employee benefit contributions.

(b)    City agrees to increase the base salary and/or other benefits of the City Manager after one year of service on February 1, 2018 to THREE HUNDRED NINETY-FIVE THOUSAND AND 00/100 DOLLARS (\$395,000.00). Thereafter, City and City Manager agree that the City Council may determine whether to increase the base salary and/or other benefits on the basis of a salary and performance review made at least annually by the City Council, meeting with the City Manager after a report and recommendation by a committee appointed by the Mayor



and approved by the City Council, the initial review to take place twelve months from February 1, 2018.

(c) City shall also procure a policy of indemnity against professional liability or, in the alternative, assume liability on behalf of, and the defense of, the City Manager for services performed under this Agreement and while employed as City Manager for the City.

#### IV. HOURS OF WORK

It is recognized that the City Manager must devote a great deal of his time outside normal office hours to business of the City, and in consideration of that responsibility, the City Manager will be allowed to take reasonable time off as he shall deem appropriate during normal office hours.

#### V. OTHER EXPENSES AND EQUIPMENT

(a) The City agrees to reimburse the City Manager for expenses incurred in the conduct of City business including, but not limited to, dues for a dining facility and the hosting of business meetings.

(b) The City agrees to provide City-owned equipment reasonably necessary to enable the City Manager to perform the duties of his office, including but not limited to, a laptop for use in his home and a hand-held communication device. At termination of employment, all City-owned equipment will be immediately returned to the City.

#### VI. ANNUAL PHYSICAL EXAMINATION

The City Manager agrees to obtain a physical examination once each year, the cost of which will be paid by the City.

#### VII. RESIDENCE IN DALLAS. REAL PROPERTY AND OTHER BUSINESS INVESTMENTS

(a) In accordance with Section 1, Chapter VI of the City Charter, the City Manager shall be a resident of the City of Dallas during the term of appointment. He shall have a period of six (6) months from the date of the appointment to relocate to the City.

(b) T. C. Broadnax agrees that he shall not have or acquire ownership interests in any real property in the City of Dallas, other than his residence, during his term as City Manager, without first obtaining the approval of the City Council.

(c) T. C. Broadnax agrees that he shall not engage in any joint business activities with any other City employee during his term as City Manager.



## VIII. PROFESSIONAL DEVELOPMENT AND CIVIC SERVICE

(a) The City agrees to pay the travel and subsistence expenses of the City Manager for professional and official travel, meetings, and occasions adequate to continue his professional development and to adequately pursue necessary official and other functions for the City, including but not limited to, the Annual Conference of the International City Management Association, the Texas Municipal League, and such other international, national, regional, state, and local governmental groups, boards, and committees of these organizations which the City Manager serves as a member.

(b) The City agrees to pay for the travel and subsistence expenses of the City Manager for short courses, institutes, and seminars that are necessary for his professional development and for the good of the City.

(c) The City agrees to pay for the dues and subscriptions of the City Manager necessary for his continuation and full participation, including the holding of office in international, national, regional, state, and local professional and civic associations and organizations necessary and desirable for his continued professional and civic participation, growth, and advancement, and for the good of the City.

## IX. TERMINATION AND SEVERANCE PAY

(a) In the event of his involuntary separation as City Manager, T. C. Broadnax shall be entitled to receive a lump sum payment equal to twelve (12) months of his then current base salary to be paid in a single lump sum payment, less applicable taxes, and reimbursement for up to twelve (12) months of the costs of continued health benefits for him and his dependents through COBRA or other such City insurance continuation program in which the City Manager and/or his dependents are enrolled; provided, however, that if he is terminated because of his conviction of an offense involving moral turpitude, any criminal act involving the performance of his duties, or any criminal act of any degree of felony, then City shall have no obligation to pay the severance sum designated in this section.

(b) Involuntary separation as used in this Agreement means:

(1) removal from office by a **majority vote of the members of the City Council** as permitted by Section 1, Chapter VI of the City Charter;

(2) the City Manager's resignation following a reduction in salary or other financial benefits in a greater percentage than an applicable across-the-board reduction for all City employees;

(3) refusal of the City, following a written notice from the City Manager, to comply with any other provision of this Agreement benefiting T. C. Broadnax; or

(4) the City Manager's resignation following a suggestion, whether formal or informal, by a majority of the City Council that he resign.



(c) If involuntary separation occurs under Subsections (b)(2), (b)(3), or (b)(4), T. C. Broadnax, at his option, may be deemed to be "terminated" at the date of the reduction, refusal, or suggestion.

(d) Before voluntarily resigning his position, T. C. Broadnax agrees to give the City Council at **least sixty (60) days' notice** in writing of his intention to resign, stating the reasons for the resignation.

(e) In the event of termination, voluntary or otherwise, base salary specified under Section III of this Agreement shall be paid only to the effective date of termination.

(f) Upon termination, voluntary or otherwise, City agrees to pay T. C. Broadnax a lump sum amount equal to the value of any vacation leave remaining to his credit.

#### X. BENEFITS AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT

(a) In addition to the benefits provided in this Agreement, all provisions of the City Charter, City Code, and regulations and rules of the City relating to vacation, sick leave, retirement system contributions, holidays, **compensatory time**, service incentive pay and other fringe benefits and working conditions as they now exist or may be amended, also shall apply to T. C. Broadnax as they would to other employees of City, insofar as those provisions, regulations, and rules are not inconsistent with this Agreement.

(b) The City agrees to pay T. C. Broadnax a **monthly automobile allowance of SEVEN HUNDRED AND 00/100 DOLLARS (\$700.00), payable in monthly installments with the first bi-weekly paycheck of each month.** The automobile allowance shall be administered for tax purposes in accordance with the Internal Revenue Service regulations.

(c) The City agrees to pay the following relocation and transition expenses incurred by the City Manager, based on appropriate filed expenses reports, not to exceed THIRTY-FIVE THOUSAND AND 00/100 DOLLARS (\$35,000.00), including

(i) reasonable and customary moving expense by movers and storage facilities selected by the City Manager; and

(ii) reimbursement for lodging, meals and travel expenses (airfare, rental car and personal vehicle mileage) incurred for the actual move and for up to three (3) house hunting trips for the City Manager's family.

(d) The City agrees to reimburse the City Manager for actual temporary housing expenses in an amount not to exceed THREE THOUSAND AND 00/100 DOLLARS (\$3,000.00) per month, for a period up to six (6) months.

(e) The City agrees to pay to the City Manager the maximum annual amount permitted pursuant to Section 457 of the Internal Revenue Code on February 1, 2017, **EIGHTEEN THOUSAND AND 00/100 DOLLARS (\$18,000.00) annually** for contribution by City Manager to a deferred compensation program of his choice.



(f) The City agrees to the extent that payments in Section X are determined to be taxable income under the applicable provisions of the Internal Revenue Service of 1986, as amended ("Code"), the City shall reimburse the City Manager for the amount of any payment of Federal wage and income taxes, interest and penalties related thereto. At that time the City shall also pay the City Manager an additional amount that is sufficient to pay all the income and wage taxes on the additional amounts paid for the taxes, interest and penalties. The determination of any additional amount that must be paid under this section at any time shall be made in good faith by the independent auditors then employed by the City in consultation with the City Manager.

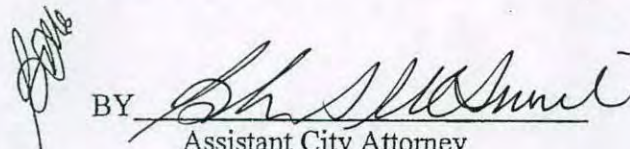
XI. VACATION/ANNUAL LEAVE

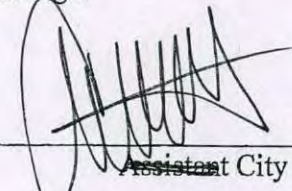
The City agrees that on February 1, 2017, the City Manager will be credited with one hundred twenty (120) hours of vacation leave, and shall thereafter accrue leave in accordance with the City's vacation accrual policy. As a condition of this Agreement, the City Manager shall, on an annual basis, utilize a minimum of two weeks accrued vacation time.

EXECUTED this the 14th day of December, 2016.

APPROVED AS TO FORM:  
LARRY E. CASTO  
City Attorney

CITY OF DALLAS  
A. C. GONZALEZ  
City Manager

BY   
Assistant City Attorney

BY   
Assistant City Manager

  
T.C. BROADNAX



# Memorandum



CITY OF DALLAS

DATE November 9, 2017

TO Mayor Rawlings

SUBJECT **City Manager Contract**

Mayor Rawlings,

The City Manager's contract includes a provision for contributions for his 457-deferred compensation account.

Mr. Broadnax and I understood that the agreement the two of you reached was that the deferred contribution amount would match the federal maximum allowed by the Internal Revenue Service (IRS) and that this amount would be adjusted as the federal maximum changed during the term of his employment. In 2017, the maximum contribution allowed is \$18,000. In 2018, the maximum increases by \$500 to \$18,500.

Unfortunately, the contract language is ambiguous and is written as follows:

*Section X (e)*

*The City agrees to pay the City Manager the maximum annual amount permitted pursuant to Section 457 of the Internal Revenue Code on February 1, 2017, EIGHTEEN THOUSAND AND 00/100 DOLLARS (\$18,000.00) annually for contribution to a deferred compensation program of his choice.*

Further, the contract does not include any reference to the deferred compensation catch-up provisions allowed by the IRS starting the year contributors turn 50. Mr. Broadnax's understanding is that he would not receive compensation from the City to address the catch-up provision allowed by the IRS when he reaches the eligibility age.

I spoke with the City Attorney's Office and they concur that the language is vague and have agreed that we should pay this compensation element based on legislative intent. Because the negotiation was between the two of you, I am asking for you to attest to your understanding of the agreement you and Mr. Broadnax reached during your compensation discussions.

Can you please confirm the options below that reflect the intent of what you and Mr. Broadnax agreed regarding the deferred compensation component of the agreement?



DATE November 9, 2017  
SUBJECT City Manager Contract

**Question A (Select 1 Option)**

- ☒ Each year, the City Manager will receive the maximum contribution as allowed by the Internal Revenue Service (IRS); and that amount will change as the IRS changes the maximum contribution limits.

OR

- ☐ Each year, the City Manager will receive the IRS maximum that was in effect in 2017 (\$18,000), regardless of IRS compensation limit changes.


**Question B (Select 1 Option)**

- ☒ The City Manager **will not** receive any compensation for the over 50 catch-up provision (currently \$6,000) in the years he qualifies for this additional deferral.


OR

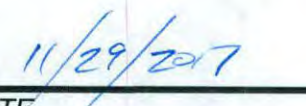
- ☐ The City Manager **will** receive any compensation for the over 50 catch-up provision (currently \$6,000) in the years he qualifies for this additional deferral.

Finally, please sign below.

  
\_\_\_\_\_  
SIGNATURE  
The Honorable Michael S. Rawlings, Mayor, City of Dallas

  
\_\_\_\_\_  
DATE

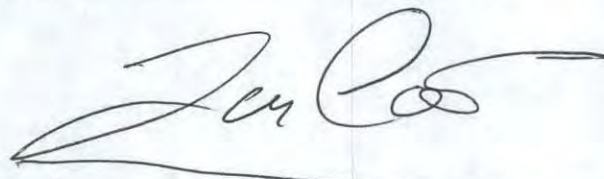
  
\_\_\_\_\_  
SIGNATURE  
T.C. Broadnax, City Manager

  
\_\_\_\_\_  
DATE

If you have any questions or if you would like to discuss, please feel free to contact me.

Molly Carroll  
Director, Human Resources

c: T.C. Broadnax, City Manager  
Larry Casto, City Attorney

  
\_\_\_\_\_  
Larry Casto, City Attorney



## CODE OF ETHICS ACKNOWLEDGEMENT

Chapter 12A of the Dallas City Code provides a Code of Ethics for all city officials and employees. This Code of Ethics states a purpose; provides principles of conduct for elected and appointed city officials; defines terms; provides ethics laws governing current and former officials and employees of the city; provides regulations, restrictions, and prohibitions relating to improper economic benefits, unfair advancement of private interests, gifts, confidential government information, outside employment, and use of public property and resources; regulates political activities of city officials and employees; provides restrictions on contracting with the city and representing the private interests of others before the city; provides requirements for certain city officials and employees to file financial disclosure reports and travel reports; provides regulations for lobbyists; provides for the creation, membership, qualifications, jurisdiction, and powers of an ethics advisory commission; provides procedures and requirements for the disposition of complaints of ethics violations; and provides for enforcement and penalties relating to ethics violations. The provisions of the Code of Ethics (Chapter 12A) are subject to modification, amendment, or repeal by the Dallas city council at any time. The Code of Ethics is available on the city's intranet and the city's internet page. Periodically, copies of the Code of Ethics will be provided to city officials and employees. Failure of any person to receive a copy will have no effect on that person's duty to comply with the Code of Ethics or on the enforcement of the provisions of the Code of Ethics. The Code of Ethics became effective on January 1, 2001.

NOTE: Chapter 12A (Code of Ethics) was first adopted on June 28, 2000 by Ordinance No. 24316, which also repealed Article I, Chapter 2 of the Dallas City Code (which was the city's former code of ethics) and Article I, Chapter 31A of the Dallas City Code (which contained the former financial reporting requirements for city officials), and has been amended several times since then.

TC Broadnax Jr

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Employee Number**

TC Broadnax Jr

\_\_\_\_\_  
**Signature**

02/12/2017

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Name**



## Email and Internet

Employee

TC Broadnax Jr

The City of Dallas provides employees access to the resources of the internet with the intention of increasing productivity. Internet access from the City of Dallas is provided for business-related purposes, including communicating with customers, suppliers and colleagues. It is provided to obtain useful business information.

All existing laws and City policies apply to your conduct on the Internet, including those dealing with intellectual property protection, privacy, and misuse of City resources, sexual harassment, data security, and confidentiality.

Downloading sexually explicit materials (image or documents), playing games, sending non-City business emails, and running a private business are examples of activities that are prohibited. These activities are unacceptable and may result in disciplinary action, up to and including termination.

E-mail is considered network activity, this is subject to all policies regarding acceptable/unacceptable uses of the internet and the employee should not consider e-mail to be either private or secure. The City reserves the right to monitor and /or log all network activity, including, email, with or without notice. Employees have no reasonable expectation or right of privacy regarding their e-mail or internet usage. Additional information pertaining to City policy relating to e-mail and the internet can be found in [Administrative Directive 2-33](#) on the City's intranet.

Full Name

TC Broadnax, Jr.

I hereby verify that I have read, understand and agree to abide by the conditions stated herein.

Employee Signature

TC Broadnax Jr

Date Signed

02/12/2017

## Information Systems Acceptable Use

Employee

TC Broadnax Jr.

Employee Name

TC Broadnax Jr.

### Computer Security Agreement

The Communication and Information Services Department requires that all individuals who are granted access rights to the City's computer system abide by the following rules. The City of Dallas CIS Security has the right to remove access to any resource at any time without prior notice.

I, the undersigned, agree to comply with the terms below regarding the use of my City issued Account and Passwords from the Communication and Information Department. I have been advised of my rights and responsibilities under the terms and conditions of this agreement.

I understand and agree that any violation of this policy may result in appropriate corrective disciplinary actions as listed in the City of Dallas personnel rules Section 34, 36(b), 4(a), 9(c), 15, 18; and other disciplinary actions listed in AD 2-24.

1. I agree to keep my account and password in strict confidence and I will not intentionally or negligently divulge my account or password to anyone ;
2. I will not attempt to learn the password of another user, or to access the system using an ID or password belonging to others;
3. I will not attempt to access programs, tapes, or data to which I have not been specifically granted access ;
4. I will not use any computer or electronic system in the City network to harass, threaten, intimidate, perform activities for personal gains, use internet for unauthorized activities, send unsolicited messages via emails or other messaging systems to anyone under false pretense or otherwise.
5. I will promptly report any known security violations to the CIS Security ;
6. I will change my password if I believe that my password is known and/or used by others ;
7. I will not access CJIS related applications, data or systems, while making a Virtual Private Network (VPN) connection from a non-secured location on a device or system that does not have a dual layer or two factor type of authorization. This includes any application or systems that have the ability to conduct a Person or Vehicle Check.  
**Note: "Non-Secured" means any location that is outside of a Designated Dallas Police Department vehicle, Secured Location for Dallas Police personnel or systems in the Dallas City hall and at Dallas Police Headquarters.**
8. I have read, understand, and will comply with the Personnel Rules regarding acceptable use of City resources.
9. I have read, understand, and will comply with Administrative Directive 2-24, Computer Security and all published policies, standards and procedures related to computer security and use.
10. Please be advised that use of any computer system constitutes consent to monitoring. (Electronic Communications Privacy Act, 18 USC 2701-2711)

Full Name

TC Broadnax Jr.

I have read and reviewed the City of Dallas "Information Systems Acceptable Use Policy" and Computer Security Agreement above.

I agree to abide by these policies and other policies constituted by the City of Dallas.

Employee Signature

TC Broadnax Jr

Date Signed

02/12/2017



## Personnel Rules

Employee

TC Broadnax Jr

Chapter 34 of the Dallas City Code establishes the **Personnel Rules** which governs city employees. To read the full Personnel Rules, please follow this link:  
[http://dallascityhall.com/human\\_resources/personnel\\_rules.html](http://dallascityhall.com/human_resources/personnel_rules.html)

The Personnel Rules are designed to provide you with general information about matters such as:

- *Appointments, reappointments, transfers, promotions, probations, and discipline and termination*
- *Work schedules, compensation and benefits*
- *Rules of Conduct*
- *Leave policies*
- *Qualifications, deadlines, requirements, and procedures related to approvals from grievance decisions and disciplinary actions against employees*
- *Benefits and Wage Supplementation for injured employees*
- *Other working conditions affecting your employment with this organization*

You should read, understand and comply with all of its provisions. The Personnel Rules describes some of your responsibilities as an employee and outlines some of the programs designed to benefit you as an employee. The City may, at any time in its sole discretion, modify or vary from anything stated in the Personnel Rules. When changes are made and approved by the City Council, the changes will be announced and posted on the City's intranet, and will be made available in the departments through your managers, supervisors and/or Human Resources Generalist. It becomes the responsibility of the employee to abide by the rules in effect. The version of Personnel Rules approved by the Dallas City Council on September 22, 2010 supersedes all prior versions. Likewise, the most recent version of any Personnel Rules updates supersedes all prior versions.

Full Name

TC Broadnax, Jr.

I have received a copy of the **Personnel Rules** and agree to abide by the conditions stated herein.

Employee Signature

TC Broadnax Jr

Date Signed

02/12/2017



## Social Security

Employee

TC Broadnax Jr

Employee Name

TC Broadnax, Jr.

Employer Name

Employer ID#

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

### Windfall Elimination Provision

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to Social Security Publication, "Windfall Elimination Provision."

### Government Pension Offset Provision

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security (\$500 - \$400 = \$100). Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still

eligible for Medicare at age 65. For additional information, please refer to Social Security Publication, "Government Pension Offset."

### For More Information

Social Security publications and additional information, including information about exceptions to each provision, are available at [www.socialsecurity.gov](http://www.socialsecurity.gov). You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778, or contact your local Social Security office.

**I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security Benefits.**

Signature of Employee

TC Broadnax Jr

Date Signed

02/12/2017

### Information about Social Security Form SSA-1945 Statement Concerning Your Employment in a Job Not Covered by Social Security

New legislation [Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004] requires State and local government employers to provide a statement to employees hired January 1, 2005 or later in a job not covered under Social Security. The statement explains how a pension from that job could affect future Social Security benefits to which they may become entitled.

Form SSA-1945, **Statement Concerning Your Employment in a Job Not Covered by Social Security**, is the document that employers should use to meet the requirements of the law. The SSA-1945 explains the potential effects of two provisions in the Social Security law for workers who also receive a pension based on their work in a job not covered by Social Security. The Windfall Elimination Provision can affect the amount of a worker's Social Security retirement or disability benefit. The Government Pension Offset Provision can affect a Social Security benefit received as a spouse or an ex-spouse.

Employers must:

- Give the statement to the employee prior to the start of employment;
- Get the employee's signature on the form; and
- Submit a copy of the signed form to the pension paying agency.

Social Security will not be setting any additional guidelines for the use of this form.

Copies of the SSA-1945 are available online at the Social Security website, [www.socialsecurity.gov/form1945](http://www.socialsecurity.gov/form1945). Paper copies can be requested by email at [opim.oswm.rqct.orders@ssa.gov](mailto:opim.oswm.rqct.orders@ssa.gov) or by fax at 410-965-2037. The request must include the name, complete address and telephone number of the employer. Forms will not be sent to a post office box. Also, if appropriate, include the name of the person to whom the forms are to be delivered. The forms are available in packages of 25. Please refer to Inventory Control Number (ICN) 276950 when ordering.



## Workers Comp Network Acknowledgement Form

Employee

TC Broadnax Jr

I have received the Employee Welcome Letter, Frequently Asked Questions and Notice of Network Requirements, which inform me how to get health care under workers' compensation insurance.

If I am hurt on the job and live in the service area described in this information, I understand that:

1. I must choose a treating doctor from the list of physicians in the **IMO Mad-Select Network**. Or, I may as my HMO Primary care physician to agree to serve as my treating doctor by completing the Selection of HMO Primary Care Physician as Workers' Compensation Treating Doctor Form # IMO MSN-5.
2. I must go to my network-treating doctor for all health care for my injury. If I need a specialist, my treating doctor will refer me. If I need emergency care, I may go anywhere.
3. The insurance carrier will pay the treating doctor and other network providers.
4. I may have to pay the bill if I get health care from someone other than a network doctor without network approval.
5. If I receive the Notice of Network Requirements and refuse to sign the Acknowledgement Form, I am still required to use the network.

Please fill out the following information before signing and submitting this completed Acknowledgement Form:

Name of Employer

City of Dallas

Employee ID #

[REDACTED]

Name of Network

IMO Mad-Select Network

Hire Date

02/01/2017

Department

City Manager's Office

Home Address

[REDACTED]

City

[REDACTED]

State

[REDACTED]

Zip Code

[REDACTED]

County

[REDACTED]

Employee Signature

TC Broadnax Jr

Date

02/12/2017

Printed Name

TC Broadnax Jr

Employee Phone Number

(214) 670-3297



# FILE ROOM CHECKLIST

|   | Yes | No | File Room Audit |
|---|-----|----|-----------------|
| <b>Change Actions</b>                           |     |    |                 |
| Date Order/To Include Break in Service          |     |    |                 |
| Termination Action                              |     |    |                 |
| All Status Changes                              |     |    |                 |
| <b>New Hire Packet</b>                          |     |    | 3-10-17         |
| Appointment Form Prior to 2002                  | N/A |    |                 |
| New Hire Set-Up After 2002                      | ✓   |    |                 |
| Authorization to Hire Form/Memo                 | N/A |    |                 |
| Employment Investigation Form                   | N/A |    |                 |
| Job Application                                 | ✓   |    |                 |
| W-4 Forms                                       | ✓   |    |                 |
| City Policy                                     | ✓   |    |                 |
| Sexual Harassment Form                          | N/A |    |                 |
| Possession of Handgun Form                      | N/A |    |                 |
| Safety Policy                                   | ✓   |    |                 |
| I-9 Form  | ✓   |    |                 |
| College Transcript (when applicable)            | N/A |    |                 |
| Beneficiary Form                                | ✓   |    |                 |
| Overpayment Agreement                           | ✓   |    |                 |
| Public Access Form                              | ✓   |    |                 |
| <b>Misc. Documents</b>                          |     |    |                 |
| IMO Worker's Comp Form                          |     |    |                 |
| <b>Performance Evaluations (Date Order)</b>     |     |    |                 |
| <b>Disciplinary Action Letters (Date Order)</b> |     |    |                 |

## TC Broadnax Jr

FY 2021 - 2022 Annual Performance Plan for

TC Broadnax Jr

Due Date: Thu, Sep 15, 2022



City of Dallas

Direct Manager:

### General Information

**Position**

City Manager

**\* Org (REQUIRED)**

1110 City Manager

**Evaluation Type**

Periodic

**Department**

City Manager's Office

**Class Spec**

City Manager

### Content

Goal Section | FY 21/22 Goal/Objective Rating

#### Goals / Responsibilities

Use this section to enter goals and/or responsibilities for the employee. Goals/Responsibilities may be organization level, department, division, and/or work unit specific. Goals should be SMART (Specific, Measurable, Attainable, Relevant and Time bound). The recommended number of goals should be between 3 and 5; The important item to focus on is connecting the employee with goals and/or responsibilities that will help the department and organization achieve its objectives. Refer to "The 365 Plan" for Dallas if needed to help identify goals.

Goal Section | FY 21/22 Goal/Objective Rating

#### Projects and Special Assignments

Use this section to track projects and special assignments.

Competency Section | Core Values Of Service  
(Empathy)

#### Empathy

We demonstrate compassion by listening and understanding.

#### Empathy

We demonstrate compassion by listening and understanding. Our Empathy goal is to never get too busy or lose sight of why we are here; SERVICE!



## Ethics

We believe in being transparent, open and honest.

### Ethics

We believe in being transparent, open and honest. As public servants, we are held to a higher standard and must always strive to do the right thing. Our Ethics goal is to equate Public Service to Public Trust.

## Excellence

We are committed to continuous improvement.

### Excellence

We are committed to continuous improvement. Our qualities of Excellence include seeking best practices, becoming experts in our fields, and having the courage to get work executed. Our Excellence goal is to make a POSITIVE impact in the community.

## Equity

### Equity

We understand the diverse needs of the community we serve. Our Equity goal is to ensure everyone has access to opportunities necessary to satisfy their essential needs.

## Overall Rating

## Process

1

Check In step  
**TC Broadnax Jr**

2

Signature(Rating Acknowledgement)  
**TC Broadnax Jr**

x \_\_\_\_\_



Direct Manager:

## General Information

**Position**  
City Manager

**\* Org (REQUIRED)**  
1110 City Manager

**Evaluation Type**  
Periodic

**Department**  
City Manager's Office

**Class Spec**  
City Manager

## Content

Goal Section | Executive Goals Binary Scale

### Goals and Objectives

Use this section to enter goals and objectives.

Competency Section | ECQs Ordinal Scale

### Leading Change

This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. The Leading Change section is 10% of your overall evaluation.

### Creativity and Innovation

- Develops new insights into situations.
- Questions conventional approaches and streamlines processes for efficiency.
- Encourages and supports new ideas and innovations.
- Designs and implements new or cutting-edge programs/processes.

### External Awareness

- Understands and keeps current on local, national, and international policies and trends that affect the organization and shape stakeholders' views.
- Is aware of the organization's impact on the external environment and the public.

### Flexibility

- Is open to change and new information.
- Rapidly adapts to new information, changing conditions, or unexpected obstacles.



### **Resilience**

- Deals effectively with pressure
- Remains positive and persistent, even under adversity
- Recovers quickly from setbacks

### **Strategic Thinking**

- Creates goals and executes plans consistent with the organization's long-term interests
- Seeks opportunities to tie operational activities to strategic organizational goals
- Capitalizes on opportunities and manages risks

### **Vision**

- Takes a long-term view and builds a shared vision with others.
- Acts as a catalyst for organizational change.
- Influences others to translate vision into action.

## Competency Section I ECQs Ordinal Scale

### **Leading People**

This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. The Leading People section is 10% of your overall evaluation.

### **Conflict Management**

- Encourages creative tension and differences of opinions.
- Anticipates and takes steps to prevent counter-productive confrontations.
- Manages and resolves conflicts and disagreements in a constructive manner.
- Words and actions are constructive and professional; expresses disagreement through the appropriate channels and in a respectful manner.

### **Leveraging Diversity**

- Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.
- Takes positive steps to achieve the organization's Diversity and Inclusion goals.

### **Developing Others**

- Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- Ensures timely completion of training in the area of responsibility.
- Implements formal and informal recognition programs to reward employees.

### **Team Building**

- Inspires and fosters team commitment, spirit, pride, and trust.
- Facilitates cooperation and motivates team members to accomplish group goals.

## Results Driven

This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, collecting, and utilizing relevant data, analyzing problems, and calculating risks. The Results Driven section is 10% of your overall evaluation.

### Accountability

- Holds self and others accountable for measurable high-quality, timely, and cost-effective results.
- Determines objectives, sets priorities, and delegates work.
- Accepts responsibility for mistakes.
- Complies with established control systems and rules.

### Customer Service

- Anticipates and meets the needs of both internal and external customers.
- Delivers high-quality products and services.
- Is committed to continuous improvement.

### Decisiveness

- Makes well-informed, effective, and timely decisions, even when data is limited or solutions produce unpleasant consequences.
- Perceives and anticipates the impact and implications of decisions – on the department and the entire organization.

### Entrepreneurship

- Positions the organization for future success by identifying new opportunities.
- Builds the organization by developing or improving products or services.
- Takes calculated risks to accomplish organizational objectives.

### Problem Solving

- Identifies and analyzes problems.
- Generates and evaluates alternative solutions; makes recommendations.
- Weighs relevance and accuracy of information.
- Makes business decisions with an emphasis on a quantitative approach. Able to discover and communicate meaningful patterns in data.

### Technical Credibility

- Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.
- Advocates for and fosters the implementation of best practices in the field of expertise.



## Business Acumen

This core qualification involves the ability to manage human, financial, and information resources strategically. The Business Acumen section is 10% of your overall evaluation.

### Financial Management

- Understands and applies the organization's financial processes.
- Prepares, justifies and administers the program budget.
- Monitors expenditures and uses cost-benefit thinking to set priorities.
- Adheres to budget.

### Contract Management

- Oversees procurement and contracting to achieve desired results.
- Achieves Business Diversity goals in contract negotiations.
- Achieves compliance with Business Diversity goals in contract execution.

### Staffing

- Builds and manages workforce based on organizational goals, budget considerations, and staffing needs.
- Ensures that employees are appropriately recruited and selected for available positions.
- Follows staffing and recruitment procedures.

### Performance Management and Development

- Ensures that employees' performance is appropriately appraised and rewarded.
- Sets appropriate goals and objectives for subordinates on time.
- Acts to address performance problems.
- Ensures that employees are appropriately trained and allocates sufficient resources (time and budget) to training initiatives.

### Information Technology

- Keeps up-to-date on technological developments.
- Makes effective use of technology to achieve results.
- Ensures access to and security of technology systems.

## Building Coalitions

This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. The Building Coalitions section is 10% of your overall evaluation.

### Partnering and Political Savvy

- Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
- Identifies the internal and external politics that impact the work of the organization.
- Perceives organizational and political reality and acts accordingly.

**Influencing and Negotiating**

- Persuades others and builds consensus through give and take.
- Gains cooperation from others to obtain information and accomplish goals.

Evaluation Overall Section | Executive Overall Performance Scale

**Overall Rating**

**Process**

1

Add goals to the performance plan  
TC Broadnax Jr

x

2

Check In step  
TC Broadnax Jr

3

Signature(Rating Acknowledgement)  
TC Broadnax Jr

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