

Memorandum



CITY OF DALLAS

DATE August 25, 2023

TO Honorable Mayor and Members of the City Council

SUBJECT **FY 2023-24 Budget – Remaining Timeline and Amendment Process**

Thank you for your ongoing engagement and support in the FY 2023-24 budget development process. The remaining timeline and information about the amendment process is provided below.

Remaining Timeline

Date	Action
August 30	Meeting cancelled
September 1	City Council Member proposed amendments due to the City Manager and Chief Financial Officer by 10:00 a.m.
September 1	Distribute proposed amendments received by 10:00 a.m. on September 1 at 5:00 p.m.
September 6	Budget Workshop: Consider Amendments (straw votes anticipated), Adopt budget on First Reading
September 9	Advertise tax rate notice and budget appropriation ordinance
September 20	Hold tax rate public hearing, Adopt tax rate and budget on Final Reading, Approve other budget-related agenda items
October 1	Fiscal year begins

Budget Amendment Process

At this point in the budget development process, City Council Members are invited to submit their amendments to the City Manager's proposed budget for FY 2023-24. City Council Member proposed amendments should be balanced with a specific source of funds identified to cover the full amount of the desired use of funds. Although the City Council will only adopt the FY 2023-24 budget on September 20, we ask that you submit amendments that are sustainable over both years of the biennial. Amendments are balanced when an on-going source of funds is identified to offset an on-going use of funds, or if a one-time source of funds is identified it should only be used to offset a one-time use of funds.

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Please use this [form](#) to submit your proposed amendments. If you need assistance with your amendments, please contact me or Janette Weedon.

If you are co-sponsoring an amendment with one or more of your colleagues, the amendment should only be submitted once – by one member of the City Council. Please do not submit duplicate copies of the same amendment.

As you can see in the above timeline, we request that all City Council Member proposed amendments be submitted to the City Manager by 10:00 a.m. on Friday, September 1. This will allow staff time to conduct a technical review of amendments, work with each City Council Member as needed, and distribute balanced amendments received to all members of the City Council on Friday, September 1 by 5:00 p.m.

Historically, we package and number the amendments based on the order in which we receive them. It is the discretion of the presiding officer to determine the order in which the City Council will discuss the amendments. While this memo outlines the steps to submit amendments in advance of the meeting scheduled for September 6, City Council Members may offer floor amendments up to and including the day of final budget adoption on September 20.

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



Jack Ireland
Chief Financial Officer

c: T.C. Broadnax, City Manager
Tammy Palomino, Interim City Attorney
Mark Swann, City Auditor
Billierae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Deputy City Manager
Jon Fortune, Deputy City Manager
Majed A. Al-Ghafry, Assistant City Manager
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Dr. Robert Perez, Assistant City Manager
Carl Simpson, Assistant City Manager
Genesis D. Gavino, Chief of Staff to the City Manager
Directors and Assistant Directors