

# Memorandum



CITY OF DALLAS

DATE August 21, 2024

TO Honorable Mayor and Members of the City Council

SUBJECT **FY 2024-25 Budget – Remaining Timeline and Amendment Process**

Thank you for your ongoing engagement and support in the FY 2024-25 budget development process. The remaining timeline and information about the amendment process is provided below.

## Remaining Timeline

Date	Action
August 30	City Council Member proposed amendments if any due to the City Manager and Chief Financial Officer by 10:00 a.m.
August 30	Distribute proposed amendments received August 30 at 10:00 a.m. after 5:00 p.m.
September 4	Budget Workshop: Consider Amendments (straw votes anticipated), Adopt budget on First Reading
September 7	Advertise tax rate notice and budget appropriation ordinance
September 18	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 if any, to the City Manager's proposed budget for FY 2024-25. 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 2024-25 budget on September 18, we ask that if you submit amendments that they 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.

Similar to prior years, we will work with each City Council Member and, as needed, suggest an alternative source of funds that may have less service impact. Please use this [form](#) to submit proposed amendments.

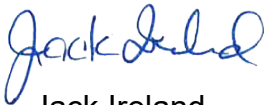
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If you are co-sponsoring an amendment with one or more of your colleagues, the amendment should only be submitted once – by one member of the City Council. Please do not submit duplicate copies of the same amendment.

As you can see in the above timeline, we request that all City Council Member proposed amendments be submitted to the City Manager and Chief Financial Officer by 10:00 a.m. on Friday, August 30. 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, August 30 after 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 4, City Council Members may offer floor amendments up to and including the day of final budget adoption on September 18.

If you have any questions or need assistance preparing an amendment, please contact me or Janette Weedon, Director of Budget & Management Services.



Jack Ireland  
Chief Financial Officer

c: Kimberly Bizer Tolbert, City Manager (I)  
Tammy Palomino, City Attorney  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Dominique Artis, Chief of Public Safety (I)  
Dev Rastogi, Assistant City Manager

M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager  
Alina Ciocan, Assistant City Manager  
Donzell Gipson, Assistant City Manager (I)  
Robin Bentley, Assistant City Manager (I)  
Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I)  
Directors and Assistant Directors