

Memorandum



CITY OF DALLAS

DATE June 23, 2023

TO Honorable Mayor and Members of the City Council

SUBJECT **Preparing for FY 2023-24 August Budget Town Hall Meetings**

The FY 2023-24 August Budget Town Hall meetings begin on Thursday, August 10, and end on Thursday, August 24. These meetings provide residents an opportunity to provide feedback on the City Manager’s Recommended Biennial Budget for FY 2023-24 and FY 2024-25. Should you decide to host meetings for your district, this memo provides information to assist in your planning.

Remote/Virtual Meetings

For virtual meetings, a representative from the City Manager’s Office will be available to provide brief introductory remarks, and staff representatives from various departments will be available to answer questions. Staff will support Webex meetings and, if desired, coordinate and provide funding for one tele-town hall meeting (TTHM) for each City Council district. The City has used the TTHM tool successfully for several years. In this scenario, the vendor calls district residents a few days prior to the scheduled meeting and allows residents to “opt-in” to the call on the evening of the event, or residents can register online. Budget and Management Services (BMS) will reach out to Council Assistants that have requested the tele-town hall meeting format to coordinate the event.

The available dates and capabilities of both formats are outlined below.

Format	Availability	# of Participants	Other Features
Webex	Any day/time between 8/10 and 8/24	Up to 3,000 per event	<ul style="list-style-type: none">• Email invitations• Meeting reminders• Post-event surveys
Tele-Town Hall Meeting	[TBD]*	Limited to residents within the selected district(s)	<ul style="list-style-type: none">• Simulcast in Spanish• Accessible online• Polling questions

*We can host two 60-minute meetings each evening at the time you choose (including simultaneously). Any additional TTHMs will be funded from your district budget and are subject to vendor availability.

With either virtual format, you may choose to broadcast from any location. City staff will also be available remotely to answer questions or provide information, as needed.

In-Person Opportunities

If you choose to hold in-person meetings, a representative from the City Manager’s Office will attend to provide brief introductory remarks, and we will provide a pre-recorded video of a traditional PowerPoint presentation. The City Manager representative will be available to assist with questions and departmental staff will be available. Additional language interpretation is available as well as an option to host all Spanish town hall meetings with City staff in attendance.

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Please provide your meeting dates, times, virtual or in-person location, and language option(s) to Nikki Christmas, Interim Director of Mayor and Council Office by Friday, June 30. We will provide flyers and other collateral materials in English and Spanish to promote meetings. Budget and Management Services will finalize the schedule and provide marketing materials for you by Friday, July 21.

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



Jack Ireland
Chief Financial Officer

- c: Honorable Mayor and Members of the City Council
T.C. Broadnax, City Manager
Tammy Palomino, Interim City Attorney
Mark Swann, City Auditor
Billerae 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