

Memorandum



CITY OF DALLAS

DATE August 20, 2021

TO Honorable Mayor and Members of the City Council

SUBJECT **FY 2021-22 Budget - Remaining Timeline and Amendment Process**

Thank you for your ongoing engagement and support in the FY 2021-22 budget development process. The remaining timeline and information about the amendment process is provided below.

Remaining Timeline

Date	Action
August 25	<ul style="list-style-type: none"> ▪ Vote to set tax rate ceiling and call tax rate public hearing for September 22 ▪ Hold budget public hearing
August 26	<ul style="list-style-type: none"> ▪ Last day of town hall meetings
August 27	<ul style="list-style-type: none"> ▪ City Council Member proposed amendments due to the City Manager and Chief Financial Officer by 10:00 am ▪ Distribute proposed amendments received by 10:00 a.m. to all City Council Members
August 30	<ul style="list-style-type: none"> ▪ Distribute additional proposed amendments received after August 27 at 10:00 a.m.
September 1	<ul style="list-style-type: none"> ▪ City Council meeting to continue discussion of FY 2021-22 budget ▪ Discuss proposed amendments and conduct straw poll of each proposed amendment
September 9	<ul style="list-style-type: none"> ▪ Approve FY 2021-22 budget ordinance on First Reading
September 11	<ul style="list-style-type: none"> ▪ Publish budget ordinance approved at First Reading per City Charter ▪ Advertise tax rate public hearing to be held on September 22
September 14	<ul style="list-style-type: none"> ▪ Amendment workshop (if necessary)
September 22	<ul style="list-style-type: none"> ▪ Hold tax rate public hearing ▪ Approve FY 2021-22 budget on Final Reading ▪ Adopt ad valorem tax rate ▪ Approve other budget-related agenda items
October 1	<ul style="list-style-type: none"> ▪ Begin new fiscal year

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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 2021-22. 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 2021-22 budget on September 22, 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. Please use this [form](#) to submit your proposed amendments.

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, August 27. This will allow staff time to conduct a technical review of the amendment and then distribute amendments received to all members of the City Council that same day. Amendments received after 10:00 a.m. will be distributed to the City Council on Monday, August 30.

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. The Government Performance and Financial Management Committee is scheduled to discuss the amendment process on Monday, August 23 and may offer recommendations to the Mayor on the process for handling budget amendments.

From prior year experience, most City Council Members appreciate receiving the proposed amendments in advance of the meeting scheduled for September 1. However, floor amendments may be offered up to and including the day of final budget adoption.

If you have questions or need assistance preparing an amendment, please contact me or Jack Ireland, Budget and Management Services Director.



M. Elizabeth Reich
Chief Financial Officer

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

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