

Memorandum



CITY OF DALLAS

DATE August 28, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **FY 2019-20 Budget Amendment Process**

Thank you for your participation in yesterday's committee of the whole to discuss amendments to the proposed FY 2019-20 budget. This memo provides additional details on the remaining steps in the process. The calendar is also included below in tabular format for reference.

Based on yesterday's straw votes, we will incorporate the amendments that received a majority "yes" vote into the budget ordinance for a vote on Wednesday, September 4. The City Charter requires City Council to approve the budget on two readings—the first is on September 4, and the final reading is scheduled for Wednesday, September 18.

You have an opportunity to submit proposed amendments for consideration prior to the vote on September 4. We are changing the process slightly from the one we used last week to enable staff to more quickly consolidate the amendments to send to you for review.

Please submit an Excel file to me and City Manager T.C. Broadnax by 10 a.m. Friday, August 30, using the attached template. An example of the updated template is below.

Amendment Lead -			
Co-Sponsors:			
Source of Funds	Amount	Use of Funds	Amount
Staff Comments:			
Council Action:			

For each amendment, if you are cosponsoring the amendment with others, please identify one Council Member as the lead and other supporting Council Members as co-sponsors. We ask the lead to submit the amendment and that co-sponsors not submit it individually. Keep in mind that amendments must identify not only the use of funds, but also an equal source of funds. If the use of funds will be recurring (vs. one-time), then the source of funds must be recurring as well to ensure the budget remains balanced in future years.

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Once you submit your amendments, we will check them for any technical issues and contact you, if necessary.

On September 4, the Mayor will open the floor for discussion and straw votes on additional amendments submitted by the August 30 deadline. After considering amendments submitted in advance, Council members may consider other amendments from the floor. Once discussion is complete, a summary of actions taken will be read into the record. The City Secretary will read the budget ordinance with amendments from the August 26 meeting and a summary of changes approved that day. Council members will then move to vote on the item, and the City Council will vote to adopt the budget on first reading.

If needed, the City Council may consider further amendments on Tuesday, September 10. If so, those amendments will be due by 10 a.m. Friday, September 6. We will send another memo in advance of this date as a reminder.

Staff will distribute the final budget ordinance with all approved amendments to the City Council on Friday, September 13, for review prior to consideration on September 18. At the meeting on September 18, Council Members will vote to adopt the budget on second (final) reading, along with other action items, including a vote on the property tax rate.

Date	Activity
10 a.m., Friday, August 30	Proposed amendments due for consideration on September 4
Wednesday, September 4	Consideration and adoption of budget ordinance on first reading
10 a.m., Friday, September 6	Proposed amendments due for consideration on September 10 (if needed)
Tuesday, September 10	Committee of the whole to consider additional amendments (if needed)
Friday, September 13	Staff to distribute final budget ordinance to City Council
Wednesday, September 18	Consideration and adoption of budget ordinance on second (final) reading and other budget-related items

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If you have questions, please contact me or Jack Ireland, Director of the Office of Budget.



M. Elizabeth Reich
Chief Financial Officer

[Attachment]

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney (Interim)
Mark Swann, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer 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
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer
Michael Mendoza, Chief of Economic Development and Neighborhood Services
Laila Aleqresh, Chief Innovation Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors