

Memorandum



CITY OF DALLAS

DATE August 23, 2017

TO Honorable Mayor and Members of the City Council

SUBJECT **FY 2017-18 Annual Budget – Amendment Process**

At the August 30, 2017 City Council Briefing, the Chair of each Council Committee will report their committee's proposed budget amendments. In addition, City Council will review individual amendments submitted to the City Manager's Office.

The deadline to submit individual amendments is August 28, 2017. We will distribute a memorandum summarizing all proposed budget amendments to Council Members no later than August 29. Attached is the memorandum distributed on August 11 outlining the FY 2017-18 Budget Process and the respective budget amendment form.

Please contact me if you have any questions or need additional information.

A handwritten signature in blue ink that reads "M. Elizabeth Reich".

M. Elizabeth Reich
Chief Financial Officer

Attachment

C: T. C. Broadnax, City Manager
Larry Casto, City Attorney
Craig D. Kinton, City Auditor
Billerae Johnson, City Secretary (Interim)
Daniel F. Solis, Administrative Judge
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager

Jo M. (Jody) Puckett, Assistant City Manager (Interim)
Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
Nadia Chandler Hardy, Chief of Community Services
Raquel Favela, Chief of Economic Development & Neighborhood Services
Theresa O'Donnell, Chief of Resilience
Directors and Assistant Directors

Memorandum



CITY OF DALLAS

DATE August 11, 2017

TO Honorable Mayor and Members of the City Council

SUBJECT **FY 2017-18 Budget Process**

As discussed at the budget presentation on Tuesday, August 8, the remaining budget development schedule will be different than included in the briefing materials.

Rather than having budget briefings on August 16 and 30, all briefings will be provided on Wednesday, August 16. On this date, we will brief Council on Truth-in-Taxation and on all six of the Strategic Areas.

Following this briefing day, Council amendments will be managed through the six committees that are aligned to the Strategic Areas. Please submit your proposed budget amendments to the chair of the assigned committee by the Friday prior to the meeting. Committees will discuss amendments and make recommendations on the following dates:

Monday, August 21:

9:00 to 10:30 – Economic Development and Housing Committee (Tennell Atkins)
11:00 to 12:30 – Human and Social Needs Committee (Casey Thomas)
1:00 to 2:30 – Government Performance and Financial Management Committee (Jennifer Gates)

Monday, August 28:

9:00 to 10:30 – Quality of Life, Arts, and Culture Committee (Sandy Greyson)
11:00 to 12:30 – Public Safety and Criminal Justice Committee (Adam McGough)
1:00 to 2:30 – Mobility Solutions, Infrastructure, and Sustainability Committee (Lee Kleinman)

On Tuesday, August 29, we will send to Council all submitted amendments and the associated committee recommendations from the six committee meetings. The chair of each committee will then report to full Council on Wednesday, August 30.

If Council Members choose not to submit amendments through the committees, please submit them to the City Manager's Office no later than Monday, August 28 at noon for inclusion in the memo to full Council on August 29.

We will incorporate amendments into the budget ordinance as appropriate. Council will consider the budget "second reading" and tax rate ordinance on September 20.

To facilitate the amendment process, attached is a form for you to use. It is important to remember that in order to maintain a balanced budget, amendments must identify not

only the Use of Funds, but also an equal amount of Source of Funds. If the Use of Funds will be recurring, then the Source of Funds must be recurring as well to ensure that the amendment does not negatively impact future years.

If you have any questions, please contact me, Elizabeth Reich, or Jack Ireland.



F.C. Broadnax
City Manager

Attachment

c: Larry Casto, City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager
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M. Elizabeth Reich, Chief Financial Officer
Nadia Chandler Hardy, Chief of Community Services
Theresa O'Donnell, Chief of Resilience
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CITY OF DALLAS

DATE August 11, 2017

TO Committee Chair Name

SUBJECT **FY 2017-18 Budget Amendments**

I propose the following balanced amendment(s) to the FY 2017-18 budget.

Amendment #1

Source of Funds	Use of Funds

Amendment #2

Source of Funds	Use of Funds

Amendment #3

Source of Funds	Use of Funds

Council Member

- c: T. C. Broadnax, City Manager
- Kimberly Bizer Tolbert, Chief of Staff to the City Manager
- M. Elizabeth Reich, Chief Financial Officer
- Jack Ireland, Director, Office of Budget