

Memorandum



CITY OF DALLAS

DATE October 2, 2015

TO The Honorable Mayor and Members of the City Council

SUBJECT 2016 City Calendar

The October 7th briefing agenda includes a briefing on the 2016 City Calendar. The briefing and calendar are attached for your review.

Please let me know if you need additional information.


Jeanne Chipperfield
Chief Financial Officer

Attachment

c: A.C. Gonzalez, City Manager
Warren M.S. Ernst, City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge
Ryan S. Evans, First Assistant City Manager

Jill A. Jordan, P.E., Assistant City Manager
Joey Zapata, Assistant City Manager
Mark McDaniel, Assistant City Manager
Eric D. Campbell, Assistant City Manager
Sana Syed, Public Information Officer
Elsa Cantu, Assistant to the City Manager

2016 City Calendar

CITY COUNCIL BRIEFING - OCTOBER 7, 2015



Purpose

Review the City Calendar for January 2016 through December 2016

- City Council meetings
- Council Committee meetings
- Campaign Finance Reports
- Council-staff planning session
- FY2016-17 budget schedule
- Holidays

Next Steps

Note: Council Resolution #89-3796 requires the City Council to adopt an annual calendar.

City Council Meetings

Regular meetings of the City Council are typically scheduled on each Wednesday (except 5th Wednesday)

- 1st and 3rd Wednesday – briefing meetings typically begin at 9:00 a.m. at City Hall in room 6E-South
- 2nd and 4th Wednesday – agenda meetings typically begin at 9:00 a.m. at City Hall in the Council Chambers
- 5th Wednesday – no meeting

City Council Meetings

Some City Council meetings have been canceled, moved, or adjusted

- February 3 – cancel due to Council-staff planning session
- March 9 – cancel due to National League of Cities Conference and Spring Recess
- March 16 – cancel due to Spring Recess
- July – cancel due to July recess in accordance with Council resolution #90-2673
- October 5 – cancel due to Texas Municipal League
- October 12 – move to Tuesday, October 11 due to Yom Kippur (adjourn by 2:00pm)
- November 16 – move to Tuesday, November 15 due to National League of Cities Conference
- November 23– cancel week of Thanksgiving
- December 21 – cancel week before Christmas
- December 28 – cancel week after Christmas

Committees – 1st and 3rd Mondays

Economic Development

- 1st and 3rd Monday – 9:00 a.m. to 10:30 a.m.

Housing

- 1st and 3rd Monday – 11:00 a.m. to 12:30 p.m.

Budget, Finance, and Audit

- 1st and 3rd Monday – 1:00 p.m. to 2:30 p.m.

Arts, Culture, and Libraries

- 3rd Monday – 3:00 p.m. to 4:30 p.m.

Economic Development	Housing	Budget, Finance, and Audit	Arts, Culture, and Libraries
1 st & 3 rd Monday	1 st & 3 rd Monday	1 st & 3 rd Monday	3 rd Monday (adjusted for cancelations)
9:00 a.m. to 10:30 a.m.	11:00 a.m. to 12:30 p.m.	1:00 p.m. to 2:30 p.m.	3:00 p.m. to 4:30 p.m.
January 4 (Monday) January 19 (Tuesday) – Moved from Monday to Tuesday due to Martin Luther King, Jr. Day (City holiday)			
February 1 (Monday) February 16 (Tuesday) – Moved from Monday to Tuesday due to Presidents’ Day (City holiday)			
March 7 (Monday) – Canceled due to Spring Recess March 21 (Monday)			
April 4 (Monday) April 18 (Monday)			
May 2 (Monday) May 16 (Monday)			
June 6 (Monday) June 20 (Monday)			
July 4 (Monday) – Canceled due to July recess July 18 (Monday) – Canceled due to July recess			
August 1 (Monday) August 15 (Monday)			
September 6 (Tuesday) – Moved from Monday to Tuesday due to Labor Day/ Cesar E. Chavez Day (City holiday) September 19 (Monday)			
October 3 (Monday) October 17 (Monday)			
November 7 (Monday) – Includes Arts, Culture, and Libraries since 3 rd Monday canceled week of Thanksgiving November 21 (Monday) – Canceled due to Thanksgiving holiday			
December 5 (Monday) – Includes Arts, Culture, and Libraries since 3 rd Monday canceled week before Christmas December 19 (Monday) – Canceled week before Christmas			

Committees – 2nd and 4th Mondays

Quality of Life and Environment

- 2nd and 4th Monday – 9:00 a.m. to 10:30 a.m.

Public Safety

- 2nd and 4th Monday – 11:00 a.m. to 12:30 p.m.

Transportation and Trinity River Project

- 2nd and 4th Monday – 1:00 p.m. – 2:30 p.m.

Quality of Life and Environment	Public Safety	Transportation and Trinity River Project
2 nd & 4 th Monday	2 nd & 4 th Monday	2 nd & 4 th Monday
9:30 a.m. to 10:30 a.m.	11:00 a.m. to 12:30 p.m.	1:00 p.m. to 2:30 p.m.
January 11 (Monday) January 25 (Monday)		
February 8 (Monday) February 22 (Monday)		
March 14 (Monday) – Canceled due to Spring Recess March 28 (Monday)		
April 11 (Monday) April 25 (Monday)		
May 9 (Monday) May 23 (Monday)		
June 13 (Monday) June 27 (Monday)		
July 11 (Monday) – Canceled due to July recess July 25 (Monday) – Canceled due to July recess		
August 8 (Monday) August 22 (Monday)		
September 12 (Monday) September 26 (Monday)		
October 10 (Monday) October 24 (Monday)		
November 14 (Monday) November 28 (Monday) – Canceled week following Thanksgiving		
December 12 (Monday) December 26 (Monday) – Canceled week of Christmas holiday		

Campaign Finance Report Due Dates

Council campaign dates are mandated by the State and subject to change

- January 15- Campaign finance report due (semi-annual)
- July 15- Campaign finance report due (semi-annual)

Council-Staff Planning Session

Council and staff planning meetings are scheduled for

- Tuesday, February 2
- Wednesday, February 3

FY2016-17 Budget Schedule

Schedule for development of the FY 2016-17 budget includes:

December 2, 2015	Budget Workshop (not included on calendar)
February 2-3	Council-Staff Planning Session
March 2	Budget Workshop
March 23	Budget Public Hearing
May 4	Budget Workshop
May 25	Budget Public Hearing
June 15	Budget Workshop
July 25	Appraisal Districts certify 2016 tax roll
August 5	Deliver City Manager's recommended budget to Council Members
August 9	Budget Workshop: City Manager's Recommended Budget
August 9 to Sept 1	Budget Town Hall Meetings
August 17	Budget Workshop
August 24	Budget Public Hearing
August 30	Budget Workshop (optional)
September 7	Budget Workshop
September 7	Adopt Budget on First Reading
September 13	Budget Workshop
September 21	Adopt Budget on Second Reading and Adopt Tax Rate
October 1	Begin FY 2016-17

Budget Schedule

Notable Changes from 2015 Calendar

- August 2016 has five Mondays and Wednesdays
 - Budget Workshop on Tuesday, August 30 is included as a placeholder to allow more time for Council to be briefed on recommended budget, if needed
- Budget Amendments
 - Two potential dates are included on calendar- Wednesday, September 7 and Tuesday, September 13
- Last day to adopt tax rate is Wednesday, September 21, as agreed to in City's tax collection contract with Dallas County

Holidays

The City recognizes the following holidays:

New Year's Day	Friday, January 1
Martin Luther King, Jr. Day	Monday, January 18
Presidents' Day	Monday, February 15
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Thanksgiving Day	Thursday, November 24
Day After Thanksgiving	Friday, November 25
Christmas Day	Monday, December 26

Next Steps

Adoption of the 2016 Calendar is scheduled for City Council consideration on October 14 addendum

Appendix

January through December 2016 Calendar

January 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 New Year's Day City Holiday	2
3	4 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit	5	6 Council Briefing 9:00am	7	8	9
10	11 Council Committees: 9:00am- Quality of Life & Environment 11:00am- Public Safety 1:00pm- Transportation & Trinity River Project	12	13 Council Agenda 9:00am	14	15 Campaign Finance Report Due (Semi- annual)	16
17	18 Council Committee Meetings Moved to January 19 Martin Luther King, Jr. Day City Holiday	19 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit 3:00pm-Arts, Culture & Libraries	20 Council Briefing 9:00am U.S. Conference of Mayors Washington, DC	21 U.S. Conference of Mayors Washington, DC	22 U.S. Conference of Mayors Washington, DC	23
24	25 Council Committees: 9:00am- Quality of Life & Environment 11:00am- Public Safety 1:00pm- Transportation & Trinity River Project	26	27 Council Agenda 9:00am	28	29	30
31						

February 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit	2 Council-Staff Planning Session	3 Council Briefing Canceled Council-Staff Planning Session	4	5	6
7	8 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	9	10 Council Agenda 9:00am	11	12	13
14	15 Council Committee Meetings Moved to February 16 Presidents' Day City Holiday	16 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit 3:00pm-Arts, Culture & Libraries	17 Council Briefing 9:00am	18	19	20
21	22 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	23	24 Council Agenda 9:00am	25	26	27
28	29					

Note: Council Agenda meetings are held in the Council Chambers and Council Briefing and committee meetings are held in room 6ES at Dallas City Hall.

March 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Council Briefing 9:00am Budget Workshop	3	4	5 National League of Cities Conference-Washington, D.C.
6 National League of Cities Conference-Washington, D.C.	7 City Council Committee Meetings Canceled Council Recess National League of Cities Conference-Washington, D.C.	8 Council Recess National League of Cities Conference-Washington, D.C.	9 City Council Meeting Canceled Council Recess National League of Cities Conference-Washington, D.C.	10 Council Recess	11 Council Recess	12
13	14 Council Committee Meetings Canceled Council Recess	15 Council Recess	16 City Council Meeting Canceled Council Recess	17 Council Recess	18 Council Recess	19
20	21 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit 3:00pm-Arts, Culture & Libraries	22	23 Council Agenda 9:00am Budget Public Hearing	24	25 Good Friday	26
27 Easter Sunday	28 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	29	30 Fifth Wednesday – No City Council Meeting	31		

April 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit	5	6 Council Briefing 9:00am	7	8	9
10	11 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	12	13 Council Agenda 9:00am	14	15	16
17	18 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit 3:00pm-Arts, Culture & Libraries	19	20 Council Briefing 9:00am	21	22	23
24	25 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	26	27 Council Agenda 9:00am	28	29	30
					Passover (Begins at Sundown)	Passover Second Night Seder

May 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit	3	4 Council Briefing 9:00am Budget Workshop	5	6	7
8	9 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	10	11 Council Agenda 9:00am	12	13	14
15	16 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit 3:00pm-Arts, Culture & Libraries	17	18 Council Briefing 9:00am	19	20	21
22	23 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	24	25 Council Agenda 9:00am Budget Public Hearing	26	27	28
29	30 Memorial Day City Holiday	31				

June 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Council Briefing 9:00am	2	3	4
5	6 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit	7	8 Council Agenda 9:00am	9	10	11
12	13 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	14	15 Council Briefing 9:00am Budget workshop	16	17	18
19	20 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit 3:00pm-Arts, Culture & Libraries	21	22 Council Agenda 9:00am	23	24 U.S. Conference of Mayors Indianapolis, IN	25 U.S. Conference of Mayors Indianapolis, IN
26 U.S. Conference of Mayors Indianapolis, IN	27 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project U.S. Conference of Mayors Indianapolis, IN	28	29 Fifth Wednesday – No City Council Meeting	30		

July 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Council Recess Per Resolution 90-2673 Passed August 22, 1990 Independence Day City Holiday	5	6 Council Recess Per Resolution 90-2673 Passed August 22, 1990	7 Eid Al-Fitr	8	9
10	11 Council Recess Per Resolution 90-2673 Passed August 22, 1990	12	13 Council Recess Per Resolution 90-2673 Passed August 22, 1990	14	15 Campaign Finance Report Due (Semi- annual)	16
17	18 Council Recess Per Resolution 90-2673 Passed August 22, 1990	19	20 Council Recess Per Resolution 90-2673 Passed August 22, 1990	21	22	23
24	25 Council Recess Per Resolution 90-2673 Passed August 22, 1990	26	27 Council Recess Per Resolution 90-2673 Passed August 22, 1990	28	29	30
31						

August 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit	2	3 Council Briefing 9:00am	4	5	6
7	8 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	9 Budget Workshop 9:00am Presentation of City Manager's Recommended Budget Budget Town Hall Meetings Begin	10 Council Agenda 9:00am	11	12	13
14	15 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit 3:00pm-Arts, Culture & Libraries	16	17 Council Briefing 9:00am Budget Workshop	18	19	20
21	22 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	23	24 Council Agenda 9:00am Budget Public Hearing	25	26	27
28	29	30 Budget Workshop 9:00am (optional)	31 Fifth Wednesday – No City Council Meeting			

September 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Budget Town Hall Meetings End	2	3
4	5 Council Committee Meetings Moved to September 6 Labor Day / Cesar E. Chavez Day City Holiday	6 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit	7 Council Briefing 9:00am Budget Workshop Vote to Adopt Budget 1 st Reading	8	9	10
11 September 11 th Remembrance Day	12 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	13 Budget Workshop 9:00am Eid Al-Adha	14 Council Agenda 9:00am	15	16	17
18	19 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit 3:00pm-Arts, Culture & Libraries	20	21 Council Briefing 9:00am Vote to Adopt Budget 2 nd Reading	22	23	24
25	26 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	27	28 Council Agenda 9:00am	29	30	

October 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 Rosh Hashanah (Begins at Sundown)	3 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit Rosh Hashanah	4 Texas Municipal League Annual Conference – Austin, Texas	5 City Council Meeting Canceled Texas Municipal League Annual Conference – Austin, Texas	6 Texas Municipal League Annual Conference – Austin, Texas	7 Texas Municipal League Annual Conference – Austin, Texas	8
9	10 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	11 Council Agenda 9:00am (Adjourn by 2:00pm) Yom Kippur (Begins at Sundown)	12 City Council Meeting Moved to October 11 Yom Kippur	13	14	15
16	17 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit 3:00pm-Arts, Culture & Libraries	18	19 Council Briefing 9:00am	20	21	22
23	24 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	25	26 Council Agenda 9:00am	27	28	29
30	31					

November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Council Briefing 9:00am	3	4	5
6	7 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit 3:00pm-Arts, Culture & Libraries	8	9 Council Agenda 9:00am	10	11 Veterans Day	12
13	14 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	15 Council Briefing 9:00am	16 City Council Meeting Moved to November 15 National League of Cities Conference- Pittsburgh, PA	17 National League of Cities Conference- Pittsburgh, PA	18 National League of Cities Conference- Pittsburgh, PA	19 National League of Cities Conference- Pittsburgh, PA
20	21 Council Committee Meetings Canceled	22	23 City Council Meeting Canceled	24 Thanksgiving Day City Holiday	25 Day after Thanksgiving Day City Holiday	26
27	28 Council Committee Meetings Canceled	29	30 Fifth Wednesday – No City Council Meeting			

December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit 3:00pm-Arts, Culture & Libraries	6	7 Council Briefing 9:00am	8	9	10
11	12 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	13	14 Council Agenda 9:00am	15	16	17
18	19 Council Committee Meetings Canceled	20	21 City Council Meeting Canceled	22	23	24 Eight Days of Hanukah (Begins at Sundown)
25 Christmas Day/ Hanukah	26 Council Committee Meetings Canceled Christmas Day City Holiday Kwanzaa Begins	27	28 City Council Meeting Canceled	29	30	31