

# Memorandum



CITY OF DALLAS

DATE October 20, 2023

TO Honorable Mayor and Members of the City Council

SUBJECT **Charter Review Commission Update and Amendment Submission Process**

Following the October 12, 2023, meeting of the Charter Review Commission (Commission), staff issued a call for suggested amendments to City Councilmembers, City staff, Charter Review Commissioners, community partners, businesses, and the public. Amendments may be submitted in either English or Spanish by five different methods, including via [online form](#) (also [available in Spanish](#)), via email ([charterreview@dallas.gov](mailto:charterreview@dallas.gov)), by phone, in person, or via mail. The Commission is accepting submissions through December 15 and will take them up for consideration beginning in January 2024 or earlier, at the discretion of the presiding officer.

All suggested amendments will be compiled, reviewed by the appropriate City departments, and provided to the Commission. The Commission is considering amendments that fall into one of three categories:

- **Policy amendments**
  - 2014 examples include: revising the redistricting process, requiring ordinances and notices to be posted on the City website, revision of the procedure to remove judges, etc.
- **Operational amendments**
  - 2014 examples include: allowing the City Secretary 60 days to review a petition, requiring city council candidates to submit a fee for application, etc.
- **Technical amendments**
  - 2014 examples include: correcting misspellings, updating cross-references, updating the term "officer" to "official," etc.

The Commission plans to consider amendments in these buckets at different meetings beginning in January, subject to the will of the presiding officer. Through December, the Commission plans to review the current Charter in its entirety and to hear from subject matter experts. Commissioners will also be presenting their own amendment proposals. At the Tuesday, October 24 meeting of the Commission, City staff from Communications & Outreach and from the Office of Equity and Inclusion will present a communications plan focused on outreach and accessibility. Staff is coordinating across departments to ensure that the Charter Review process and suggested amendment submission process is clear and accessible in both English and Spanish.

The Commission's final calendar is expected to be approved on October 24<sup>th</sup>. A draft calendar is attached (Appendix A). The Commission will host at least two meetings a month at City Hall and plans to host additional public meetings across Dallas. Locations and times for those meetings are still being finalized by the Commission.

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Commissioners now have access to their City emails. Commissioners are requested to conduct all City-related communications via their City emails, rather than personal emails. Unlike redistricting, Councilmembers are allowed to communicate directly with commissioners. A contact list is attached (Appendix B).

The [Charter Review webpage](#) contains up-to-date information about the Commission, its timeline, and its processes. It also includes 2014 Charter Review documents. You will continue to receive periodic updates as work advances.

Should you have any questions, please contact Jake Anderson, Manager – Government Affairs, at [james.anderson1@dallas.gov](mailto:james.anderson1@dallas.gov).

Sincerely,



Carrie Rogers  
Director  
Office of Government Affairs

c: T.C. Broadnax, City Manager  
Tammy Palomino, City Attorney  
Mark Swann, City Auditor  
Billieae 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  
Jack Ireland, Chief Financial Officer  
Genesis D. Gavino, Chief of Staff to the City Manager  
Directors and Assistant Directors

# September 2023 – Charter Review Commission

| Sunday                                | Monday                         | Tuesday | Wednesday   | Thursday | Friday                                   | Saturday            |
|---------------------------------------|--------------------------------|---------|---|----------|--|---------------------|
|                                       |                                |         |   |          | 1  | 2                   |
| 3                                     | 4<br>Labor Day<br>City Holiday | 5       | 6   | 7        | 8  | 9                   |
| 10                                    | 11                             | 12      | 13  | 14       | 15<br>Rosh Hashanah<br>begins at Sundown | 16<br>Rosh Hashanah |
| 17<br>Rosh Hashanah                   | 18                             | 19      | 20  | 21       | 22                                       | 23                  |
| 24<br>Yom Kippur begins at<br>sundown | 25<br>Yom Kippur               | 26      | 27<br>Charter Review<br>Commission<br>Reception &<br>Orientation 5 p.m. | 28       | 29                                       | 30                  |

# October 2023

| Sunday | Monday  | Tuesday   | Wednesday | Thursday  | Friday | Saturday |
|--------|---|---|-----------|---|--------|----------|
| 1      | 2   | 3   | 4         | 5   | 6      | 7        |
| 8      | 9<br>Indigenous Peoples'<br>Day<br>City Holiday | 10  | 11        | 12<br>Charter Review<br>Commission<br>6:30 p.m. | 13     | 14       |
| 15     | 16  | 17  | 18        | 19  | 20     | 21       |
| 22     | 23  | 24<br>Charter Review<br>Commission<br>6:30 p.m. | 25        | 26  | 27     | 28       |
| 29     | 30  | 31  |           |   |        |          |

# November 2023

| Sunday                         | Monday | Tuesday                                      | Wednesday                           | Thursday                                  | Friday                                   | Saturday           |
|--------------------------------|--------|--|-------------------------------------|---|--|--------------------|
|                                |        |  | 1                                   | 2   | 3  | 4                  |
| 5<br>Daylight Saving Time Ends | 6      | 7<br>Charter Review Commission<br>6:30 p.m.  | 8                                   | 9   | 10<br>Veterans Day Observed City Holiday | 11<br>Veterans Day |
| 12                             | 13     | 14<br>Charter Review Commission<br>6:30 p.m. | 15                                  | 16  | 17                                       | 18                 |
| 19                             | 20     | 21   | 22<br>Thanksgiving Day City Holiday | 23<br>Day after Thanksgiving City Holiday | 24                                       | 25                 |
| 26                             | 27     | 28   | 29                                  | 30  |  |                    |

# December 2023

| Sunday                          | Monday   | Tuesday  | Wednesday   | Thursday                                     | Friday                                      | Saturday   |
|---------------------------------|--|--|---|--|---|--|
|                                 |  |  |   |  | <b>1</b>                                    | <b>2</b><br><br>Charter Review<br>Commission<br>10:00 a.m. Town Hall |
| <b>3</b>                        | <b>4</b>                                       | <b>5</b><br><br>Charter Review<br>Commission<br>6:30 p.m.  | <b>6</b><br><br>Charter Review<br>Commission<br>6:00 p.m. Town Hall | <b>7</b><br><br>Hanukkah begins at<br>sunset | <b>8</b>                                    | <b>9</b>   |
| <b>10</b>                       | <b>11</b>                                      | <b>12</b><br><br>Charter Review<br>Commission<br>6:30 p.m. | <b>13</b>   | <b>14</b>                                    | <b>15</b><br><br>Hanukkah ends at<br>sunset | <b>16</b>  |
| <b>17</b>                       | <b>18</b>                                      | <b>19</b>  | <b>20</b>   | <b>21</b>                                    | <b>22</b>                                   | <b>23</b>  |
| <b>24</b><br><br>Christmas Eve  | <b>25</b><br><br>Christmas Day<br>City Holiday | <b>26</b><br><br>Kwanzaa begins                            | <b>27</b>   | <b>28</b>                                    | <b>29</b>                                   | <b>30</b>  |
| <b>31</b><br><br>New Year's Eve |  |  |   |  |   |  |

# January 2024



| Sunday | Monday  | Tuesday   | Wednesday | Thursday  | Friday | Saturday   |
|--------|---|---|-----------|---|--------|--|
|        | 1<br>New Year's Day<br>City Holiday               | 2   | 3         | 4   | 5      | 6  |
| 7      | 8   | 9   | 10        | 11<br>Charter Review<br>Commission<br>6:30 p.m. | 12     | 13   |
| 14     | 15<br>Martin Luther King, Jr.<br>Day City Holiday | 16  | 17        | 18  | 19     | 20<br>Charter Review<br>Commission<br>10:00 a.m. Town Hall |
| 21     | 22  | 23<br>Charter Review<br>Commission<br>6:30 p.m. | 24        | 25  | 26     | 27   |
| 28     | 29  | 30  | 31        |   |        |  |

Charter Review Commission meetings are conducted in Council Chambers unless otherwise noted.  
 For board and commission meeting dates, please visit <https://dallascityhall.com/government/citysecretary/Pages/Public-Meetings.aspx>.

# February 2024

| Sunday | Monday                                | Tuesday                                      | Wednesday | Thursday | Friday | Saturday   |
|--------|---------------------------------------|--|-----------|----------|--------|--|
|        |                                       |  |           | 1        | 2      | 3  |
| 4      | 5                                     | 6<br>Charter Review<br>Commission 6:30 p.m.  | 7         | 8        | 9      | 10<br>Charter Review<br>Commission<br>10:00 a.m. Town Hall |
| 11     | 12                                    | 13   | 14        | 15       | 16     | 17   |
| 18     | 19<br>Presidents' Day<br>City Holiday | 20<br>Charter Review<br>Commission 6:30 p.m. | 21        | 22       | 23     | 24<br>Charter Review<br>Commission<br>10:00 a.m. Town Hall |
| 25     | 26                                    | 27   | 28        | 29       |        |  |

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# March 2024

| Sunday                  | Monday               | Tuesday   | Wednesday            | Thursday             | Friday   | Saturday  |
|-------------------------|----------------------|---|----------------------|----------------------|--|---|
|                         |                      |   |                      |                      | 1  | 2   |
| 3                       | 4                    | 5<br>Charter Review<br>Commission 6:30 p.m.                                 | 6                    | 7                    | 8  | 9<br>Charter Review<br>Commission<br>10:00 a.m. Town Hall |
| 10<br>Ramadan<br>Begins | 11<br>Council Recess | 12<br>Council Recess  | 13<br>Council Recess | 14<br>Council Recess | 15<br>Council Recess                             | 16  |
| 17                      | 18<br>Council Recess | 19<br>Council Recess  | 20<br>Council Recess | 21<br>Council Recess | 22<br>Council Recess                             | 23  |
| 24                      | 25                   | 26<br>Charter Review<br>Commission 6:30 p.m.<br><br>PRESENT DRAFT<br>REPORT | 27                   | 28                   | 29<br>Cesar E. Chavez /<br>Dolores Huerta<br>Day | 30  |
| 31<br>Easter            |                      |   |                      |                      |  |   |

The City of Dallas maintains normal operations during periods of Council Recess.

# April 2024

| Sunday | Monday                | Tuesday   | Wednesday | Thursday | Friday | Saturday |
|--------|-----------------------|---|-----------|----------|--------|----------|
|        | 1                     | 2<br>Charter Review<br>Commission 6:30 p.m.<br>ADOPT FIINAL<br>REPORT<br><br>CAHRTER REVIEW<br>COMMISSION WORK<br>COMPLETED | 3         | 4        | 5      | 6        |
| 7      | 8                     | 9<br>Ramadan Ends   | 10        | 11       | 12     | 13       |
| 14     | 15                    | 16  | 17        | 18       | 19     | 20       |
| 21     | 22<br>Passover Begins | 23  | 24        | 25       | 26     | 27       |
| 28     | 29                    | 30<br>Passover Ends   |           |          |        |          |

# May 2024

| Sunday                             | Monday                                      | Tuesday   | Wednesday  | Thursday                                    | Friday | Saturday |
|------------------------------------|---|---|--|---|--------|----------|
|                                    |   |   | 1<br>Council Briefing<br>9 a.m.<br>Recommended Briefing Date: Charter Review Commission Report Due to Mayor            | 2   | 3      | 4        |
| 5                                  | 6   | 7   | 8<br>Council Agenda<br>9 a.m.<br>Opportunity for Council to consider recommendations of charter amendments             | 9<br>Potential Council District Town Halls  | 10     | 11       |
| 12                                 | 13<br>Potential Council District Town Halls | 14<br>Potential Council District Town Halls   | 15<br>Council Briefing<br>9 a.m.<br>Charter Review Commission Report Briefing to City Council (CRC Work Completed)     | 16<br>Potential Council District Town Halls | 17     | 18       |
| 19                                 | 20  | 21<br>Last date for CRC to present report to City Council; 10-year date of 2014 report to Council | 22<br>Council Agenda<br>9 a.m.<br>Opportunity for Council to consider recommendations of charter amendments            | 23  | 24     | 25       |
| 26<br>Memorial Day<br>City Holiday | 27  | 28  | 29<br>Fifth Wednesday No City Council Meetings<br>Special Called Meeting<br>Opportunity to Consider Charter Amendments | 30  | 31     |          |

# June 2024

| Sunday   | Monday                           | Tuesday | Wednesday  | Thursday  | Friday | Saturday |
|--|----------------------------------|---------|--|---|--------|----------|
|  |                                  |         |  |   |        | 1        |
| 2  | 3                                | 4       | 5<br>Council Briefing<br>9 a.m.  | 6<br>Charter Review<br>Commission Report<br>– Councilmember<br>Amendments Due<br>by 5 p.m.  | 7      | 8        |
| 9<br>Charter<br>Review<br>Commission<br>Amendments<br>Posted by 9<br>a.m.  | 10                               | 11      | 12<br>Council Agenda<br>9 a.m.<br>Opportunity for Council to<br>consider<br>recommendations of<br>charter amendments;<br>Charter Review<br>Commission Possible<br>Action | 13  | 14     | 15       |
| 16   | 17<br>Council Briefing<br>9 a.m. | 18      | 19<br>Juneteenth<br>City Holiday   | 20<br>Charter Review<br>Commission Report<br>– Councilmember<br>Amendments Due<br>by 5 p.m. | 21     | 22       |
| 23<br>Charter<br>Review<br>Commission<br>Amendments<br>Posted by 9<br>a.m. | 24                               | 25      | 26<br>Council Agenda<br>9 a.m.<br>Opportunity for Council to<br>consider<br>recommendations of<br>charter amendments;<br>Charter Review<br>Commission Possible<br>Action | 27  | 28     | 29       |
| 30   |                                  |         |  |   |        |          |

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# July 2024

| Sunday | Monday               | Tuesday              | Wednesday            | Thursday  | Friday               | Saturday |
|--------|----------------------|----------------------|----------------------|---|----------------------|----------|
|        | 1<br>Council Recess  | 2<br>Council Recess  | 3<br>Council Recess  | 4<br>Independence Day<br>City Holiday<br>Council Recess | 5<br>Council Recess  | 6        |
| 7      | 8<br>Council Recess  | 9<br>Council Recess  | 10<br>Council Recess | 11<br>Council Recess                                    | 12<br>Council Recess | 13       |
| 14     | 15<br>Council Recess | 16<br>Council Recess | 17<br>Council Recess | 18<br>Council Recess                                    | 19<br>Council Recess | 20       |
| 21     | 22<br>Council Recess | 23<br>Council Recess | 24<br>Council Recess | 25<br>Council Recess                                    | 26<br>Council Recess | 27       |
| 28     | 29<br>Council Recess | 30<br>Council Recess | 31<br>Council Recess |   |                      |          |

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# August 2024

| Sunday | Monday   | Tuesday | Wednesday  | Thursday | Friday | Saturday |
|--------|--|---------|--|----------|--------|----------|
|        |  |         |  | 1        | 2      | 3        |
| 4      | 5  | 6       | 7<br>Council Briefing<br>9 a.m.<br>Charter Review<br>Commission Call for<br>Election Council<br>Briefing | 8        | 9      | 10       |
| 11     | 12   | 13      | 14<br>Council Agenda<br>9 a.m.<br>Charter Review<br>Commission Call for<br>Election Council<br>Action    | 15       | 16     | 17       |
| 18     | 19<br>Last Day to order<br>special election for<br>November 5, 2024<br>general election date | 20      | 21   | 22       | 23     | 24       |
| 25     | 26   | 27      | 28   | 29       | 30     | 31       |

# September 2024

| Sunday | Monday                         | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------------------------------|---------|-----------|----------|--------|----------|
| 1      | 2<br>Labor Day<br>City Holiday | 3       | 4         | 5        | 6      | 7        |
| 8      | 9                              | 10      | 11        | 12       | 13     | 14       |
| 15     | 16                             | 17      | 18        | 19       | 20     | 21       |
| 22     | 23                             | 24      | 25        | 26       | 27     | 28       |
| 29     | 30                             |         |           |          |        |          |

# October 2024

| Sunday                                     | Monday | Tuesday | Wednesday                            | Thursday | Friday                             | Saturday         |
|--|--------|---------|--------------------------------------|----------|------------------------------------|------------------|
|  |        | 1       | 2<br>Rosh Hashanah begins at sundown | 3        | 4<br>Rosh Hashanah ends            | 5                |
| 6  | 7      | 8       | 9                                    | 10       | 11<br>Yom Kippur begins at sundown | 12<br>Yom Kippur |
| 13<br>Indigenous Peoples' Day City Holiday | 14     | 15      | 16                                   | 17       | 18                                 | 19               |
| 20   | 21     | 22      | 23                                   | 24       | 25                                 | 26               |
| 27   | 28     | 29      | 30                                   | 31       |                                    |                  |



# November 2024

| Sunday                             | Monday | Tuesday   | Wednesday | Thursday                               | Friday  | Saturday |
|------------------------------------|--------|---|-----------|--|---|----------|
|                                    |        |   |           |  | 1   | 2        |
| 3                                  | 4      | 5<br>Uniform Election Date:<br>Charter Review<br>Amendments | 6         | 7                                      | 8   | 9        |
| 10<br>Veterans Day<br>City Holiday | 11     | 12  | 13        | 14                                     | 15  | 16       |
| 17                                 | 18     | 19  | 20        | 21                                     | 22  | 23       |
| 24                                 | 25     | 26  | 27        | 28<br>Thanksgiving Day<br>City Holiday | 29<br>Day After<br>Thanksgiving<br>City Holiday | 30       |

# December 2024

| Sunday | Monday               | Tuesday             | Wednesday  | Thursday      | Friday | Saturday |
|--------|----------------------|---------------------|--|---------------|--------|----------|
| 1      | 2                    | 3                   | 4  | 5             | 6      | 7        |
| 8      | 9                    | 10                  | 11   | 12            | 13     | 14       |
| 15     | 16                   | 17                  | 18   | 19            | 20     | 21       |
| 22     | 23                   | 24<br>Christmas Eve | 25<br><b>Christmas Day<br/>City Holiday</b><br><br>Hanukkah begins at<br>sundown | 26<br>Kwanzaa | 27     | 28       |
| 29     | 30<br>New Year's Eve | 31                  |  |               |        |          |



# 2024 City of Dallas Charter Review Commission

## Commissioner Contact List



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# 2024 City of Dallas Charter Review Commission

## Commissioner Contact List



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# 2024 City of Dallas Charter Review Commission

## Commissioner Contact List

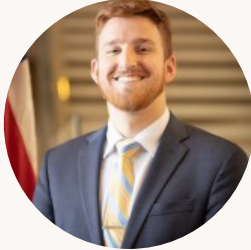
|   |   |
|---|---|
|    | <p><b><u>Terry Lowery</u></b><br/>District 11 - Councilmember Schultz<br/>terry.lowery1@dallas.gov<br/>214-957-8929</p>                 |
|    | <p><b><u>The Honorable Adam McGough</u></b><br/>District 12 - Councilmember Mendelsohn<br/>adam.mcgough@dallas.gov<br/>214-876-0582</p> |
|   | <p><b><u>Marshall Mills</u></b><br/>District 13 - Councilmember Willis<br/>marshall.mills@dallas.gov<br/>214-535-7682</p>               |
|  | <p><b><u>The Honorable Angela Hunt</u></b><br/>District 14 - Councilmember Ridley<br/>angelahunt@dallas.gov<br/>214-679-8429</p>        |
|  | <p><b><u>The Honorable Allen Vaught, Chairman</u></b><br/>District 15 - Mayor Johnson<br/>allen.vaught@dallas.gov<br/>214-675-8603</p>  |





# 2024 City of Dallas Charter Review Commission

## Staff Contact List



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