

Memorandum



CITY OF DALLAS

DATE October 12, 2017

TO Honorable Mayor and Members of the City Council

SUBJECT **2018 City Calendar**

On Wednesday, October 16, 2017, the Office of Budget will brief the City Council on the 2018 City Calendar. I have attached the briefing materials for your review.

Please let me know if you 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 Bizer Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager

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

2018 City Calendar

**City Council Briefing
October 18, 2017**

**Elizabeth Reich,
Chief Financial Officer
City of Dallas**

**Jack Ireland, Director
Office of Financial Services
City of Dallas**



Presentation Overview

Review the City Calendar for January 2018 through December 2018

- City Council meetings
- Council Committee meetings
- Campaign Finance Reports
- Council-staff planning session
- FY 2018-19 annual and FY 2019-20 planned budget development schedule
- City Holidays

Next Steps



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

City Council Meetings

Some City Council meetings have been cancelled, moved, or adjusted:

- February 21 – cancel (City Council 2-day offsite retreat)
- March 7 – cancel (Spring recess)
- March 14 – cancel (Spring recess and National League of Cities Congressional City Conference)
- July – cancel (July recess in accordance with Council resolution #90-2673)
- September 19 – move to Tuesday, September 18 (Yom Kippur)
- October 10 – cancel (Texas Municipal League Conference)
- November 7 – move to Tuesday, November 6 (National League of Cities Summit)
- November 21 – cancel (week of Thanksgiving)
- December 19 – cancel (week before Christmas)
- December 26 – cancel (week before New Year's)

Committees – 1st and 3rd Mondays

Economic Development & Housing

- 9 a.m. to 10:30 a.m.

Human & Social Needs

- 11 a.m. to 12:30 p.m.

Government Performance & Financial Management

- 1 p.m. to 2:30 p.m.



Economic Development & Housing
9 a.m. to 10:30 a.m.

Human & Social Needs
11 a.m. to 12:30 p.m.

Government Performance & Financial Management
1 p.m. to 2:30 p.m.

January 8 (Monday) – Moved to 2nd Monday (New Year's Day)
January 22 (Monday) – Moved to 4th Monday (New Year's Day)

February 5 (Monday)
February 20 (Tuesday) – Moved from Monday to Tuesday (Presidents' Day)

March 5 (Monday) – Cancelled (Spring Recess)
March 19 (Monday)

April 2 (Monday)
April 16 (Monday)

May 7 (Monday)
May 21 (Monday)

June 4 (Monday)
June 18 (Monday)

July 2 (Monday) – Cancelled (July recess)
July 16 (Monday) – Cancelled (July recess)

August 6 (Monday)
August 20 (Monday)

September 4 (Tuesday) – Moved from Monday to Tuesday (Labor Day/ Cesar E. Chavez Day)
September 17 (Monday)

October 1 (Monday)
October 15 (Monday)

November 5 (Monday)
November 19 (Monday) – Cancelled (Thanksgiving)

December 3 (Monday)
December 17 (Monday) – Cancelled (week before Christmas)

Committees – 2nd and 4th Mondays

Quality of Life, Arts, & Culture

- 9 a.m. to 10:30 a.m.

Public Safety & Criminal Justice

- 11 a.m. to 12:30 p.m.

Mobility Solutions, Infrastructure, & Sustainability

- 1 p.m. to 2:30 p.m.

Quality of Life, Arts, & Culture 9 a.m. to 10:30 a.m.	Public Safety & Criminal Justice 11 a.m. to 12:30 p.m.	Mobility Solutions, Infrastructure, & Sustainability 1 p.m. to 2:30 p.m.
January 16 (Tuesday) – Moved to 3 rd week (New Year’s Day); moved from Monday to Tuesday (Martin Luther King Day) January 29 (Monday) – Moved to 5 th Monday (New Year’s Day)		
February 12 (Monday) February 26 (Monday)		
March 12 (Monday) – Cancelled (Spring Recess and National League of Cities Congressional City Conference) March 26 (Monday)		
April 9 (Monday) April 23 (Monday)		
May 14 (Monday) May 29 (Tuesday) – Moved from Monday to Tuesday (Memorial Day)		
June 11 (Monday) June 25 (Monday)		
July 9 (Monday) – Cancelled (July recess) July 23 (Monday) – Cancelled (July recess)		
August 13 (Monday) August 27 (Monday)		
September 10 (Monday) – Cancelled (Rosh Hashanah) September 24 (Monday)		
October 8 (Monday) October 22 (Monday)		
November 12 (Monday) November 26 (Monday)		
December 10 (Monday) December 24 (Monday) – Cancelled (week before New Year’s)		

Campaign Finance Report Due Dates

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

- January 15 – Semi-annual campaign finance report due
- July 15 – Semi-annual campaign finance report due

Council – Staff Planning Session

Council and staff planning meetings are scheduled for:

- Wednesday, February 21
- Thursday, February 22



Budget Development Schedule

FY 2018-19 Annual and FY 2019-20 Planned Budget

March 21	Budget Workshop
March 28	Budget Public Hearing
May 2	Budget Workshop
May 9	Budget Public Hearing
June 20	Budget Workshop
July 25	Appraisal Districts certify 2018 tax roll
August 14	Budget Workshop: City Manager's Recommended Budget and other related briefings
August 15	Budget Workshop: Briefings of multiple Strategic Priorities
August 16 – 30	Budget Town Hall Meetings



Budget Development Schedule

FY 2018-19 Annual and FY 2019-20 Planned Budget

August 20	Three committees consider budget amendments
August 22	Budget Public Hearing
August 27	Three committees consider budget amendments
August 29	Budget Workshop: Committee Chairs report Committee disposition of budget amendments *straw votes anticipated
September 5	Budget Workshop: Consider Amendments and Adopt Budget on First Reading
September 5	Tax Rate Public Hearing #1 (if necessary)
September 11	Budget Workshop (optional)
September 12	Tax Rate Public Hearing #2 (if necessary)
September 18	Adopt Budget on Second Reading, Adopt Tax Rate, and approve other budget related items
October 1	Begin FY 2018-19

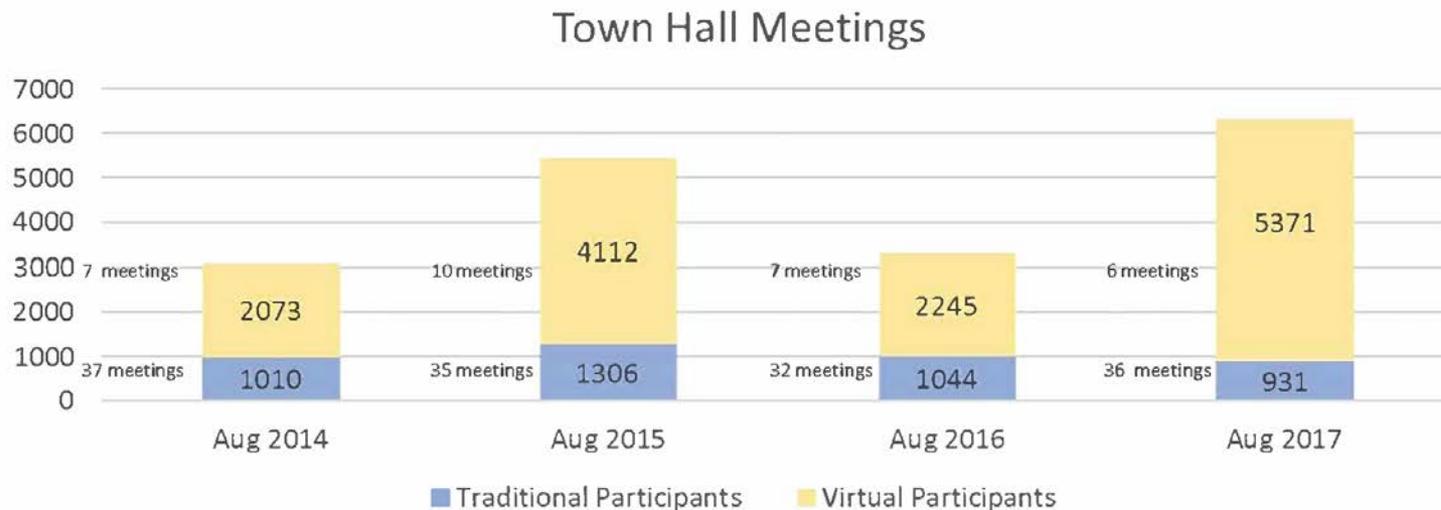
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Town Hall Meetings

Council Members host town hall meetings during August to discuss the City Manager's recommended budget and receive input from constituents

- Traditional meetings are held at district locations
- Virtual meetings are webcast and by phone



City Holidays

Based on Personnel Rules, Section 34-25, the City recognizes the following holidays:

Monday, January 1	New Year's Day (January 1)
Monday, January 15	Martin Luther King, Jr. Day (3 rd Monday in January)
Monday, February 19	Presidents' Day (3 rd Monday in February)
Monday, May 28	Memorial Day (last Monday in May)
Wednesday, July 4	Independence Day (July 4)
Monday, September 3	Labor Day/Cesar E. Chavez Day (1 st Monday in September)
Thursday, November 22	Thanksgiving Day (4 th Thursday in November)
Friday, November 23	Day After Thanksgiving (4 th Friday in November)
Tuesday, December 25	Christmas Day (December 25)

Next Steps

Adoption of the 2018 Calendar is scheduled for City Council consideration on October 25, 2017



2018 City Calendar

**City Council Briefing
October 18, 2017**

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