#### Memorandum



DATE October 31, 2014

The Honorable Mayor and Members of the City Council

SUBJECT 2015 City Calendar

The November 5<sup>th</sup> briefing agenda includes a briefing on the 2015 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 Forest E. Turner, Chief Wellness Officer Sana Syed, Public Information Officer Elsa Cantu, Assistant to the City Manager

# 2015 City Calendar



# Purpose

- Review the City Calendar for January 2015 through December 2015
  - City Council meetings
  - Council Committee meetings
  - City Council campaign and election
  - Council- staff planning session
  - Budget process
  - 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 5<sup>th</sup> Wednesday)
  - 1<sup>st</sup> and 3<sup>rd</sup> Wednesday briefing meetings typically begin at 9:00 a.m. at City Hall in room 6E-South
  - 2<sup>nd</sup> and 4<sup>th</sup> Wednesday agenda meetings typically begin at 9:00 a.m. at City Hall in the Council Chambers
  - 5<sup>th</sup> Wednesday no meeting

# City Council Meetings

- Some City Council meetings have been canceled, moved, or adjusted
  - March 11 cancel due to Spring Recess and National League of Cities Conference
  - March 18 cancel due to Spring Recess
  - May 6- cancel week of city elections
  - July cancel due to July recess in accordance with council resolution #90-2673

# City Council Meetings

- Some City Council meetings have been canceled, moved, or adjusted (continued)
  - November 4 move to Tuesday November 3 due to National League of Cities Conference
  - November 11- move to Tuesday November 10 due to Veterans Day
  - November 25

     cancel day before Thanksgiving holiday
  - December 16 cancel week before Christmas holiday
  - December 23 cancel meeting before Christmas holiday

### Committees – 1<sup>st</sup> and 3<sup>rd</sup> Mondays

- Economic Development
  - 1<sup>st</sup> and 3<sup>rd</sup> Monday 9:00 a.m. to 10:30 a.m.
- Housing
  - 1<sup>st</sup> and 3<sup>rd</sup> Monday 11:00 a.m. to 12:30 p.m.
- Budget, Finance, and Audit
  - 1<sup>st</sup> and 3<sup>rd</sup> Monday 1:00 p.m. to 2:30 p.m.
- Arts, Culture, and Libraries
  - 3<sup>rd</sup> Monday 3:00 p.m. to 4:30 p.m.

Economic Development	Housing	Budget, Finance, and Audit	Arts, Culture, and Libraries
1 <sup>st</sup> & 3 <sup>rd</sup> Monday	1 <sup>st</sup> & 3 <sup>rd</sup> Monday	1 <sup>st</sup> & 3 <sup>rd</sup> Monday	3 <sup>rd</sup> 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 5 (Monday)

January 20 (Tuesday) – Moved from Monday to Tuesday due to Martin Luther King, Jr. Day (City Holiday)

February 2 (Monday)

February 17 (Tuesday) – Moved from Monday to Tuesday due to Presidents' Day (City Holiday)

March 2 (Monday) – Includes Arts, Culture, and Libraries since 3<sup>rd</sup> Monday canceled due to Spring Recess

March 16 (Monday) – Canceled due to Spring Recess

April 6 (Monday)

April 20 (Monday)

May 4 (Monday) - Canceled week of city elections

May 18 (Monday)

June 1 (Monday)

June 15 (Monday)

July 6 (Monday) - Canceled due to July recess

July 20 (Monday) - Canceled due to July recess

August 3 (Monday)

August 17 (Monday)

September 8 (Tuesday) – Moved from Monday to Tuesday due to Labor Day/ Cesar E. Chavez Day (City Holiday)

September 21 (Monday)

October 5 (Monday)

October 19 (Monday)

November 2 (Monday)

November 16 (Monday)

December 7 (Monday) – Includes Arts, Culture, and Libraries since 3<sup>rd</sup> Monday canceled week before Christmas holiday December 21 (Monday) – Canceled week before Christmas holiday

## Committees – 2<sup>nd</sup> and 4<sup>th</sup> Mondays

- Quality of Life and Environment
  - 2<sup>nd</sup> and 4<sup>th</sup> Monday 9:00 a.m. to 10:30 a.m.
- Public Safety
  - 2<sup>nd</sup> and 4<sup>th</sup> Monday 11:00 a.m. to 12:30 p.m.
- Transportation and Trinity River Project
  - 2<sup>nd</sup> and 4<sup>th</sup> Monday 1:00 p.m. 2:30 p.m.

Quality of Life and Environment	Public Safety	Transportation and Trinity River Project						
2 <sup>nd</sup> & 4 <sup>th</sup> Monday	2 <sup>nd</sup> & 4 <sup>th</sup> Monday	2 <sup>nd</sup> & 4 <sup>th</sup> 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 12 (Monday) January 26 (Monday)								
February 9 (Monday) February 23 (Monday)								
March 9 (Monday) – Canceled March 23 (Monday)	due to Spring Recess and Natio	onal League of Cities Conference						
April 13 (Monday) April 27 (Monday)								
May 11 (Monday) May 26 (Tuesday) – Moved fro	om Monday to Tuesday due to N	Леmorial Day (City Holiday)						
June 8 (Monday) June 22 (Monday) – Canceled	due to City Council Inauguration	n						
July 13 (Monday) – Canceled of July 27 (Monday) – Canceled of	•							
August 10 (Monday) August 24 (Monday)								
September 14 (Monday) September 28 (Monday)								
October 12 (Monday) October 26 (Monday)	•							
November 9 (Monday) November 23 (Monday) – Can	November 9 (Monday) November 23 (Monday) – Canceled week of Thanksgiving holiday							
, , , , , , , , , , , , , , , , , , , ,	ed from Monday to previous Tue celed week of Christmas holida	esday week prior to Christmas H	oliday					

### City Council Campaign and Election

- Council election dates are mandated by the State and subject to charge
  - January 15- Campaign finance report due (semiannual)
  - April 9- Campaign finance report due (30 days before election)
  - April 27- Early voting begins
  - May 1- Campaign finance report due (8 days before election)
  - May 5- Early voting ends
  - May 9- Election Day
  - May 20- Canvass election results

### City Council Campaign and Election

- Council election dates are mandated by the State and subject to charge (continued)
  - May 20- Call runoff election (if necessary)
  - June 1- Runoff early voting begins (subject to change)
  - June 5- Campaign finance report due 8 days before runoff election
  - June 9- Runoff early voting ends (subject to change)
  - June 13- Runoff Election Day (subject to change)
  - June 22- Canvass runoff election results
  - June 22- Inauguration and other meetings
  - July 15- Campaign finance report due (semi-annual)

# Council- Staff Planning Session

 Council and staff planning meetings are scheduled for Thursday, January 15 and Friday, January 16

#### **Budget Process**

#### Schedule for development of the FY 2015-16 budget includes:

February 4 Budget Workshop

March 25 Budget Public Hearing

May 20 Budget Workshop

May 27 Budget Public Hearing

June 17 Budget Workshop

July 24 Appraisal Districts certify 2014 tax roll for FY 2014-15

August 7 Deliver City Manager's recommended budget to council members

August 11 Budget Workshop: City Manager's recommended budget

August 11 to Sept 3 Town hall meetings

August 19 Budget Workshop

August 26 Budget Public Hearing

September 2 Budget Workshop

September 2 Tax Rate Public Hearing #1 (if necessary)

September 9 Adopt Budget on First Reading

September 16 Budget Workshop: Council Amendments

September 16 Tax Rate Public Hearing #2 (if necessary)

September 23 Adopt Budget on Second Reading and Adopt Tax Rate

October 1 Begin FY 2015-16

# Holidays

The City recognizes the following holidays:

New Year's Day

Martin Luther King, Jr. Day

Presidents' Day

Memorial Day

Independence Day

**Labor Day** 

Thanksgiving Day

Day After Thanksgiving

Christmas Day

Thursday, January 1

Monday, January 19

Monday, February 16

Monday, May 25

Friday, July 3

Monday, September 7

Thursday, November 26

Friday, November 27

Friday, December 25

## Next Step

 Adoption of the 2015 Calendar is scheduled for City Council consideration on November 12 addendum

# Appendix

January through December 2015 Calendar

	January 2015							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
				New Year's Day City Holiday	2	3		
4	Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit	6	Council Briefing 9:00am	8	9	10		
11	Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	13	14 Council Agenda 9:00am	Council - Staff Planning Session  Campaign Finance Report Due (Semi- annual)	16 Council - Staff Planning Session	17		
18	Council Committee Meetings Moved to January 20  Martin Luther King, Jr. Day City Holiday	Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit 3:00pm-Arts, Culture & Libraries	21 Council Briefing 9:00am U.S. Conference of Mayors Washington, DC Winter Meeting	U.S. Conference of Mayors Washington, DC Winter Meeting	U.S. Conference of Mayors Washington, DC Winter Meeting	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	31		

February 2015							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit	3	Council Briefing 9:00am Budget Workshop	5	6	7	
8	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 Committee Meetings Moved to February 17 Presidents' Day City Holiday	Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit 3:00pm-Arts, Culture & Libraries	18 Council Briefing 9:00am	19	20	21	
22	Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	24	25 Council Agenda 9:00am	26	27	28	

March 2015							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit 3:00pm-Arts, Culture & Libraries	3	4 Council Briefing 9:00am	5	6	National League of Cities Conference-Washington, D.C.	
8	9	10	11 City Council Meeting Canceled	12	13	14	
	Council Recess	Council Recess	Council Recess	Council Recess	Council Recess		
National League of Cities Conference-Washington, D.C.	National League of Cities Conference-Washington, D.C.	National League of Cities Conference-Washington, D.C.	National League of Cities Conference-Washington, D.C.				
15	16	17	18 City Council Meeting Canceled	19	20	21	
	Council Recess	Council Recess	Council Recess	Council Recess	Council Recess		
22	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	31					

April 2015							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			Council Briefing 9:00am	2	3 Good Friday	4 Passover	
5 Easter Sunday	Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit	7	8 Council Agenda 9:00am	<b>9</b> Campaign Finance Report Due (30 days before election)	(Begins at Sundown)  10	Second Night Seder	
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	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	<b>22</b> Council Agenda 9:00am	23	24	25	
26	Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project Early Voting Begins	28	29 Fifth Wednesday – No City Council Meeting	30			

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

	May 2015							
Sunday	Monday	Tuesday	Wednesday		Friday	Saturday		
					Campaign Finance Report Due (8 <sup>th</sup> day before election)	2		
3	Council Committees Meetings Canceled	5 Early Voting Ends	6 City Council Meeting Canceled	7	8	9 Election Day		
10	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	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 Budget Workshop Canvass of Election Results Call Runoff Election (if necessary)	21	22	23		
24	25 Council Committees Moved to May 26 Memorial Day City Holiday	26 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	27 Council Agenda 9:00am Budget Public Hearing	28	29	30		
31								

	June 2015							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit Runoff Early Voting Begins (Subject to change)	2	3 Council Briefing 9:00am	4	Campaign Finance Report Due (8th day before runoff election)	6		
7	Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	Runoff Early Voting Ends (Subject to change)	10 Council Agenda 9:00am	11	12	Runoff Election Day (Subject to change)		
14	Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit 3:00pm-Arts, Culture & Libraries	16	Council Briefing 9:00am Budget workshop	Ramadan (Begins at Sundown)	U.S. Conference of Mayors San Francisco, CA	U.S. Conference of Mayors San Francisco, CA		
U.S. Conference of Mayors San Francisco, CA	Council Committees Meetings Canceled Canvass of Runoff Election (subject to change) City Council inauguration and Other Meetings U.S. Conference of Mayors San Francisco, CA	23	24 Council Agenda 9:00am	25	26	27		
28	29	30						

July 2015							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			Council Recess Per Resolution 90-2673 Passed August 22, 1990	2	3 Independence Day City Holiday	4 Independence Day	
5	Council Recess Per Resolution 90-2673 Passed August 22, 1990	7	Council Recess Per Resolution 90-2673 Passed August 22, 1990	9	10	11	
12	13 Council Recess Per Resolution 90-2673 Passed August 22, 1990	14	Council Recess Per Resolution 90-2673 Passed August 22, 1990  Campaign Finance Report Due (Semi- annual)	16	17	18	
19	20 Council Recess Per Resolution 90-2673 Passed August 22, 1990	21	22 Council Recess Per Resolution 90-2673 Passed August 22, 1990	23	24	25	
26	27 Council Recess Per Resolution 90-2673 Passed August 22, 1990	28	<b>29</b> Fifth Wednesday – No City Council Meeting	30	31		

August 2015							
Sunday	Monday	Tuesday	Wednesday		Friday	Saturday	
						1	
2	Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit	4	5 Council Briefing 9:00am	6	7	8	
9	10 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	Council Budget Workshop 9:00am Presentation of City Manager's Recommended Budget Budget Town Hall Meetings Begin	12 Council Agenda 9:00am	13	14	15	
16	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 Budget Workshop	20	21	22	
23	Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	25	26 Council Agenda 9:00am Budget Public Hearing	27	28	29	
30	31						

	September 2015							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
		1	Council Briefing 9:00am Budget Workshop	3 Budget Town Hall Meetings End	4	5		
6	7 Council Committee Meetings Moved to September 8  Labor Day City Holiday/ Cesar E. Chavez Day	8 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit	Council Agenda 9:00am Vote to Adopt Budget 1 <sup>st</sup> Reading	10	September 11 <sup>th</sup> Remembrance Day	12		
13 Rosh Hashanah (Begins at Sundown)	Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	15	16 Council Briefing 9:00am Council Budget Amendments Workshop 9:00am	17	18	19		
20	21 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit 3:00pm-Arts, Culture & Libraries	Texas Municipal League Annual Conference – San Antonio, Texas  Yom Kippur (Begins at Sundown)	23 Council Agenda 9:00am Budget Adoption 2 <sup>nd</sup> Reading Texas Municipal League Annual Conference – San Antonio, Texas Yom Kippur	Texas Municipal League Annual Conference – San Antonio, Texas	Texas Municipal League Annual Conference – San Antonio, Texas	26		
27	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					

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

October 2015							
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	6	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	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	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	31	

November 2015										
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
1	Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit	3 Council Briefing 9:00am	City Council Meeting Moved to November 3 National League of Cities Conference-Nashville, TN	National League of Cities Conference-Nashville, TN	National League of Cities Conference-Nashville, TN	National League of Cities Conference-Nashville, TN				
8	Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	10 Council Agenda 9:00am	11 City Council Meeting Moved to November 10 Veterans Day	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 Committee Meetings Canceled	24	25 City Council Meeting Canceled	26 Thanksgiving Day City Holiday	27 Day after Thanksgiving Day City Holiday	28				
29	30									

December 2015									
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
		1	2 Council Briefing 9:00am	3	4	5			
Eight Days of Hanukah (Begins at Sundown)	Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit 3:00pm-Arts, Culture & Libraries Hanukkah	Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	<b>Q</b> Council Agenda 9:00am	10	11	12			
13	14 Council Committee Meetings Moved to December 8 <sup>th</sup>	15	16 City Council Meeting Canceled	17	18	19			
20	21 Council Committee Meetings Canceled	22	23 City Council Meeting Canceled	24	25 Christmas Day City Holiday	26			
27	28 Council Committee Meetings Canceled	29	30 Fifth Wednesday – No City Council Meeting	31					