#### Memorandum



DATE September 27, 2018

Honorable Members of the Government Performance & Financial Management Committee: Jennifer S. Gates (Chair), Scott Griggs (Vice Chair), Sandy Greyson, Lee M. Kleinman, Philip T. Kingston, Tennell Atkins, Kevin Felder

#### **SUBJECT 2019 City Calendar**

On Monday, October 1, 2018, the Office of Budget will brief the Government Performance & Financial Management Committee on the 2019 City Calendar. I have attached the briefing materials for your review.

Please let me know if you need additional information.

M. Elizabeth Reich Chief Financial Officer

[Attachment]

c: Honorable Mayor and Members of the City Council T.C. Broadnax, City Manager Chris Caso, City Attorney (Interim) Craig D. Kinton, City Auditor Bilierae Johnson, City Secretary Judge Preston Robinson, Administrative Judge

Kimberly Bizor Tolbert, Chief of Staff to the City Manager Jon Fortune, Assistant City Manager Joey Zapata, Assistant City Manager Majed A. Al-Ghafry, Assistant City Manager Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer Directors and Assistant Directors

# 2019 City Calendar

Government
Performance & Financial
Management Committee
Oct. 1, 2018

**Elizabeth Reich Chief Financial Officer** 

La Toya Jackson Assistant Director Office of Budget



#### **Overview**

- Review 2019 City Calendar
  - City Council meetings
  - City Council Committee meetings
  - Campaign finance reports
  - City Council/staff planning session (retreat)
  - FY 2019-20 proposed and FY 2020-21 planned budget development schedule
  - City holidays
- Next Steps



### **City Council Meetings**

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

- 1st and 3rd Wednesday: Briefing meetings typically begin at 9 a.m. at City Hall in Room 6E South
- 2<sup>nd</sup> and 4<sup>th</sup> Wednesday: Agenda meetings are typically conducted at City Hall in the Council Chambers
  - Per Council Resolution 18-0849, adopted June 13, 2018:
    - 2<sup>nd</sup> Wednesday meetings will begin at 2 p.m.
    - Up to five of these meetings per year will be conducted off site
  - 4<sup>th</sup> Wednesday meetings typically begin at 9 a.m.
- 5th Wednesday: Typically no meeting



# **City Council Meetings (cont.)**

The City Council meetings below have been canceled or rescheduled:

Meeting	Action	Reason
Feb. 20 Council Briefing	Canceled	City Council Retreat
Mar. 6 Council Briefing	Canceled	Spring Recess
Mar. 13 Council Agenda	Canceled	Spring Recess/Nat'l League of Cities (NLC) Congressional City Conference
July	Canceled	Summer Recess (per Council Resolution #90-2673)
Oct. 9 Council Agenda	Moved to Oct. 8	Texas Municipal League Conference
Nov. 20 Council Briefing	Moved to Nov. 19	NLC City Summit
Nov. 27 Council Agenda	Canceled	Thanksgiving (City Holiday)
Dec. 18 Council Briefing	Canceled	Christmas (City Holiday)
Dec. 25 Council Briefing	Canceled	Christmas (City Holiday)



### **City Council Meetings (cont.)**

Per Council Resolution 18-0849, the City Council agenda meetings below have been scheduled off site and will begin at 2 p.m.:

Meeting	Location
February 13	TBD
May 8	Kleberg-Rylie Recreation Center, 1515 Edd Rd., Dallas, TX 75253
August 14	Bachman Lake Branch Library, 9480 Webb Chapel Rd., Dallas, TX 75220
November 13	Campbell Green Recreation Center, 16600 Park Hill Dr., Dallas, TX 75248

### **City Council Committee Meetings**

Committee meetings are typically scheduled each Monday (except 5th Mondays) in Room 6E South

- 1st and 3rd Monday:
  - Economic Development & Housing 9-10:30 a.m.
  - Human & Social Needs 11 a.m.-12:30 p.m.
  - Government Performance & Financial Management 2-3:30 p.m.
- 2nd and 4th Monday:
  - Quality of Life, Arts, & Culture 9-10:30 a.m.
  - Public Safety & Criminal Justice 11 a.m.-12:30 p.m.
  - Mobility Solutions, Infrastructure, & Sustainability 2-3:30 p.m.
- 5th Wednesday: Typically no meetings



# City Council Committee Meetings (cont.)

The committee meetings below have been canceled:

Meeting	Reason
Jan. 21 EDH, et al	MLK Day (City Holiday)
Feb. 18 EDH, et al	Presidents' Day (City Holiday)
Mar. 4 EDH, et al	Spring Recess
Mar. 11 QOLAC, et al	Spring Recess/NLC Congressional City Conference
May 27 QOLAC, et al	Memorial Day (City Holiday)
June 17 EDH, et al	City Council Inauguration
June 24 QOLAC, et al	Pending appointment of new committee members

# **City Council Committee Meetings (cont.)**

The committee meetings below have been canceled:

Meeting	Reason
July 1/15 EDH, et al	Summer Recess
July 8/22 QOLAC, et al	Summer Recess
Aug. 26 QOLAC, et al	Budget workshop for full Council
Sept. 2 EDH, et al	Labor Day/Cesar E. Chavez Day (City Holiday)
Nov. 25 QOLAC, et al	Thanksgiving (City Holiday)
Dec. 16 EDH, et al	Christmas (City Holiday)
Dec. 23 QOLAC, et al	Christmas (City Holiday)



#### **Campaign Finance Reports**

- Semiannual campaign finance reports are due Jan. 15 and July 15
- City Council campaign dates are mandated by the state and subject to change



## **City Council Retreat**

The two-day planning session between City Council and staff is scheduled for Feb. 21-22 (Wednesday and Thursday)

# **Budget Development Schedule**

Date	Event
March 27	Budget Public Hearing
May 1	Budget Workshop
May 8	Budget Public Hearing
June 19	Budget Workshop
August 13	Budget Workshop: City Manager's Recommended Budget
August 15-29	Budget Town Hall Meetings
August 21	Budget Workshop
August 26	Budget Workshop: Consider budget amendments (straw votes anticipated)
August 28	Budget Public Hearing

# **Budget Development Schedule (cont.)**

Date	Event/Activity
September 4	Budget Workshop: Consider amendments and adopt budget on first reading  Tax Pate Public Hearing #1 (if needed)
	Tax Rate Public Hearing #1 (if needed)
September 10	Budget Workshop (optional)
September 11	Tax Rate Public Hearing #2 (if needed)
September 18	Budget Workshop: Adopt budget on second reading, adopt tax rate, and approve other budget-related items
October 1	Begin Fiscal Year 2019-20



### **City Holidays**

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

Date	Holiday
Tuesday, January 1	New Year's Day
Monday, January 21	Martin Luther King, Jr. Day (3rd Monday in January)
Monday, February 18	Presidents' Day (3rd Monday in February)
Monday, May 27	Memorial Day (last Monday in May)
Thursday, July 4	Independence Day
Monday, September 2	Labor Day/Cesar E. Chavez Day (1st Monday in September)
Thursday, November 28	Thanksgiving Day (4th Thursday in November)
Friday, November 29	Day after Thanksgiving
Wednesday, December 25	Christmas Day

#### **Next Steps**

- Per Council Resolution #89-3796, adoption of the 2019 City Calendar is scheduled for City Council consideration on Oct. 24, 2018
- Transfer City Calendar function to City Secretary's Office going forward



# 2019 City Calendar

Government
Performance & Financial
Management Committee
Oct. 1, 2018

**Elizabeth Reich Chief Financial Officer** 

La Toya Jackson Assistant Director Office of Budget



#### January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
			Council Briefing 9 a.m.			
		New Year's Day – City Holiday				
6	7	8	9	10	11	12
	Council Committees 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM		Council Agenda 2 p.m.			
13	14	15	16	17	18	19
	Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	Campaign Finance Semiannual Report Due	Council Briefing 9 a.m.			
20	21	22	23	24	25	26
	Council Committee Meetings Canceled		Council Agenda 9 a.m.			
	MLK Day – City Holiday		U.S. Conference of Mayors 87th Winter Meeting	U.S. Conference of Mayors 87th Winter Meeting	U.S. Conference of Mayors 87th Winter Meeting	
27	28	29	30	31		
	Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS		Fifth Wednesday – No City Council Meeting			

QOLAC: Quality of Life, Arts, and Culture PSCJ: Public Safety and Criminal Justice MSIS: Mobility Solutions, Infrastructure, and Sustainability

#### February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	5	6 Council Briefing 9 a.m.	7	8	9
10	Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	12	Off-Site Council Agenda 2 p.m. site To Be Determined (TBD)	14	15	16
17	Council Committee Meetings Canceled  Presidents' Day – City Holiday	19	20 Council Briefing Meeting Canceled Council Retreat	21 Council Retreat	22	23
24	Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	26	27 Council Agenda 9 a.m.	28		

QOLAC: Quality of Life, Arts, and Culture PSCJ: Public Safety and Criminal Justice MSIS: Mobility Solutions, Infrastructure, and Sustainability

#### March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Council Recess	5 Council Recess	6 Council Recess	7 Council Recess	8 Council Recess	9
Daylight Saving Time Begins 2 a.m.  National League of Cities Congressional City Conference	Council Recess  National League of Cities Congressional City Conference	Council Recess  National League of Cities Congressional City Conference	Council Recess  National League of Cities Congressional City Conference	14 Council Recess	Council Recess	16
17	Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	19	20 Council Briefing 9 a.m.	21	22	23
24	Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	26	27 Council Agenda 9 a.m. Budget Public Hearing	28	29	30
31						

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#### **April 2019**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	2	Council Briefing 9 a.m.	4	5	6
7	Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	9	Council Agenda 2 p.m.	11	12	13
14	Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	16	17 Council Briefing 9 a.m.	18	19	20
21	Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	23	24 Council Agenda 9 a.m.	25	26	27
28	Fifth Monday – No Council Committee Meetings	30				

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#### May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Council Briefing 9 a.m.			
			Budget Workshop			
5	6	7	8	9	10	11
	Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM		Off-Site Council Agenda 2 p.m. at Kleberg-Rylie Recreation Center			
			Budget Public Hearing			Council Election
12	13	14	15	16	17	18
	Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS		Council Briefing 9 a.m.			
19	20	21	22	23	24	25
	Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM		Council Agenda 9 a.m.			
26	27	28	29	30	31	
	Council Committee Meetings Canceled		Fifth Wednesday – No City Council Meeting			
	Memorial Day – City Holiday					

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#### June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	4	5 Council Briefing 9 a.m.	6	7	Runoff Election (if needed)
9	Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	11	12 Council Agenda 2 p.m.	13	14	15
16	Council Committee Meetings Canceled Council Inauguration	18	19 Council Briefing 9 a.m. Budget Workshop	20	21	22
23	24 Council Committee Meetings Canceled	25	26 Council Agenda 9 a.m.	27	U.S. Conference of Mayors 87th Annual Meeting	U.S. Conference of Mayors 87th Annual Meeting
U.S. Conference of Mayors 87th Annual Meeting						

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#### **July 2019**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Council Recess	Council Recess	Council Recess	Council Recess	Council Recess	
	U.S. Conference of Mayors 87th Annual Meeting			Independence Day – City Holiday		
7	8	9	10	11	12	13
	Council Recess	Council Recess	Council Recess	Council Recess	Council Recess	
14	15	16	17	18	19	20
	Council Recess	Council Recess	Council Recess	Council Recess	Council Recess	
	Campaign Finance Semiannual Report Due					
21	22	23	24	25	26	27
	Council Recess	Council Recess	Council Recess	Council Recess	Council Recess	
				Appraisal Districts Certify 2019 Tax Roll		
28	29	30	31			
	Council Recess	Council Recess	Council Recess			

QOLAC: Quality of Life, Arts, and Culture PSCJ: Public Safety and Criminal Justice MSIS: Mobility Solutions, Infrastructure, and Sustainability

#### August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	6	Council Briefing 9 a.m.	8	9	10
11	Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	Council Briefing 9 a.m.  Budget Workshop: City Manager's Recommended Budget	14 Off-Site Council Agenda 2 p.m. at Bachman Lake Branch Library	Budget Town Hall Meetings Begin	16	17
18	Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	20	21 Council Briefing 9 a.m. Budget Workshop	22	23	24
25	26 Council Briefing 9 a.m. Budget Workshop: Consider Budget Amendments (straw votes anticipated)	27	28 Council Agenda 9 a.m. Budget Public Hearing	29  Budget Town Hall Meetings End	30	31

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#### September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Council Committee Meetings Canceled  Labor Day/Cesar E. Chavez Day – City Holiday	3	Council Briefing 9 a.m.  Budget Workshop: Consider Amendments and Adopt Budget on First Reading; Tax Rate Public Hearing #1 (if needed)	5	6	7
8	Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	Council Briefing 9 a.m.  Budget Workshop (optional)	11 Council Agenda 2 p.m. Tax Rate Public Hearing #2 (if needed)	12	13	14
15	Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	17	Council Briefing 9 a.m.  Budget Workshop: Adopt Budget on Second Reading, Adopt Tax Rate, and Approve Other Budget-Related Items	19	20	21
22	Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	24	25 Council Agenda 9 a.m.	26	27	28
29	Fifth Monday – No Council Committee Meetings					

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#### October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	Council Briefing 9 a.m.	3	4	5
		FY 2019-20 Begins				
6	7	8	9	10	11	12
	Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	Council Agenda 2 p.m.	Council Agenda Meeting Moved to 10/8 Texas Municipal League	Texas Municipal League	Texas Municipal League	Texas Municipal League
			Annual Conference	Annual Conference	Annual Conference	Annual Conference
13	Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	15	16 Council Briefing 9 a.m.	17	18	19
20	Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	22	Council Agenda 9 a.m.  Adopt 2020 City Calendar	24	25	26
27	Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	29	30 Fifth Wednesday – No City Council Meeting	31		

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#### November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	5	6 Council Briefing 9 a.m.	7	8	9
10	Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	12	Off-Site Council Agenda 2 p.m. at Campbell Green Recreation Center	14	15	16
17	Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	19 Council Briefing 9 a.m.	Council Briefing Meeting Moved to 11/19  National League of Cities City Summit	21  National League of Cities City Summit	National League of Cities City Summit	National League of Cities City Summit
24	Council Committee Meetings Canceled	26	27 Council Agenda Meeting Canceled	28 Thanksgiving – City Holiday	Day after Thanksgiving  – City Holiday	30

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#### December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	3	Council Briefing 9 a.m.	5	6	7
8	Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	10	11 Council Agenda 2 p.m.	12	13	14
15	Council Committee Meetings Canceled	17	18 Council Briefing Meeting Canceled	19	20	21
22	Council Committee Meetings Canceled	24	25 Council Agenda Meeting Canceled Christmas Day – City Holiday	26	27	28
29	Fifth Monday – No Council Committee Meetings	31				

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