

Memorandum



CITY OF DALLAS

DATE December 22, 2017

TO Honorable Mayor and Members of the City Council

SUBJECT **City Calendar 2018**

On October 25, 2017, City Council adopted the 2018 City Calendar. The calendar is available to view and download on the City [website](#). Members of the City Council and City employees may also subscribe to the Calendar in Outlook by clicking Open Calendar, selecting Open Shared Calendar from the dropdown, and entering “City Calendar 2018” into the field.

The general public may subscribe to the City Calendar via the following link:

<https://outlook.office365.com/owa/calendar/60ff82a56ba04919aea4ee30d58f4fd6@dallascityhall.com/0341a493d21944da91c6991c008e59075604669032790392406/calendar.ics>

Users will need to follow the various subscription instructions unique to their respective Calendar programs and operating systems. The subscription view allows a user to look forward up to 6 months, and the calendar updates automatically if changes arise.

Please let me know if you have any questions.

A handwritten signature in blue ink that reads "M. Elizabeth Reich".

M. Elizabeth Reich
Chief Financial Officer

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 Bizzor Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager

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