

Memorandum



CITY OF DALLAS

DATE October 14, 2016
TO The Honorable Mayor and Members of the City Council
SUBJECT 2017 City Calendar

On Wednesday, October 19, 2016, the Office of Financial Services will brief the City Council on the 2017 City Calendar. We have attached the briefing 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: A.C. Gonzalez, City Manager
Larry Casto, City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge
Ryan S. Evans, First Assistant City Manager
Eric D. Campbell, Assistant City Manager

Jill A. Jordan, P.E., Assistant City Manager
Mark McDaniel, Assistant City Manager
Joey Zapata, Assistant City Manager
M. Elizabeth Reich, Chief Financial Officer
Sana Syed, Public Information Officer
Elsa Cantu, Assistant to the City Manager – Mayor & Council

2017 City Calendar

CITY COUNCIL BRIEFING - OCTOBER 19, 2016



Purpose

Review the City Calendar for January 2017 through December 2017

- City Council meetings
- Council Committee meetings
- Campaign Finance Reports
- Council-staff planning session
- FY 2017-18 budget schedule
- 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 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 – no meeting

City Council Meetings

Some City Council meetings have been canceled, moved, or adjusted

- February 15 – cancel due to Council-staff planning session
- March 8 – cancel due to National League of Cities Congressional City Conference and Spring Recess
- March 15 – cancel due to Spring Recess
- May 3 – cancel week of City election
- July – cancel due to July recess in accordance with Council resolution #90-2673
- October 4 – cancel due to Texas Municipal League Conference
- November 15 – move to Tuesday, November 14 due to National League of Cities Conference
- November 22– cancel week of Thanksgiving
- December 20 – cancel week before Christmas
- December 27 – cancel week before New Year's

Committees – 1st and 3rd Mondays

Economic Development

- 1st and 3rd Monday – 9 a.m. to 10:30 a.m.

Housing

- 1st and 3rd Monday – 11 a.m. to 12:30 p.m.

Budget, Finance, and Audit

- 1st and 3rd Monday – 1 p.m. to 2:30 p.m.

Arts, Culture, and Libraries

- 3rd Monday – 3 p.m. to 4:30 p.m.

Economic Development	Housing	Budget, Finance, and Audit	Arts, Culture, and Libraries
1 st & 3 rd Monday	1 st & 3 rd Monday	1 st & 3 rd Monday	3 rd Monday (adjusted for cancelations)
9 a.m. to 10:30 a.m.	11 a.m. to 12:30 p.m.	1 p.m. to 2:30 p.m.	3 p.m. to 4:30 p.m.
January 3 (Tuesday) – Moved from Monday to Tuesday due to New Year’s Day (City holiday) January 17 (Tuesday) – Moved from Monday to Tuesday due to Martin Luther King, Jr. Day (City holiday)			
February 6 (Monday) February 21 (Tuesday) – Moved from Monday to Tuesday due to Presidents’ Day (City holiday)			
March 6 (Monday) – Canceled due to Spring Recess March 20 (Monday)			
April 3 (Monday) April 17 (Monday)			
May 1 (Monday) – Canceled week of City election May 15 (Monday)			
June 5 (Monday) – Includes Arts, Culture, and Libraries since 3 rd Monday canceled for Council Inauguration June 19 (Monday) – Canceled due to Council Inauguration			
July 3 (Monday) – Canceled due to July recess July 17 (Monday) – Canceled due to July recess			
August 7 (Monday) August 21 (Monday)			
September 5 (Tuesday) – Moved from Monday to Tuesday due to Labor Day/ Cesar E. Chavez Day (City holiday) September 18 (Monday)			
October 2 (Monday) October 16 (Monday)			
November 6 (Monday) – Includes Arts, Culture, and Libraries since 3 rd Monday canceled week of Thanksgiving November 20 (Monday) – Canceled due to Thanksgiving holiday			
December 4 (Monday) – Includes Arts, Culture, and Libraries since 3 rd Monday canceled week before Christmas December 18 (Monday) – Canceled week before Christmas			

Committees – 2nd and 4th Mondays

Quality of Life and Environment

- 2nd and 4th Monday – 9 a.m. to 10:30 a.m.

Public Safety

- 2nd and 4th Monday – 11 a.m. to 12:30 p.m.

Transportation and Trinity River Project

- 2nd and 4th Monday – 1 p.m. – 2:30 p.m.

Quality of Life and Environment	Public Safety	Transportation and Trinity River Project
2 nd & 4 th Monday	2 nd & 4 th Monday	2 nd & 4 th Monday
9 a.m. to 10:30 a.m.	11 a.m. to 12:30 p.m.	1 p.m. to 2:30 p.m.
January 9 (Monday) January 23 (Monday)		
February 13 (Monday) February 27 (Monday)		
March 13 (Monday) – Canceled due to Spring Recess March 27 (Monday)		
April 10 (Monday) April 24 (Monday)		
May 8 (Monday) May 22 (Monday)		
June 12 (Monday) June 26 (Monday) – Canceled following Council Inauguration		
July 10 (Monday) – Canceled due to July recess July 24 (Monday) – Canceled due to July recess		
August 14 (Monday) August 28 (Monday)		
September 11 (Monday) September 25 (Monday)		
October 9 (Monday) October 23 (Monday)		
November 13 (Monday) November 27 (Monday) – Canceled week following Thanksgiving		
December 11 (Monday) December 25 (Monday) – Canceled week of Christmas holiday		

Campaign Finance Report Due Dates

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

- January 17 – Campaign finance report due (semi-annual)
- July 15 – Campaign finance report due (semi-annual)

Council-Staff Planning Session

Council and staff planning meetings are scheduled for

- Wednesday, February 15
- Thursday, February 16

FY 2017-18 Budget Schedule

Schedule for development of the FY 2017-18 budget includes:

December 7, 2016	Budget Workshop
February 15-16	Council-Staff Planning Session
March 1	Budget Workshop
March 22	Budget Public Hearing
May 17	Budget Workshop
May 24	Budget Public Hearing
June 21	Budget Workshop
July 25	Appraisal Districts certify 2017 tax roll
August 4	Deliver City Manager's recommended budget to Council Members
August 8	Budget Workshop: City Manager's Recommended Budget
August 8 to Sept 1	Budget Town Hall Meetings
August 16	Budget Workshop
August 23	Budget Public Hearing
August 30	Budget Workshop (5 th Wednesday – optional)
September 6	Budget Workshop
September 6	Adopt Budget on First Reading
September 12	Budget Workshop (optional)
September 20	Adopt Budget on Second Reading and Adopt Tax Rate
October 1	Begin FY 2017-18

Budget Schedule

- August 2017 has five Wednesdays
 - Budget Workshop on Wednesday, August 30 is included as a placeholder to allow more time for us to brief Council on the recommended budget, if needed
- Budget Amendments
 - Two potential dates are included on calendar – Wednesday, September 6 and Tuesday, September 12
- Last day to adopt tax rate is Wednesday, September 20, as agreed to in City's tax collection contract with Dallas County

Holidays

The City recognizes the following holidays:

New Year's Day	Monday, January 2
Martin Luther King, Jr. Day	Monday, January 16
Presidents' Day	Monday, February 20
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day/Cesar Chavez	Monday, September 4
Thanksgiving Day	Thursday, November 23
Day After Thanksgiving	Friday, November 24
Christmas Day	Monday, December 25

Next Steps

Adoption of the 2017 Calendar is scheduled for City Council consideration on October 26 addendum

Appendix

January through December 2017 Calendar

January 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	<p>2</p> <p>Committee Meetings moved to January 3rd</p> <p>New Year's Day - City Holiday</p>	<p>3</p> <p>Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance, & Audit</p>	<p>4</p> <p>Council Briefing 9:00am</p>	5	6	7
8	<p>9</p> <p>Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project</p>	10	<p>11</p> <p>Council Agenda 9:00am</p>	12	13	14
15	<p>16</p> <p>Committee Meetings moved to January 17th</p> <p>Martin Luther King, Jr. Day -City Holiday</p>	<p>17</p> <p>Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance, & Audit 3:00pm-Arts, Culture, & Libraries</p> <p>Campaign Finance Report Due - Semi Annual</p>	<p>18</p> <p>Council Briefing 9:00am</p>	19	20	21
22	<p>23</p> <p>Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project</p>	24	<p>25</p> <p>Council Agenda 9:00am</p>	26	27	28
29	<p>30</p> <p>Fifth Monday - No Council Committee Meetings</p>	31				

February 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Council Briefing 9:00am	2	3	4
5	6 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance, & Audit	7	8 Council Agenda 9:00am	9	10	11
12	13 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	14	15 Council Meeting Canceled Council-Staff Planning Session	16 Council-Staff Planning Session	17	18
19	20 Committee Meetings moved to February 21 st President's Day – City Holiday	21 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance, & Audit 3:00pm-Arts, Culture, & Libraries	22 Council Agenda 9:00am	23	24	25
26	27 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	28				

March 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Council Briefing 9:00am Budget Workshop	2	3	4
5	6 Council Committee Meetings Canceled Council Recess	7 Council Recess City of Dallas Legislative Reception – Austin, TX	8 Council Meeting Canceled Council Recess	9 Council Recess	10 Council Recess	11 National League of Cities Congressional City Conference - Washington, DC
12 National League of Cities Congressional City Conference - Washington, DC	13 Council Committee Meetings Canceled Council Recess National League of Cities Congressional City Conference - Washington, DC	14 Council Recess National League of Cities Congressional City Conference - Washington, DC	15 Council Meeting Canceled Council Recess National League of Cities Congressional City Conference - Washington, DC	16 Council Recess	17 Council Recess	18
19	20 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance, & Audit 3:00pm-Arts, Culture, & Libraries	21	22 Council Agenda 9:00am Budget Public Hearing	23	24	25
26	27 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	28	29 Fifth Wednesday – No City Council Meeting	30	31	

April 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 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 Passover (Begins at Nightfall)	11	12 Council Agenda 9:00am	13	14	15
16 Easter Sunday	17 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	20	21	22
23	24 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project General Election Early Voting begins	25	26 Council Agenda 9:00am	27	28	29
30					Campaign Finance Report due	

May 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Council Committee Meetings Canceled	2 General Election Early Voting ends	3 Council Meeting Canceled	4	5	6 Election Day
7	8 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	9	10 Council Agenda 9:00am	11	12	13
14	15 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance, & Audit 3:00pm-Arts, Culture, & Libraries	16	17 Council Briefing 9:00am Budget Workshop Canvass General Election Results Call Runoff Election (if necessary)	18	19	20
21	22 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	23	24 Council Agenda 9:00am Budget Public Hearing	25	26	27
28	29 Fifth Monday – No Council Committee Meetings Memorial Day – City Holiday Runoff Early Voting begins (subject to change)	30	31 Fifth Wednesday – No Council Meeting			

June 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Campaign Finance Report due – 8 Days before Runoff Election	3
4	5 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance, & Audit 3:00pm-Arts, Culture, & Libraries	6 Runoff Early Voting ends (subject to change)	7 Council Briefing 9:00am	8	9	10 Runoff Election Day (subject to change)
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	19 Council Committee Meetings Canceled Canvass Runoff Election Results Inauguration (morning) & Office/Seating Selections (afternoon)	20	21 Council Briefing 9:00am Budget Workshop	22	23 U.S. Conference of Mayors Miami Beach, FL	24 U.S. Conference of Mayors Miami Beach, FL
25 U.S. Conference of Mayors Miami Beach, FL	26 Council Committee Meetings Canceled U.S. Conference of Mayors Miami Beach, FL	27	28 Council Agenda 9:00am	29	30 Eid Al-Fitr Observance	

July 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 Eid Al-Fitr National Holiday	3 Council Recess Per Resolution 90-2673 Passed August 22, 1990	4 Independence Day – City Holiday	5 Council Recess Per Resolution 90-2673 Passed August 22, 1990	6	7	8
9	10 Council Recess Per Resolution 90-2673 Passed August 22, 1990	11	12 Council Recess Per Resolution 90-2673 Passed August 22, 1990	13	14	15 Campaign Finance Report due – Semi Annual
16	17 Council Recess Per Resolution 90-2673 Passed August 22, 1990	18	19 Council Recess Per Resolution 90-2673 Passed August 22, 1990	20	21	22
23	24 Council Recess Per Resolution 90-2673 Passed August 22, 1990	25	26 Council Recess Per Resolution 90-2673 Passed August 22, 1990	27	28	29
30	31 Council Recess Per Resolution 90-2673 Passed August 22, 1990					

August 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Council Briefing 9:00am	3	4	5
6	7 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance, & Audit	8 Budget Workshop (Presentation of City Manager's recommended Budget 9:00am) Town Hall Meetings Begin	9 Council Agenda 9:00am	10	11	12
13	14 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	15	16 Council Briefing 9:00am Budget Workshop	17	18	19
20	21 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance, & Audit 3:00pm-Arts, Culture, & Libraries	22	23 Council Agenda 9:00am Budget Public Hearing	24	25	26
27	28 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	29	30 Budget Workshop (optional) 9:00am	31		

September 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Town Hall Meetings End	2
3	4 Committee Meeting Moved to September 5th Labor Day/Cesar E. Chavez Day – City Holiday Eid Al-Adha	5 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance, & Audit	6 Council Briefing 9:00am Budget Workshop Vote to Adopt Budget 1 st Reading	7	8	9
10	11 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	12 Budget Workshop (Optional) 9:00am	13 Council Agenda 9:00am	14	15	16
17	18 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 Vote to Adopt Budget 2 nd Reading	21 Rosh Hashanah (Begins at Sundown)	22 Rosh Hashanah	23
24	25 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	26	27 Council Agenda 9:00am	28	29	30 Yom Kippur

October 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance, & Audit	3 Texas Municipal League Annual Conference – Houston, Texas	4 Council Meeting Canceled Texas Municipal League Annual Conference – Houston, Texas	5 Texas Municipal League Annual Conference – Houston, Texas	6 Texas Municipal League Annual Conference – Houston, Texas	7
8	9 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 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 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
29	30 Fifth Monday – No Council Committee Meeting	31				

November 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Council Briefing 9:00am	2	3	4
5	6 Council Committees: 9:00am-Economic Development 11:00am-Housing 1:00pm-Budget, Finance & Audit 3:00pm-Arts, Culture & Libraries	7	8 Council Agenda 9:00am	9	10	11
12	13 Council Committees: 9:00am-Quality of Life & Environment 11:00am-Public Safety 1:00pm-Transportation & Trinity River Project	14 Council Briefing 9:00am	15 Council Meeting Moved to November 14 th National League of Cities Conference - Charlotte, NC	16 National League of Cities Conference - Charlotte, NC	17 National League of Cities Conference - Charlotte, NC	18 National League of Cities Conference - Charlotte, NC
19	20 Council Committee Meetings Canceled	21	22 Council Meeting Canceled	23 Thanksgiving Day - City Holiday	24 Day after Thanksgiving Day - City Holiday	25
26	27 Council Committee Meetings Canceled	28	29 Fifth Wednesday – No Council Meeting	30		

December 2017						
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 3:00pm-Arts, Culture & Libraries	5	6 Council Briefing 9:00am	7	8	9
10	11 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	18 Council Committee Meetings Canceled	19	20 Council Meeting Canceled	21	22	23
24 Eight Days of Hanukah (Begins at Sundown)	25 Council Committee Meetings Canceled Christmas Day/ Hanukah – City Holiday	26 Kwanzaa Begins	27 Council Meeting Canceled	28	29	30
31						