



DACC Advisory Board Annual Outlook and Procedures



Agenda

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City Issued Email

Hybrid Meetings

Working Groups vs. Committee

Retreat/Workshop/

Community Interest Announcement

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Annual Timeline for Board

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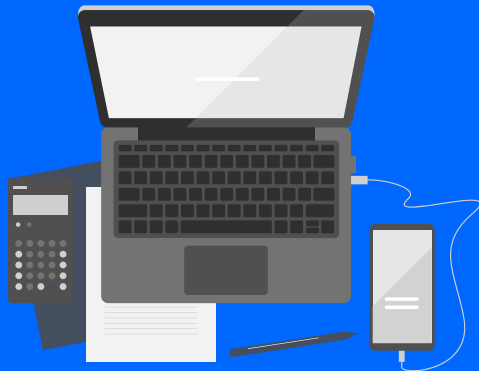
Introduction

DACC Advisory Board is tasked with:

Advising the Downtown Austin Community Court on policy and operational issues and advising City Council about the operations and policies of the court.

City Issued Emails

- City Code only authorizes the city issued email address for electronic communications to conduct business. We understand its challenging for everyone, but we must do our part.
- If a board member uses their personal email, they are subject to open records. Please let us know if you wish to have your personal email taken off the distribution list.



Hybrid Meetings

Members and Presenters need cameras on

- We recommend cameras remain on at all times, but at minimum, they **MUST** be on during roll call, voting or while they are speaking.
- Advisory Board Attendance and Conflict of Interest Form needs to be signed by all attendees and members attending through virtual meetings.



Working Group vs. Committee

Working Groups are Temporary

- The working groups should only be used for temporary, short-term projects, reports, assignments, etc. Ongoing work is not appropriate for a working group.
- The board can determine the size of a working group but the number of board members serving on the working group must be less than a quorum of the board.

Committee

- Please refer to Article 8 of bylaws. DACC Advisory Board will have no committees.
- Each committee must be established by an affirmative vote of the board. A committee cannot meet until its creation is approved by the Council Audit and Finance Committee

Retreat or Workshop

Post an agenda?

- With few exceptions, any gathering where a quorum will be present and Boards and Commission business will be discussed, conducted, or acted upon is considered a meeting by Texas Open Meetings Act (TOMA) and would require proper public notification – a posted agenda.



Community Interest Announcement

Post an agenda for Events?

- When a quorum might attend ceremonial events, ribbon cuttings, press conference, public engage, etc.
- Event must be open to the public with no business being discussed or conducted



Attendance

Samples of “Excused”

- City Code § 2-1-26 outlines specific reasons that may be considered "Excused"
- All other reasons are listed as "Unexcused. "



Board member's illness or injury



Illness or injury of a member of the board member's immediate family



Active military service



Birth or adoption of the board member's child, for 90 days after the birth or adoption

DACC Advisory Board 2024 Calendar

- January:
 - Board meets January 19, 2024
 - Discuss FY 24-25 Budget Recommendations
- March
 - Board meets March 22, 2024
 - Statements of Financial Information due April 30, 2024 (Clerk's Office will contact Members)
 - Board and Commission budget recommendations due March 31, 2024
- April
 - BC Coordinator will send notice about Annual Internal Review for Board, due in July
- May
 - Board meets May 17, 2024
 - Election of officers at first regular meeting after April 1, 2024
 - Discuss Annual Report, due by July 31, 2024
- July
 - Board meets July 19, 2024
 - Annual Report, due by July 31, 2024
- September
 - Board meets September 20, 2024
 - Adopt board meeting schedule for 2025
- November :
 - Board meets November 15, 2024



DACC Forecast Issues for FY 2024

- **Mobile Court Pilot**
 - Progress report to City Council in February
 - Update to Board in March
- **DACC 25th Anniversary**
 - Will notify Board Members of opportunities to participate in activities
 - Most events planned around October
- **Diversion Pilot launch**
 - Joint effort between Travis County, Integral Care, Central Health, and the City of Austin
 - DACC funds and manages City contract
- **Data Maximization**
 - Developing strategic departmentwide data initiative
 - Ongoing progress throughout year
- **Strategic Implementation**
 - Updating DACC's Mission, Values, and Strategic Pillars
 - Continuing to provide quality essential services
 - Next two years will also focus on supporting and stabilizing new programs and initiatives
 - Clinical Diversion Program
 - Mobile Court
 - Implementing jurisdiction expansion
 - Ongoing support for Data Maximization Project





Thank you!

CALENDAR OF EVENTS – 2024

Date	Action
January 2024	<ul style="list-style-type: none"> - FY 24-25 Budget Recommendations discussion - DACC Advisory Board Meeting on January 19, 2024
March 2024	<ul style="list-style-type: none"> - Statements of Financial Information* are due by April 30, 2024. The BC Coordinator will send a notice to all members who must file. - Board Commission Budget Recommendations are due March 31, 2024. - DACC Advisory Board Meeting on March 22, 2024
April 2024	<ul style="list-style-type: none"> - The BC Coordinator will send a notice to chairs and liaisons that the Annual Internal Review Report is due by July 31, 2024.
May 2024	<ul style="list-style-type: none"> - Election of officers at the first regular meeting after April 1, 2024. Please submit the updated information to the BC Coordinator. - Term for newly elected officers begins at the first regular meeting after May 1, 2024. - Discuss the Annual Internal Review Report is due by July 31, 2024. - DACC Advisory Board Meeting on May 17, 2024
July 2024	<ul style="list-style-type: none"> - The Annual Internal Review Report must be filed with the OCC and city department supporting the board by July 31, 2024 *** - DACC Advisory Board Meeting on July 19, 2024
September 2024	<ul style="list-style-type: none"> - Adopt a meeting schedule for the upcoming year including makeup meeting dates and cancelled meetings. - DACC Advisory Board Meeting on September 20, 2024
November 2024	<ul style="list-style-type: none"> - DACC Advisory Board Meeting on November 15, 2024

- If there is a change in the board member's contact information (address, phone numbers, email), please notify the OCC (B & C Coordinator).

* [Statement of Financial Information](#) are required from members of the following boards:

Arts Commission, Board of Adjustment, Community Development Commission, Environmental Board, Historic Landmark Commission, Housing Authority of the City of Austin, Parks and Recreation Board, Planning Commission, Public Safety Commission, Zero Waste Advisory Commission, Water and Wastewater Commission, Urban Renewal Agency, and Zoning and Platting Commission.

Downtown Austin Community Court Advisory Board

DACC Service and Data Overview

Board Packet – January 19, 2024

Community Services

- **Community Services Program (CS)** – Participants fulfill community service hour requirements through public space cleaning, beautification projects, graffiti abatement, and working at DACC’s Edgar Fincher III Program Garden, which donates all food and eggs to local providers who feed the homeless community.
 - **Number of Community Services Requests Completed**
 - FY 2024 (Oct. 2023-Dec. 2023): 227
 - **Acreage of Work Completed**
 - FY 2024 (Oct. 2023-Dec. 2023): 4.04
- **Violet KeepSafe Storage Program (VKS)** – Free storage located downtown with secure bins to store vital documents, family memories, clothing, bedding, and more. Operates 7:00am-11:00am and 1:00pm-7:00pm, seven days a week. Program employs people with lived experience to improve service experience and create workforce opportunities.
 - **Number of Interactions with VKS Participants**
 - FY 2024 (Oct. 2023-Dec. 2023): 386
 - **Number of Active VKS Participants**
 - FY 2024 (Oct. 2023-Dec. 2023): 6,305

Court Services

- **Restorative justice and problem-solving court** – Fine-only court with emphasis on alternative resolutions, and provides an immediate connection to onsite case managers, basic needs, and social service resources. DACC resolves Class C criminal offenses in catchment area, and Proposition B and State camping ban cases citywide.
 - **Number of Cases Filed**
 - FY 2024 (Oct. 2023-Dec. 2023): 431
 - **Number of Cases Docketed**
 - FY 2024 (Oct. 2023-Dec. 2023): 1,128
- **Clinical Diversion Program (CDP)** – Dedicated case managers serve people engaging in Court Services to improve connection to case management and social services, while also improving appearance and case completion rates.
 - **Number of Cases Resolved through Participation in CDP:**
 - FY 2024 (Oct. 2023-Dec. 2023): 71
 - **Number of CDP Clients:**
 - FY 2024 (Oct. 2023-Dec. 2023): 53
- **DACC Mobile Court Pilot** – This Pilot, initiated by Council Resolution 20230816-016, is intended to connect people in the community with solutions for resolving cases while providing immediate connection to services and resource navigation through case managers onsite.
 - **Warrants Cleared during Mobile Court:**
 - FY 2024 (Oct. 2023-Dec. 2023): 13
 - **Cases Docketed during Mobile Court:**
 - FY 2024 (Oct. 2023-Dec. 2023): 27

Homeless Services

- **Walk-in Case Management** – Provides assistance obtaining identification documents and signing up for public benefits, access to basic needs, and linkages to mental health, physical health, and substance misuse services.
 - **Number of Walk-in Case Management Interactions**
 - FY 2024 (Oct. 2023-Dec. 2023): 2,594
 - **Average Daily Walk-in Case Management Interactions**
 - FY 2024 (Oct. 2023-Dec. 2023): 63
- **Intensive Case Management** – Person-centered, housing-focused services with low caseloads and wrap around supports. Both DACC case management programs serve as a diversion from criminal justice involvement by meeting people’s needs before situations escalate to involve law enforcement.
 - **Number of Clients Connected to Housing**
 - FY 2024 (Oct. 2023-Dec. 2023): 23

Support Services - Responsible for special projects and support for all DACC units, administration for the department, internal and external communications, community engagement, support for the DACC Advisory Board and the Austin Homelessness Advisory Council, and social service contracting.

- **DACC-funded social service contracts** –Long- and short-term housing solutions, SOAR application assistance and representative payee services, and substance misuse, mental health, and peer support services for clients served directly by DACC. Also includes contracts that serve the Austin Community such as the Expanded Mobile Crisis Outreach Team (EMCOT) and funding six Integral Care mental health and peer support staff that serve on the Homeless Outreach Street Team (HOST).
 - **Number of Social Service Contract Payments Processed**
 - FY 2024 (Oct. 2023-Dec. 2023): 20
 - **Amount of Social Service Contract Payments Processed**
 - FY 2024 (Oct. 2023-Dec. 2023): \$649,989
- **Austin Homelessness Advisory Council (AHAC)** – Approximately 15 people with lived experience meet biweekly to provide input on policies, programs, and practices impacting people experiencing homelessness. DACC provides facilitative and administrative support to ensure AHAC can continue to serve as a vital and ongoing resource for City departments and the community.
 - **Hours of Input Gathered from Austin Homelessness Advisory Council Members**
 - FY 2024 (Oct. 2023-Dec. 2023): 111

COMMUNITY COURT NEWS

A newsletter brought to you by DACC's Communications Team

Top stories in this newsletter

11.29.2023



DACC Strategic Planning Updates



DACC Mobile Court Updates



Helping Out at the PURC



DACC's Numbers

DACC Strategic Planning Updates

We are embarking on a departmentwide strategic planning effort to work collaboratively to ensure our mission, vision, and values reflect the incredible services we provide the Austin community. Here are some highlights of what's been done so far, and what's on the horizon:

- **Strategic Planning Survey Completed by Staff in October** – Over half of our staff, including staff across all units completed this survey, which will help inform our Strategic Planning efforts moving forward. The consulting group we're working with said our completion rate was one of the best they've seen. Thank you for taking the time to share your feedback!
- **DACC Leadership Staff Retreat Occurred on November 16th** – DACC leadership met at Mayfield Park to work together to analyze survey results from staff and begin reimagining DACC's mission, vision, and values. Leadership looks forward to DACC's staff taking this work to the next level with their input on January 9th.
- **Strategic Planning Staff Retreat on January 9th** - This will provide DACC staff the opportunity to shape the future direction of our department. Your valuable insights and contributions will be crucial as we work together to enhance our impact on the community. This retreat will include all DACC staff and close partners including Prosecutors, Human Resources, Financial Services, Information Technology Services, Starside Security, APD, and others. Details regarding the agenda and venue will be shared later in December.



DACC Mobile Court Updates

We're more than a full month into the Mobile Court pilot, and deeply appreciate DACC staff's contributions and flexibility as we build this program to provide community-based court and case management services. We continue to be received well at each location with varying levels of people served, and every location will help inform future efforts.

- **Locations:** Since we started this program in mid October, we've provided services at The Charlie Center at Mosaic Church, two Pop-up Resource Clinics (PURCs), Ruiz Branch Public Library, South Austin Neighborhood Center, and Sunrise Homeless Navigation Center.
- **Services:** People served are provided the opportunity to check for any open cases and/or warrants with DACC and AMC, hear about DACC's homeless services with a focus on Walk-in Case Management and Violet KeepSafe Storage, clear warrants and resolve cases through virtual court processes, and engage with case managers and enroll in DACC's Clinical Diversion Program as part of virtual court processes.

Helping Out at the PURC



DACC's team was well-represented at the PURC this month providing Mobile Court Services, completing Coordinated Assessments, and helping people obtain identification documents. We're grateful to EMS for coordinating such meaningful events and to our team for showing up in full force to help people attending!

DACC's Numbers



This section is intended to show a small snapshot of the great work being done across our department. We'll continue to update

the information shared here as DACC's data practices are enhanced through the Data Maximization Project.

All the numbers below are fiscal year to date.

Community Services:

- Community Services Requests Completed: **149**
- Acreage of Work Completed: **2.28**
- Active Violet KeepSafe Storage (VKS) Participants: **294**
- Interactions with VKS Participants: **4,493**

Court Services:

- Cases Filed: **289**
- Cases Docketed: **795**
- Clinical Diversion Program (CDP) Clients: **35**
- Cases resolved through participation in CDP: **55**
- Warrants cleared during Mobile Court: **9**
- Cases docketed during Mobile Court: **16**

Homeless Services:

- Walk-In Case Management Interactions: **1,370**
- Average Daily Walk-in Case Management Interactions: **62**
- Clients Connected to Housing: **5**

Support Services:

- Social Service Contract Payments Processed: **6**
- Social Service Contract Payments Processed: **\$111,385**
- Hours of Input Gathered from Austin Homelessness Advisory Council Members: **73**

Violet KeepSafe Improvements

We continue to be extremely grateful for the opportunity to have Violet KeepSafe at the old Municipal Court building on 7th Street and I-35, as it provides indoor and climate-controlled space for our staff, clients, and their belongings. One of the most recent improvements was painting the railings outside violet, to help brighten the exterior for a welcoming environment and improve program visibility. Thanks to our Community Service team for their work to make this happen.



Opportunities for Input



Suggest an activity - The Celebrations and Activities Committee is planning our monthly DACC team activities and other events. Please feel

free to send any ideas you have for group activities to Robert Kingham.

Submit topics for staff email updates and/or annual report

- **Staff email updates** – We want staff across all DACC Units to know about the good and significant work happening across our department. If you have significant program changes or any small or big success stories, please send them to Laura Williamson to be included in these email updates
- **Annual Report** – We're looking to expand and redesign how we report about our work annually. There's flexibility on both format and content. Laura Williamson is working on meeting with all the units to share more about these efforts; please send any formatting or subject ideas you have directly to her. This report is something we can share with all stakeholders to educate about and celebrate DACC's work.

Staff Updates



New Staff

Keila Garibay-Harris

joined DACC as a Clinical Case Manager on November 6th. Keila is from Laredo, Texas and earned her master's in counseling psychology at Texas A&M International University. She has worked in a variety of settings including neuroscience, rehabilitation counseling, and most recently chemical dependency at Travis County Counseling and Education Services. Keila is passionate about helping clients achieve the most meaningful life possible and operates through a person-centered and strength-based lens. She is excited to join DACC and is eager to serve those experiencing homelessness.

Sarah Rodriguez joined DACC as a new Business Process Specialist on November 27th. Sarah is a native Austinite and earned her undergraduate degree from Pacific Lutheran University and her master's degree from Cornell University. She previously worked as a housing organizer in Dallas before returning to work at the City of Austin. At the City, Sarah worked on homelessness as a member of the Bloomberg i-team in the Innovation Office and on accessibility and engagement as a designer in CTM and OPO. Sarah also worked as a digital specialist at the State of Colorado and as a digital researcher for the Beek Center at Georgetown University. She is excited to support the amazing people and work that is being done to make court services accessible to people experiencing homelessness across the city.

Departing Staff

Lauren Stott, Business Process Specialist, left DACC and Austin to move back home to Illinois to spend time caring for family. Lauren has been with DACC since January 2022 and from the beginning has been a vital member of the Support Services team. Lauren enthusiastically shepherded major projects including the Geographical Service Area project as well as the ongoing Data Maximalization efforts. Her legacy and the impact from these two projects will be felt many years from now. Her last day at DACC was November 8th. We wish Lauren well and are grateful for all of her contributions during her time with DACC.

Aimee Klich, Clinical Case Manager, resigned from DACC to pursue other professional opportunities. Aimee has been a valuable member of our team, always displaying compassion and patience with colleagues and clients alike. She will certainly be missed. Aimee's last day at DACC was Tuesday, November 14th.

Reminders



Nominate a colleague for Employee of the Quarter - Please take a moment and recognize one of your colleagues for the standout job they are doing by

submitting your nomination for Employee of the Quarter. By recommendation from the Celebrations and Activities Committee, nominations for EOQ will now be open year-round, and your nomination will be included in the voting process of the quarter in which it was submitted. The link for the nomination form is available at: <https://forms.office.com/g/5RmWWfSZLV>

Annual Staff Training Budget and Resources – Every DACC employee has access to up to \$400 annually for professional development which may include online and in person classes, professional association memberships, certifications, liability insurance, conferences, and license renewals.

- For planning purposes, staff must have used or designated how and when funding will be used by the end of the second quarter (March 2024). Funds can be spent through the end of the fourth quarter (September 2024) as long as it was designated by the end of the second quarter.
- Funding can be used broadly to develop any skills that will help employees in their work, such as OSHA trainings, computer skills training, etc. Please ask your supervisor if you need help with ideas or want more information.

Upcoming Events

December DACC Midday Mixer

What: Monthly staff gathering, please plan to attend in person.

When: Tuesday, December, 19th, 1:30p-2:30p

Where: DACC Training Room

Remaining 2023 City Holidays:

Christmas Eve: Monday,

December 25

Christmas Day: Tuesday,

December 26



COMMUNITY COURT NEWS

A newsletter brought to you by DACC's Communications Team

Top stories in this newsletter

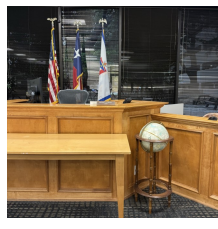
12.28.2023



DACC Jurisdiction Expansion



DACC Mobile Court Updates



Criminal Justice Mental Health Learning Site



DACC's Numbers

Criminal Justice Mental Health Learning Site

DACC was featured in this [press release](#) and this [CityNews piece](#), followed by recognition in this [KXAN segment](#) for being selected as a Criminal Justice Mental Health Learning Site. We shared the announcement with staff internally in the fall, but had been waiting for the formal program website launch to formally announce to the public. DACC is grateful and excited to be recognized as a national leader, and welcomes the opportunity to continue to share our practices with other communities looking to serve people effectively and compassionately.



DACC Mobile Court Updates

In our second full month into the Mobile Court pilot, we're seeing positive outcomes for the people we're serving, both through our virtual court processes and outreach regarding our homeless services available at DACC. Every Clerk, CDP staff member, and Support Services staff members have helped out at Mobile Court locations, and also continue to provide onsite support at DACC when they aren't mobilized for Mobile Court. At a recent Mobile Court day, we even received a visit

from Santa and Council Member Kelly. Thanks to all of our staff for your continued dedication and flexibility to help make this an impactful and successful program.

Next Steps: We'll be developing a progress report for City Council and City Leadership about the Pilot in February, and will be reaching out to all staff involved leading up to that report to ensure your feedback is incorporated. We'll be reaching out in the near future with more details.

DACC Jurisdiction Expansion

Overview: On December 14, 2023, the City Council approved an expansion of DACC's jurisdiction citywide for the offenses listed below. This expansion is a significant milestone for our department, will improve equitable access to services, and will help us have an even greater impact on our community.

- Camping in public
- Public Intoxication
- Disorderly Conduct
- Possession of Drug Paraphernalia
- Sit/Lie violations
- Consuming Alcohol in a Public Place
- Pedestrian in the Roadway
- Human Waste
- Littering
- Simple Assault by Contact
- Misdemeanor Theft C - Less than \$100

Media: KXAN ran a piece about DACC's jurisdiction expansion, available [here](#)

Process updates: DACC and AMC are partnering to update everything needed for a smooth transition, and DACC is assisting APD with training materials for the expansion. DACC will have the opportunity to report back to Council with any updates or further recommendations in February, alongside the report we'll be providing regarding process for DACC's Mobile Court Pilot. We'll keep staff apprised as these updates are provided.



Day Labor joining Violet KeepSafe Storage (VKS)



Beginning in January 2024, Austin Public Health's (APH) Day Labor program will be collocated at the facility that is home to DACC's VKS Program while they work to secure a permanent home. This is an ideal partnership, as it will create easier access to VKS and Day Labor for participants who use both programs. Also, this partnership will also include the addition of a security guard onsite. We're grateful for yet another partnership opportunity with APH, and being able to provide easier access to a valuable program for our VKS participants.

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- Hours of Input Gathered from Austin Homelessness Advisory Council Members: **111**

Community Services forms new partnership with Austin Parks Foundation

Historically, DACC's Community Service Crews have assisted Austin Parks Foundation with the two annual It's My Park Day volunteer events, picking up brush and other items as needed. As of late November, our crews have committed to an ongoing partnership to help year-round moving forward. We're grateful to our crews for all of their work serving the community, and helping give back to our parks system!

Opportunities for Input



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Staff Updates



Bailey Gray is transitioning roles from Clinical Case Manager to Business Process Specialist on December 4th. This was the role

that was inhabited previously by Lauren Stott. Bailey has been a member of DACC since October 2019 and is excited to continue serving individuals experiencing homelessness. Bailey is a native Austinite and has a master's degree in Social Work, as well as a master's in Public Affairs. Prior to DACC, Bailey served individuals experiencing homelessness a member of HOST, Trinity Center, and as a Program Manager with DACC creating a pilot navigation center in 2019. She is thrilled to be staying with DACC and continue to support our vision to promote success through creative solutions. Throughout the pandemic Bailey shouldered an enormous amount of responsibility and burden to keep DACC running smooth at 6th Street, Terrazas, and finally at One Texas Center. We know Bailey will continue to positively impact DACC in her new role. Please congratulate Bailey on her new position, for her continued success at DACC and for the incredible work she has accomplished working for the City of Austin.

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Upcoming Events

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What: Monthly staff gathering, please plan to attend in person.

When: Tuesday, January 16th, 1:30p-2:30p

Where: DACC Training Room



2024 City Holidays:

- **New Year's Day** - Monday, January 1
- **Martin Luther King Day** - Monday, January 15
- **Presidents' Day** - Monday, February 19
- **Memorial Day** - Monday, May 27
- **Juneteenth** - Wednesday, June 19
- **Independence Day** - Thursday July 4
- **Labor Day** - Monday, September 2
- **Veterans Day** - Monday, November 11
- **Thanksgiving Day** - Thursday, November 28
- **Thanksgiving Friday** - Friday, November 29
- **Christmas Eve** - Tuesday, December 24
- **Christmas Day** - Wednesday, December 25

Strategic Planning Staff Retreat

What: This will provide DACC staff the opportunity to shape the future direction of our department. Your valuable insights and contributions will be crucial as we work together to enhance our impact on the community.

When: Tuesday, January 9th, 9:00am-5:00pm

Where: Zilker Botanical Garden - 2220 Barton Springs Rd, Austin, TX 78746

