

**LAFAYETTE CONSOLIDATED GOVERNMENT**  
**INTERNAL MEMORANDUM**

CAO Administration

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**TO:** Departmental Directors  
LCG Agencies and Offices  
CAO Divisions  
Clearinghouse Representatives

**DATE:** November 5, 2015

**THRU:** Dee Stanley 

**FROM:** Jenny Meadows CPS  
Kim Spears

**SUBJ:** Agenda Item Submittal Schedule for 2016

Attached is the schedule for submitting agenda items (**for the first and third Tuesdays only, and EXCLUDING the last meeting of the month, referred to as the "Zoning" meeting**) for the year 2016. Please take note of the various exceptions for the meetings and deadlines that occur throughout the year for holidays. This schedule will also be available on the LCG Intranet.

Please be reminded that all **ordinances, resolutions, IGAs, agreements, etc.** must be **emailed**. Please email the agenda item and include the words "Agenda Item" and the date of introduction/submittal in your email subject line.

**Please make sure a copy of this memo is distributed to all staff members who may submit agenda items, so they will be aware of the deadlines.**

Just a few reminders about the submittals:

1. The deadline schedule you received from the Council office is the **CAO's deadline to deliver the completed package of all submittals to the Council**. The CAO's office and Budget Management deadlines are **different - please follow the schedule attached to this memo titled "Agenda Item Submittal Deadlines 2016"**. By following the correct schedule, you can ensure that your item makes the appropriate agenda.
2. If an ordinance has a corresponding **budget revision**, please send the entire packet **directly to Budget Management** by their deadline as noted on the attached schedule; they will send it through proper channels and it should reach the CAO in time, provided it was submitted to Budget Management according to schedule and there are no corrections that would cause delays.
3. Budget revision ordinances that involve grants or departmental reorganizations require additional review time by the Budget Management staff. Please submit **at least a week prior to normal Budget Management deadlines**.
4. If for any reason you are unable to make the **CAO's deadline**, please let the CAO's office know ASAP.



**AGENDA ITEM SUBMITTAL DEADLINES  
2016 MEETINGS**

DATE OF COUNCIL MEETING	DUE TO CAO'S OFFICE  Tuesday @ noon	DUE TO BUDGET,  Tuesday @ noon
01/05/16	12/16/15 (Wednesday)	12/09/15 (Wednesday)
01/19/16	01/04/16 (Monday)	12/28/16 (Monday)
02/02/16	01/19/16	01/12/16
02/16/16	02/01/16 (Monday)	01/25/16 (Monday)
03/01/16	02/16/16	02/10/16 (Wednesday)
03/15/16	03/01/16	02/23/16
04/05/16	03/21/16 (Monday)	03/14/16 (Monday)
04/19/16	04/05/16	03/29/16
05/03/16	04/19/16	04/12/16
05/17/16	05/03/16	04/26/16
06/07/16	05/23/16 (Monday)	05/16/16 (Monday)
06/21/16	06/07/16	05/31/16
07/05/16	06/20/16 (Monday)	06/13/16 (Monday)
07/19/16	07/05/16	06/28/16
08/02/16	07/19/16	07/12/16
08/16/16	08/02/16	07/26/16
09/06/16	08/22/16 (Monday)	08/15/16 (Monday)
09/20/16	09/06/16	08/30/16
10/04/16	09/20/16	09/13/16
10/18/16	10/04/16	09/27/16
11/01/16	10/18/16	10/11/16
11/15/16	10/31/16 (Monday)	10/24/16 (Monday)
12/06/16	11/18/16 (Friday)	11/11/16 (Friday)
12/20/16	12/06/16	11/29/16

\*Due to Christmas Eve/Christmas Day/New Year's Day Holidays, all deadlines for the January 5, 2016 Meeting(s) have been moved up.

\*\*The City-Parish Home Rule Charter states that the agenda "...shall be published at least two (2) days, excluding Saturdays, Sundays and holidays, prior to the meeting." In order to meet the publication requirements set forth in the Charter, the agenda will need to be submitted to the Official Journal earlier than usual due to a holiday(s); thus, an earlier submittal deadline will be required.

**NOTE:** The Council will not hold a third meeting in the months of November and December. Section 2-07 of the Lafayette Home Rule Charter states: The Council shall meet regularly at least twice a month at intervals of at least two (2) weeks at such times and places as the Council may prescribe.