



## *Memorandum*

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**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Toni Taber, CMC

**SUBJECT:** SEE BELOW

**DATE:** September 11, 2018

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### **SUPPLEMENTAL**

This memorandum is to clarify some confusion about the notation language on the Council agenda for Items 3.3 (Council Travel Policy) and 3.5 (Sister City Delegation Travel to Dublin).

The Rules and Open Government Committee last week deferred Items 3.3 and 3.5 on the 9/11/18 Council agenda to 9/18/18. Under the Rules of Conduct Resolution No. 78145, Rule 9(i), the Rules and Open Government Committee has the authority to defer items since they set the Council agenda. That decision cannot be overridden. At some point on Friday, September 7, the agenda recordkeeping notation for these items was inadvertently changed from “Deferred to 9/18/18 per Rules and Open Government Committee” to “Recommend deferral to 9/18/18” and this was posted until Monday when the Clerk’s Office corrected it to “Deferred to 9/18/18 per Rules and Open Government Committee”.

The “recommend deferral” language was a notation error. The language is a recordkeeping notation for sequencing purposes for staff’s reference; it’s error has no legal effect. The Rules and Open Government Committee’s decision to defer the items still stands – it was on the record. The fact that the agenda recordkeeping notation was incorrect has no legal effect; the items are still deferred.

This memorandum has been coordinated with the City Attorney’s Office.