

# Memorandum



CITY OF DALLAS

DATE September 20, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **City Council Agenda Process - Deferred Items**

On September 13, 2019, staff completed the final steps of Phase 2, to the new Council Agenda Preparation System (CAPS) called Legistar. Phase 2 included the launch of external facing components of CAPS through the platforms, InSite and iLegislate.

This memorandum is to confirm that the current deferral process deadlines in the City Council Rules of Procedure apply to the DRAFT and FINAL agenda items under the new system.

## DRAFT Agenda

Council Members may defer, until the next City Council voting agenda meeting, a voting item appearing on the DRAFT City Council agenda by delivering a written list of agenda item numbers to be deferred to the city secretary before 5:00 p.m. of the Friday before the City Council meeting (unless an exception to deferral under Rule 7.11 applies).

## FINAL Agenda

Council Members may defer, until the next City Council voting agenda meeting, a voting item appearing on the FINAL City Council agenda by delivering a written list of agenda item numbers to be deferred to the city secretary before 5:00 p.m. of the Monday before the City Council meeting for any item added to the FINAL agenda after the DRAFT agenda was distributed (unless an exception to deferral under Rule 7.11 applies).

If you have any questions, please contact Kimberly Bizer Tolbert, Chief of Staff at 214-670-3302.

A handwritten signature in black ink, appearing to read 'T.C. Broadnax'.

T.C. Broadnax  
City Manager

c: Chris Caso, City Attorney (Interim)  
Mark Swann, City Auditor  
Billerae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Chief of Staff to the City Manager  
Majed A. Al-Ghafry, Assistant City Manager  
Elizabeth Reich, Chief Financial Officer

Jon Fortune, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer  
Michael Mendoza, Chief of Economic Development and Neighborhood Services  
Laila Alequresh, Chief Innovation Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors