



**Terrance Freeman**  
City Council President  
At-Large, Group 1  
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## OFFICE OF THE CITY COUNCIL

August 18, 2022

3:00 P.M.

### MEMORANDUM

**TO:** Honorable City Council Members

**FROM:** The Honorable Council President Terrance Freeman 

**SUBJECT:** Addendum Policy

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As Council President, one of my primary duties is to control the order of business at each City Council meeting and to insure the orderly disposition of items on the agenda. In order to achieve this, and in preparing for each Council meeting, I intend to rely heavily on the City Council Agenda that is published the Friday prior to Council meetings. As such, I will not be adding bills to the addendum, except in an extraordinary circumstance.

If a Council Member has such an extraordinary circumstance, please send a request for addition to the addendum, along with a copy of the filed bill and an explanation of the extraordinary circumstance, including why the bill filing deadline was not met, to the Council President and my Executive Assistant, with a copy to Legislative Services.

All communications regarding requests for addition of addendum items must be received by 5:00 p.m. on Monday prior to City Council meeting.

cc: Council Members/Staff  
Margaret M. Sidman, Director/Council Secretary  
Merriane G. Lahmeur, Chief, Legislative Services Division  
Kim Taylor, Council Auditor  
Jeff Clements, Chief, Research Division  
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