## POLICY TITLE <u>LENGTHY REPORTS DISTRIBUTED TO COUNCIL</u>

## POLICY STATEMENT:

In an effort to save paper when printing multiple copies of an agenda packet, supporting agenda material, such as EIRs or project Plans and Specifications which are large in size, will be identified by the City Clerk and departments will be asked to save those materials on the city's website and include a link on the agenda report. In addition, departments shall make the materials available in their office public lobby.

AUTHORIZATION: Council Policy Manual Update of November 17, 1998 Revised by Resolution No. NS-30,188 on August 22, 2023