

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 7

AGENDA PACKETS

OBJECTIVES

To provide procedures for making meeting information available to the City Council, Commissions and the public; and, reduce copying expenses.

WHEN AVAILABLE

All agenda packets shall be posted as electronic packets to the City's website and the document library before the close of business on Friday of the calendar week before a Council or Commission meeting. An email will be sent to the Council or Commission members to let them know that the packets are available for their review.

Packets shall also be available at City Hall for public review. Copies may be obtained at the current cost.

After meetings packets will be filed intact.

PACKET MATERIAL

1. **Text Exhibits.** Packets shall include copies of applications, map locations and any other pertinent, easily reproducible text exhibits.
2. **Drawings and Reports.** Drawings, reports and other materials difficult or expensive to reproduce will be made available in limited quantity at work sessions or scheduled meetings and will be available for inspection at City Hall during regular business hours.