

SUBJECT:**Information Distributed to the City Council/
CDC/Harbor Board During a Meeting****POLICY NUMBER 100-48
ADOPTED 12-12-01**

It is the policy of the City Council that any new information, provided by staff, on an agenda item that is distributed during a meeting will necessitate an automatic ten (10) minute break so as to allow the Council time to review the information prior to discussion of an item. However, the Council prefers receiving all materials prior to their meetings and discourages distribution of late materials at the dais or before a meeting.