

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject: COUNCIL POLICY MANUAL

Date Adopted:
August 4, 2008

File 1.01
Number

POLICY OBJECTIVE

To clearly state and compile policies of the City Council for citizens and employees of the City of Eureka.

ASSIGNED RESPONSIBILITY

Under the direction of the Council the City Manager administers this policy. It is the assigned responsibility of all City employees to follow and abide by these policies.

POLICY

1. There is hereby established a "Council Policy Manual" which shall contain all City policy statements adopted by the City Council.
2. Policy statements in this "Council Policy Manual" will include municipal matters for which the responsibility of decision is placed in the City Council by virtue of the City Charter, the Municipal Code, or specific ordinances and resolutions.
3. All policy statements of the City Council shall be prepared in writing and approved by Council. Once approved, statements of policy will be reproduced, distributed, and included in the "Council Policy Manual".
4. Each policy statement shall include: a) purpose of the policy, b) policy statements, c) assigned responsibility, and d) other criteria or procedural section as required.
5. The City Manager shall be responsible for the preparation, continuing maintenance, and distribution of the "Council Policy Manual," and additions or deletions thereto.
6. Copies of the "Council Policy Manual" shall be distributed to each department head.
7. Copies of the "Council Policy Manual" shall be available to the general public at a cost established and updated in the City of Eureka Schedule of Fees and Service Charges.

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8. Each policy shall be assigned to a “responsible department” and it shall be the responsibility of departments so designated to: 1) periodically review their assigned policies and 2) offer appropriate revisions as necessary.

PROCEDURES

1. The City Council or any standing committee or member thereof, the City Manager, department heads, and City Boards and Commissions may originate draft policy proposals for formal consideration by the City Council.
2. The City Manager shall be responsible for the assignment of tentative and final policy numbers and titles to a proposed policy draft. For these purposes, the City Manager shall be consulted prior to the preparation by the originating department of the draft policy.
3. The proposed policies will then be presented to the City Council for adoption. If the City Council approves or amends a policy by adoption, the City Manager shall include it in the Council Policy Manual.
4. After official adoption by the City Council, the City Manager shall be responsible for duplication of the statement of policy and distribution.
5. As required, the City Manager shall update the Table of Contents in the “Council Policy Manual”.