

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject: CITY OF EUREKA BOARDS AND
COMMISSIONS

Date Adopted: January 1, 1976

File 1.22
Number

POLICY OBJECTIVE

To promote a harmonious working relationship between the City Council, City Commissions, and City staff.

ASSIGNED RESPONSIBILITY

City Manager and all Department Heads.

APPLICABILITY

Applicable to City Manager and all Department Heads.

PROCEDURES

1. Written concerns and recommendations of City Commissions and Boards should be directed to the City Council for evaluation and subsequent direction to the staff.
2. Requests for information desired by Commissions should be directed to the City Manager through the Commission's staff member assigned to the Commission. When extensive research is required to provide the requested information, the City Manager shall advise the City Council and seek direction as to whether or not staff time should be shifted to meet priorities assigned by the City Council.
3. Recommendations concerning the administration of programs or projects of concern to the Commission should be directed to the City Council. When necessary, the City Council may request study sessions with Commissions to insure that the Council has full impact from the Commission and to insure that priorities and activities of Commissions conform to the Council's desires.