

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject: CITIZEN NOTIFICATION OF
CITY COUNCIL OR
COMMISSION ACTION

Date Adopted: January 1, 1976

File 1.23
Number

POLICY OBJECTIVE

To insure that persons with a direct interest in items scheduled for review by City Commissions or by the City Council are made aware of the review process.

ASSIGNED RESPONSIBILITY

City Manager, City Clerk and Executive Staff to all City Commissions.

APPLICABILITY

Applicable to situations where action upon items placed for review before the City Council or City Commissions may have a direct effect on individual private citizens.

PROCEDURES

1. It shall be the responsibility of the executive staff to the City Council and to City Commissions to see to it that private persons with a direct interest in items to be reviewed by these bodies are notified in writing of the time and place for review. Notification shall be given no less than five (5) days prior to review.
2. Private persons directly affected by action taken by the City Council or by a City Commission shall be notified of that action in writing within five (5) days. When appropriate, notification shall include information on avenues of appeal open to the individual.