

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject: REFFERAL OF LETTERS FROM  
OTHER GOVERNMENTAL  
ENTITIES TO THE CITY  
MANAGER

Date Adopted: January 1, 1976

File 1.43  
Number

### POLICY OBJECTIVE

To insure that the City Manager is kept abreast of all matters of all matters involving the City's relationship with other governmental entities.

### ASSIGNED RESPONSIBILITY

All Department Heads

### APPLICABILITY

Applicable to all letters received by City departments from other governmental entities

### PROCEDURES

1. When letters regarding policy matters from other governmental entities (city, county, special districts, state or federal government, special agencies or commissions) are received by a City department directly from the other entity, a copy of the communication shall be sent to the City Manager's office.
2. Letters from other governmental entities addressed to a City commission shall be copied to the City Manager's Office.