

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject: COMMUNICATION TO OTHER
GOVERNMENTAL AGENCIES

Date Adopted: January 1, 1976

File 1.44
Number

POLICY OBJECTIVE

To insure that all formal communications from the City to other governmental entities are sent with the City Manager's approval.

ASSIGNED RESPONSIBILITY

All departments.

APPLICABILITY

Applicable to all formal communications sent to other governmental agencies.

PROCEDURES

1. Formal communications involving policy consideration to other governmental entities, initiated by staff, shall be drafted over the City Manager's signature and should be addressed to the Administrative officer of the agency.
2. Communications from the Mayor and City Council should be addressed to the elected official of the governmental agency and should be sent over the Mayor's signature. When communications are drafted by staff, they shall be routed through the City Manager.