

# MEMORANDUM

City Clerk's Office

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TO: Matthew Alexaander, City Manager

FROM: Cassandra Redd, MPA, City Clerk

DATE: December 15, 2025

RE: City Official and Supplemental Newspapers

Section 20 of the Municipal Home Rule Law prescribes a five-day newspaper notice period for a public hearing on a local law. Legal notice in an official newspaper five days prior to the hearing date is generally accepted, but may be longer according to other applicable state statutes.

The Westchester Journal News (WJN) publishes daily and outlines their deadlines for submission. Most public hearing notices must be posted by Wednesday to adhere to the five-day publication requirement rule.

According to the Charter, only one official newspaper is needed. The Westchester Hispano will be used as a supplemental newspaper as needed. Their paper publishes once a week on Fridays.

Please place this item on the agenda of the Committee of the Whole Meeting on January 1, 2026 for discussion and direction.