

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject: DEPARTMENT HEAD MEETING

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Number

### POLICY OBJECTIVE

To establish a regular meeting of management personnel to discuss major City projects and to review the agenda for the next scheduled council meeting.

### ASSIGNED RESPONSIBILITY

All department heads.

### APPLICABILITY

Applicable to all department heads.

### PROCEDURES

1. Regular staff meetings shall be held at 10:00 am on the Wednesday prior to a regularly scheduled Council meeting.
2. All department heads are responsible to attend these meetings. If, for some reason, the department head is unable to attend, he/she should notify the City Manager's office of their absence prior to the meeting.
3. Only department heads are to attend staff/agenda review meetings.