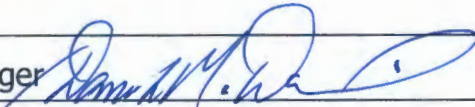




CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER

ADMINISTRATIVE ORDER 1.1
TO: City of Dublin Employees
FROM: Dana McDaniel, City Manager 
SUBJECT: Administrative Order Policy
DATE: September 30, 2021
<i>Supersedes and replaces Administrative Order 1.1, dated April 15, 2019, regarding Same Subject.</i>
PROPONENT: Office of the City Manager

1. PURPOSE

Per Article V, Section 5.04 of the City Charter, "The City Manager shall be the chief administrative and law enforcement officer of the City. The City Manager shall be responsible to Council for the administration of all municipal affairs placed in the City Manager's charge by or under this Revised Charter, the legislation of the City and the laws of the State of Ohio." The mechanism for the City Manager to provide written direction in the execution of this responsibility to the internal City workforce, businesses located within the jurisdiction of the City, residents of the City, and the general public is the Administrative Order. This Administrative Orders Policy is therefore provided to give guidance for the ongoing record of administrative policies, procedures, rules, regulations, guidelines, etc. established by the City Manager. This policy supplements the Codified Ordinances and Resolutions of the City of Dublin and is intended to provide the proper direction and guidance to all who fall under the authority of the City Manager regarding the effective administration of the City. This policy further provides the administrative process to be followed for the creation, revision, formatting, staff review, approval, publication, and maintenance of all administrative orders. Any questions or concerns regarding this Administrative Orders Policy shall be directed to the Office of the City Manager.

2. DEFINITIONS

A. *Proponent* - The Director or executive level employee who serves as the advocate for maintenance and currency of a particular Administrative Order (AO). As

new AOs are created, the City Manager shall assign a proponent for that particular document.

B. *External* - Those entities, businesses, residents of the City and members of the general public who are not part of the formally employed workforce and recognized volunteers of the City of Dublin.

C. *Internal* - The City Staff, the formally employed workforce and recognized volunteers of the City of Dublin.

3. RESPONSIBILITY/ AUTHORITY

A. **City Manager** - It is the responsibility of the City Manager to:

- (1) Approve all AOs;
- (2) Amend, revise or rescind an AO at any time;
- (3) Assign the proponent for each AO.

B. **Assistant City Manager** - It is the responsibility of the Assistant City Manager to:

- (1) Oversee the AO production, staffing, and maintenance process;
- (2) Report to the City Manager any issues or circumstances impacting the AO process.
- (3) Otherwise, has the same responsibilities in paragraph 3F (see below).

C. **Executive Assistant** - It is the responsibility of the Executive Assistant to the City Manager to:

(1) Maintain a historical file of all original AOs produced and approved by the City Manager and include any and all Administrative Orders that have been superseded, rescinded, or combined into other AOs.

(2) Coordinate with the Division of Communications and Public Information to have all current AOs pertaining to the internal operations of the City posted and all rescinded or superseded AOs removed from the City's intranet website. Likewise, all AOs issued by the City Manager pertaining to the general public or businesses within the City of Dublin shall be posted to the City's public website.

- (3) Assign the AO number to all newly created Administrative Orders.

D. Director of Communications and Public Information - It is the responsibility of the Director of Communications and Public Information to:

(1) Ensure all AOs are maintained on the City's intranet website for easy access by all employees. All AOs pertaining to the general public and businesses within the City of Dublin will be posted to the City's public website.

(2) Ensure all newly revised and published AOs conform to the City Branding standards.

E. Director of Human Resources - It is the responsibility of the Director of Human Resources to:

(1) Collect, track, and file acknowledgments of receipt and understanding by city employees;

(2) Add to personnel files as appropriate;

(3) Serve as the proponent for all Human Resources-related AOs.

F. Deputy City Managers and Directors - It is the responsibility of the Deputy City Managers and Directors to:

(1) Enforce and execute all AOs;

(2) Maintain the currency and legal compliance of an AO when designated as the proponent;

(3) Respond in a timely manner to requests for review of and input to any AO that is being created or revised under this policy;

(4) Coordinate with the Director of Human Resources when the AO is of a nature that requires acknowledgment of receipt and understanding by City employees so that the acknowledgement can be tracked and added to the personnel file as appropriate.

G. Management Analyst - It is the responsibility of the Management Analyst to:

(1) Serve as the primary assistant to the Assistant City Manager in overseeing the AO production, staffing, and maintenance process;

(2) Track the currency of all AOs and maintain a briefing chart illustrating the current status;

(3) Maintain a register of all administrative orders containing the AO number, title, date originally published, date last revised, date last reviewed, and the proponent of the AO.

4. POLICY

A. Precedence

While AOs are subordinate to and provide detailed or amplifying guidance to City code, ordinances, and resolutions, all AOs take precedence over General Orders or policy memoranda issued by the Deputy City Managers and Directors.

B. Review

All current AOs shall be reviewed at least once every five years. The assigned proponent is responsible for conducting that review. Once the review is completed, the AO shall be submitted to the City Manager to be reissued even if there are no changes. The intent of this is to document the date of last review.

C. Categories

All AOs are indexed and grouped into a variety of major subject categories. As new AOs are established, they will be indexed within the corresponding subject category and inserted accordingly. Categories are the following:

Category Number (#.#) and Assigned Category

1	General Administration
2	Human Resources
3	Insurance/Risk Management
4	Purchasing/Contracting/Competitive Bidding
5	Accounting/Finance/Fee Schedules
6	Law Enforcement/Criminal Justice
7	Operations/Public Services
8	Development/Planning
9	Information Technology & Cyber Security

5. PROCEDURES

A. Process

(1) After completing all proper research & coordination with directly impacted staff, newly drafted, revised and/or reviewed AOs shall be submitted to the Management Analyst and Executive Assistant to the City Manager for staff review and comment before being delivered to the Assistant City Manager for final review.

(2) The Executive Assistant to the City Manager will assign an index number to any newly created AOs, as needed, and will conduct a review to ensure compliant branding and formatting of the document. The Executive Assistant to the City Manager will return the document to the proponent for corrections.

(3) Once received, the Assistant City Manager will set a deadline for providing feedback regarding the proposed revisions or newly drafted Administrative Order and then forward the AO and any additional guidance to all Directors and Higher for their review and comment. The City Manager retains the discretion to abbreviate this review process or eliminate it completely depending on the nature, scope, and urgency of the AO.

(4) Directors and Higher will conduct a review of the proposed revisions or newly drafted AO, with subordinate staff as appropriate, and provide suggested revisions or comments within the timeframe determined by the Assistant City Manager. These suggested revisions and comments shall be forwarded to the proponent of the AO and the Assistant City Manager simultaneously for consolidation. If a Director or Higher provides no comment or version by the specified due date, then it is assumed they have none to provide. While not required, "no comment" responses are appropriate for confirmation.

(5) The proponent and the Assistant City Manager shall record all responses, evaluate all suggestions, and make appropriate revisions to the AO. The proponent and Assistant City Manager will determine at this time if the AO should again be distributed for additional revisions or comments.

(6) The proposed AO will then be submitted to the Law Director or the designated Legal Counsel for review. Any comments from this review will again go to the Assistant City Manager and proponent for consideration and possible revision.

(7) Once the legal review is completed and the proponent has made any final edits, the AO will be submitted in its final form to the Executive Assistant to the City Manager. A consolidation of the comments and suggested revisions will accompany the final version along with a final redlined draft if a previously existing AO is being revised. The Executive Assistant to the City Manager will do one final review for formatting, grammar and brand compliance and then submit to the City Manager for approval.

(8) Once approved, the Executive Assistant to the City Manager will retain and properly file the original signed document and provide electronic copies to the proponent and the Director of Communications and Public Information.

(9) The Director of Communication and Public Information will ensure proper posting to the internal and external websites, as appropriate.

(10) Based upon the nature and complexity of the AO, the proponent may be required to conduct informative briefings to ensure proper dissemination of any new guidance.

(11) As the implementation of administrative and legislative updates occur, they may have an impact on diversity, equity and inclusion, therefore, the City will always assess the potential impact of policy development on diversity, equity and inclusion.

B. Format

All AOs produced after the effective date of this AO shall match the format and numbering sequence of this AO. This AO serves as the branded template and an editable version will be maintained on the City's intranet for convenience. Specific formatting guidance follows:

(1) The type font will be Tahoma 10 pt., 11 pt., or 12 pt.

(2) All paragraphs shall be enumerated to facilitate citation. The sequencing of subparagraph enumeration shall follow the following format:

1. MAJOR PARAGRAPHS (0 spaces before enumeration, 2 spaces before text)

A. First subparagraph (5 spaces before enumeration, 2 spaces before text)

(1) Second subparagraph (7 spaces before enumeration, 2 spaces before text)

a. Third subparagraph - Do not indent or create further subordinate paragraphs. (10 spaces before enumeration, 2 spaces before text)

(3) Headings of major paragraphs shall be **BOLDED AND CAPITALIZED**.

(4) Headings of subparagraphs, if utilized shall be **BOLDED**.

(5) All pages after the first page shall have a heading, right justified, indicating the AO Index number, the page number in an "x of y pages" format and the effective date of the AO.

Example:

Administrative Order __-__ Page x of y DATE

(6) Left justify all text with proper indentation and add a space after each paragraph which can be modified under the line and paragraph spacing tool. The body of the text should be single spaced with a space after each paragraph.

(7) Margins should be formatted "normal" with left, right, top, and bottom margins at 1".

(8) When using subparagraphs, do not use the next level of enumeration if there are not two or more subparagraphs. For example, do not use an "A." if there is not a "B." and do not use a "(1)" if there is not a "(2)." Otherwise, there is no need for a subparagraph and the enumeration of the higher level paragraph shall suffice.

(9) When providing a definition, italicize the word being defined and follow with a dash or hyphen to specify the definition. When providing an example, underline the word "example".

Example: *Internal* - The City Staff, the formally employed workforce, and recognized volunteers of the City of Dublin.

(10) Gender Neutrality: It is advised that all language be gender neutral.

(11) All branding shall comply with the Branding Standards published by the Director of Communications and Public Information.