

**To:** Members of Dublin City Council  
**From:** Dana L. McDaniel, City Manager  
**Date:** November 9, 2021

**Re:** Resolution 72 -21 Establishing a Community Inclusion Advisory Committee

## Summary

At City Council's direction, staff has drafted Resolution 72-21. In 2020, City Council established both a Community Task Force and a Chief's Advisory Committee. The Community Task Force, with input from the Chief's Advisory Committee, provided a Diversity, Equity, and Inclusion (DEI) Framework, with certain Priority Areas identified, to City Council for its consideration. City Council discussed the various Priority Areas presented by the Community Task Force's DEI Framework. City Council expressed its appreciation for the great work of the Community Task Force and Chief's Advisory Committee. the DEI Framework provides a well thought out guideline and/or work plan for future efforts. City Council agrees with the Community Task Force that more work is needed and that this effort should be ongoing. Therefore, City Council agrees that an ongoing advisory committee be formed per the DEI Framework, Priority Area 1, General Recommendations.

City Council directed staff to draft a Resolution establishing this advisory committee. If passed, Resolution 72-21 will establish a Community Inclusion Advisory Committee to carry on the work of the Community Task Force and to use the DEI Framework as its guide/work plan, with certain priorities provided by City Council. Staff recommends this title for the advisory committee to be consistent with others in the city, such as Community Services Advisory Commission and Chief's Advisory Committee. Inclusion generally means bringing individuals and/or groups into processes, activities, and decision/policy making, which is consistent with Council's intent regarding diversity, equity, and inclusion.

Resolution 72-21 also addresses the following relative to the Community Inclusion Advisory Committee: powers and duties, initial priorities, members, terms, vacancies, staff and liaison support, Chair/Vice Chair responsibilities and reporting requirements, meetings, compensation, attendance policy, and required training. The Resolution directs the City Manager to identify and recommend eleven Dublin residents for consideration by City Council for initial appointment by separate Resolution no later than February 28, 2022. Council will then appoint members to vacancies as the result of expired terms consistent with its normal recruitment and appointment process.

## Recommendation

Staff recommends Council pass Resolution 72-21, subject to any changes Council may desire, at its November 15, 2021 meeting. Please address any questions to Dana McDaniel, City Manager.

RECORD OF RESOLUTIONS

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 30045

Resolution No. 72-21 Passed . 20

A RESOLUTION ESTABLISHING A COMMUNITY INCLUSION  
ADVISORY COMMITTEE

**WHEREAS**, the City of Dublin is a community that celebrates the rich diversity of backgrounds, cultures, perspectives, and experiences of its residents; and

**WHEREAS**, the City seeks to uplift such diversity by facilitating the creation of an environment that is inclusive, thereby, welcoming and engaging all residents, businesses, and visitors; and

**WHEREAS**, Dublin City Council believes that all who enjoy Dublin in any capacity should treat and be treated with respect and should be protected from unlawful and inappropriate discrimination; and

**WHEREAS**, on June 22, 2020, Dublin City Council passed Resolution 37-20, A Resolution Combating Injustice, Inequity, Intolerance Negative Stereotyping and Discrimination Based on Race, Religion, Ethnicity, or Belief; and

**WHEREAS**, on August 8, 2020, Dublin City Council passed Resolution 41-20, A Resolution Establishing a Community Task Force and Chief’s Advisory Committee to Assist and Advise on Combating and Prohibiting Social Injustice, Inequity, Intolerance, Negative Stereotyping and Discrimination; and

**WHEREAS**, over the span of a calendar year, a volunteer group of devoted residents serving on the Community Task Force and Chief’s Advisory Committee participated in conversations, information sessions, and dedicated subcommittee work to formulate Priority Areas for consideration relative to Diversity, Equity, and Inclusion; and

**WHEREAS**, on August 16, 2021, Dublin City Council received the Community Task Force’s, with input from the Chief’s Advisory Committee, DEI Framework, which identifies certain Priority Areas and serves as a framework for further exploration, conversation, and work relative to the consideration of efforts to combat social injustice and promote inclusion in the City of Dublin; and

**WHEREAS**, the Community Task Force’s chief recommendation was to establish an ongoing diversity, equity, and inclusion focused advisory committee to ensure the further development of this framework and establish a public-facing community resource that enables two-way communication between the City of Dublin and community members representing diverse interests throughout the community.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Dublin, \_\_ of its elected members concurring, that:

Section 1. Community Inclusion Advisory Committee Established  
A Community Inclusion Advisory Committee (hereinafter referred to as “Advisory Committee”) is hereby established.

Section 2. Powers and Duties.  
The Advisory Committee shall act in an advisory capacity to City Council and the City Manager and its duties shall include advising the City on diversity, equity, and inclusion strategies that strengthen connections among diverse community groups and city government.

Section 3. Initial Priorities.  
The initial priority of the Advisory Committee will be to continue to develop the DEI Framework as follows:  
A. Priority Area 2, Public Engagement. Further assess, determine, and recommend actions to be reviewed and approved by City Council.



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- B. Priority Area 3, City Practices. Serve as a sounding board to City of Dublin staff as they develop and implement the City’s Internal DEI Strategy.
- C. Priority Area 4, Public Safety. Chief’s Advisory Committee will lead this effort with collaboration from the Community Inclusion Advisory Committee.
- D. Priority Area 5, Economic Empowerment. Focus will be on workforce and business diversity to help businesses thrive.
- E. Priority Area 6, Housing. This priority area will be put on hold until the City completes its housing study, at which time next steps will be determined by City Council.
- F. Priority Area 7, Mobility and Transportation. Further assess and continue to explore ways in which mobility will contribute to workforce and business diversity and help businesses thrive.
- G. Priority Area 8, Community Building and Inclusion. Further assess and determine actions to be reviewed and approved by City Council.

Section 4. Members.  
The Advisory Committee shall consist of 11 City of Dublin resident members. The City Manager is hereby directed to identify and recommend to City Council for appointment the initial members who represent the varying perspectives, identities, and cultures of the Dublin residential community no later than February 28, 2022.

Section 5. Term.  
Members shall serve in staggered terms. Five of the initial appointees will serve for one year and six of the initial appointees will serve for two years.

Section 6. Vacancies.  
An Advisory Committee vacancy shall be filled for the unexpired portion of the member’s term as soon as practical using the same process used for the original appointments. End-of-term vacancies shall be filled by City Council’s normal appointment process for board and commission members. Vacancies will be filled by City of Dublin residents who represent the varying perspectives, identities, and cultures of the Dublin residential community.

Section 7. Staff Liaison and Support. The City Manager or designee will serve as the primary staff liaison and will provide all necessary administrative support, agendas, minutes, notices, public records, and coordination needs of the Advisory Committee.

- Section 8. Chair/Vice Chair Responsibilities and Reporting Requirements.  
The Advisory Committee will elect the following from its appointed membership:
- A. Chair, whose duties it will be to collaborate with the City Manager or designee to coordinate meeting agendas, schedules, and desired support, preside over meetings, and serve as the spokesperson of the Advisory Committee. The Chair will serve as a liaison to the Chief’s Advisory Committee. The method and frequency of engagement with the Chief’s Advisory Committee will be determined by the Chair in consultation with Chair of the Chief’s Advisory Committee and input from the City Manager and Chief of Police.
  - B. Vice Chair, whose duty it will be to serve in the absence of the chair.
  - C. The Chair/Vice Chair will report to Council no less than once per year the progress of the Advisory Committee in person or in writing.
  - D. The Chair/Vice Chair will collaborate with the City Manager/designee to seek any necessary guidance and/or decisions necessary by City Council.

Section 9. Meetings.  
The Advisory Committee will meet as determined by the Chair and City Manager/designee. The Advisory Committee must operate within the guidelines of Ohio

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Public Meeting Laws. Seven members of the Advisory Committee must be present to constitute a quorum to transact any business that requires a vote. The Advisory Committee may conduct any other business not requiring a vote without a quorum present. Online meetings must be in accordance with City policy.

Section 10. Compensation  
Advisory Committee members shall receive no compensation for serving on the Advisory Committee except for reimbursement for actual expenses incurred in the performance of their duties as approved in advance by the City Manager. Such expenses are typically for training and development.

Section 11. Attendance Policy  
City Council and staff acknowledges and appreciates the volunteer time given by the Advisory Committee members. It is necessary for members to be actively involved to ensure the success of the Advisory Committee. Therefore, if a member has two or more consecutive unapproved absences at the Advisory Committee meetings, the City Manager, in consultation with the Mayor, may remove the Advisory Committee member and refill the vacancy for the unexpired term as prescribed in Section 6 of this Resolution.

Section 12. Required Training  
Members appointed to the Advisory Committee must complete all City required training, including but not limited to, Diversity, Equity, and Inclusion Training and Cybersecurity Training.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor – Presiding Officer

ATTEST:

\_\_\_\_\_  
Clerk of Council