




CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER

ADMINISTRATIVE ORDER 1.29
TO: City of Dublin Employees
FROM: Dana L. McDaniel, City Manager 
SUBJECT: Public Meeting Material Submission
DATE: January 11, 2022
PROPONENT: Legislative Services

1. PURPOSE

To effectively prepare members of City Council, Boards, and Committees for public hearings, meetings, and testimony, it is essential that City staff submit content in a manner that is consistently predictable, organized and that provides enough lead time for their review. In doing so, City staff is setting a solid foundation for the efficient and knowledgeable participation of public officials. The formal procedures outlined within this Administrative Order serve to organize staff's efforts to facilitate the engagement of the City's public officials while maintaining the efficient inter-organizational collaboration necessary to prepare and distribute all relevant materials.

2. PUBLIC MEETING PACKETS

Public meetings include, but are not limited to, City Council Meetings, Council Work Sessions, and Council Committee Meetings. The following process outlines staff responsibilities relative to the preparation and distribution of public meeting packets:

- A. Titles and materials are to be submitted in Granicus twelve days prior to the public meeting.
- B. Department heads must approve the submission eleven days prior to the public meeting.
- C. The City Manager must approve the submission seven days prior to the public meeting.
- D. Legislative Services distributes the packet six days prior to the public meeting.

(1) Should there be any necessary deviation from the prescribed procedure, it is the responsibility of the Department/Division Director to communicate any requested accommodations to the City Manager and Legislative Services prior to the submission deadline.

(2) Should a Department/Division Director be unavailable to submit the required materials, it is their responsibility to delegate the submission of required materials and their approval prior to the deadline.

3. PRESENTATIONS

In most instances, staff leverages PowerPoints to facilitate the digestible presentation of content during public meetings. Presentations by staff are primarily intended to outline the information provided in the public meeting packet. However, members of the public bodies which staff serves commonly report a desire to receive presentations before public meetings. The following consists of the expectations and responsibilities of staff regarding the submission of presentations:

A. Staff will make its best effort to submit presentations at the time of electronic packet distribution and/or prior to the public meeting.

B. Staff will separate PowerPoints by item topic in an effort to better organize electronic packet distribution submissions.

C. Staff will make its best effort to collect and submit presentations provided by consultants, organizations, and guests. If not possible prior to the meeting, Staff will provide to Legislative Services post-meeting.

4. CITY MANAGER UPDATES

A. City Manager Updates serve as an opportunity to provide City Council information regarding the progress, impacts, and data relative to the operations of the City. City Manager Updates are released the morning following a City Council meeting. The following serves as the formal process for submitting content to be included in the City Manager Update:

(1) Title & materials are to be submitted in Granicus seven days prior to the publishing of a City Manager Update.

(2) Department/Division Director must approve the submission six days prior to the publishing of a City Manager Update.

(3) City Manager must approve the submission one day prior to the publishing of a City Manager Update.

B. Should there be any necessary deviation from the prescribed procedure, it is the responsibility of the Department/Division Director to communicate any requested accommodations to Legislative Services prior to the submission deadline.

C. Should a Department/Division Director be unavailable to submit the required materials, it is their responsibility to delegate their preparation and submission duties.