




CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER

ADMINISTRATIVE ORDER 2.77
TO: City of Dublin Employees
FROM: Dana McDaniel, City Manager 
SUBJECT: Establishment of the City Employee DEI Committee (CEDEIC)
DATE: May 1, 2022
PROPONENT: Assistant City Manager/Chief Strategy and Innovation Officer

1. PURPOSE

The purpose of this Administrative Order is to establish guidelines for the establishment and conduct of a City Employee Diversity, Equity, and Inclusion Committee. The City Employee Diversity, Equity, and Inclusion Committee (CEDEIC) serves as an organizational resource by facilitating two-way communication between the diverse perspectives of the City's workforce and senior leadership in order to further develop and maintain an organizational culture that fosters diversity of thought, cultural competency, mutual respect, and inclusive engagement. In order to fulfill its purpose, the CEDEIC will develop a comprehensive understanding of the diverse perspectives of the workforce as those perspectives are informed by personal sentiment and impacted by formal policies. As part of this, the CEDEIC will serve as an organizational platform for staff to review city policies and strategies through the lenses of DEI. The CEDEIC is specifically charged with the continued development and maintenance of an Internal DEI Strategic Plan governing the City's internal DEI efforts.

2. POLICY

The City Manager has chartered the CEDEIC and members of the committee must abide by it in their work. While the Charter provides further detail regarding purpose, responsibilities, organization, meetings, participation, membership and recruitment, the following policies shall prevail:

(1) The CEDEIC shall consist of no less than 12, but no more than 18, employees of the City. These employees shall serve voluntarily and are charged with representing all segments and aspects of the City of Dublin workforce to include both permanent and non-permanent (seasonal, temporary, and intern) employees regardless of full-time or part time status.

(2) This committee shall familiarize itself with and adhere to the policies articulated in Administrative Order 2.76 SUBJECT: Diversity, Equity, and Inclusion (DEI) along with the CEDEIC Charter mentioned above. The CEDEIC shall also focus on the

City's Internal DEI Strategic Plan, monitor its execution and make recommendations for its continued development and maintenance.

(3) The CEDEIC will produce minutes of all committee meetings for review by the City Manager. Additionally, The CEDEIC will include any proposed revisions to the CEDEIC Charter as part of those minutes for City Manager approval.

(4) All Directors and Supervisors are expected to be reasonably supportive of employees seeking membership and service on this committee with the understanding that normal City operations take precedence. Directors and Supervisors should take appropriate steps to facilitate participation from member employees.

(5) At no point shall the CEDEIC serve as a DEI policy enforcement board, conflict resolution mediator, advisor to City Council, or evaluator of previously approved City Council Policies, Resolutions, or Ordinances.

(6) The Assistant City Manager/Chief Strategy & Innovation Officer shall serve as the City Manager's liaison to this committee. This responsibility includes keeping the committee on schedule, organized, and accountable while serving as an advisor and facilitator.