



CITY OF DUBLIN

**CITY OF DUBLIN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

<b>ADMINISTRATIVE ORDER 1.1</b>
<b>TO:</b> All Department/Division Heads & Assistants
<b>FROM:</b> Timothy C. Hansley, City Manager
<b>SUBJECT:</b> Administrative Orders Manual
<b>DATE:</b> November 1, 1993
<b>Supersedes and Replaces Administrative Order 1.1 dated 1/15/80 Regarding Same Subject</b>

**I. PURPOSE**

In accordance with the intent of Article V, Section 5.04 (A) of the City Charter, This Administrative Orders Manual is hereby established in order to provide a record of administrative policies, procedures, rules, regulations, guidelines, etc. established by the City Manager. This Manual supplements the Codified Ordinances of the City of Dublin, the Personnel Code, Compensation Plan, or any other applicable City Ordinances or Resolutions, and is intended to provide the proper direction and guidance to all Department/Division Heads, Assistants, and employees regarding the effective administration of the City. Any questions or concerns regarding this Administrative Orders Manual should be directed to the Office of the City Manager.

**II. MAINTENANCE OF MANUAL**

These Administrative Orders are indexed and grouped into a variety of major subject categories. As new Administrative Orders are established, they will be indexed within the corresponding subject category and should be inserted accordingly.

All Department/Division Heads & Assistants shall, at all times, maintain an up-to-date, loose-leaf binder of these Administrative Orders in proper order and readily available for reference. As new Administrative Orders are established, or existing Administrative Orders are revised, a copy of these new/revised Administrative Orders will be forwarded to each Department/Division Head for inclusion into this Manual.