



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

ADMINISTRATIVE ORDER 1.11
TO: All Department/Division Heads & Assistants
FROM: Timothy C. Hansley, City Manager
SUBJECT: Awards for Exiting Boards, Commissions, Council and Committee Members
DATE: November 1, 1993
Supersedes and Replaces Administrative Order 1.30 dated 1/5/89 Regarding Same Subject.

It is important that citizens who serve on the City's Boards, Commissions, Council and Committees are given appropriate recognition for such service. Awards not only instill a sense of pride and accomplishment in those who receive them, but may also promote others to participate in the future.

Various members of City Staff act as liaison to Boards, Commissions, Council and Committees. The following is a list of those staff members and the corresponding Board(s), Commission(s), Council, or Committee(s), with whom they interact.

STAFF MEMBER	BOARD, COMMISSION, COUNCIL, COMMITTEE
City Manager/Clerk of Council	City Council
Director of Personnel & Purchasing	Personnel Board of Review
Director of Parks & Recreation	Parks & Recreation Committee
Horticulturist and Landscape Architect	Tree and Landscape Advisory Commission
Director of Planning	Planning and Zoning Commission, Board of Zoning Appeals, Architectural Review Board
Maintenance Superintendent	Cemetery Commission

Recognition of exiting Board, Commission, Council, and Committee member(s) must be done in an efficient and timely manner. To expedite this process, City Staff members will report the following information regarding exiting members of the Board, Commission, Council, and/or Committee with whom they interact to the Management Assistant.

- Name of exiting Member
- Board, Commission, Council, Committee served
- Position (for example, Chairperson, Secretary, Member, etc.)
- Dates served

The Management Assistant will then coordinate the printing, framing, and purchasing of the award or certificate. He/she will also coordinate the presentation and media attention of the said award/certificate.