



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

ADMINISTRATIVE ORDER 1.3
TO: Department/Division Heads & Assistants
FROM: Timothy C. Hansley, City Manager
SUBJECT: Attendance at and Participation in Council Meetings by Department/Division Heads
DATE: November 1, 1993
Supersedes and Replaces Administrative Order 1.7 dated 8/30/91 Regarding Same Subject.

I. PURPOSE

Under the Council-Manager form of government, there has not been general agreement regarding the advisability of attendance at Council meetings by Department/Division Heads. Some City Managers prefer that all Department/Division Heads attend every meeting while others feel that Department/Division Heads should rarely, if ever, attend any meetings.

The purpose of this Administrative Order, therefore, is to formalize the policy of this City Manager regarding attendance at and participation in Council Meeting by Department/Division Heads.

II. POLICY

It is the policy of the City Manager that Department/Division Heads shall attend Council Meetings when the Manager may require or desire technical assistance or support with respect to a particular Agenda item, staff recommendation, or issue for discussion purposes. This technical assistance or support may be especially necessary for public hearings or on occasions where citizen participation in Council Meetings is expected to be substantial. If you question whether or not your presence is required or desired, please contact me for the proper guidance and direction.

Please note that staff below the Department/Division Head level, as a matter of general policy, shall not be required to attend any Council Meeting.

Should the attendance of a particular Department/Division Head be required/desired at a particular Council Meeting, said Department/Division Head should minimize participation in public discussions and deliberations during the meeting where possible. Unadvised participation in public discussions and deliberations may result in impromptu or premature decisions which are not well conceived. It is the City Manager's policy, therefore, to provide information, reports, and recommendations in writing at a subsequent Council Meeting. It is much more desirable to report in writing at a later meeting after research, deliberation, and joint consideration by the City Manager and the involved Department/Division Heads. While this may not always be possible, it should certainly be our objective.

If Department/Division Heads are in need of further direction and guidance on this subject, please consult with me accordingly.