

**DUBLIN CITY COUNCIL  
ADMINISTRATIVE COMMITTEE**

Tuesday, February 1, 2022

4:00 p.m.

5555 Perimeter Drive

Council Chamber

Meeting Minutes

Vice Mayor De Rosa called the February 1, 2022 Administrative Committee meeting to order at 4:00 p.m.

Committee Members Present: Vice Mayor De Rosa, Ms. Kramb, Ms. Alutto

Staff present: Ms. Weisenauer, Mr. McDaniel, Ms. Readler, Mr. Rogers, Ms. Rauch, Mr. Kohn, Ms. O'Callaghan

Approval of Minutes

Vice Mayor De Rosa moved to approve the following minutes of the Administrative Committee:

- March 2, 2021
- October 5, 2021
- October 15, 2021
- November 1, 2021
- November 29, 2021

Ms. Alutto seconded the motion.

Vote: Vice Mayor De Rosa, yes; Ms. Alutto, yes; Ms. Kramb, yes.

Council Public Engagement and Boards and Commission Recruitment Update

Ms. Weisenauer provided an update on public engagement initiatives. She welcomed Ms. Kramb to her first Administrative Committee meeting. Ms. Weisenauer briefly recapped action items taken since the December 4, 2020 Administrative Committee meeting including executive training on ZenCity. Ms. Weisenauer committed to following up with an email to Ms. Kramb to schedule training for her. She shared that they set up Council member interviews in which three of the seven members participated. Ms. Weisenauer introduced Andrew Kohn as a designated CPI member to support Council communications and provided an overview of his experience. She explained that he is the designated staff member for Council public engagement. He, with consultants, helped develop the Next Generation Engagement Plan & Action Calendar. Ms. Weisenauer reviewed the Next Generation Engagement Plan & Action Calendar. She provided the audience, deliverable, timeline, and status of the following communication methods:

- GoDublin
- Social Media
- Dublin Life Magazine

- Podcast
- Training
- In-person Engagement
- Website
- Emerging Technologies

Ms. Weisenauer outlined Council activities by quarter. She explained that the Communications Snapshot is a part of progress tracking. She also shared that monthly reports will be given to Council.

Ms. Weisenauer gave an update on Boards and Commission Recruitment highlighting the "Why I Serve" videos.

Vice Mayor De Rosa thanked Staff for having this put together. She welcomed Mr. Kohn and stated that she is looking forward to working with him. She asked if the snapshot could be put together by specific goals rather than methodology. For example, she would like a goal and topic within the podcast. It is hard to react to "podcast". She is looking for teamwork on what is going to be done. The goals as put forth are still solid but she thinks that sharing activities toward the goals would lend to a more meaningful discussion. She posed the question, "What are the 3 things we're going to do to raise visibility?" as an example. Ms. Alutto stated that this work plan could easily be translated into that. This makes perfect sense as a work plan but tying this to those goals would bring it all together. She asked for a Council-specific communication plan so they know what is coming.

Ms. Weisenauer stated that she appreciates the feedback and is glad to hear that Council members want to be involved in the conversation. She would be happy to share a communication plan. Ms. Weisenauer stated that the vision for the podcast is to have Council members be guests on the podcast. Staff would have conversations about goals with Council and put a communication plan together for that. The Boards and Commissions communication plan is a very robust plan because that is a heavy lift. They are trying to put those on the Communications Outlook.

Ms. Alutto stated that it feels like this information is in different places. She would like to have a go-to source. She would like to see it in software (like Clearpoint).

Mr. McDaniel highlighted two things that make staff uncomfortable. The first is individual Council members using these tools (podcast and public engagement). It is his job to make sure the majority of Council is represented. Elected officials have a right to engage as an elected official but he would like to talk about how this committee sees this working in a safe way. It does not have to be defined today but he asked for parameters.

Ms. Alutto stated that she appreciates this being brought up. She thinks Council could use some regular refreshers on things like public records, public meetings, etc. She stated

that the other piece of this is trying to represent other Council members without having that prior discussion or representing something as a done deal when it hasn't been voted on. Those are the kind of refreshers that would be helpful. If a matter has already been voted on, they should be free to talk about it. Ms. Alutto stated that part of that responsibility is on them as individuals to make sure they are communicating between themselves. She does not want to absolve them of that responsibility.

Ms. Kramb stated that if the City is sponsoring a "Meet and Greet" or a "Come Meet Your Ward Rep or At-Large Members", they wouldn't be speaking about anything specific. That type of in-person engagement (particularly if it happens here in the Chamber building) is completely appropriate and does not pose problems. Ms. Kramb stated that the podcast would be City-sponsored. She envisions that it would be a set of questions that Staff comes up with and hosts one Council member at a time. Mr. McDaniel stated that it is a process to get there. Any one Council member could do the podcast if all seven have said it is okay for each to have their own time to do that and there is a consistent model by which to do that. He suggested the possibility that Council or staff could provide podcast topics which everyone reviews and agrees about who is best aligned with which topics. Ms. Alutto stated that is a fine approach. She noted that closing the loop and communicating is important. There will be things trending and those will have to be timely. Council has access to Zencity and can see those. She stated that Council has a responsibility to be familiar with the tools. Ms. Kramb stated that the engagement should be more of a meet and greet rather than schedule. With regards to the podcast, she stated that if there was one per month, Staff could generate a list of topics from which Council members could select their timeline and topic of interest.

Ms. Kramb referenced the work plan chart and suggested Staff add a column showing goals and status. Vice Mayor De Rosa stated that the method is secondary. She added that she also would like to see it published ahead of time so that Council knows when something is happening. She stated that she would like to raise visibility of the fact that residents have a working Council. There are Homeowners' Association meetings in the fall and spring and Council (the body) has some specific things they want to talk about. She advised staff to tell Council the communication plans ahead of time. Also, Council members like to see things before they hit mailboxes. She referenced the videos and stated that they would like any opportunity to see something that Council knows is going out that will represent them. Mr. McDaniel stated that they cannot have seven editors. Vice Mayor De Rosa stated that she just wants to be aware of what is going out. Mr. McDaniel stated that this is constantly changing. Ms. Alutto stated that figuring out how to integrate that into ClearPoint would be beneficial. Mr. McDaniel stated that Council should let staff know of things they should be discussing. Vice Mayor De Rosa stated that she likes ClearPoint as a tool. She appreciates that this is a heavy lift and they are talking about how to refine it. She appreciates the designated support team and added that communication is never done. Ms. Alutto thanked Staff for the update on staffing.

Vice Mayor De Rosa moved to add Board/Commission Liaison to the agenda. Ms. Alutto seconded.

Vote: Vice Mayor De Rosa, yes; Ms. Alutto, yes; Ms. Kramb, yes.

#### Board/Commission Liaison

Ms. Readler stated that there has been discussion around fleshing out the liaison roles. There are certain parameters that should be established for this liaison like in what context they will participate in meetings, if at all, and which boards and/or commissions should have a liaison.

Vice Mayor De Rosa asked for the Committee's input on the purpose and goals in establishing this liaison. Ms. Alutto stated that she sees the purpose as being able to have support for board and commission members to get guidance from a representative of Council. Planning and Zoning Commission (PZC) has had a Council member on the Commission. She stated that she thinks this liaison role makes more sense than having a full voting member on PZC. It would be helpful to do some agenda vetting and offer a guiding hand. Ms. Alutto expressed interest in hearing from Ms. Kramb as a recent board member.

Ms. Kramb stated that the purpose would be to speak on behalf of Council on legislative history; why they came to a certain decision. For example, the Community Plan says mixed use for a whole area is okay, did they really mean the whole area? This person could offer clarification on the history behind decisions. Board and commission members' guidance is to follow the Community Plan and Code, it would be helpful to know the intent behind code changes.

Vice Mayor De Rosa stated that makes perfect sense. She stated that she served on PZC when there was a Council member. This is also about policies and not about specific cases. Boards and commissions are independent bodies appointed by Council to do specific roles. That said, they work within a larger context. Having someone available for board or commission members' questions would be a good role. There is currently an annual joint meeting and this liaison could have a very active role in what those topics for discussion are. They could do some proactive planning, potentially certain training, and working with staff and making sure Council is aware of things.

Ms. Readler asked what role the liaison should play. She asked the Committee if they want it to be a resource or a more active participant. She asked if they envision this person attending meetings. Ms. Kramb stated that she envisions the liaison going to agenda meetings with staff so the chair and/or vice chair would have the opportunity to ask questions. They could share the goal of Council and how it might apply to a certain application. At least for PZC and maybe Architectural Review Board (ARB), they could attend agenda meetings. For other boards/commissions, she just sees it as a resource.

Ms. Alutto stated that it would be fine for the liaison to attend those agenda meetings but not lead them. She stated that they are creating the bridge. She would not envision them attending actual board/commission meetings. Ms. Alutto stated that having a Council member attend can cast a shadow and confuse the role between participant and liaison. This would not preclude them from attending but there would be no role for the liaison. Vice Mayor De Rosa stated that she worries that the shadow could be bigger in the agenda meetings. She envisions the liaison being available around the meeting to discuss a topic. She stated that something that currently works well is commission members and the public engaging together in a public forum. She would get concerned about too much discussion prior to a public meeting. That moves this role from being a liaison to being a guide or quasi-member of the group. Vice Mayor De Rosa continued by stating that, related to that, the time commitment and expectation for the Council member would be a heavy lift. She would prefer they be available but not sit through those meetings. Ms. Alutto stated that it is less work than previously sitting on the commission. Ms. Kramb stated that they are not allowed to talk about a case unless sitting in a meeting. A board or commission member should not call and ask specific questions. She stated that if it is not a big agenda or there is nothing on the agenda that requires input, then they would not need to attend the agenda meeting.

Ms. Rauch shared how those agenda meetings are run. They include the chair, vice chair, Council representative, legal representative, and staff. They highlight big picture issues and provide some background. Mr. McDaniel stated that he started this process as the Development Director and the meetings are intended to rehearse the agenda and not to get into details of any case. Similar to the Council agenda meetings where the City Manager and Mayor have responsibility for the agenda. That meeting between the staff member and the chair would be simply rehearsing so the meeting is well-run. He has done that with all kinds of boards, committees, and commissions.

Ms. Readler stated that there are no minutes so there can be no meaty conversations about the topics. Parameters can be placed on the meetings like, "do not give specific direction," "don't talk about specific cases." People need to be careful and diligent. Vice Mayor De Rosa stated that she is concerned about unintended consequences. Ms. Alutto stated that she is in agreement that the liaison should not attend a board/commission meeting. The Committee is in agreement on the purpose and goals. Ms. Alutto suggested that they get the remainder of Council's input.

Ms. Kramb asked for Ms. Readler's input. Ms. Readler stated that they talked about the liaison having contact with the chair about general guidance and topics and then discussing them in a work session. All substantive discussions should happen in open meetings.

Ms. Alutto stated that having a structured time to touch base makes sense. If a chair is just going to call the liaison ad hoc, there will be discussion about specific topics. Having

a structured cadence would be helpful. Ms. Kramb suggested the liaison meet with the chair/vice chair once per month for PZC and once every other month for ARB.

Vice Mayor De Rosa stated that this Committee will bring a recommendation back to Council. She asked which boards and commissions should have liaisons. The Committee agreed on PZC and ARB. Vice Mayor De Rosa stated that the goal is to write this up and then that could be a document useful to staff and boards/commissions.

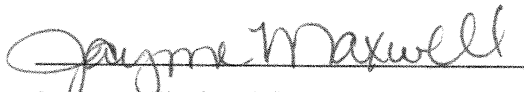
Adjournment to Executive Session

Vice Mayor De Rosa moved to adjourn to executive session for discussion of personnel matters considering the employment of a public employee.

Ms. Alutto seconded the motion.

Vote: Ms. Alutto, yes; Vice Mayor De Rosa, yes, Ms. Kramb, yes.

The meeting reconvened and adjourned at 6:05 p.m.

A handwritten signature in cursive script, reading "Jayme Maxwell", written over a horizontal line.

Deputy Clerk of Council