DUBLIN CITY COUNCIL
ADMINISTRATIVE COMMITTEE
Tuesday, October 4, 2022
4:00 p.m.

5555 Perimeter Drive
Council Chamber

Meeting Minutes

Vice Mayor De Rosa called the October 4, 2022 Administrative Committee meeting to order at 4:04 p.m.

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

Staff present: Mr. Rogers, Mr. Farrar, Ms. Miglietti

Approval of Minutes
Vice Mayor De Rosa moved to approve the August 1, 2022 minutes of the Administrative Committee:
Ms. Kramb seconded the motion.
Vote: Ms. Kramb, yes; Vice Mayor De Rosa, yes.

Boards and Commission Training
Mr. Rogers stated that on September 12, staff shared a memo regarding the periodic training requirements for Council, boards, and commissions. Reminders regarding the cyber security training, as well as the state ethics training, have gone out to the work force. The Committee has seen proposals for Diversity, Equity, and Inclusion (DEI) training. Staff provided modules for the Committee to review. The module about leading an inclusive team is geared toward supervisors but is something that is worth consideration. Staff is looking for feedback from the Committee on the modules/curriculum.
Vice Mayor De Rosa stated that at the joint Council/boards/commission meeting (August 31, 2022) came a request to look at training related to handling a situation with difficult conversations with attorney/resident/client. That was the board and commission members' request and we should honor that.
Ms. Kramb stated that the module about leading an inclusive team is great for staff but not relevant to boards and commission members. They have no authority to build their team. She liked the format of the other modules but by they become repetitive if doing more than one or two. If we choose some of those, she suggested only a couple of them.
Vice Mayor De Rosa concurred. Some of those topics are extremely relevant. The Ohio Department of Transportation (ODOT) has public engagement/involvement training on

how to deal with landowners in a public setting. Unconscious bias and how to handle upset public could be topics that would be more relevant to the boards and commissions. Vice Mayor De Rosa stated that the ethics training is great. Mr. Rogers stated that he did one today that was very engaging. Ms. Kramb stated that the Ohio Ethics Commission offers really good customized training by Susan Wilke for free. Mr. Rogers stated that Ms. Wilke has been here before. Ms. Kramb stated that she would highly recommend anything the Ohio Ethics Commission offers.

Vice Mayor De Rosa stated that she thinks we should do the ethics training. The speed was very slow on ones provided. We should choose two or three from the list provided. Because they asked for the other training, maybe that can be done as well as the ethics training.

Ms. Kramb suggested training on ethics and interaction with the public in general and include implicit bias. Council received memos that were created by JASCO around the Memorial Tournament that were very helpful. We could pick a large cultural population in the City and talk about those customs. More cultural education would be helpful.

Vice Mayor De Rosa summarized by stating that we would like to do some sort of statewide ethics training and some combination of working with the public and being inclusive with communications.

Ms. Kramb stated that we have a few new members that have not done the bias training. Vice Mayor De Rosa stated that the online offers were good. Ms. Kramb stated that the ageism and Asian stereotypes modules were relevant.

Vice Mayor De Rosa stated that some folks still have not completed the last training. This is mandatory and not optional. Mr. Rogers stated that there were 4 people that did not do the live session with Steve Francis. 1 member did not do the Cornerstone DEI training and 2 that did no training whatsoever, and 5 others have just been assigned the training. Vice Mayor De Rosa confirmed there are 7 with outstanding training. We need to reach out to those folks and get the training done. The Committee offered consensus on offering an alternative to the live DEI training. Ms. Kramb suggested giving a deadline. Vice Mayor De Rosa suggested communicating that they need to complete the training by the end of 2022 or explain why they are unable to do it.

Vice Mayor De Rosa stated the two action items from this discussion:

1. Staff/Council will follow up with members that did not take the training to find out why and provide a timeline.
2. Staff will return at the next Admin Committee meeting (Nov. 1) with recommended trainings with the intention to launch in 2023.

IT Staff Update

Mr. Farrar provided a detailed update on Information Technology. He began by sharing the division organizational chart as well as the budget to date including sizeable purchases made in 2022. An overview of year 2022 projects to date was shared. Vice Mayor De Rosa asked about a hypothetical grid failure and the implications for the City of Dublin. Mr. Farrar responded that we have a redundant path to fiber. We are on

the same grid but we have off-site storage in the cloud so data would be accessible in case of an emergency.

Mr. Farrar shared that the City's network uptime has an average of 99.97%. The Support Services team has seen an increase in calls but a leveling out on averages. Approximately 100 calls are rolling over from month to month. Staff is able to identify trends to allow the team to plan for peaks (like the onboarding of temporary and seasonal employees).

Mr. Farrar spoke about Information Security. The number of attempted attacks in 2022 have risen. With the upcoming elections in November, there are a lot of people trying to exploit vulnerabilities. This is a trend they see continuing. Everything possible is being done to protect the City and be ready in case an emergency does occur. Staff has started phishing simulations. He shared the 2021 Penetration test results. All vulnerabilities identified by this penetration test have been remediated. 2022 penetration testing is being planned now and there will be a report in the near future.

Mr. Farrar shared about Dublink Fiber. In May of 2022, the transfer of the management of Dublink Fiber to the Information Technology team was begun. The focus has been on relationships. They are currently forecasting fiber projects. Staff realized there was an opportunity to continue to build out to the West Innovation District to provide fiber to the curb. There is also the opportunity to create the Dublink transport system ring 5. The Dublink transport system is a 100-gig transport system where smaller companies can go to one the two data centers in town and purchase services from them like hosting, cloud storage, virtual desktop, etc. They then can ride the City's fiber back. This is an incentive to keep organizations here locally. He stated that the Information Technology Department is looking to build out the traffic signal network and provide connectivity to intersections.

Mr. Farrar provided an update about traffic signal migration phase 1. This has been a success story for the team. He shared a map of the traffic fiber ring. The plan is to bring in all of the traffic cabinets to their own fiber network for connectivity. This would allow for innovation and testing and spread across many departments/divisions within the City. There are 40 intersections now connected on the City's own fiber network.

Vice Mayor De Rosa asked where the data from this is being stored. Mr. Farrar stated that it lives with the Traffic and Mobility team. It is used for traffic flow patterns and connecting sensors. Some of those sensors are cloud-based and proprietary to the vendors with whom the City works.

Vice Mayor De Rosa stated that there is a lot of conversation in the region around the ownership and monetization of this data. It would be important for us to understand our data privacy policy as well as our ownership/sharing policy in relation to all these autonomous services. Mr. Farrar stated that there would be a lot of people involved in that conversation.

Ms. Kramb asked about updates to website. Mr. Farrar responded that is with the CPI team.

Vice Mayor De Rosa thanked Mr. Farrar for the work done on security. That is a heavy and ever-changing lift. Mr. Farrar thanked Council for investing in staff and tools to protect security.

Vice Mayor De Rosa asked about the status of the additional AV person. Mr. Rogers responded that the City Manager is digging into that right now. Staff is looking at other alternatives.

Vice Mayor De Rosa asked about the ability to have infrastructure during large outages. Mr. Farrar stated that there is funding in the 2023 CIP to invest in that. He had a meeting with the events team and also with Finance and they did discuss challenges and bandwidth limitations. One of the City's initiatives is to have and enhance connectivity to all parks.

Vice Mayor De Rosa referenced cameras across the City and asked about the privacy policy for that data from a resident perspective. This is a hot issue when we start putting cameras in parks. Mr. Farrar stated that currently all data is coming back internally. They are not using any kind of API integration. Third party integration is being researched. Ms. Kramb stated that there are public request issues as well.
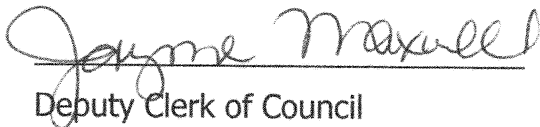
Vice Mayor De Rosa summarized by stating that information on the data security and privacy policy is to be brought back to the Committee.

Vice Mayor De Rosa suggested that for future agenda items, discussions need to be had on Council travel in advance of the Council retreat in April.

The meeting adjourned at 5:05 p.m.

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Chair, Administrative Committee

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Deputy Clerk of Council