

**DUBLIN CITY COUNCIL  
ADMINISTRATIVE COMMITTEE**

Wednesday, May 1, 2024

4:00 p.m.

5555 Perimeter Drive  
Council Chamber

Meeting Minutes

Ms. De Rosa called the May 1, 2024 Administrative Committee meeting to order at 4:00 p.m.

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

Staff Present: Ms. O'Callaghan, Mr. Hartmann, Ms. Delgado

**Approval of Minutes**

Ms. De Rosa moved to approve the minutes of the February 6, 2024, March 6, 2024, and the March 28, 2024 Administrative Committee meetings.

Vice Mayor Alutto seconded the motion.

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

**Items for Discussion**

Advisory Committees Duties and Powers

Ms. De Rosa introduced the topic by stating that the number of Advisory Committees has grown from 1 to 4 in the last few years. There has been a substantial amount of work done to put some structure around the new groups including rules of order, onboarding, training, etc. There have been requests to provide some insights into their roles and responsibilities.

Ms. O'Callaghan stated that staff has been making great progress in partnership with the Clerk's Office to get more consistency and organization around advisory committees. There has been great discussion in advisory committee meetings, and staff has taken a hard look at minutes, agendas, referrals, how topics get on agendas, etc. Staff has fielded questions from members both new and more experienced. They all want to make sure they are following process and meeting Council's expectations. Ms. O'Callaghan noted that she has engaged the Legal Department and Mr. Hartmann has attended a couple of advisory committee meetings.

Ms. Kramb asked if agendas are being published prior to the meetings and who is developing them. Ms. O'Callaghan stated that each committee has that handled differently. The Community Services Advisory Committee (CSAC) is the most established. They have a process whereby items are specific referrals from Council. Staff also identifies opportunities

where it would be beneficial to get feedback from CSAC prior to taking an item to Council. There are pre-agenda meetings with the chair and vice chair of each committee. Ms. Kramb inquired if since January, there have been published agendas. Ms. O'Callaghan answered in the affirmative. She stated that staff is looking at making sure each committee is staffed with the same level of support.

Mr. Hartmann provided an overview of a draft Legal memo concerning Duties and Powers of Advisory Committees. There was the mistaken idea with some of the committees that if they voted to recommend something that Council would have to consider it. That is not the case. The advisory committees' authority is compelled by City Council action. Council passed legislation and staff now reviews that legislation and helps direct the committees. Ms. De Rosa suggested that it might be helpful to state that Council has both decision-making boards and commissions and advisory committees. The point is to provide as much clarity and background as possible. Mr. Hartmann agreed. All the bodies have enabling legislation that outlines that. Ms. Kramb agreed. She stated that she is glad to see in Section 2 a date of 2023 is listed so there is a clear starting point.

Ms. O'Callaghan stated that she and Mr. Hartmann have attended and discussed this topic with the Community Inclusion Advisory Committee (CIAC) and Community Advisory Commission (CSAC). They are scheduled on the agenda for the upcoming Veterans Committee meeting and the upcoming Chief's Advisory Committee meeting. Ms. O'Callaghan stated that there are opportunities where clarification could be added where the roles clearly differ. Ms. De Rosa reiterated the point is to provide clarity.

Mr. Hartmann noted that one of the committees is not codified. That may need clarified. Vice Mayor Alutto stated that she would be concerned about the ability to create an advisory committee on a temporary basis and not codify it. Mr. Hartmann stated that Council still has the ability to create task forces.

Ms. De Rosa stated that in addition to duties and powers, there are a set of very useful items in the Code of Conduct form that are equally important. Mr. Hartmann stated one caveat is the need to be cognizant of anyone's first amendment rights. The Code of Conduct could be referenced and added as an exhibit to Legal's Memo on Advisory Committees.

Vice Mayor Alutto referenced the 4<sup>th</sup> bulleted item from the bottom on the Code of Conduct and suggested it read "personal and/or financial interest". Mr. Hartmann stated that the courts would read that very narrowly. Consensus was to clarify that point. Vice Mayor Alutto confirmed everyone signs the Code of Conduct again with each new term. Ms. De Rosa stated that it would make sense to update the Code of Conduct along with the Rules of Order.

After referencing different bullet points, the suggestion was made to number the items on the Code of Conduct form. After a brief discussion about creating separate forms for

advisory committees, Committee consensus was to keep one form for all appointees. Ms. Krumb suggested amending the ninth bullet point to clarify that each member represents only themselves as private citizens. Mr. Hartmann suggested adding "committees" to boards and commissions.

Mr. Hartmann continued reviewing the advisory committee memo. He referenced Section 3 and stated that this section was intended to clarify that advice of a committee does not have to be taken by Council or staff. It is for Council to determine upon which items action should be taken. Ms. Krumb suggested changing "on important topics" to "on topics within the body's purview".

Mr. Hartmann stated that Section 4 provides relevant Code sections all in one place for reference. He noted that CSAC has the authority to create their own task force. That would require Council approval. Ms. De Rosa stated that Council approves and determines the timeframe of any ad hoc body so that it terminates when its work is complete. Mr. Hartmann explained that can be done by motion and it would not require a resolution.

Mr. Hartmann confirmed that staff will bring the memo back for the Committee to review at their next meeting.

Ms. De Rosa stated that there has been discussion concerning decision-making groups, advisory groups and advocacy groups. Advocacy groups are different from advisory groups. Dublin does not have advocacy groups. Mr. Hartmann agreed that could be a clear distinction to draw. Vice Mayor Alutto stated that while free speech cannot be stymied, there is a time and place for it. As a professional standard, we do not expect appointees to bring in their own personal advocacy. Ms. Krumb shared her preference for a more robust description of advisory and less focus on advocacy. She feels a more comprehensive definition of advisory is appropriate in this memo. Ms. Krumb stated that some topics can be elaborated on in training/onboarding. Mr. Hartmann suggested that this memo is a great first step and that Council may want to revisit the purview of each committee.

Ms. O'Callaghan stated that each committee has a staff liaison and it needs to be made clear that they do not direct staff. Ms. Krumb asked if they can have staff bring a topic to Council. Ms. O'Callaghan provided an example of the Veterans Committee directing staff to survey businesses to see which business would participate in a discount program. That is a heavy lift. Advisory Committees can advise the City Manager. If within her authority, she can authorize follow-up items. If a request is within Council's purview, they will take it to Council. Ms. Krumb stated that last year, City Council went through a process determining how Council can generate ideas. Mr. Hartmann stated the advisory committees should only generate ideas within the context of what Council has directed them to do. Ms. Krumb stated that should be a training topic.

**NEXT STEPS:** Staff will bring back a revised memo to the Committee's next meeting.

### City Council Rules of Order

Ms. Delgado stated that staff has identified a few housekeeping items for clean-up. Council had an interest in possibly making changes to the Order of Business in Council's Rules of Order. She is seeking direction from the Committee to see how flexible they want the language to be. Staff can then work with Legal and bring back suggested amendments.

Ms. De Rosa referenced the Order of Business as outlined in the current Rules of Order. She asked if changing the word "shall" would offer more flexibility. If Council chooses to change the meeting order, it currently requires calling the question. She suggested that the wording say, "the following items shall be included in a Council meeting, the order of which may be determined by the Mayor."

Vice Mayor Alutto stated that there is an agenda planning meeting and the determination could be made at that time.

Ms. Delgado stated that there may be circumstances the night of a meeting that would necessitate a change to the order of business.

Ms. Kramb asked if this level of specificity is required. Mr. Hartmann stated that most municipalities do list the order, but there is no reason it must be listed. Mr. Hartmann stated that it is for transparency. He cautioned the Committee against giving the authority to remove items to one Council Member. The Committee agreed that the flexibility applies only to the order of the agenda, not the content.

Ms. Kramb stated that it would better to be able to move items prior to a meeting for posting purposes. Ms. Delgado stated that Swagit (streaming service) needs advance notice of the agenda order. She added that it would be helpful to add wording explaining why the order may be changed - possibly "for efficiency of City business." Ms. Kramb asked about posting a revised agenda. Ms. Delgado answered affirmatively. She would have to for the benefit of the public and Swagit.

Mr. Hartmann suggested allowing three members of Council to change the order of the agenda in addition to the Mayor. Ms. Alutto agreed and stated that was smart for future planning, regardless of personalities.

Ms. Kramb asked if it is appropriate to add language on the agenda noting that the agenda order could change. Mr. Hartmann affirmed that it could be noted on the agenda.

Discussion continued regarding citizen comments and meeting facilitation. Ms. Delgado stated that any constraints would have to be enforced by the Mayor. That is the responsibility of the facilitator of the meeting. Vice Mayor Alutto stated that she prefers the order be at the discretion of the Mayor. It is not fair to allow residents to filibuster. She supports the opportunity for public comments, but not at the expense of everyone in the room.

Ms. Delgado suggested amending 9.02 to add language for residents/interested party duties. There are other cities that do actually put language on their agenda outlining

expectations of participating in a public meeting to ensure meetings are safe spaces for everyone.

Ms. Kramb asked if the City currently has any guidance for the public. Ms. O'Callaghan stated that staff is currently benchmarking that. Ms. Kramb suggested expectations be made clear to participants. Ms. Delgado stated the Council Rules of Order need to address how the body would handle it if someone did not meet those expectations. Ms. De Rosa requested staff bring back proposed language to the Committee. Ms. O'Callaghan share that staff has found through their benchmarking that many cities state expectations/responsibilities of public participation in meetings. Ms. Kramb asked how it has held up those municipalities. Mr. Hartmann stated that what can be prohibited is very limited. He is hesitant to create something requiring a signature. Expected behavior is a good idea. Ms. De Rosa suggested adding in the same section that Council is not required/expected to respond. Ms. Kramb suggested language allowing the presiding officer to call for removal in response to threatening/disruptive behavior. Mr. Hartmann stated time could be an effective limit. Ms. De Rosa asked staff for best practices and recommendations. Vice Mayor Alutto asked staff to include the form of government with the benchmarking information.

Ms. O'Callaghan informed the Committee that there is an audio option with the speaker timer.

In response to Ms. De Rosa's question about providing a citizen comments explanation, Ms. Delgado stated that it is stated on every agenda that citizen comments are for items not on the agenda.

Ms. Delgado stated that staff will have recommended amendments to the Rules of Order regarding work sessions and absences from work sessions, as they are not currently formally excused.

Ms. Kramb stated that the Rules should clarify that public comment is not typically accepted at work sessions.

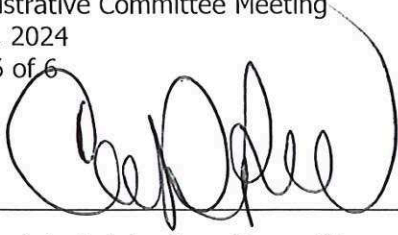
Ms. De Rosa shared potential topics for the next meeting:

- B/C Recruitment - debrief
- Council Goals
- Council Rules of Order
- Advisory Committee Memo.

The Committee consensus was to schedule the next meeting for June 4 at 4:00 p.m.

With no further business to consider, the meeting was adjourned at 5:20 p.m.

Administrative Committee Meeting  
May 1, 2024  
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Chair, Administrative Committee

  
Deputy Clerk of Council