

**DUBLIN CITY COUNCIL
ADMINISTRATIVE COMMITTEE**

Tuesday, June 4, 2024

4:30 p.m.

5555 Perimeter Drive
Council Chamber

Meeting Minutes

Ms. De Rosa called the June 4, 2024 Administrative Committee meeting to order at 4:30 p.m.

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

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

Approval of Minutes

Ms. De Rosa moved to approve the minutes of May 1, 2024 and the minutes of May 10, 2024.

Vice Mayor Alutto seconded.

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

Council Goals 2024-2025

Ms. O'Callaghan stated that during Council Retreat, discussion was held on Council's Goals from 2023. Staff was tasked with updating goals to reflect Council's discussion. A draft resolution setting forth those goals was included in meeting materials. Ms. O'Callaghan reviewed the Goals as follows:

1. Become the Most Connected Community in the U.S.

Fiber to every Home Implementation: Plan for the initial phase of construction and customer installation, achieving 25% deployment in 2024.

Language for this goal has been updated to reflect the next phase of this effort, which is implementation.

2. Realize the Metro Center Revitalization Vision.

Reposition the Metro Center legacy office park by implementing the vision and goals of the Dublin Corporate Area Plan. Develop a design and implementation framework that creates a distinctive identity, encourages dynamic reinvestment, provides a vibrant mix of uses in a walkable environment, and promotes sustainable design principles. Identify opportunities for public and private partnerships for catalytic projects that transform the Metro Center area consistent with the framework.

Language is proposed to remain the same. Ms. De Rosa expressed a desire for

clarity around "mixed-uses". The goal is a true mix of uses. Ms. Krumb suggested adding a reference to the Community Plan. Ms. De Rosa suggested "a vibrant mix of live, work, play uses" in the goal. Consensus of the Committee was to align this goal with the updated Community Plan and use the same terminology.

3. Implement the Parks and Recreation Master Plan.

Begin implementation of the Parks and Recreation Master Plan with a focus on cultivating an environment that embodies both recreation and economic vibrancy.

There were no changes proposed to this goal.

4. Develop Dublin's "Destination of Choice" Next-Generation Community Events Vision.

Develop and implement a local and regional community events program and management roadmap. Leverage Dublin parks and facilities to create a connected, comprehensive, and fiscally sustainable vision that drives vitality, engagement, and entertainment.

There were no changes proposed to this goal.

Consensus was to bring the proposed goals to City Council at their next regular meeting on June 17, 2024.

Advisory Committee Duties and Powers Follow-up

Mr. Hartmann provided an updated memo reflecting the Committee's discussion and feedback at the May 1 meeting. The Committee had asked to have the differences between the different boards and commissions specified with more clarity. A section was added to answer that request that distinguishes the Advisory Committees from the decision-making boards. He then described the need to keep Council's flexibility regarding committees so the intent was that they would not be in the Code. Unfortunately, a process was identified recently whereby the codifier, American Legal Publishing had added the establishing Resolutions to the Code unbeknownst to staff. Staff is working to reverse that action and remove the applicable sections from the Code.

Mr. Hartmann noted that page 4 of the memo has a paragraph that compares Advisory Committees to Advocacy Committees as was requested by the Committee. Finally, Mr. Hartmann called attention to the second paragraph on the first page that states, "*No advisory committee has the authority to compel City Council, the City Manager, or City staff to act in any way.*"

Ms. Krumb asked by what means this memo would be provided to the boards, commissions and committees. Ms. Delgado stated that after the Code sections are removed from the memo, it is the intention that this would be provided to the members of the boards and commissions at their annual training.

Ms. De Rosa asked why the Architectural Review Board is not included in the memo. She asked that they be included in the memo as the other decision-making boards are. She asked if there was a one-page document that could be created to distribute rather than this comprehensive memo.

Vice Mayor Alutto suggested adding the one-page document to the website that is used to recruit for boards and commissions.

Ms. De Rosa asked if there was anything else staff felt was necessary to clarify with advisory committees. Ms. O'Callaghan stated that this memo ties this up nicely.

Ms. Delgado suggested revising the establishing resolutions for consistency in reporting and to correct language that is not relevant. Ms. O'Callaghan agreed.

Ms. Kramb asked about the reporting from the Advisory Committees. Ms. Blake stated that reporting is mentioned in each resolution, but it is not consistent language.

Council Rules of Order Follow-up

Ms. Delgado stated that many of the redline changes are just clarifying language and moving sections together for better alignment. Ms. Delgado highlighted the following changes:

- Section 4 – proposed language sought to clarify meeting types and how they differ.
- The Order of Business (formerly section 8) was moved to Section 4 for better alignment because it pertains only to Regular meetings. The Order of Business was revised to allow more flexibility for the Mayor in facilitating the meeting efficiently. Vice Mayor Alutto liked the flexibility and stated that it met the goal.

Ms. De Rosa asked about the wording "if applicable" and whether or not it was needed. Consensus of the committee was to remove "if applicable."

Ms. Kramb asked for the definition of an alternate meeting. Ms. Delgado stated that an alternate regular meeting would be a regular meeting that was either rescheduled or added to the calendar after it was approved. This term is not defined in the Rules of Order. Ms. Kramb suggested removing the terminology. There were no objections to removing "alternate regular meeting" from the Rules.

- Section 4.04 is new language defining work session.
- Notice and Publication of Meeting sections were combined.
- Section 7.02 – Resident/Interested Parties Duties has new language clarifying the process for speaking at regular Council meetings. It also includes new language identifying expectations of behavior of speakers at Council meetings.

Vice Mayor Alutto asked if the language regarding signing-in prior to the meeting would mean comments would not be taken if speakers signed-in after the meeting started. Ms. Delgado clarified that comments can still be taken until the Citizen Comments portion of the meeting is over. The Committee consensus was to add language to that effect in the Rules. Discussion was also held regarding those

desiring to speak that do not sign-in. Consensus of the Committee was to add language regarding "making your desire to speak known."

Ms. Delgado shared with the Committee that the Receptionist software (the software that is used to sign-in to speak) is customizable so the expectations of behavior can be shared with those signing-in to speak if that is the desire. Discussion was held regarding whether or not an acknowledgement could be required for speakers. Consensus was reached that speakers would have to read it, but not necessarily interact with the expectation of behavior screen.

Ms. Kramb suggested revising the fourth bullet point under Expected Meeting Procedures to state, "No swearing, name calling and/or derogatory comments." Ms. De Rosa and Vice Mayor Alutto agreed.

Regarding the new language addressing the ability of the Mayor to reduce the time allowed per speaker, consensus of the Committee was to change the word "reduce" to "alter."

Ms. De Rosa wanted to be certain that this section and the expectations apply to speakers who are speaking about an item on the agenda as well. Ms. Delgado revised the sentence regarding the expectation of speakers to clarify that these apply to "all speakers."

- Section 10.04 – Ms. Delgado proposed removing the entities list in this section. Consensus of the Committee was to remove the list.

Staff will incorporate Committee feedback and Ms. De Rosa will provide the materials for Council's review and discussion with her Administrative Committee Report at the June 17 Council meeting. Council would then adopt the revised Rules at a following meeting.

Board and Commission Member Code of Conduct

Ms. De Rosa stated that staff provided a revised Code of Conduct for the Committee's review. Ms. Delgado reviewed the revisions proposed the form as follows:

- Title change to Appointee Code of Conduct since it is applicable to all appointees of Council.
Vice Mayor Alutto suggested changing all references to Board, Commissions or Committees to "Appointee of City Council" for consistency and clarity. Consensus of the Committee was agreement.
- The addition of the language indicating that by signing the Code of Conduct, the appointee is stating that they agree to "and will abide by" the conduct codes.
- Item Number 6 on the form was revised to add, "As a member of the body."
- The subjective language regarding serving public interest and promoting public good was removed to eliminate confusion among appointees of their role. Ms. Delgado reiterated that appointees do the work of City Council and therefore Council must direct work that is done to promote public good. Committee consensus was agreement.
- Language was added to the last sentence clarifying that failure to adhere to these codes may "affect any future appointment opportunities."

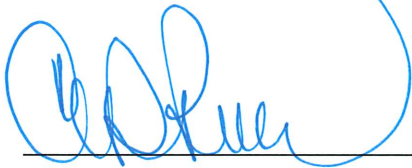
Ms. Kramb asked if the language should specify that a person has to be an elector of the City of Dublin. Committee consensus was to add "City of Dublin" to the sentence addressing their voter status.

Ms. De Rosa stated that she would like to make it clear that the decision-making boards are not to discuss cases outside of the meeting. Ms. Kramb stated that she believes it is part of the training that members of those bodies receive every year. Discussion was held regarding what resources the members of the decision-making bodies receive to advise them of their duties as a member. Vice Mayor Alutto suggested adding language that the member is required to "abide by" the training they receive. The Rules and Regulations are provided to each appointee, but the appointee is not required to sign them. Consensus of the Committee was to add to the Code of Conduct form that members need to abide by the Rules and Regulations for their applicable public body.

The revised Code of Conduct will also be provided to Council for review during the Administrative Committee report.

There will be no meeting for the Committee in July.

The meeting was adjourned at 5:32 p.m.



Chair, Administrative Committee



Clerk of Council