

**DUBLIN CITY COUNCIL
ADMINISTRATIVE COMMITTEE**

Wednesday, August 7, 2024
5555 Perimeter Drive
Council Chamber

Meeting Minutes

Ms. De Rosa called the August 7, 2024, Administrative Committee meeting to order at 4:00 p.m.

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

Staff Present: Mr. Hartmann, Ms. Delgado, Mr. Bitar, Ms. Blake

Approval of Minutes

Ms. De Rosa moved to approve the minutes of the June 4, 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

Joint Meeting Preparation (City Council, Planning & Zoning Commission (PZC), Board of Zoning Appeals (BZA) and Architectural Review Board (ARB))

Ms. De Rosa explained that there are two upcoming meetings for planning boards. There is a joint training session as well as a joint work session with City Council. A tentative agenda was distributed for the joint work session. Ms. De Rosa stated that she spoke with planning staff regarding the joint work session. The meeting will be focused on reporting from the boards and commission to City Council. These joint meetings were originally intended to improve communication between the boards, commission and City Council. She has been told that communication has improved. The proposed agenda would have the individual boards and commission report out to City Council. Annual reporting is currently required and has typically been done in a written format. After the reports are shared, Council would share its goals for 2024-2025 followed by a question and answer period. The agenda would end with Council's observations. There are no staff presentations planned – this is intended to be a dialogue between the members of those bodies and City Council.

Ms. Kramb referenced the annual report and stated that while she appreciates the quick facts, she has a feeling that the highlights will take up a lot of time. With three bodies to hear from, there may be 25 minutes per report. She thinks that time would be better spent on the successes, challenges and requests for information or support. In an effort to guide

the discussion and keep the reporting brief, she suggested a questionnaire to distribute to the members that might guide feedback/discussion.

Vice Mayor Alutto stated that City Council has access to the boards/commission minutes and can stay informed on projects of interest. She likes feedback on code amendments or special projects. She agrees that successes and learning opportunities are most critical to her and she would recommend putting those items first or directly after training opportunities on the agenda.

Ms. De Rosa stated that after reviewing the tentative agenda with the leadership of the Planning and Zoning Commission, they felt that key projects were the most important topic. The commission members see this as an opportunity to review projects over the year and find learning points.

Ms. Kramb stated that she does want to hear what the challenges were and whether they have suggestions on what would have made the work easier. Vice Mayor Alutto summarized Ms. Kramb's comments as looking for feedback on successes and learning opportunities in relation to key projects.

Ms. De Rosa stated that planning board/commission members are looking for feedback from Council. She suggested the wording, "share board and commission successes and key projects and ask Council for feedback." PZC will talk through this at their next meeting and begin to prepare their report.

Ms. De Rosa suggested moving the joint meeting from September 3, 2024 to October/early November to provide the boards and commission time to prepare.

Ms. Kramb stated that the questionnaire suggestion was simply to lead board/commission members to the type of feedback Council would like to hear or what the board/commission members want to share.

Ms. De Rosa stated that when considering the questionnaire, it came to her attention that BZA does not have a Council liaison. Having a discussion with them concerning a potential Council liaison could be useful. Ms. Kramb stated that asking the board about a liaison might spur feedback.

Mr. Bitar stated that having some template to spur discussion makes sense and if the members want to add anything, they can. In response to Ms. De Rosa's question regarding the staff liaison to BZA, Mr. Bitar stated that technically Tammy Noble and Zach Hounshell are staff liaisons, but he could help facilitate discussion around a Council liaison.

Ms. Kramb stated that she would speak with ARB leadership at the next agenda meeting regarding joint work session topics.

Ms. De Rosa stated that the purpose of this joint work session is an annual review. PZC leadership felt it would be fruitful. Moving forward, she would like to crystallize the objective of this meeting and finalize an agenda. Ms. Kramb noted that the timing of the meeting may need to be adjusted as it would be helpful to align this with City Council's goal-setting retreat.

Vice Mayor Alutto agreed. She added that one of the goals of the meeting is basic information sharing.

Advisory Committees Review

Ms. De Rosa introduced the topic by stating that at the Committee's last meeting, a discussion was held regarding the roles of advisory committees. The legal department wrote a comprehensive memo addressing the topic. The Committee then asked staff to put that into a one-page document and to align the rules and regulations for the advisory committees.

Mr. Hartmann stated that the legal department put together a one-page fact sheet on which he would appreciate feedback so that it can be finalized and shared with Council.

Ms. Kramb suggested removing the last sentence.

Ms. De Rosa suggested that the memo not come from legal but be a staff memo. She would prefer the tone to be more positive. Ms. Kramb suggested ending it on a positive note.

Mr. Hartmann stated that he will make revisions and share it with the Committee by the end of the week.

Ms. Blake stated that all of the edits suggested are in line with discussions held with staff. She noted that Ms. Delgado has shared all of the recommendations with the staff liaisons prior to this meeting.

Ms. Delgado stated that the memo could come from Council because the advisory committees do the work of City Council. Vice Mayor Alutto stated that she likes the suggestion that the memo come from City Council. Ms. De Rosa stated this discussion originated as a request from the advisory committees of City Council and this memo is a response to that request.

Ms. Delgado stated that under discussion are the four advisory committees, which are the Community Inclusion Advisory Committee (CIAC), Chief's Advisory Committee (CAC), Community Services Advisory Commission (CSAC) and the Veterans Advisory Committee (VAC). At the Administrative Committee's June 4 meeting, staff noted that in order to provide consistency, it would be necessary to amend the establishing legislation of the

advisory committees to bring them into alignment with current policies and practices. Staff is proposing amendments to all establishing legislation and corresponding rules and regulations. Changes to the corresponding rules and regulations are necessary because of changes to the legislation.

Ms. Delgado shared the overarching themes in all of the proposed amendments to the legislation.

Consistency in how each body is created is one theme. CSAC was created by ordinance. Staff is proposing to repeal the ordinance and establish CSAC by resolution. Previous legislation inadvertently created two veterans committees. Staff is proposing to clean that up by repealing one of the resolutions and revising the other to match the other advisory committee legislation.

Another theme in the amendments to the legislation is Membership. Amendments are suggested to the language to provide flexibility. Staff is seeking direction from the committee on a couple of things. The question has been asked regarding how the Washington Township requirement to the Veterans Advisory Committee originated. Staff was unable to find documentation to answer that question. The proposed language removes the requirement of both the Dublin City Council member as well as the Washington Township trustee and allows City Council the flexibility to make any appointment they deem necessary. Current members can continue to serve. Requiring a City Council member could become problematic if there is a point in the future when no council members are veterans. Mr. Reiner agreed that a council member who is not a veteran would not be well received as an appointee to the VAC. He stressed that having a City Council member who is also a veteran is very important. Ms. Delgado sought the Committee's feedback as to whether the VAC should remain different than the other advisory committees and require a council member. Vice Mayor Alutto asked if language could be added that would require a City Council member to be appointed unless there is no veteran serving on City Council. Ms. De Rosa stated that the language is flexible enough as proposed to allow City Council to appoint a City Council member or not. Vice Mayor Alutto stated that she is supportive of consistent language across all four advisory committees but she would like to be sensitive to having a council member and veteran when possible. Ms. Kramb stated that none of the proposed language precludes the appointment of a council member to any committee. She suggested leaving the language generic.

Ms. Kramb offered that the Washington Township trustee requirement may have been created because some cemeteries in Washington Township are in the VAC's purview.

Ms. De Rosa summarized the discussion by stating that currently there is no requirement for a City Council member on any board, commission or committee. That decision has been left up to City Council. The proposed amendments are still in line with that. She asked if it would make sense to add language allowing City Council members to serve on boards, commissions, or committees. Ms. Kramb noted that this is addressed in Council's Rules of Order. The Committee expressed consensus for consistent language.

Ms. Delgado stated that the proposed amendments clarify the staff support between the City Manager's Office and the Clerk of Council. Language was also added to clarify public meeting requirements and quorum.

Ms. Delgado shared the proposed amendments to the Rules and Regulations for the advisory committees. In addition to ensuring the rules matched the legislation, language was updated regarding reporting as well as adding language listing agenda items for consistent structure of meetings.

Ms. Kramb shared minor comments.

- Resolutions state that members serve two-year terms with a maximum of two full terms. She suggested adding the word "consecutive" to allow members to not serve for one year and then return; and
- On CSAC, the title should be changed from Commission to Committee.

Ms. Delgado noted that the proposed language changes CSAC terms from 3 years to 2 years.

Ms. De Rosa asked how terms would be handled given that the Committee is in support of changing the language to give more flexibility to the number of members on any given committee. Ms. Delgado suggested a new appointee would begin service mid-term and start their first full-term at the start of the next regular term. Ms. Delgado stated that specific language around terms such as start/end dates was removed from the Rules and Regulations. That is included in appointing legislation, recruitment information, and the internal process.

Ms. Delgado shared the next steps as follows:

- Ordinance Regarding CSAC added to City Council's August 26 agenda for first reading;
- Second reading, Resolutions and Rules and Regulations on City Council's September 9 agenda.

Ms. Kramb moved, Vice Mayor Alutto seconded proceeding with the next steps regarding legislation and rules of order.

The motion passed by the following vote: Ms. De Rosa, yes; Vice Mayor Alutto, yes; Ms. Kramb, yes.

Ms. De Rosa asked what would be covered in training for advisory committees. Ms. Delgado stated that Legislative Services staff would visit each of their meetings. The content will be organized by roles – the role of the committee, the role of the committee member, the role of the staff liaison and the role of the clerk. Topics will include the updated Code of Conduct, updated establishing legislation, updated Rules and Regulations and general public meeting conduct.

Ms. De Rosa stated the aligning of these will be helpful to all. Ms. Delgado thanked Ms. Blake, Mr. Althouse and Ms. Hoover for their work.

Ms. Kramb asked Mr. Hartmann about the consecutive term limit. Mr. Hartmann stated that his opinion is that a member would have to take one year off. Vice Mayor Alutto stated that the messaging is about the ability to recruit additional people to serve the City. Ms. Blake stated that the committees have seen the term limit language and are aware of the requirement.

Ms. De Rosa shared the following topics for upcoming meetings.

- Required training for 2025
- Debrief recruitment/onboarding process

Adjourn to Executive Session

Ms. De Rosa moved to adjourn to executive session for discussion of personnel matters considering the appointment of a public official.

Vice Mayor Alutto seconded the motion.

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

The meeting was reconvened and adjourned at 5:30 p.m.



Chair, Administrative Committee



Deputy Clerk of Council