

**DUBLIN CITY COUNCIL
ADMINISTRATIVE COMMITTEE**

Tuesday, May 2, 2023

4:00 p.m.

5555 Perimeter Drive
Council Chamber

Meeting Minutes

Vice Mayor De Rosa called the May 2, 2023 Administrative Committee meeting to order at 4:02 p.m.

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

Approval of Minutes

Vice Mayor De Rosa moved to approve the March 7, 2023 minutes of the Administrative Committee.

Ms. Alutto seconded the motion.

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

Items for Discussion

With no objection from the Committee, the agenda was amended to discuss Boards and Commissions as the first item.

Boards and Commissions

Vice Mayor De Rosa provided a brief update on boards and commissions. Terms have been aligned so that all new terms begin June 1. Work is ongoing to make sure all board and commissions have rules of order, training, and onboarding. Last Thursday (April 27, 2023) afternoon a meeting was held with the Vice Mayor, (the Mayor was unable to attend), the City Manager, the Law Director, the staff liaisons, as well as the Chairs and Vice Chairs of the Chief's Advisory Committee, Community Inclusion Advisory Committee, and the Veterans Committee. They went over the advisory group training planned for June. The boards and commissions that have decision-making authority are having training May 10. As this is the first training for these advisory groups, it will encompass general training. All meetings will be recorded now. Various items were covered in the meeting like when a vote is required and how to make a recommendation to Council. There was feedback from the Chairs and Vice Chairs and few items were suggested to be added to the training.

Ms. Kramb asked if all members have signed the Code of Conduct. Vice Mayor De Rosa explained that some of them have not signed a Code of Conduct nor taken an Oath of Office.

Ms. Alutto asked what type of onboarding currently occurs. Vice Mayor De Rosa explained that it is handled by the staff liaisons. This new training will now be the onboarding training.

Ms. Krumb stated that planning boards have an onboarding packet. She asked if the same training will be occur that the planning boards receive currently. Vice Mayor De Rosa stated that the decision-making boards are more involved and receive more specific training.

Ms. Alutto asked if the training can be online or written. Ms. O'Callaghan stated that a lot of work and research has been done around the advisory committees. Work has been done to distinguish between decision-making bodies and advisory committees. The website has been updated to reflect that difference. She noted that there will also be some training for internal staff (staff liaisons).

Vice Mayor De Rosa stated that not all new groups have rules of order. The Community Services Advisory Committee does have rules of order but the three new ones do not. Those will be drafted, go to the groups for review, and will go before Council for approval. Vice Mayor De Rosa stated there will be discussion in Public Services Committee about a potential new group to review public art. How we set up that committee will follow procedurally the same approach as others. Ms. O'Callaghan stated that staff is involving Legislative Services in that process from the very beginning.

Ms. Krumb asked for an update on the required ethics and cybersecurity training at the next meeting.

Annual Retreat

Vice Mayor De Rosa provided an update on City Council's Annual Retreat, which was held April 13-14, 2023. An early draft of the minutes was provided. One takeaway was that the Administrative Committee would make an attempt at writing Council's goals (Resolution 22-22) regarding Metro Place revitalization as well as reviewing language around the current Destination of Choice goal. There was discussion at the retreat about adding financial sustainability to that.

Vice Mayor De Rosa referenced Goal #3 "Strengthen the Stewardship and Vitality of our Historic District Core." A work session will be held soon regarding the Historic District. Ms. Krumb stated that part of the work session discussion may address part of that supporting language. Vice Mayor De Rosa suggested that they hold consideration of that goal until after the work session discussion. Ms. O'Callaghan stated that topic is now scheduled for a work session on June 5, 2023. Ms. Krumb stated that she has been updating residents on the date for this topic of discussion.

Vice Mayor De Rosa continued with discussion on Goal #4 "Develop Dublin's 'Destination of Choice' Next Generation Community Events Vision". She suggested, based on discussion from the retreat, that language be added about fiscal sustainability. Ms. Alutto stated that the City has viewed the Dublin Irish Festival as a loss leader because it brings so many people into the City. Consideration needs to be given to the cost recovery of possible additional events. Ms. Krumb suggested adding "fiscal" before "roadmap" in the existing language. Vice Mayor De Rosa suggested adding "fiscally sustainable" after "comprehensive" in the supporting statement. Ms. Krumb suggested making it two sentences. Ms. Alutto stated that Ms. Krumb's suggestion does not presume that every event will pay for itself. It presumes that we know what the fiscal model is for any event. Not every individual event is fiscally sustainable on its own. Vice Mayor De Rosa stated that

the vision does not speak to one event but all events. Ms. Kramb stated that Council was comfortable with subsidizing purely local events. Ms. Alutto stated that we need to be clear on what is fiscally sustainable. Ms. Kramb stated it could be added to the main goal statement. Ms. O'Callaghan stated that one of her takeaways was that a distinction would be drawn between how the finances are managed for purely local events and events that serve the region. Ms. Kramb stated that we do not need to be as specific about the Dublin Link. Vice Mayor De Rosa suggested adding "local and regional" in the first supporting sentence. The Committee decided on the following language for **Goal #4**:

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

Develop 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."

Ms. Kramb asked about Goal #2. Vice Mayor De Rosa that Goal #1 will remain as is. Goal #2 will be removed and replaced with a new #2 about Metro Park. Goal #3 stays the same but may be edited following the June conversation. Goal #4 is as was just amended. Ms. O'Callaghan noted we are now in Phase III for Goal #1.

Ms. Kramb asked staff to inform Council of the new date for the Historic District work session.

Vice Mayor De Rosa stated the intent for the new goal is try to elevate the revitalization of Metro Center. Ms. Kramb asked if it was specifically Metro Center because there was discussion about SR161. Ms. Alutto stated that as part of the discussion around Metro Center, we want to make sure that as redevelopment occurs, we continue to have an eye toward connectivity. It does need to make its way into the discussion at some point. Ms. O'Callaghan stated following the retreat, she asked staff to research a US161 framework plan that was previously under development. Ms. Kramb asked about the project in front of Kroger. Ms. O'Callaghan stated that project is moving forward and a multipurpose path will be there to provide connectivity.

Vice Mayor De Rosa confirmed that this goal will focus on Metro Center. She would like to put a timeline on the revitalization. Ms. O'Callaghan read the following suggested language. "Build upon the vision and goals of the Dublin Corporate Area Plan (DCAP) including Metro Center and the businesses along Frantz Road to reposition the legacy office site for success by encouraging new investment as well as reinvestment in existing buildings. Begin implementation of the vision to create a walkable mixed-use environment with the commensurate amenities by working with our public and private partners in the development of catalytic projects."

Ms. Alutto stated that she likes the part about a catalytic project.

Ms. Kramb expressed the need for a short, actionable goal statement followed by supporting statements.

The Committee decided on recommending "Realize the Metro Center Revitalization Vision" as the goal statement.

Discussion continued around supporting wording. It was determined that one year is inherent with an annual goal.

Vice Mayor De Rosa suggested starting with "Reposition." Ms. O'Callaghan suggested "Reposition the Metro Center legacy office park and the businesses along Frantz Road." She would like to tie this back to the Dublin Corporate Area Plan.

Ms. O'Callaghan suggested "Implement the vision and goals of the Dublin Corporate Area Plan by encouraging reinvestment."

The Committee suggested the following language for new **Goal #2**.

"Realize the Metro Center Revitalization Vision

Reposition the Metro Center legacy office park. Implement the vision and goals of the Dublin Corporate Area Plan by encouraging new investment as well as reinvestment in existing buildings."

Ms. Kramb noted that these are all things that can be done this year. Ms. Alutto agreed, adding that it does not call for the actual redevelopment. Ms. O'Callaghan stated that we do have the amended DCAP but not the Code. Staff was looking at amending the Code in tandem with a catalytic development along the frontage. Since Council's retreat, Planning Staff is looking at engaging a consultant.

Ms. Kramb stated that she was interested in master planning the western side. Ms. O'Callaghan stated they will take the renderings from DCAP to the next level and work on design guidelines.

Ms. Kramb stated that she thinks they need to add one sentence to the goal to summarize that. Vice Mayor De Rosa suggested organizing it in phases. The 2023 phase would be to write the Code and get the catalytic project. Ms. Alutto stated we have completed that phase because we have the vision. We are now at Phase II. Ms. Kramb suggested that Phase II would be completing regulations for the balance of Metro Center. Ms. Kramb stated that we need one additional sentence stating that staff will complete/implement the vision.

Vice Mayor De Rosa stated that the intent is to draft this for Council review at the end of a meeting. Ms. Kramb stated that the resolution would have to wait for the historic discussion. Ms. Alutto stated that this language can be circulated. Vice Mayor De Rosa stated that this can be a report from the Administrative Committee. Ms. O'Callaghan stated that staff will begin drafting a resolution.

With no further business to discuss, the meeting was adjourned at 4:46 p.m.



Chair, Administrative Committee



Deputy Clerk of Council