

**DUBLIN CITY COUNCIL  
ADMINISTRATIVE COMMITTEE**

Tuesday, August 5, 2025  
5555 Perimeter Drive  
Council Chamber

Meeting Minutes

Chair De Rosa called the Tuesday, August 5, 2025 Administrative Committee meeting to order at 5:05 p.m.

Committee Members present: Vice Mayor Alutto, Ms. De Rosa (Chair), Ms. Kramb

Staff Present: Ms. Delgado and Ms. Maxwell

**Approval of Minutes**

Chair De Rosa moved to approve the minutes of the June 17, 2025 Administrative Committee meeting.

Vice Mayor Alutto seconded the motion.

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

**Items for Discussion**

- Joint Work Session Agenda Review and Finalization

Ms. Delgado presented a draft agenda for the Joint Work Session with Boards and Commissions. She explained that the format was based on what the committee had discussed last year, with a companion document outlining what the boards could report on.

Ms. Kramb suggested adding feedback on the changes implemented to staff reports and the development review process. She noted that the Architecture Review Board had adopted a new procedure allowing applicants to speak first and wanted to know how that change was going. She also suggested getting feedback on the code changes made during the year, particularly related to solar energy and the historic district, to determine if these changes had been successful.

Vice Mayor Alutto agreed that the agenda looked good overall but supported Ms. Kramb's suggestions to include evaluation of the process changes.

Council Member De Rosa expressed concern about the boards having sufficient time to prepare their reports, noting that last year they ran out of time. Ms. Delgado confirmed that boards had already started preparing and had been notified in June.

The committee agreed that the boards should focus on successes, challenges, and tools they need rather than just reciting statistics that could be read from a memo. They decided to modify the agenda so that boards would not be asked to verbally present all the statistics but could reference specific cases as needed during discussions of successes and challenges.

Regarding the "Council Announcements" section, the committee decided to change it to "Council Goals, Progress and Updates" to provide clarity on what Council members should discuss.

The committee also discussed the dinner arrangements, confirming that dinner would start at 5:30 PM with the formal meeting beginning at 6:00 PM, and that board members had been informed this was a mandatory meeting that counts toward their attendance.

- Council Rules Review

Ms. Delgado presented proposed changes to the Council Rules of Order. The first was a review of section 7.02, amended last year regarding public speaking at meetings. Ms. Delgado proposed adding language to every agenda outlining speaker meeting procedures, noting that this had been considered last year but not implemented.

The Committee reviewed a sample agenda with speaking protocols modeled after Grand Rapids, Michigan's approach. Vice Mayor Alutto supported the idea, noting that clapping between speakers takes up significant meeting time. The committee suggested revisions to the wording, particularly to clarify that questions could be asked but would not be answered during the meeting.

Ms. Delgado then presented requested changes to clarify language regarding standing committees, noting confusion about the referral process from Council. She highlighted inconsistencies in the topics assigned to each standing committee, such as overlap between Community Development Committee (growth management and transportation systems) and Public Services Committee (traffic and related matters).

The committee discussed specific overlaps and ambiguities, particularly between the Community Development and Public Services committees regarding landscaping, transportation, and public art. They decided to recommend removing "transportation systems" from Community Development's scope and to clarify that Community Development handles right-of-way landscaping while Public Services handles parks.

The committee also agreed to add "storm water" to the Public Services Committee's responsibilities alongside water and sewer utilities.

Regarding the introductory paragraph about committee matters, the committee wanted to clarify that committee chairs have final say on agenda items. They decided to maintain the existing language about Council referrals while emphasizing the chair's authority.



Ms. Delgado also proposed housekeeping changes including removing references to executive sessions during work sessions (based on a legal memo) and removing outdated references to news media.

The committee consensus was for staff to make the proposed changes and bring the revised rules to the full Council for review at an upcoming meeting.

- Appointee Recruitment Debrief

Ms. Maxwell presented a debrief on the boards and commissions appointment process. Staff conducted outreach through various channels including social media, the State of the City event, and targeted emails to HOA leadership, Citizen U alumni, and Citizens Police Academy alumni.

The recruitment resulted in 20 new applications with 23 appointments and reappointments made. However, there was reduced interest in serving on the Community Inclusion Advisory Committee (CIAC). Ms. Maxwell noted that all five current CIAC members will complete their terms in May 2026, with only two eligible for reappointment. Four of the five members eligible for reappointment in 2025 declined to be reappointed. Additional recruitment efforts have secured four new applications.

The committee praised Ms. Maxwell and Ms. Delgado for improvements to the recruitment process but expressed concerns about the "Fuel the Future" website being separate from the main city website. They recommended integrating it into the main site and renaming it to something more intuitive like "Board and Commission Recruitment" rather than using a tagline.

Regarding the CIAC recruitment challenges, the committee recommended discussing this as part of the upcoming Council retreat in November. The committee requested that staff gather information about the committee's activities, purpose, and potential synergies with other committees for the retreat discussion.

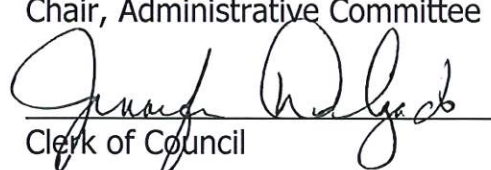
The committee also discussed their next meeting date, which conflicted with a joint work session. They rescheduled the meeting to Monday, September 15, 2025, at 4:30 PM.

The meeting was adjourned at 6:08 p.m.



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Chair, Administrative Committee



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Clerk of Council