

**DUBLIN CITY COUNCIL
ADMINISTRATIVE COMMITTEE**

Wednesday, March 4, 2026

5:00 p.m.

5555 Perimeter Drive

Council Chamber

Meeting Minutes

Vice Mayor De Rosa called the Wednesday, March 4, 2026 Administrative Committee meeting to order at 5:00 p.m.

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

Staff Present: Ms. Delgado and Ms. Maxwell

Approval of Minutes

Vice Mayor De Rosa moved to approve the minutes of the February 3, 2026 Administrative Committee meeting.

Ms. Alutto seconded the motion.

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

Items for Discussion

- Council Recognition Policy Draft

Ms. Delgado presented a staff report on the proposed reception policy for departing council members. She explained that over time, the City has expressed appreciation for departing council members through various recognition practices, often shaped by individual preferences. While these efforts reflected genuine gratitude for public service, the lack of a formalized framework led to variability in approach and budget.

Ms. Delgado noted that staff developed a draft policy to establish a standardized method for recognizing council members at the conclusion of their service. The proposed framework was intended to promote fairness, transparency, and alignment with the City's values while ensuring recognition remained meaningful and appropriate.

Ms. Delgado presented an overview including funding background, past venues, benchmarking, and recommendations. She explained that receptions are paid through the ceremonial expenses line of the operating budget, with receptions typically held in December showing expenses across two years. Items such as cards, gifts, gift bags, wrapping, flowers, and donations are also expended from the ceremonial expenses line. She provided a chart of the last five years of the ceremonial budget showing budget amounts, actual spending, and reception-related items.

Ms. Alutto inquired about the Board/Commission Reception costs, and Ms. Delgado provided a specific cost breakdown, noting some cost difference due to catered events versus non-catered.

Ms. Kramb asked about the cost to produce the video that is typically created for outgoing Council members. Ms. Delgado stated that the video production would be reflected in the Communications & Marketing budget.

Regarding venue, Ms. Delgado explained that prior to construction of the council chamber wing, receptions were hosted at alternate venues like OCLC, The Exchange, Ohio University, and local hotels. The new council chamber wing was designed with these receptions and events in mind, so the policy recommends holding them at this location.

On benchmarking, Ms. Delgado stated that Dublin does everything far and away different than other municipalities, none to the caliber that Dublin provides. Ms. Maxwell added that both she and Ms. Delgado came from other municipalities and had personal experience recognizing the different caliber here.

Ms. Delgado displayed photos from various receptions and explained that staff tries to reflect the honoree's preferences and expectations, but in the absence of parameters, this can be challenging. Variations in individual personalities and preferences can lead to differing expectations, resulting in inconsistency in approach, budget, and perception among attendees.

The draft policy included several recommendations including: events must comply with applicable laws, ethical requirements, and City policies; receptions should be held prior to the last meeting in the council chamber building; guest lists should be standardized with allowances for honorees, family, and friends; and a not-to-exceed budget amount should be agreed upon by Council.

Vice Mayor De Rosa suggested adding community engagement as a guiding principle, noting these receptions provide opportunities for current council, staff, and community leaders to engage and interact. She had attended several other retirement events that were extensive in attendance despite not being elaborate in food, emphasizing community engagement with neighboring municipalities and area leaders. Ms. Kramb and Ms. Alutto agreed with that addition.

Ms. Delgado explained she included "one or more of the following" to allow options that fit the honorees comfort level rather than requiring all forms of recognition. Vice Mayor De Rosa emphasized that council members should be able to opt out if they do not wish to have recognition, suggesting this should be stated in the policy.

Ms. Alutto acknowledged this perspective but noted these events are for others to have the opportunity to thank members for their service. She suggested that while council members could opt out of a public reception, some level of recognition during the final council meeting should occur that they cannot opt out of, even if they decline the party. The committee agreed this would involve opting in or out of the public reception specifically, not all acknowledgment.

Vice Mayor De Rosa expressed concerns about holding receptions before the last council meeting, noting December meetings are busy with long agendas and executive sessions. She felt this could result in only 30-minute receptions, which would not feel appropriate given the effort involved.

Ms. Alutto suggested flexibility, proposing receptions occur during the week of the final council meeting since staff plans the calendar ahead of time. This would allow accommodation for other meetings while maintaining guardrails. Vice Mayor De Rosa preferred language allowing receptions within the first 10 days of December to provide flexibility for varying council meeting dates and other scheduled events. The committee agreed on language allowing receptions to be held within the first 10 days of December, providing flexibility while maintaining appropriate timing guardrails.

Ms. Kramb requested cost information for different reception options. Ms. Delgado provided additional information regarding specific costs of the different receptions that have been held.

Vice Mayor De Rosa suggested a \$10,000 budget limit to provide adequate runway while preventing excess, with the amount adjusted for inflation to keep the policy evergreen. Ms. Alutto agreed this provided flexibility with appropriate guardrails, noting council members are elected officials who endure significant public scrutiny and deserve elevated recognition compared to other reception types.

The committee agreed on a not-to-exceed budget of \$10,000, adjusted for inflation, and changed language from "light refreshments" to "catered food" to provide staff with appropriate discretion.

The committee agreed to add residents to the guest list since receptions are advertised publicly. They also included neighboring community leaders and elected representatives, reflecting the community engagement aspect discussed earlier.

Ms. Alutto favored video presentations as nice keepsakes for departing council members, with each member receiving their own individual video rather than shared presentations. Regarding speakers, Ms. Kramb suggested the council member could choose one person to speak on their behalf, but the committee preferred less prescriptive language. They settled on brief remarks being presented per the outgoing council member's wishes, emphasizing community engagement purposes.

The committee agreed the Mayor should preside over receptions as they are ceremonial events.

For written recognition, the committee agreed on proclamations as the standard approach. Regarding gifts from council, traditional options include plaques, benches with plaques, and tree planting with plaques, plus street signs for all departing council members. Ms. Alutto confirmed these were standardized items without custom design elements.

Vice Mayor De Rosa suggested language stating "departing council is pleased to provide traditional gifts, including the following" to allow flexibility for appropriate alternatives while maintaining reasonable cost parameters. The committee agreed on "something

similar to the following traditional gifts" to provide guidance while allowing evolution and preventing excessive requests.

The committee agreed each departing council member should receive their own individual video presentation rather than shared videos with multiple honorees.

Ms. Delgado indicated she would make the discussed adjustments and bring the revised policy back to committee before forwarding to full council.

- Recruitment Plan for 2026

Ms. Maxwell presented the timeline for the annual board and commission recruitment process, providing a timeline version of the previously reviewed policy with recommended dates from staff.

The proposed timeline includes:

- March recruitment kickoff;
- March 31st internal deadline for processing applications (applications remain open year-round);
- April 7th Administrative Committee meeting to review applications and determine interview candidates;
- Interview scheduling for the week of April 7th or following week;
- April 20th Council interviews during work session or prior to April 27th meeting;
- May 11th executive session to confirm appointments;
- May 26th formal appointments by resolution; and
- June 8th recognition and swearing-in prior to Council meeting

Ms. Maxwell reported that staff reached out to current members whose terms are ending, receiving interesting feedback including some members wanting reappointment to different boards or commissions.

Communications and marketing provided a communications plan outlining their recruitment strategy. The plan includes message collaborators and various outreach methods, including email calls for applications and direct emails to citizen program alumni. These approaches tend to be the most effective for bringing in applications.

Adjourn to Executive Session

Vice Mayor De Rosa moved to adjourn to executive session for purposes of:

- Personnel Matters: Considering the Employment of a Public Employee.

Ms. Alutto seconded the motion.

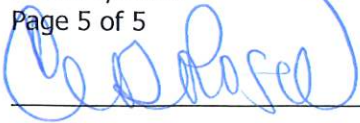
Vote on the motion: Vice Mayor De Rosa, yes; Ms. Alutto, yes; Ms. Krumb, yes.

The meeting was reconvened and adjourned at 6:45 p.m.

Administrative Committee Meeting

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A handwritten signature in blue ink, appearing to read "C. W. DeLoe", is written over a horizontal line.

Chair, Administrative Committee

A handwritten signature in black ink, appearing to read "Jennifer Delgado", is written over a horizontal line.

Clerk of Council