

**DUBLIN CITY COUNCIL
ADMINISTRATIVE COMMITTEE**

Tuesday, April 7, 2026
5:00 p.m.
5555 Perimeter Drive
Council Chamber

Meeting Minutes

Vice Mayor De Rosa called the Tuesday, April 7, 2026 Administrative Committee meeting to order at 5:00 p.m.

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

Staff Present: Ms. Delgado

Approval of Minutes

Vice Mayor De Rosa moved to approve the minutes of the March 4, 2026 Administrative Committee meeting.

Ms. Alutto seconded the motion.

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

Items for Discussion

- Council Recognition Policy Draft

Ms. Delgado explained that she had provided both a red-line version of the feedback received at the first review and a clean copy for the Committee's consideration. She asked whether the revisions answered any concerns or questions and if there was any other feedback.

Vice Mayor De Rosa offered several specific recommendations for the policy language as follows:

- Regarding the first paragraph, Vice Mayor De Rosa recommended saying "the purpose of this policy is to establish a framework" and removing other descriptive words explaining that the policy has the principles listed, so the additional words are unnecessary. She also suggested adding "and stakeholders" to the third bullet item under Guiding Principles.
- Under section 4, Vice Mayor De Rosa expressed concern about specifying a start time. She explained that there was no need to be that specific. She believed the time would be floating and that being overly prescriptive was not the goal.
- Regarding refreshments, Vice Mayor De Rosa noted the language about adjusting for inflation and questioned the practicality of implementation. She suggested the language "should not exceed approximately" rather than being

overly prescriptive, reasoning that they were just trying to put boundaries around the spending without being too restrictive.

Ms. Alutto suggested adding language about the amount being per person, noting that later in the policy it states that if two council members are retiring at the same time, they would receive the same reception. She explained that a joint reception could involve different groups of family and friends, potentially creating a much larger situation that could require spending more than \$10,000 for one event involving two people. Ms. Alutto suggested the language should specify "per departing council member" or "per honoree," noting that there could be up to four people departing at any one time.

When asked if \$10,000 was too high for one person, Ms. Alutto responded that she felt the amount was appropriate.

Ms. Delgado asked for clarity on the inflation adjustment language that the Committee would agree is acceptable.

Vice Mayor De Rosa suggested language saying "approximately \$10,000 which can be adjusted for inflation on an annual basis." The discussion evolved to include "adjusted for inflation and number of honorees" with Ms. Alutto emphasizing that it should be adjusted for both factors.

Vice Mayor De Rosa noted her preference to remove prescriptive elements that would unnecessarily restrict or confine them.

The discussion then turned to the section about combining receptions when multiple council members are completing their service. Vice Mayor De Rosa questioned whether it was possible to say "if at all possible" because there might be situations where combining receptions is not feasible.

Ms. Alutto agreed and noted that if there were three or four people departing simultaneously, it might be necessary to hold more than one reception. She emphasized that while they did not want to encourage separate receptions, they needed to give themselves flexibility.

Ms. Kramb suggested they could establish a maximum of two receptions.

The discussion continued with various suggestions on language. Ms. Alutto clarified that they did not want three or four separate receptions, but rather a maximum of two receptions total if circumstances required it.

The committee agreed on language stating that "unless there's extraordinary circumstances, the reception for multiple members would be combined," reasoning that this would handle the rare situation of three or four departing members while maintaining the preference for combined receptions.

Ms. Alutto raised another concern about the Mayor presiding over these receptions, noting it would feel odd if the Mayor was one of the people leaving. The committee agreed this would be handled through the normal chain of command, with the Vice Mayor taking over in such circumstances, as this is standard ceremonial protocol.

The committee reiterated that they should try to keep receptions combined, and that if extraordinary circumstances arose, council would work it out. They noted they have a ten-day window in December for scheduling, and that with the guardrails they were establishing, they would not face the extreme disparity in reception costs that had occurred previously.

Ms. Alutto complimented the overall policy. Committee members consensus was that the policy addressed the issues they needed to resolve.

Ms. Delgado asked if it was the committee's desire to take the policy to full council at this point and requested a motion to do so.

Ms. Alutto made a motion to take this policy to Council for full consideration with the changes they had just requested.

Ms. seconded the motion.

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

Vice Mayor De Rosa suggested bundling the reception policy with upcoming modifications to Council rules that were planned for May and June review, reasoning that it made sense to include this as part of the same package since it was related to Council procedures.

The committee agreed to this approach.

Adjourn to Executive Session

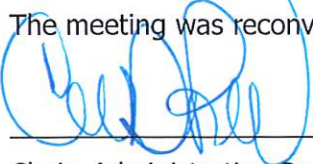
Vice Mayor De Rosa moved to adjourn to executive session for purposes of:

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

Ms. Alutto seconded the motion.

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

The meeting was reconvened and adjourned at 6:53 p.m.



Chair, Administrative Committee



Clerk of Council