

**DUBLIN CITY COUNCIL
ADMINISTRATIVE COMMITTEE**

Tuesday, June 2, 2026
5:00 p.m.
5555 Perimeter Drive
Council Chamber

Meeting Minutes

Vice Mayor De Rosa called the Tuesday, June 2, 2026 Administrative Committee meeting to order at 5:00 p.m.

Committee Members present: Vice Mayor De Rosa (Chair) and Ms. Kramb. Ms. Alutto was absent.

Staff Present: Ms. Delgado, Ms. Babbitt and Mr. Edwards

Approval of Minutes

Vice Mayor De Rosa moved to approve the minutes of the April 7, 2026 and the April 14, 2026 Administrative Committee meetings.

Ms. Kramb seconded the motion.

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

Items for Discussion

- Board and Commission Website

Ms. Babbitt and Mr. Edwards presented an update on the redesign of the boards and commissions web page. Staff reported that, following direction received from the committee at its February 3rd meeting, the page was rebranded from "Fuel the Future" to "Serve" and was relaunched in late March. The redesign incorporated committee feedback by updating graphics, improving clarity, and making content more engaging. The page is promoted through social media, HOA newsletters, and Dublin Life magazine, and is also referenced in regular monthly features about public meeting opportunities.

Ms. Kramb noted that the updated page was easier to locate through internet searches, as it is now hosted on the main City website rather than a standalone domain. She suggested that the page include language clarifying that most appointments are made in the spring — particularly in the April and May timeframe — so that prospective applicants who submit materials later in the year understand that there may be a delay before they hear back. Vice Mayor De Rosa agreed, suggesting the use of the word "spring" to allow for flexibility depending on the volume of openings in any given year. Staff noted that heavy recruitment typically occurs in March, with interviewing and outreach taking place through April and May.

Vice Mayor De Rosa raised questions about the overall organization of the City's volunteer and boards and commissions web presence. She had anticipated that the previous committee direction would result in a more unified experience between the

general volunteer pages and the boards and commissions recruitment content, and she sought clarification on why those two areas remained separate. Staff explained that the volume of content on the volunteer side, which includes a system managed by staff for tracking volunteer hours and enabling targeted outreach, made a full merger impractical. However, both staff and committee members acknowledged that a clearer entry point for users could be developed, such as a landing page that presents both pathways — general volunteering and service on a board or commission — and directs users from there to the appropriate subpages.

Vice Mayor De Rosa observed that the existing volunteer page, managed through a separate system, was more action-oriented and recruitment-focused in its design, and she expressed a preference for borrowing from that approach when thinking about how to engage prospective board and commission members. She noted that the City is in the business of recruiting, not merely informing, and that pages heavy with explanatory text may work against that goal. Mr. Edwards acknowledged the tendency toward "website creep" — the accumulation of additional content over time — and agreed that content needed to be made more concise and clickable.

Ms. Kramb suggested that the boards and commissions page, which currently contains both recruitment content and reference information, could be reorganized so that it serves primarily as an informational resource for existing members and the public, while recruitment-oriented content is consolidated on the "Serve" page. She also noted the importance of designing pages with mobile users in mind, given that the majority of users now access websites via phone rather than desktop. Committee members and staff agreed that prominently placed, clearly labeled buttons linking to subpages were critical for an effective mobile experience.

The discussion also touched on the use of artificial intelligence tools and search engines in how residents find information. Staff noted that the City maintains a chatbot and that content indexed by AI-driven search tools should be accurate and current. Vice Mayor De Rosa shared that a search she conducted directed her to the boards and commissions informational page rather than the recruitment page, suggesting continued opportunity to improve search pathways. Vice Mayor De Rosa clarified that she understood internal conversations needed to occur and that she was not directing staff, but rather sharing the opportunities she sees for improvement.

Ms. Babbitt suggested that the City consider surveying newly appointed board and commission members to understand how they first learned about the opportunity, which could provide useful data to guide future recruitment and marketing strategies. Staff indicated this could be incorporated into the post-swearing-in process. Ms. Delgado suggested adding a question to the application regarding how the applicant heard about the opportunity to serve.

Ms. Babbitt also noted that targeted outreach is conducted when specific vacancies go unfilled, including LinkedIn posts tailored to the skills or background relevant to a particular board or commission.

The committee did not direct specific changes but expressed general support for further exploration of a unified landing page and a more recruitment-focused, mobile-friendly

design. Staff indicated they would bring further recommendations forward after internal discussions.

- Structure and Function of CIAC

Vice Mayor De Rosa introduced the second discussion item, noting that at the May 26, 2026 City Council meeting, Council Member Dr. Lam proposed referring the question of the structure and function of the Community Inclusion Advisory Committee (CIAC) to the Administrative Committee for review. Council agreed and formally referred the topic. The referral asked whether the current structure and function of CIAC continues to best serve the needs of the community given the evolution of the work.

Vice Mayor De Rosa provided brief historical context, noting that CIAC was established following recommendations from a task force convened to advance the City's goals of inclusion and its identity as a global city of choice. The committee was charged with overseeing seven priority areas of work.

Ms. Kramb observed that over the past four years, CIAC has made substantial progress across the task force framework. She noted that several areas of work have since been embedded into other City functions and bodies: public engagement efforts are now coordinated through other staff channels, housing was addressed through a formal housing study, health and wellness is being advanced through the Wellness Alliance, and public safety issues are addressed in part through the Chief's Advisory Committee. She suggested that the work of CIAC has, in many respects, been successfully integrated into the broader operations of the City, and that the time may be appropriate to identify narrower, more focused goals going forward.

Vice Mayor De Rosa noted that a structural limitation of advisory committees generally is that they draw from a fixed group of appointed citizens serving across a broad scope over a defined period, which can make it difficult to bring in subject matter experts for deeper, more focused work. She pointed to the Wellness Alliance as an example of a model that allows for more targeted engagement by bringing together organizations with relevant expertise. She expressed agreement with Council Member Dr. Lam's desire to examine whether an alternative structure — such as a task force model or project-based group — might better serve the City's future inclusion goals.

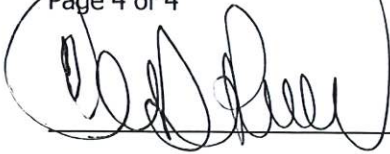
Ms. Kramb added that the economic empowerment area of CIAC's portfolio may be one that could be better addressed through a different mechanism.

The committee agreed that the full scope of this discussion should include all three members of the Administrative Committee. As Council Member Alutto was unable to attend due to a scheduling conflict, the committee determined that the substantive discussion of potential alternative structures for CIAC should be deferred to the August meeting, following the July recess. At that meeting, the committee intends to examine possible structural alternatives and develop a recommendation to bring back to the full Council.

Adjournment

The meeting was adjourned at 5:35 p.m.

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Chair, Administrative Committee

A handwritten signature in black ink, written over a horizontal line.

Clerk of Council