

**DUBLIN CITY COUNCIL
ADMINISTRATIVE COMMITTEE**

Tuesday, August 4, 2026
5:00 p.m.
5555 Perimeter Drive
Council Chamber

Meeting Minutes

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

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

Staff Present: Ms. Delgado and Ms. Maxwell

Approval of Minutes

Vice Mayor De Rosa moved to approve the minutes of the June 2, 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

- Joint Work Session Agenda Review

Ms. Delgado presented a draft agenda prepared by Planning staff for the annual joint meeting with the Planning and Zoning Commission, the Architectural Review Board and the Board of Zoning Appeals, scheduled for September 1. She noted that dinner would again be provided beginning at 5:30 p.m. prior to the meeting and that this detail would be communicated to the participating boards.

Ms. Kramb reported that she had spoken with Planning staff ahead of the meeting and recommended that boards and commissions submit written reports in advance for inclusion in the board packet, with each board then delivering a concise five-minute oral summary at the joint meeting. This approach was intended to respect the boards' work while keeping the agenda on pace. Vice Mayor De Rosa expressed support and noted a prior year's difficulty when designated presenters were absent, recommending that each board identify a confirmed designee prepared to present.

The Committee agreed that the Mayor should again present progress on Council goals, but that the presentation should be tailored to highlight only those goals and deliverables with direct relevance to the boards and commissions, rather than reviewing all goals comprehensively.

The primary substantive focus of the joint meeting agenda was identified as the mixed use code discussion, which was expected to occupy the bulk of meeting time. The

Committee expressed strong support for this focus, noting that mixed use definitions and standards represent the most pressing and actively contested issues before the Planning and Zoning Commission currently.

Discussion centered on the complexity of defining mixed use, including the distinction between vertical and horizontal mixed use, percentage thresholds for residential versus commercial components, and the various mixed use district types identified in the community plan that have not yet been fully codified. Vice Mayor De Rosa raised the value of examining how neighboring communities such as Jerome Township, Marysville, and Hilliard have approached these definitions. Ms. Alutto noted that Hilliard in particular faced significant public pushback when mixed use designations were perceived as largely residential with only token commercial components.

The Committee suggested that staff develop a set of discussion questions to be used during the joint meeting to prompt structured feedback from all participants, not only Planning and Zoning Commission members. The intent was to leave the meeting with specific, actionable open questions that staff could follow up on to advance the code amendment process.

- Board and Commission Debrief

Ms. Maxwell presented an overview of the 2026 board and commissions recruitment process. She described the outreach campaign conducted in partnership with the Communications and Marketing department, which included updates to the City's Serve website, targeted social media campaigns across Facebook, Instagram, X, and LinkedIn, announcements in Dublin News Now and the HOA Leadership Newsletter, and distribution through the City volunteer and Forever Dublin e-newsletters.

The recruitment process concluded with a swearing-in ceremony held on June 8, 2026. Through this cycle, Council appointed and reappointed 19 residents to serve on 9 city boards, committees, and commissions.

In reviewing year-over-year application volume, Ms. Kramb asked about the notably higher number of applications received in 2025. Ms. Maxwell explained that the higher count resulted from a secondary targeted outreach effort, during which committee members made direct phone calls and solicited applicants specifically for advisory committees, particularly the Community Inclusion Advisory Committee, which had not attracted applicants during the standard process. There was also an additional vacancy that cycle that prompted the supplemental push.

Vice Mayor De Rosa raised the question of whether the Committee should assess board and commission sizes on an ongoing basis, now that Council has moved away from prescriptive membership numbers. She used the Chief's Advisory Committee as an example, noting that its membership had decreased and that it would be worth confirming whether that reduced size still allows the committee to fulfill its advisory function effectively. Ms. Maxwell noted that the committee had only held one meeting since the change in their membership numbers and that no significant issues had surfaced yet, but she offered to follow up with the staff liaison.

The Committee agreed that staff liaisons should be asked to provide feedback on committee sizing and composition as part of the attendance report planned for October. Ms. Alutto noted that the Chief's Advisory Committee in particular is designed to produce diverse perspectives, and that the balance between sufficient representation and operational effectiveness was worth monitoring.

Ms. Kramb acknowledged and appreciated that the City now accepts applications year-round, and thanked staff for maintaining organized records given the volume of applicants interviewed annually.

Regarding future recruitment improvements, Ms. Maxwell suggested increasing engagement with staff liaisons throughout the cycle so that board members are reminded of upcoming term expirations well in advance, and so that members can be encouraged to help identify potential applicants within their networks. Ms. Kramb suggested that outreach should be extended to Leadership Dublin program participants through the Dublin Chamber of Commerce, noting that the program historically has been a strong source of recruits. Ms. Alutto added that the township fire academy and the Dublin City Schools version of a citizen academy could serve as additional targeted outreach venues, while noting that the residency requirement would need to be clearly communicated in all such efforts. Ms. Maxwell confirmed that coordination with the schools had been discussed with Communications and Marketing and would be followed up on.

- Retreat Planning/Preparation Discussion

Ms. Delgado reported that the venue for the Council retreat had been confirmed as the Chamber of Commerce building. Vice Mayor De Rosa noted that she had sent an email to Council members requesting topic suggestions over the coming weeks.

She identified two primary areas of interest for the retreat agenda. The first was a discussion on artificial intelligence, including not only current applications but also the policy and governance implications for the City. She noted that finding an appropriate outside expert to facilitate this session would require some lead time.

The second area was a return to longer-term visioning work, which the Committee agreed had not been conducted for some time. Ms. Alutto observed that the timing was particularly appropriate given the presence of two new Council members, and that a visioning exercise would be valuable both for orienting new members and for reassessing the City's direction given a substantial body of completed and ongoing work.

Ms. Kramb recommended that a financial discussion be incorporated into the visioning session, with the Chief Financial Officer participating to provide context on debt retirement timelines and the City's fiscal trajectory. She cautioned that visioning work should be grounded in financial reality so that the resulting priorities are feasible. Ms. Alutto agreed and suggested that the City's financial policies, credit ratings, and debt position should be discussed in the context of long-term planning, including both revenue projections and expenditure obligations.

Ms. Kramb also proposed revisiting the land inventory mapping exercise that had been conducted at a prior retreat, noting that the City has acquired significant additional acreage in recent years, particularly on the west side, and that the two new Council

members had not participated in that exercise. The Committee agreed this would be a valuable orientation and planning tool, particularly given current staff capabilities to overlay community plan designations and other data layers onto a geographic map.

The Committee agreed that a facilitator would be needed for the visioning component and asked Vice Mayor De Rosa to work with Legislative Services staff to identify candidates, with the goal of having a draft retreat agenda ready for discussion at the September meeting.

The following items were confirmed for the September meeting agenda: an update on retreat planning, a first draft of Council Rules amendments, a CIAC follow-up discussion, and a benefits update from staff.

Adjournment

The meeting was adjourned at 5:31 p.m.



Chair, Administrative Committee



Clerk of Council