

**DUBLIN CITY COUNCIL  
ADMINISTRATIVE COMMITTEE**

Tuesday, August 24, 2021

3:00 p.m.

5555 Perimeter Drive

Council Chamber

Meeting Minutes

Vice Mayor De Rosa called the August 24, 2021 Administrative Committee meeting to order at 3:00 p.m.

Committee Members Present: Vice Mayor De Rosa, Ms. Fox, Ms. Alutto

Staff present: Ms. Delgado, Ms. Weisenauer, Mr. Farrar, Mr. McDaniel, Ms. Readler

Approval of Minutes

Vice Mayor De Rosa noted a clerical error of the date in the minutes.

Vice Mayor De Rosa moved to approve the minutes of the June 1, 2021 Administrative Committee meeting as amended.

Ms. Alutto seconded the motion.

Vote: Vice Mayor De Rosa, yes; Ms. Alutto, yes; Ms. Fox, yes.

Information Technology Update

Mr. Farrar provided an update on information technology.

He began by reviewing the budget.

Ms. Alutto asked how Staff disposes of equipment. Mr. Farrar stated that they use recyclers as much as possible. Staff is looking into ways to recycle in ways that could generate some funds. Ms. Alutto asked about donations to non-profits. Mr. Farrar stated that has not been explored yet. They need to look into cleaning devices of data but Staff is more than happy to look into donating items that are in good usable condition.

Mr. Farrar reviewed IT Projects noting they have 51 total projects in process with 23 completed. Some notable completed projects are the North Pool, South Pool, Riverside Crossing Park, and the new Council Chamber.

Ms. Alutto asked about equipment delay. Mr. Farrar stated that they are looking at 8 to 12 weeks for laptop orders. They are currently using refurbished devices as loaners. The chip shortage is really placing a strain on equipment. The City does have great relationships with suppliers and they are trying to allocate to us as if we were larger customers.

Mr. Farrar highlighted partner projects like ThankView, Informacast Upgrade, and Munis Upgrade.

Ms. Fox confirmed Informacast is utilized for emergency uses. Ms. Weisenauer stated that the City has been using Informacast for emergency communications and it has all contact information for current staff and council members. Templates have been coordinated with emergency management partners and are ready to go with draft language. Staff would like to use Go Dublin for external communication and keep those different. Go Dublin would be a good way to push out Dublin Irish Festival hours or changes in trash pickup. She closed by stating that Staff wants to make sure they are using the right tools for the right audiences at the right time.

Vice Mayor De Rosa asked if there are hotspots at the North Pool, the South Pool and at Riverside Crossing Park. Mr. Farrar answered affirmatively and added that there is public Wi-Fi in the building as well as CCTV and smart poles. Vice Mayor De Rosa requested metrics on the use of that. She stated that any place that could have the ability to provide infrastructure, we should do so. Mr. Farrar stated that in the past month at Riverside Park, there have been 235 unique uses. He committed to providing use metrics for Council Chamber, North Pool, South Pool, and Riverside Crossing Park.

Mr. Farrar continued by outlining network and support services including virtual meetings. He shared that the City network has a 99.95% average uptime. The IT service desk averages 211 tickets per month and those are generated through web portal, emails, and phone calls. Ms. Fox asked what the most common service call is. Mr. Farrar stated the number one call is usually regarding user name and password resets.

Mr. Farrar reviewed Information Security. He shared that the Department has implemented a new phishing simulation/training tool this year which tests all staff to make sure we are not letting bad guys in. He stated that IT has a cloud first objective.

Vice Mayor De Rosa asked if there is a policy to do an annual or bi-annual cyber risk assessment. Mr. McDaniel stated that there is no policy around an external audit. There are external sources helping to make sure cyber security is tight. Vice Mayor De Rosa stated that there is a policy on auditing finances. She asked if this is something where an annual or bi-annual IT audit is warranted. Mr. Farrar stated that it is our responsibility to have an annual penetration or vulnerability study run on our environment. He shared that Staff is working on an internal policy. Mr. McDaniel stated that when Mr. Farrar was hired, he was instructed that protecting our systems is his #1 priority. Ms. Alutto stated that if Staff is working on an administrative policy now maybe Council can look at that. Mr. Farrar stated that they work with Risk Management and those reports go to a cyber-security insurance company. That is currently being done annually and he would be more than happy to share any findings or initiatives as they are built out. Ms. Alutto asked what level BCI compliance we are. Mr. Farrar stated that he will check that.

Vice Mayor De Rosa thanked the IT team for their efforts over the last few months. They did an amazing job.

### Council Rules of Order

Vice Mayor De Rosa reviewed the Council Rules of Order with the goal to get clarifications and bring the document to all of Council. The Committee reviewed the Rules section by section.

#### Section 3

- Vice Mayor De Rosa referenced Section 3.04 and asked if the Friendship Committee was a standing or ad hoc committee. Ms. Delgado stated that it was not a standing committee.
- In response to a question about where transportation was listed in committees, Mr. McDaniel stated that it is under Community Development Committee as that is where it was in the budget but it could be dependent upon the topic. Ms. Alutto stated that she is okay with there being overlap. Vice Mayor De Rosa suggested it be called transportation/mobility.
- Ms. Alutto stated IT should go under Administrative Committee as it is an administrative function of the city.
- Vice Mayor De Rosa asked if there is any need to have a formal review of the committee minutes at Council meetings. Ms. Readler stated that there was discussion about putting them on a consent agenda but it is not necessary. Ms. Alutto stated that she does not see a need for additional approval and likes the committee reports. She stated that it is incumbent upon each council member to understand what is going on and she thinks it is important that the chair of each committee report out. Ms. Fox asked if all recordings are kept. Ms. Delgado stated that the recordings are kept but the minutes are the permanent record. She explained that those details would be addressed in records retention. Ms. Readler stated that she can check to make sure that the records retention schedule reflects the desire to keep the recordings permanently. It would be under the purview of the Records Commission to make that change.

#### Section 4

- Vice Mayor De Rosa recommended the document say "city hall" instead of "municipal building." Ms. Delgado added that the posting is only for amended meetings.
- In response to a question regarding excused absences, Ms. Readler stated that there is language that speaks to notifying the Mayor and Clerk of Council of excused versus unexcused absences. Ms. Fox asked about the criteria for excused absences and Ms. Delgado stated that it is listed in the rules.

#### Section 5

Vice Mayor De Rosa asked about the ability of any person being able to request something be put on an agenda. Ms. Readler explained that anyone can propose it but it must be proposed to the Mayor, Clerk of Council, or City Manager.

#### Sections 6 & 7

- Vice Mayor De Rosa asked what the one newspaper of general circulation is. Ms. Delgado stated that Council's calendar is advertised in the Columbus Dispatch. Agendas are sent to all local press outlets but Staff makes sure it is published in the dispatch that one time. Vice Mayor De Rosa stated that it would be interesting to see if that is really notification anymore.
- Ms. Fox asked if this includes commission meetings. Ms. Readler stated that these are Council's Rules of Order so they apply only City Council. Ms. Fox asked if there is any other pertinent information that needs to be posted. Ms. Readler stated that this includes the packets.
- Vice Mayor De Rosa referenced 7.02 "all other matters" and asked about presentation materials. Ms. Readler stated that they view presentation materials as not essentially the matter. Ms. Alutto stated their current procedure does not break the language. Ms. Readler stated that Staff will make their best effort to provide presentations before the Council meeting. Mr. McDaniel stated that this language reflects conversations he's had with Council. Presentations are generally a summary of matters before Council and are more for the benefit of the public in a streaming meeting than for Council as they have received the material ahead of time. Vice Mayor De Rosa stated that she wants to make sure this language is not too restrictive.

#### Section 8

Ms. Fox questioned having Council Committee reports/roundtable at the end of a long meeting. Mr. McDaniel stated that historically Council has not used Committees to the extent that they do now. Ms. Alutto stated that she is not sure where to move them to and noted that Council would be tired with anything at the end of the meeting. Ms. Fox stated that these committee reports should have robust attention because we are using them differently than in the past. Ms. Alutto stated that the minutes from those committees really become important and Council Members can review those at any time. Ms. Fox explained that it is not just about being informed but being a part of that conversation. Ms. Alutto stated that if you swap it, then the legislation gets moved to the end. She stated that she wished the committee reports could be pared down to just the committees that are established in the rules and she would prefer to just have a written summary of the other committees. Maybe a procedural direction from the Mayor can come where only one committee is discussed each meeting. Ms. Fox stated that her concern is how to really make the most of the committee reports.

## Section 9

- Ms. Alutto acknowledged that Council Members have never asked to speak. Ms. Fox stated that leaving it out could open the meeting up to some chaos. Mr. McDaniel stated that the intent gives the Mayor the opportunity to acknowledge speakers to maintain order. Ms. Alutto asked that the language be worked to be less formal because it is not currently done that way. Ms. Readler suggested language be amended to say, "While each member has the right to speak, the member must be recognized by the Mayor. Upon being recognized, the member may proceed." Ms. Alutto responded affirmatively.
- Vice Mayor De Rosa asked what the last sentence under B. means. Ms. Readler stated that you cannot characterize the filibuster in any way.

## Section 11

Ms. Fox stated that she would like to maintain the ability to request clarification on a motion in writing. Ms. Readler suggested a new 11.04 be add that states, "Any member may ask for clarification or the restatement of any motion." Ms. Fox referenced Roberts Rules of Order and stated that Council does not do it this way. She does feel that this needs work. Ms. Readler stated that we tried to eliminate as many references to Roberts Rules as possible because those rules can bog down a meeting in procedure. She stated that the body has to be disciplined as well in asking for a restatement or clarification prior to the vote. Ms. Alutto stated that she doesn't mind the procedure as it stands as it allows Council to have robust conversation rather than becoming bound by procedure. Council could be more patient as colleagues when one of the body requests for clarification. Ms. Fox stated that one should be able to request it verbally or in writing. It can be done on a screen in the meeting.

Vice Mayor De Rosa confirmed Ms. Readler will make changes from today, Council will have a discussion about virtual meetings, that language will be added, and an amended document will come before Council as a whole.

Vice Mayor De Rosa asked about next steps for boards and commissions. Ms. Readler stated that they all have rules of order that would be updated to accommodate any changes. Vice Mayor De Rosa confirmed those will be reviewed by Council.

## Council Public Engagement and Boards and Commission Recruitment Update

Ms. Weisenauer provided an update on public engagement and boards and commission recruitment. She began with a review of the action items from the December 4<sup>th</sup> Administrative Committee meeting: Zencity access & training, individual Council interviews, "next-generation" public engagement plan, and a dedicated resource to assist with Council communications and public engagement.

Ms. Weisenauer reported on some of the themes that came from the individual Council Member interviews. Three members participated in the interviews. There was universal

desire to expand uses for GoDublin as well as the expansion of surveying residents. There was also interest in training for Council and digital kiosks.

Ms. Weisenauer shared the following staff recommendations:

- Expansion of GoDublin including a "contact Council" element;
- Designation of a CPI staff person to support communications and engagement activities for City Council; and
- Installation of an interactive digital kiosk on the East Plaza.

Ms. Weisenauer stated that Staff recommends advancing to Council the installation of the digital kiosk on the East Plaza. Staff will work with Planning and Parks to identify the best location. It will be programmed with public information and could be interactive. Staff has done research and identified a solution. There are funds budgeted in 2021 to advance this. It could be used as pilot. Ms. Fox asked about the interactive aspect of the kiosk. Ms. Weisenauer stated that it is a touch screen and it could be programmed with anything the City would like. It could capture input regarding 2035. She sees it as a good way to get out information and as a two-way form of communication. Ms. Fox loves the idea that it is interactive. She wants to be focused on allowing the public to provide input. Ms. Fox stated that she would like to see what that will look like.

Mr. McDaniel added that Staff is looking into ways to employ QR codes throughout the City in a way to interact with the City in a new way. There is a desire to see that even from advisory committees.

Ms. Weisenauer stated that there is a video from the vendor that can be provided to Council along with the memo and there are some in place already in other communities that Council could potentially visit.

Ms. Weisenauer provided an update on boards and commission recruitment. Staff has designed a new website "Fuel the Future" which is strictly dedicated to boards and commission recruitment opportunities. The application has been opened up year-round. A video series will be launched soon called "Why I Serve" featuring Council Members, Boards and Commission Members discussing why they serve.

Vice Mayor De Rosa asked if other Council Members declined the interviews or if they just did not respond. Ms. Delgado stated that they were just non-responses. Vice Mayor De Rosa stated that there is not a majority of Council with only three member responses. She suggested Ms. Weisenauer provide Council with Staff's action items in a memo form and disseminate that to Council to get more of Council's input. Mr. McDaniel stated that it could be information disseminated for retreat.

Ms. Fox looked for previous committee minutes and could not locate them. She recalled a variety of other discussions including the website and using it to elevate boards and

commission members' position. She recalls discussion about 'Coffee with a Council Member' and those kinds of things. She would like to see those items brought forward for further discussion.

Ms. Alutto stated that the website is nice and easy to navigate. She asked how we reach out to groups that we do not typically hit. It is a challenge to reach more diverse groups. Ms. Weisenauer stated that Staff has identified Christine Nardecchia's group but she will look to add outside groups as well.

Ms. Alutto suggested adding a link to the address checker on the Fuel the Future website.

Mr. McDaniel stated that he has considered a more condensed Citizen U so it is easier for people to commit. Ms. Alutto stated that it would also allow more Council Members to cycle through.

Ms. Fox asked about Staff support. She stated that Council Members often have individual questions and asked if that support would be available on an individual basis. Mr. McDaniel stated that he is fine with training and advice but he does get worried with individual voices of Council. Mr. McDaniel stated if Staff knows what is important to message, Staff could provide talking points and share that with all of Council.

Vice Mayor De Rosa closed by stating this item will be kept as a discussion item.

There being no further discussion to come before the Committee, the meeting adjourned at 4:52 p.m.

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Deputy Clerk of Council