

**DUBLIN CITY COUNCIL  
ADMINISTRATIVE COMMITTEE**

Tuesday, October 5, 2021

4:00 p.m.

5555 Perimeter Drive

Council Chamber

Meeting Minutes

Vice Mayor De Rosa called the October 5, 2021 Administrative Committee meeting to order at 4:00 p.m.

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

Staff present: Ms. Delgado, Ms. Weisenauer, Ms. Readler

Approval of Minutes

Ms. Alutto moved to approve the minutes of the August 24, 2021 Administrative Committee meeting.

Ms. Fox seconded the motion.

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

DISCUSSION ITEMS

Virtual Meetings

Ms. Readler presented the draft ordinance addressing virtual technology and remote participation in meetings. This ordinance is based on other ordinances used in the State of Ohio and based on the initial grant by the general assembly. She highlighted the changes to the document since its distribution. Ms. Readler noted a couple of items that are not related to virtual meetings but needed cleaned up.

Ms. Readler referenced Section 1. Definitions and stated that "Municipal Body" has some outdated references; "Board of Control" is not something Dublin has utilized and the "Parks and Recreation Committee" is encompassed by CSAC. She recommended deleting those two and having (7) encompass all of those boards, commissions, or committees created by Council.

Vice Mayor De Rosa noted that the Personnel Board of Review is a charter requirement and should be listed.

Ms. Readler explained that the definition of "Virtual" was based on what was used in state legislation and upon further reflection, it was determined that it would be better to have a broader definition that recognizes the more updated versions of access. She

suggested “using video and audio to connect online by live-streaming, teleconferencing, or participating in a meeting by means of other similar electronic technology that provides an opportunity for the meeting participants to both observe and participate in the meeting”. This is just more expansive on the types of technology used. The updated definition recognizes different methods for access.

Vice Mayor De Rosa referenced a discussion item during retreat. She stated Council felt it important for meeting participants and residents to actually see a Council member and not just hear them, so teleconferencing would not be what we wanted to do. If a Council member is home and cannot participate in person, we want them to be seen and not just call in. Ms. Alutto stated that bandwidth limits can require turning cameras off. She suggested making it a strong preference that they are visible. Vice Mayor De Rosa clarified that this is just the definition and it contains the ability to do these things. Ms. Fox stated that in-person is the preference but the language in Code is available if we have to have it.

Ms. Readler stated that she created a new Section 34.08. Dublin already has a chapter on open meetings, this just allows virtual meetings and remains consistent with what happened with the state legislature.

Vice Mayor De Rosa referenced 34.08 (4) and asked if anything needs to be done to align with what was said. Ms. Readler stated that was already encompassed. A public hearing has different requirements than a public meeting; the meeting just requires that members of the body are able to be heard.

Ms. Fox stated that she feels that because we are allowing ourselves to always be able to have a virtual meeting, it is important that we have some statement on their behalf that public participation is considered a priority and that we can go farther than saying we will allow them to hear. Current expectations of the public are that we allow members of the public to provide comment in advance of the meeting, to observe meetings as they proceed, and to be able to provide comment during the meeting. She thinks it is important that the public understands that a virtual meeting will not distance them from the process but bring them closer and this is how they will do it. Ms. Fox stated that Illinois did a legislative example of how this can be written. She asked if this belongs in code or somewhere else. Ms. Readler stated that she would not put it in the code but in Council’s Rules or to be published on the web or anywhere we’re directing people to. Ms. Fox stated that she would like to see a sentence in code that virtual meetings in no way preclude the public from commenting, observing, or participating. Vice Mayor De Rosa stated that she believes the Ordinance is fine as written. No legislation does that and she feels that Ms. Fox’s statement can be put in Council’s Rules. She is not opposed to it but it is not required in legislation. Ms. Alutto stated that she prefers the statement go in the Rules for consistency’s sake across all legislation. Council Rules of Order is specifically their commitment to each other and the public with how they will act and behave in

relation to public meetings. She feels it would be more appropriate there. It is a good aspirational statement but should be put in the right place. Ms. Fox stated that it has to be put somewhere. She referenced 34.08 (5) and suggested placing it there but if Ms. Readler feels it the appropriate place is the Rules, she is fine with that.

Vice Mayor De Rosa shared next steps: the amended ordinance will come for first reading to Council at the October 25, 2021 regular meeting with second reading on November 8.

### Council Rules of Order

Ms. Readler presented the red-lined version of the Rules of Order.

#### *Section 1. Definitions*

She stated that the definition of virtual will be changed to what was discussed under the previous item (Virtual Meeting Draft Ordinance).

#### *3.01*

Vice Mayor De Rosa asked how Council is made aware when a committee completes its charge. Ms. Readler gave the example of the Community Task Force that had a specific mission. Vice Mayor De Rosa stated that there are some committees with no specific completion mission. She asked about resolving such committees. Ms. Readler stated that latitude is given for Council to give them a charge and it is at Council's discretion when it has completed its charge. Ms. Alutto stated there are committees that have a specific charge and timeline. The ones that are created with a charge but not necessarily a timeline, Council can determine the committee's work has run its course. She posed that maybe after several report opportunities where there is no report, the discussion of whether or not to close out the committee can be held then. Ms. Readler stated that the language is there to permit you to terminate a committee.

#### *3.03*

Vice Mayor De Rosa asked about the consensus in regards to Membership and Chairship. Ms. Readler answered that it is a consensus of Council. Vice Mayor asked if it required a vote. Ms. Readler stated that Council will cooperatively work on an agreement and no vote is required. Ms. Fox clarified that this is referring to standing committees.

Vice Mayor De Rosa stated that these both feel loose in their nature.

#### *3.04*

Ms. Readler stated that the language added says each committee shall certain review topics. This seems to imply a formal referral. She asked the Committee if they would rather revise that to say "Each committee shall review matters which fall within topic areas below and such other matters as may be referred by Council." The Committee agreed.

#### *Section 4*

Ms. Readler referenced virtual meetings and attendance, in-person or virtual and, asked if the Committee would like to change the language in excused absences to say when a member is in quarantine or otherwise acting pursuant to a healthcare provider's recommendation. The Committee agreed.

Ms. Fox stated that the list of excused absences are very specific. There might be an instance where it doesn't fall under these. Ms. Alutto stated that there is language that captures this ("special leave"). Ms. Readler stated that it is Council's purview.

Ms. Readler noted that language has been added to reflect the pandemic.

#### *4.05*

Ms. Readler asked if the Committee would like to limit participation virtually in the three meetings to only if sick or in quarantine. The language regarding excused absences was replicated here because Council expressed strong preference for in-person. Vice Mayor De Rosa stated that the intent is for emergency use. Ms. Alutto stated that her interpretation was that people will try to schedule a vacation avoiding meetings when they can but still participating in Council when on vacation is okay. Travel will be wonky for another year or two and she would rather provide more opportunity for people to participate than less. Vice Mayor De Rosa stated that there was discussion of encouraging people to be on vacation while away. If the strong preference is to be in person, then make it be. She stated that she believes members should be here unless they are sick or quarantining. Calling in will be complicated for IT and residents. Ms. Alutto stated that she sees it less black and white. She would leave it all in as is. Ms. Fox suggested allowing up to 3 meetings virtually, allow flexibility, and it could always be changed. If something important to you is on the agenda, you should be able to participate even while away.

Vice Mayor De Rosa stated that this will be taken up with Council. The language will be left in as is and will be discussed with Council at the November 8, 2021 meeting to coincide with the second reading of the virtual meeting ordinance.

#### *4.07*

Ms. Readler suggested adding 4.07 to reflect Ms. Fox's suggested language. Ms. Fox reiterated that it is so important to state that.

#### *Section 8. Order of Business*

Ms. Fox stated that she thinks that if the Mayor is not physically present, the Vice Mayor should commence the meeting unless everyone is virtual. The leadership attending in-person is the one running meeting. If all attendees are virtual, it is different. Ms. Alutto agreed. Ms. Readler stated that exception could be included if the meeting is hybrid; if there is a physical meeting and the mayor is not present. Vice Mayor De Rosa stated that

is the whole reason for her not being supportive of the more permissive language. That will be discussed with the other on November 8.

### *Section 12. Miscellaneous*

Vice Mayor De Rosa stated that under Council Courtesies, there are no DEI expectations for Council in these documents. It has been added to boards' and commission's code of conduct but we do not have it for ourselves. Language needs to be added that is similar to what we expect of boards and commissions. Ms. Fox stated that the more we remind ourselves of our intentions to be equitable, the better. Ms. Alutto agreed and suggested adding language around accommodations for people with disabilities. Vice Mayor De Rosa directed legal to put together some draft language representative of that.

### *12.03*

Vice Mayor De Rosa asked if it is Council enforcing rules or the mayor enforcing the rules. Ms. Readler stated because this is in the meeting, it is the Mayor.

Edits, additions, and points of discussion

### Proclamation Policy

Ms. Delgado shared the Proclamation Policy and stated that comments made at Council's retreat have been incorporated. Most were regarding the Letter from City Council. The policy is back before the Committee for additional comments before it moves to City Council as a whole.

Ms. Fox likes the idea but she feels it could be more clear on proclamations. She wonders if it has to be initiated by a resident of Dublin or if it could be by a business in Dublin. Ms. Alutto noted that someone would likely call the City Manager or a Council Member who would have to be a resident and have them initiate the request.

Ms. Fox referenced the Certificate of Recognition and its mention of outstanding achievements of our residents. She posed whether or not it could recognize a business. She referenced the letter from Council and stated that it is vague on which one to request. Ms. Alutto agreed to add businesses on Certificate of Recognition. Ms. Fox stated that the policy is vague on the differences between outstanding achievement and outstanding effort. The examples should be expanded upon. She asked about applying for oneself.

Ms. Delgado stated that Staff is trying to weigh what would warrant a proclamation. This will not preclude anyone from requesting anything and will be brought to the Mayor for what will be granted. Ms. Fox agreed and stated that she feels this needs to be broadened and the list of examples expanded. She asked about keys to the City and what goes along with a proclamation. There is no mention of staff members here. That should be added. Ms. Delgado stated that staff members are recognized in ways through the

City. Ms. Alutto stated that we do need to publicly recognize staff but maybe it doesn't need to be the same proclamation year after year. Ms. Fox stated that there is nothing here that recognizes staff and one of the things we've heard is staff really appreciates gratitude shown by Council. She agreed that it does not have to be a proclamation. Ms. Alutto suggested that it might be a public recognition by Council. Vice Mayor De Rosa stated that Council had this discussion at retreat and the City Manager asked that we don't add staff to this policy because they have a process. Ms. Fox stated that we do recognize staff occasionally at Council meetings. Vice Mayor De Rosa stated that this is a different thing. This is recognizing residents' achievements. She is not saying it shouldn't be done, only that this is a different thing. Ms. Alutto stated that maybe it's a fourth thing that is separate from this. She stated that Council should have something but maybe it is something different from this. Ms. Fox stated that it is important for Council to recognize staff. She suggested Council follow through with a staff recognition policy. Vice Mayor De Rosa stated that they would need to speak with the City Manager because that is his purview.

Vice Mayor De Rosa asked if there was a reason businesses were not included. Ms. Delgado stated that Staff researched recognitions that had been issued previously, and immediately thought of students. A letter would be a nice way for Council to have something in their toolbox to recognize people for great effort. Businesses were not purposely omitted. Vice Mayor De Rosa directed Staff to add businesses to Certificate of Recognition. Ms. Fox directed Staff to add more examples.

#### Building Use Policy

Ms. Delgado presented the document to the Committee. She noted that it was drafted to spark conversation among the Committee and forward on to Council. Staff did some research with different cities to see what policies they have. She did look to see if they have a community center because that made a difference.

Vice Mayor De Rosa stated that she appreciated the work and the research into other communities.

Ms. Fox stated that she is on the other end of the spectrum with the use of this building. She feels that this space can be opened up. The City doesn't have an assembly room. She posed the idea of Council bringing in a futurist. Vice Mayor De Rosa explained that would be something Council would do and they are able to do that because this is their space. The question is if someone else wanted to do it. Ms. Fox stated that without having another space that can hold a couple hundred people, she is open to more flexibility. She would hate to see it limited to Council and institutions. Council should have the final say but it should be open. Ms. Fox stated that the Community Plan speaks to that in objectives 2, 3, and 4. The plans calls to create a civic corridor and it should be very open and inclusive as much as possible. Ms. Alutto agreed and stated that this is the civic part of the City and it should be available to residents and people who work here. As

Council Chambers, Council should have the final say which would cause a protracted time frame on approval. She stated that it is a space that should be available but the process for approval should be through Council. The gallery and conference room is different. She appreciates that Council has purview over the space.

Vice Mayor De Rosa stated that she is just speaking about the Council Chamber and asked about the language limiting the use to only other public entities. Ms. Alutto stated that it should be a resident or business within city limits. This is the civic heart of city. Ms. Fox stated that there are new uses of City Hall. She feels it is to be the people's living room. She thinks this can take some time to get the draft of how to use this space well. She gave the example of hosting a Tedx. Those speakers internationally and nationally known and this is the perfect gathering spot. That is something that engages the community and brings them to a place where they blend the community with government. She would hate to put too many parameters on that. Ms. Alutto stated that they need to take that up with Council as a whole. Vice Mayor De Rosa stated that this is where Council conducts its business. The City has public space; we have the Abbey Theater and the Rec Center. The Abbey Theater is perfect for a Tedx. It is really important that for the sake of what this space is, that it is reserved for the work of the elected. If Council wanted to host a Tedx, that would be okay. She asked what would happen if Council needed a work session and we've booked a Tedx; where does Council meet? This has to be reserved for Council work. Vice Mayor De Rosa stated that the point of the policy is to stated that this is where we do our business and has to be reserved for our business. We can host something at any time under this policy. This room is used so much with Council, boards, and commission meetings, that it would really only be available on an occasional weeknight and what if Council needs it. Council also needs to be aware of what happens in this room and what it conflates to with city government. She feels very strongly that this room should be reserved as the policy is written for the business of the elected. This will come to City Council's October 18 work session. The Committee is split on this.

Ms. Fox stated that in the language under special circumstances, maybe we can open dialogue. It would always have to be scheduled and would not be a room for parties but she does feel we could have broader language on what a special circumstance is.

Ms. Delgado suggested the Committee consider the domino effect, as they think about spaces. There are other items for consideration like staff time, AV, etc.

Vice Mayor De Rosa opened up discussion of spaces beyond Council Chambers.

Ms. Alutto referenced questions about the requirement that it be a Dublin resident or business and stated that she does feel that requirement is appropriate. Ms. Fox stated that if we open it up to be an inclusive space, we do have to think about staff and those are operating budget considerations. She does not think it has to be non-profit and does

not think it has to be for a public purpose. There was a retirement party here. It does have to be a resident or Dublin business. Ms. Alutto stated that she feels it does not have to be for a public purpose and that requesting AV should have a cost associated. Ms. Delgado stated that AV is run from Chambers and poses a security concern. Ms. Alutto asserted that makes AV off-limits. The small conference room is different. Ms. Alutto stated that Staff is not available to help with technical equipment. Vice Mayor De Rosa stated that is standard operating procedures.

Ms. Fox asked about the Rec Center. Ms. Alutto stated those are set up different. The rental rates are higher and they are set up for that.

Ms. Fox stated that some city halls rent their spaces. They require a deposit. A user can hire someone to help them or they can do it on their own. She stated that she goes back to community facilities in the Community Plan where objective #2 specifically talks about having spaces that ensure public spaces meet the intended need. This can't be an ivory tower. Objective #3 is to ensure facilities meet the needs of the growing community and facilitate congregation. We need to make sure that if there are things that would help people use the space, that they can hire staff of some kind to help provide AV support. Ms. Alutto stated that she would agree if the policy is going to provide an option for people to pay for it. Vice Mayor De Rosa stated that we could provide a list of AV companies. Ms. Fox stated that she is saying that she wants to do whatever we can do to make it as convenient as possible to use facilities we have. It would not be the Clerk's responsibility. Vice Mayor De Rosa asked whose responsibility it would become. We are renting a space, not providing event management. Ms. Alutto stated that if we start putting this stuff on staff, it will be a sticky blanket and has a domino effect.

Ms. Fox stated that if we are going to open this space up, we are going to have to develop a policy. Our objective is this is an open space for gathering.

Vice Mayor De Rosa stated that maybe it would be helpful to go through the policy, using this as bones and amending or accepting it may be the fastest way to accomplish this.

Ms. Alutto stated that she does not have a problem allowing not-for-profits that are not within City limits to use the space. There was nothing in here about being a resident.

Vice Mayor De Rosa stated that this is not for individual use and for organizational meetings; not using that room for personal use.

Ms. Fox stated that this City Hall is for the use of the people in the City of Dublin. She wouldn't open it up. Residents should be able to use it and businesses should be able to use it but not for commercial purposes. Ms. Alutto stated that she doesn't understand why we would preclude residents from using it. Ms. Fox asked if this is the City's living room, then why restrict it.

Vice Mayor De Rosa stated that she does not agree that this is the City's living room. There are meeting rooms. That is what the Rec Center is for, by design. That is the purpose of the Rec Center. The Rec Center is used for recreation. That is not being exclusive, it is just saying we have different spaces for different things. Ms. Fox disagrees. Vice Mayor De Rosa stated that we need suggested language. Ms. Fox stated that she will work on language for the October 18 meeting.

Ms. Fox stated that she will have some charges for the use of the space depending on usage.

Ms. Alutto stated that possibly it could be restricted to business hours. She does not think we want it to be 24 hours, 365 days/year. Ms. Fox stated that evenings are nice. Ms. Fox stated that she is for opening it up as wide as possible. She believes that this building has to have life and in order for that to happen, you have to invite people in.

Ms. Delgado stated that if evenings are made available, there will need to be language regarding conflicts with Council's use. She noted that there is not a policy for use of other city buildings. Dublin currently does not open up City Hall the public, nor do they open the service center to the public. She would encourage review of the first paragraph of the policy because she tried to define what this space is. Ms. Alutto stated that this space is utilized almost every evening. The gallery will not be available most evenings so it may not make sense. Ms. Fox stated that the priority is for public work and when available and practical, it should be open. Vice Mayor De Rosa stated that this is not an events center. The policy has to be clear. If we are going to offer space, we have to hire someone to do it.

Ms. Delgado stated that it is far easier to start strict and open up rather than start wide and tighten up.

Vice Mayor De Rosa stated that security is a consideration well. If it is determined to be free for use from 8-5 during the week, there would be not charge according to the policy. Ms. Fox stated that it should be available even on the weekends.

Vice Mayor De Rosa stated that this will be taken up at the October 18 Council Work Session

#### Communication Work Plan Update

Postponed until next Committee Meeting

Vice Mayor De Rosa stated that this will need to be deferred until next time. She requested Staff to bring a specific work plan. What was submitted looks like great activities, but it would be helpful to have outlined, actions, timelines, and expected outcomes. She asked for a work plan that lays out goals, dates and deliverables. Ms.

Alutto stated that it would be great to see this and where the group is on staffing. Vice Mayor De Rosa also requested that it be sent in advance.

Adjournment to Executive Session

Vice Mayor De Rosa moved to adjourn to executive session for discussion of personnel matters considering the employment of a public employee.

Ms. Alutto seconded the motion.

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

The meeting reconvened and adjourned at 6:02 p.m.

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Deputy Clerk of Council