

**Minutes of
The City Council Subcommittee
for the
Review of Standing Committees
Thursday, March 27, 2025
6:30 P.M.
City Hall, Conference Room 1900**

Subcommittee Member Present:

Attendees:

Alyia Gaskins, Mayor	Jim Parajon, City Manager
Abdel Elnoubi, City Councilman	Alethea Predeoux, Deputy City Manager
R. Kirk McPike, City Councilman	David Lanier, Office of the City Attorney
	Katherine Key, Office of Performance Analytics
	Mark McHugh, Management Analyst

Item No.	Agenda Item	Discussion/Follow Up/Action	Lead(s)
I.	Call to Order	6:30 p.m. Introductions were made of those present.	Mayor Alyia Gaskins called the meeting to order
II.	Review and Approval of February 19, 2025, Subcommittee Meeting Minutes		
		Mayor Gaskins introduced a motion, which was seconded, to approve the minutes of the February 19 th meeting; the vote to approve them passed.	Mayor Gaskins Councilman R. Kirk McPike Councilman Abdel Elnoubi
III.	Subcommittee Updates		
IV.	Discussion of Standing Committees Structure		
	PowerPoint Presentation	DCM Predeoux began the presentation of PowerPoint images for tonight's discussion, alternating turns of delivery	DCM Predeoux, Katherine Key

		with Katherine Key, a representative of the Office of Performance Analytics.	
		Components of a Standing Committee A slide representing seven standing committee components was displayed, including the following: Council Composition, Public Participation, Committee Member & Chair Selection, Size & Proportion, Authority & Responsibilities, Meeting Cadence, and Required Documents.	DCM Predeoux
		Framework for Evaluation A slide representing eight factors contributing to the Framework for Evaluation was presented, with pronounced emphasis on Transparency, Community Engagement, Efficiency, and Accountability.	Katherine Key
		Committee Composition Options Five composition options were presented, ranging from structures which would include members of City Council, City Staff, Boards & Commissions, the community, and External Partners.	Katherine Key Councilman McPike Councilman Elnoubi Mayor Gaskins DCM Predeoux City Manager Jim Parajon David Lanier
		Mayor Gaskins, Councilmen Elnoubi and McPike discussed all the options.	
		One option included having liaisons for Boards and commissions.	
		Public Participation Options and Recommendation	DCM Predeoux Councilman McPike Councilman Elnoubi

		<p>Two options were presented: one including the possible addition of rare closed-door sessions in one of the offerings.</p> <p>It was suggested that the majority public meetings option would allow flexibility to discuss sensitive matters such as performance reviews or legal matters.</p> <p>There was discussion about how these formats would be recorded – and if they were to be livestreamed, or not; appropriate technical support and personnel would be needed.</p>	<p>CM Parajon David Lanier</p>
		<p>Committee Size Options and Recommendation</p> <p>Three options for committee size were presented, ranging from 2, 3, or 4 councilmembers per standing committee.</p>	<p>DCM Predeoux</p>
		<p>Meeting Cadence Options</p> <p>Four options for meeting frequency were discussed, ranging from weekly to monthly, and every other month to quarterly.</p>	<p>Katherine Key Mayor Gaskins Councilman McPike</p>
		<p>Required Governing Documents</p> <p>Under the City Code, standing committees must be established by ordinance.</p> <p>Any proposed standing committees require a report from the city manager with comments and recommendations, as specified in the code.</p>	<p>Katherine Key Councilman McPike Mayor Gaskins CM Parajon DCM Predeoux</p>
		<p>Staff Structure Recommendation</p>	<p>DCM Predeoux Mayor Gaskins</p>

		<p>Recommendations relevant to standing committees were presented, centering on seven components: Committee composition, public participation, committee selection and size, authority and responsibilities, meeting cadence, and required documents.</p> <p>The importance of by-laws as a factor of governance had arisen in discussion.</p>	<p>Councilman McPike Councilman Elnoubi CM Parajon Katherine Key</p>
		<p>Timeline</p> <p>A summary of topics discussed from February through May of this year was presented; this timeline is subject to changes when and as they are needed.</p>	DCM Predeoux
		<p>Future Potential Meeting Times</p> <p>It was suggested by the mayor to meet twice in May.</p>	Mayor Gaskins
		<p>Next Meeting Date</p> <p>The next meeting will be held Wednesday, April 9th, at 6 p.m. in City Hall</p>	<p>Mayor Gaskins Councilman McPike Councilman Elnoubi DCM Predeoux</p>
V.	Adjournment	7:45 p.m. Mayor Gaskins adjourned the meeting.	Mayor Gaskins