



City of Alexandria

# Subcommittee to Review Standing Committees

**City Council Subcommittee Meeting**

May 7, 2025



# Agenda



1. Review and Approve Minutes from the Last Meeting
2. Proposed Standing Committee Process Discussion
3. Proposed Communications Plan
4. June Presentation Draft
5. Next Steps



# Summary

## Decision Points:

- Standing Committee Review Process
- Required Governing Documents

## Proposals for Discussion:

- Communications Plan
- June Report to Council



# Proposed Committee Topics

**Business,  
Workforce, &  
Economic  
Development**

**Budget &  
Administration**

**Transportation,  
Infrastructure, &  
Climate**

**Public Safety**

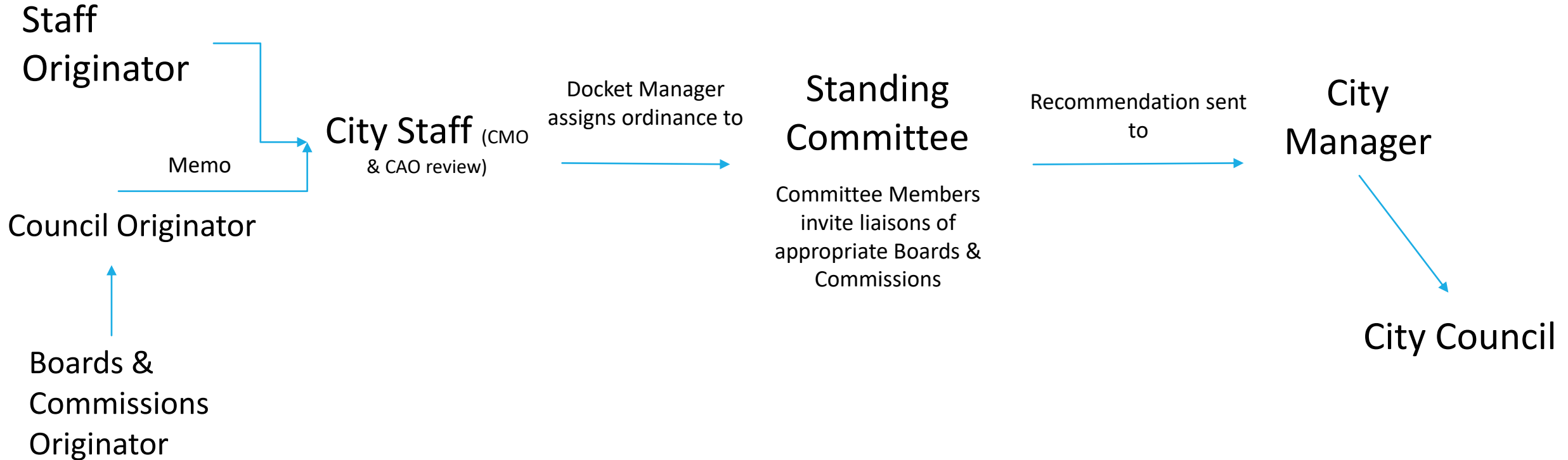
**Public Health &  
Quality of Life**

**Land Use, Housing,  
& Planning**

**Parks, Culture, &  
Engagement**



# Proposed Legislative Process

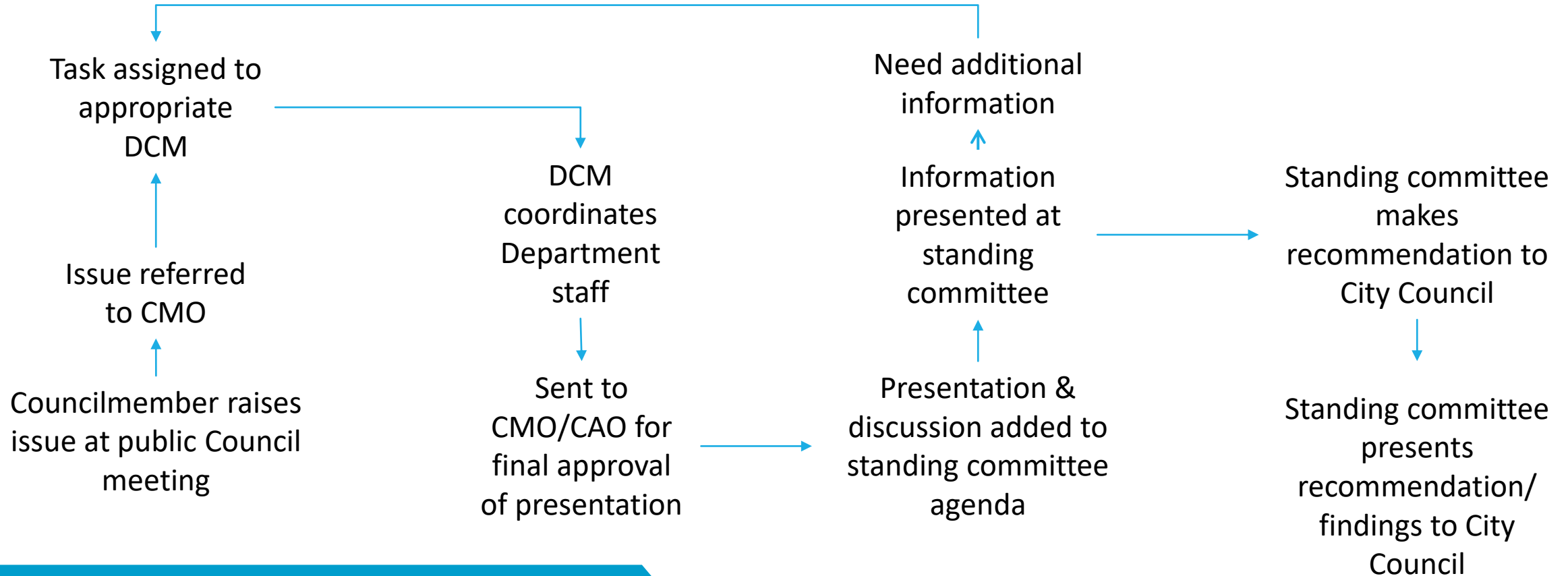


## Background



# Committee Request Process

## Option 1: Staff Recommendation



**Proposal**



# Committee Request Process

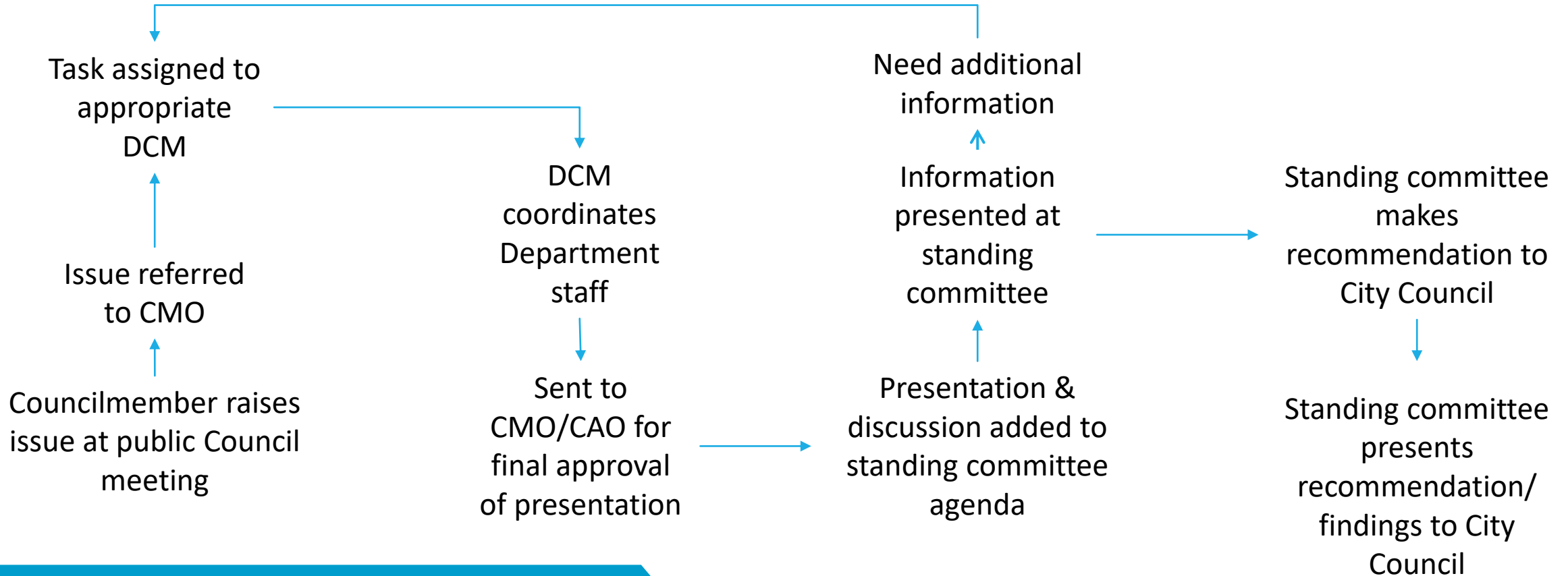
## Option 2: Learning Agendas





# Committee Request Process

## Option 2: Ad Hoc Requests



**Proposal**





# Required Governance Documents

## Legally Required

- ▶ Bylaws
- ▶ Minutes
- ▶ Publicly Posted Agenda

## Additional Options

- ▶ Proposed Annual Agenda
- ▶ Annual Report
- ▶ Annual Budget
- ▶ Minutes



# Proposed Communications Plan

## Purpose and Background:

- Inform the public of potential updates to the City governance structure
- Explain the goal of considering a Standing Committee Model
  - ▶ Strengthen Decision-making
  - ▶ Enhance Community Engagement
  - ▶ Increase Transparency and Accountability
- Share the work of the Subcommittee to Review Standing Committees

## Implementation



# Communication Goals

Build Public Trust and Engagement

Promote Awareness & Understanding  
of City Governance

Facilitate Engagement

***"New Committees. Same  
Commitment. Stronger  
Connection."***

***"Building on Progress—  
Together."***

***"Modernized Committees.  
Stronger Community. Brighter  
Future."***



# Engagement and Communication

- **Stakeholders**

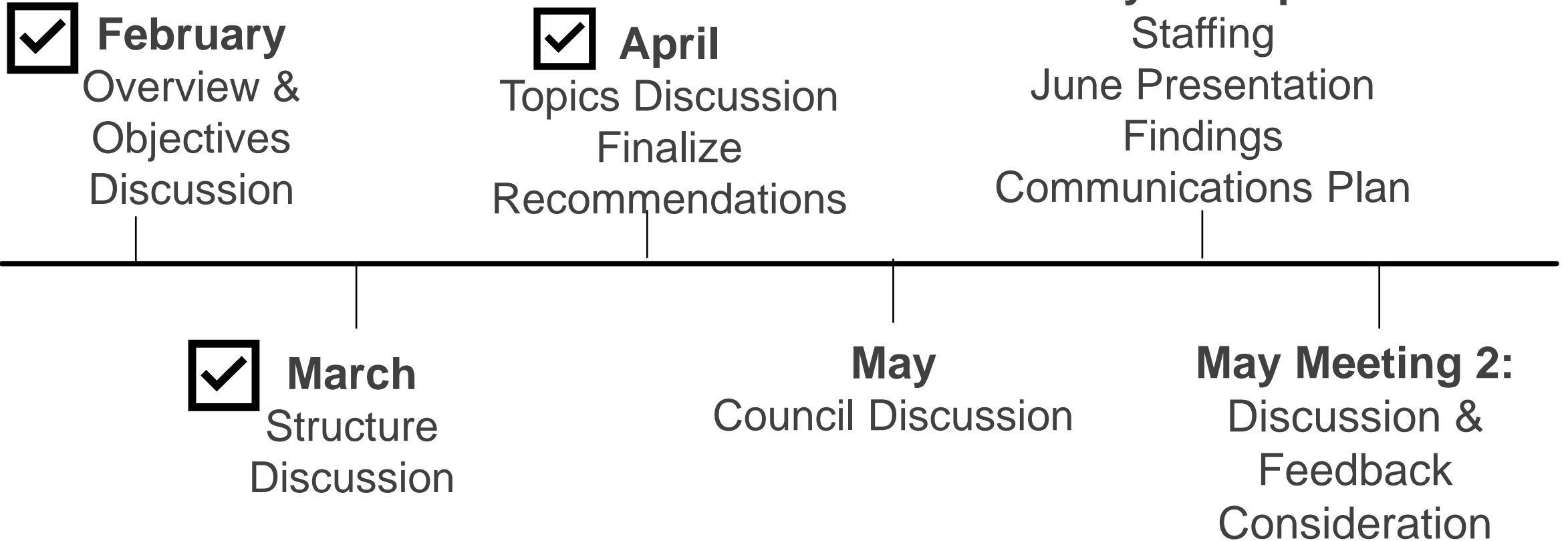
- ▶ Boards & Commissions
- ▶ City Staff
- ▶ Subcommittees
- ▶ Residents
- ▶ Civic Associations

- **Engagement Mediums**

- ▶ Council Meetings (June 2025)
- ▶ Community Meetings (July 2025)
- ▶ Social Media and Video
- ▶ Website (June 2025)
- ▶ Webinars
- ▶ Council Newsletters/Emails (Internal—May 2025)



# Timeline





# Timeline

## June

Standing Committee Webpage Launch  
Communication with Civic Associations  
Communication with Boards and Commissions  
Council/Staff Training  
Presentation to Full Council

## October/November

Present Recommendation to City Council

## January

Select Committees;  
Council & Staff Trainings

## July - September

Community Engagement (civic meetings, boards and commissions)  
Creation of Public Communication Materials

## End of November

City Council Votes on Ordinance(s)



## February

Convene Standing Committees



# Discussion and Questions?



**DRAFT**



City of Alexandria

# Update from Subcommittee to Review Standing Committees

**City Council Subcommittee Meeting**

June 24, 2025





# Agenda



1. Background of Subcommittee
2. Proposed Standing Committee Structure
3. Next Steps & Engagement Plan



# Summary

## Purpose of Presentation

- Provide mid-year progress report of Subcommittee

## No Council Action Needed

- Subcommittee is beginning public engagement through education

## Key Elements of Discussion

- What is a Standing Committee?
- What are the pros & cons of this model?
- What is the Subcommittees draft proposal for consideration?



# Background

- **On December 14, 2024, City Council established the Subcommittee to Review Standing Committees.**
- **The purpose of the subcommittee was to:**
  - Research and evaluation the use of standing committees
  - Determine if/how standing committees could strengthen City governance
  - Better understand roles & responsibilities of committees
  - Make a recommendation to City Council

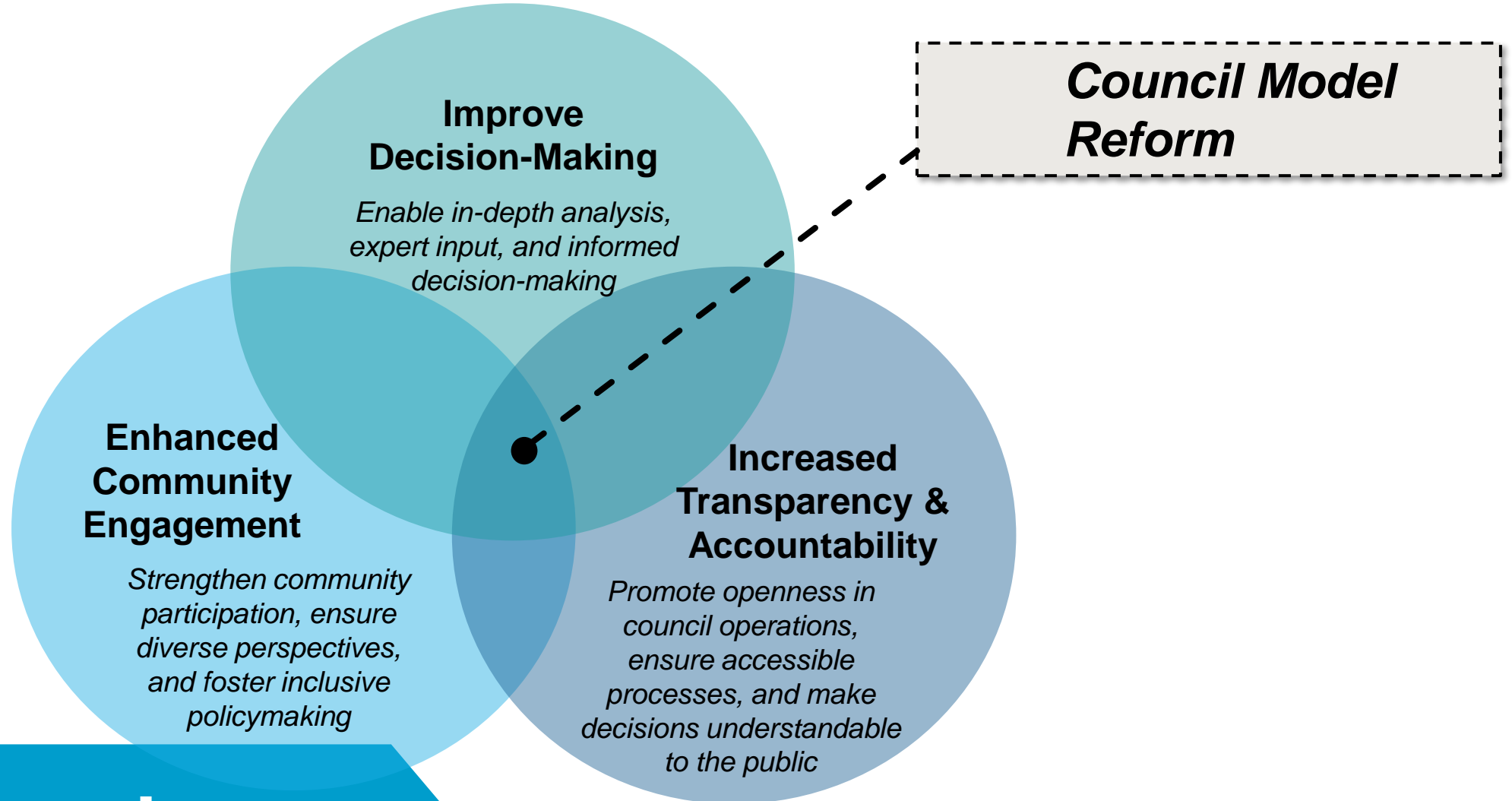


# Standing Committee Definition

The **Standing Committee Model** is a governance structure where city councils have **permanent** standing committees established to **address specific ongoing areas of responsibility** or policy, ensuring **consistent work and decision-making** in those areas over time.



# Goals and Objectives



## Background



# Authority & Responsibilities

## **Legislative Gatekeeping**

*Proposed legislation must be reviewed by the appropriate standing committee*

## **Conduct Legislative Review**

*Committees can review and draft legislation for council vote*

## **Call Public Hearings**

*Members of the public can be called to comment on and provide their expertise on issues*

## **Make Policy Recommendations**

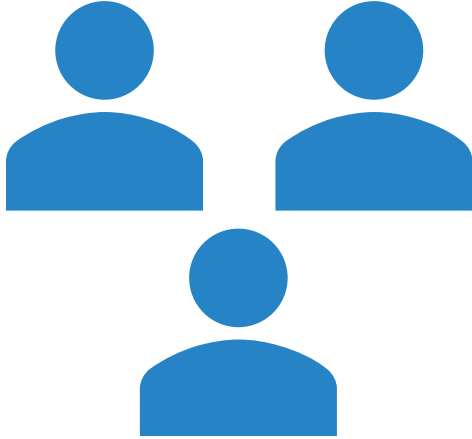
*Can advise the rest of council on key legislative matters*

**Recommendation**



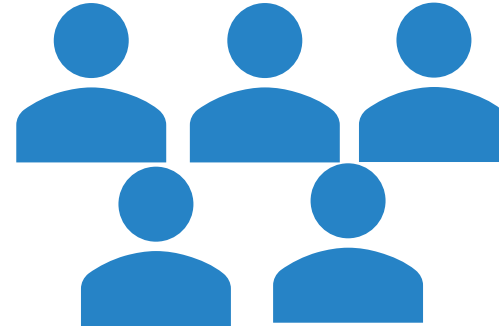
# Committee Composition

## Voting Members



**3** councilmembers  
per standing  
committee

## Non-Voting Members



**1** Representative  
from each Board or  
Commission related  
to standing  
committee

# Recommendation



# **Recommended Standing Committees:**

**Business,  
Workforce, &  
Economic  
Development**

**Budget &  
Administration**

**Parks, Culture, &  
Engagement**

**Transportation,  
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**Public Safety**

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# Next Steps

