

**Minutes of
The City Council Subcommittee for
the
Subcommittee to Review Standing Committees Wednesday,
May 7, 2025
6 P.M.
Alexandria City Hall, Sister Cities Room 1101**

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
Gloria Sitton, City Clerk	Katherine Key, Office of Performance Analytics
	Emily Eckert, Management Analyst

Item No.	Agenda Item	Discussion/Follow Up/Action	Lead(s)
I.	Call to Order	The meeting was called to order at 6 P.M.	Mayor Alyia Gaskins
II.	Review and Acceptance of Minutes		
		Mayor Gaskins introduced a motion, seconded by Councilman McPike, to approve the minutes of the previous (April 9 th) meeting. The vote to approve them passed.	Mayor Gaskins Councilman McPike Councilman Elnoubi
III.	Overview and Review of Previous Meeting		
		A summary of the subcommittee's previous meeting on March 27 th was presented. Goal is to review the Standing Committees process and understand the Communications plan moving forward	DCM Predeoux
IV.	Discussion of Staffing Models		

	<p>PowerPoint Presentation</p>	<p>Goals and Objectives</p> <p>A flow chart as a suggested proposed legislative process was presented,</p> <p>Internal, connected to the docket process, and better aligned to show internally. Will come back</p> <p>There was discussion on how to better meet the subcommittee's goals and objectives; improved decision-making, enhanced community engagement, increased transparency and accountability were viewed as effective approaches.</p> <p>Coordination of staff within departments with information sharing. Misalignment of</p> <p>What the committee will actually revive. Potentially having the Standing Committee to discuss with committee and city manager's office to ensure alignment.</p> <p>Movement from council members to committee</p> <p>Council refers issue to the Standing Committee immediately.</p> <p>Standing Committee will work with Standing Committee Chair and Structure</p> <p>Staffing committee chair coordinates with staff member and what the parallel processes would be. Highlighted the internal process and</p> <p>Discussion around what processes should</p>	<p>DCM Predeoux Mayor Gaskins Councilman McPike City Manager Jim Parajon Asst. City Attorney David Lanier</p>
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		<p>happen before or after the meeting of the Standing Committee. Creating a preliminary agenda to hone in on agenda topics and reduce redundant staff time on topic not yet decided on.</p> <p>Group discusses for the proposed legislative process. There was discussion to have a 5 part process; councilmember raises it, council refers it to a committee, standing committee/staff liasons, others decide on initial need for agenda, place item on the agenda and worked until committee makes a decision.</p> <p>Documentation of what is being achieved. To c</p> <p>Two deliverables per committee; workplan and a report.</p>	
		<p>Committee Request Process Option 2: Learning Agenda</p> <p>Differences between Option 1 and 2 for the proposed legislative process. Options for guiding the work in relation</p>	Katherine Key
		<p>Staffing Models</p> <p>Waiting to have time and discussion to connect with the City Clerk to discuss staffing</p> <p>1 person across the 7, or 7 people with a partial portion of their portfolio working on this. Board and Commission</p> <p>Discussion on cost and needs</p> <p>Cost neutral proposal. Staff playing a support and coordination role for the agendas.</p> <p>Capacity of personnel in supporting these</p>	

		<p>models.</p> <p>Success looks like after a year of launching. Councilman McPike highlighted substantiate items having discussions led by council and having them take an active leadership role.</p> <p>If every subcommittee meets more actively for progress.</p> <p>Having a plan to address staffing challenges as they are raised.</p> <p>Engagement in the policy making piece of the work.</p> <p>Active public participation</p> <p>Strategic collaborating from the council.</p> <p>improved operations and governance</p> <p>discussion of staffing models</p>	
		<p>Required Governance Documents</p> <p>Legally required and additional options</p> <p>Annual report as a required document rather than an additional document</p> <p>Bylaws, minutes, publicly posted agenda.</p> <p>Additional options; proposed annual agenda, annual report, annual budget, and minutes.</p>	<p>Councilman McPike Councilman Elnoubi DCM Predeoux</p>
V.	Discussion of the Proposed Communication and Community Engagement Plan		

		<p>Communication Goals</p> <p>the group discussed the communication goals</p> <p>build public trust & engagement, promote awareness & understanding of city governance</p> <p>facilitate engagement</p> <p>Councilman Elnoubi raised in</p> <p>Increased opportunity for public engagement and increased role of</p>	<p>Councilman McPike City Manager Jim Parajon DCM Predeoux Katherine Key</p>
		<p>Engagement and Communication</p> <p>Stakeholders; boards and commissions, city staff, subcommittees, residents, civic associations</p> <p>Engagement and Communication kick off meetings in June/July 2025. Engagement mediums; council meetings, community meetings, social media, website, webinars. Not a staff expectation for attending Boards and Commissions.</p> <p>Letter to boards and commissions.</p>	<p>Councilman McPike City Manager Jim Parajon DCM Predeoux Katherine Key</p>
		<p>Timeline</p> <p>A timeline highlighting goals and accomplishments, from February 2025 to January 2026, was presented. Topics for select months and meetings therein were discussed.</p> <p>June launching of engagement plan</p> <p>Opportunities for</p>	<p>Mayor Gaskins DCM Predeoux City Clerk Gloria Sitton David Lanier</p>

		<p>Operationalization of committee work for Janiar</p> <p>Golive in February 2025</p>	
		<p>Engagement Plan Options</p> <p>It was proposed that there would be a messaging package sent to the subcommittee by May 2025. Stakeholders include: boards and commissions, City staff, subcommittees, residents and civic associations. Examples of engagement venues were cited, but not limited to: town halls and public meetings, City Council meetings, social media, mailings, and newsletters.</p> <p>The Mayor suggested that the Subcommittee devotes additional time to the Engagement Plan Options at the next meeting, in May. It was requested that the Office of the City Attorney provide input relevant to the processing of required documents.</p>	<p>Mayor Gaskins Councilman Elnoubi Councilman McPike DCM Predeoux David Lanier</p>
VI.	Discussion		
		<p>The Mayor, Councilman Elnoubi and Councilman McPike established that the next meeting would be later in May at a</p>	<p>Mayor Gaskins Councilman Elnoubi Councilman McPike</p>
VII.	Adjourn		
		<p>Councilman Elnoubi adjourned the meeting at 7:10 P.M.</p>	<p>Councilman Elnoubi</p>