

City of Alexandria, Virginia
Commission on Information Technology

November 16, 2023 IT Commission Meeting Minutes
7:00 – 8:30 PM

In attendance: Ricardo Alfaro, Sara Crifasi, Brandon Mosoriak, Timothy Casey, Karen Graf, Ella Graf, Stephen Morris, Steve Davidson (remote), Jay Chauhan, Elizabeth Hoover (remote), Rhonda Syler, Catharine Rice (remote), Heather Wojton

City Staff: Steve Chozick, Stacey Campbell, Yemisrach Demeke, Elizabeth Hoover (remote)

- 1. Call to Order**
- 2. Approval of October 19, 2023 Minutes** (unanimous approval)
- 3. Meetings Schedule and Projects**

(a) Meeting Schedule

- Thursday, December 21, 2023
- Thursday, January 18, 2024
- Thursday, February 15, 2024
- Thursday, March 21, 2024
- Thursday, April 18, 2024
- Thursday, May 16, 2024
- Thursday, June 20, 2024
- Thursday, July 18, 2024
- Thursday, August 15, 2024

- (RA) Proposal to skip December 2023 meeting since there is no pressing business. Proposal unanimously approved.

(b) Brief update about past deliverables

Open Data Resolution Memo

- (SC) We are in the process of socializing feedback on the memo. A lot of City agencies are already providing some data but this is an overarching program for the entire City. The City is working with Bloomberg on a certification for cities that are open with data. Part of this process is free coaching and planning.
- (SD) Does Bloomberg also provide tools/techniques/scripts that we can use to safely expose data? (SC) Not certain yet, we will find out.
- (RA) Spoke with Dennis McDonald from the Public Records Advisory Commission, advised him what's going on re: Open Data.
- (TC) Any sense of a time frame/calendar on this? (RA) There will be a better sense of this by January.
- (SM) Is there a currently a centralized data warehouse/data lake in the City? (SC) Not yet, but that hope is that we will get there. (SM) Open Data would benefit from a centralized data warehouse.
- (TC) What kinds of thing are in the CIP? (SC) CIP is very high-level: developing a plan, infrastructure. There aren't any specifics. Looking at Azure and AWS at this point.
- (TC) Is the data siloed? (SC) To an extent, but not where we can't access it if needed.
- (SD) What is the process for planning the data architecture and the timeline for developing this? (RA) There are two conversations: infrastructure and governance. The governance discussion will possibly lead to discussions

about infrastructure. (SC) There's open data and internal data. The internal data will support the open data. Year 1 is planning money, there are larger amounts in out years to act on the plans.

4. AI Subcommittee

- (RA) All of our subcommittees have had deliverables, what would be the deliverable for this subcommittee?
- (JC) Proposal: Develop a speakers' series. Learn a bit, document what we learn, develop areas for further exploration.
- (TC) Is there any interest in expanding the scope, adding City businesses to the audience? (JC) Great idea to involve them.
- (SM) Proof-of-concept is a great idea. Amazon, Microsoft would probably be more than happy to build a proof-of-concept. Doesn't have to be external-facing, could be internal-facing.
- (SD) Get a concrete set of use-cases defined. Focus on low-hanging fruit.
- (RS) Should possible impacts on infrastructure be looked at? (SC) Yes, this is a good idea.
- (HW) Structuring data in different ways impacts outputs, another output could be how can we organize the data to get more trustworthy outputs from the data.
- (RA) CISA came out with roadmap based on the White House executive order which also may help when looking into these various topics.
- (JC) Scoping is key, we are limited in what we can do. Not sure we have the bandwidth for all of these ideas. Request for help to find speakers.
- (RA) Discuss mechanics of how this will work. Commission members: write up speaker ideas, topics and speakers if you have them. Send this to JC, then we can discuss at the next meeting. These speakers could be parts of several meetings, one entire meeting, or an external conference/meeting. The speaker doesn't have to be in person.
- (EH) What is the ask? Do I reach out to possible speakers now? (JC) Yes, the ask is topics and speakers.
- (JC) Is it possible to record them. (RA) Yes.
- (SD) What is unique to the City IT Commission having these speakers? This info is available from many forums at this point. (JC) There are certain topics that we can benefit from hearing, along with the City at-large.
- (SM) We can approach this from two different standpoints: proof-of-concept and speaker series at the same time.
- (RA) There is a potential mix of what we do on the AI committee and being fed in by reliable public information (Open Data effort), potential biases. We need to keep this in mind.
- (CR) One of our mandates is to incorporate citizens in what we're doing, this could be another service for the public: speaker series. Two tracks are definitely possible.
- (JC) Is the pilot a speaker? How does proof-of-concept work? (SM) Possibly ask staff what takes up a lot of time, or a common citizen issue. (RA) If we have a speaker who wants to provide a demo of how governments are leveraging chatbots, offer it as an example to City staff and City Council. Showing something tangible goes a long way.

5. Digital Equity Committee

- (a) Cybersecurity Awareness Event
 - (i) Editing and publishing the event recording on the City's website.
- (b) Discussion about next opportunities in line with the recommendations from the original Digital Equity Survey (PRR).

6. City Deliverables

Franchise amendment from Crown Castle to build a small length (approx. 400 ft.) of fiber on King Street.

- (SD) Is there any other work happening there at the same time? (SC) When permits come in TES tries to coordinate work the between multiple stakeholders.

7. Adjournment by unanimous approval at 8:10pm. The next meeting is scheduled for January 18, 2024.