

**City of Alexandria, Virginia
Commission on Information Technology**

**November 13, 2024 IT Commission Meeting (VIRTUAL) Minutes
7:00 – 8:30 PM**

In attendance: Ricardo Alfaro, Sara Crifasi, Steve Davidson, Jay Chauhan, Catherine Page, Rhonda Syler, Stephen Morris, Tim Casey, Brandon Mosoriak, Heather Barrows, Emily Dillard

ITS and ACPS Staff: Steve Chozick, Stacey Campbell

Public/Other: JeanAnn Mayhan, Tom VanAntwerp, Matthew Marcy

1. Call to Order

2. Minutes

(a) Approval of the October 16, 2024 meeting minutes

- Minutes approved unanimously.

3. Administrative Discussion

- Welcome to new member Emily Dillard
- Proposed meeting schedule (Tentative)
 - *Wednesday, November 13 (virtual)*
 - Wednesday, December 18
 - Wednesday, January 15
 - Wednesday, February 19
 - Wednesday, March 19
 - Wednesday, April 9 (maybe virtual?)
 - Wednesday, May 21

March 2025 meeting moved to March 13 after discussion due to conflict with budget working session.

There is a budget retreat on November 23 if anyone would like to attend.

- Recap of October events
 - October 22: Cybersecurity Proclamation (Council Chambers)
 - October 26: Cybersecurity Awareness Event (Del Pepper Community Center)
 - RA: Kudos to Steve Davidson for putting it together.
 - SD: Program went well. Sheriff talked about scams, APD detective from Financial Crimes Unit talked about online scams, Elizabeth Hoover led a cybersecurity panel.

- Heather Barrows took photos, Steve Davidson is working slides.
- Working group assignments
 - Open Data
 - Tim Casey and Stephen Morris will collaborate, Steve Chozick will be a staff POC.
 - Digital Equity
 - Heather Barrows will lead this effort with Sara Crifasi's support, Dana Wedeles is a possible staff POC.
 - Community Education and Outreach
 - Steve Davidson will lead this effort.
 - Artificial Intelligence
 - Jay Chauhan, Rhonda Syler and Emily Dillard will collaborate.
 - Each group should have 2-3 bullet points to share at the next meeting, what to take on the rest of the Committee year
 - JeanAnn Mayhan: How are topics/working groups formulated? RA explained the process which has taken place at previous meetings.
 - Matthew Marcy is happy to help.
 - Tom VanAntwerp is happy to help, especially with the Open Data working group.
 - RA: Reminder that all conversations need to be one-on-one to avoid meeting requirements.

4. FY 2026 Budget Priorities Memo

- Deadline: November 15
- Section 1, Economic Strength
 - Steve Davidson: Do we want to call out entities we want to work with on incubator partnerships?
 - Ricardo: Chamber of Commerce is 'baked into' the Commission, ADP is a public-private accelerator. Ricardo has a working relationship with the Eisenhower Avenue Partnership.
 - Tim Casey: Didn't see anything re: Open Data, it should be added somewhere.
 - Steve Davidson: Is 'Smart Cities' referring to existing City projects or to smart cities projects in general? Ricardo: smart cities projects in general.

- Section 2, Community Connection
 - Heather Barrows: Is the City Services Map live updated? Steve Chozick: We can investigate this, there may be costs to the City to accomplish this.
 - Stephen Morris: We should look into an avenue to connect with City residents: for example, there is no option to subscribe to IT news via Everbridge.
 - Section 3, Elimination of Community Disparities and Housing Opportunities
 - Steve Davidson: What is the ask? What would we do?
 - Ricardo: City Council is our target for this section. As they consider the budget, they should consider the non-connected initiatives and look where they can be connected.
 - Replace 'Office of ALL Alexandria' with 'Racial and Social Equity Office.'
 - Section 4, Employee Retention and Attraction (no feedback)
 - Conclusion
 - Steve Davidson: The conclusion doesn't summarize the body of the memo.
 - Ricardo: Modify the memo to mention 'commercial growth' under 'economic strength'.
 - Rhonda Syler: Did Vanetta look at the document? Yes, per Steve Chozick. She had nothing to add.
 - The modified document approved unanimously.
- 5. Adjournment at 8:30 pm. The next meeting is December 18.**