

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

**March 19, 2025 IT Commission Meeting Minutes**  
**7:00 – 8:30 PM**

In attendance: **Ricardo Alfaro, Sara Crifasi, Steve Davidson, Stephen Morris (virtual), Timothy Casey, Heather Barrows, Emily Dillard, Rhonda Syler (virtual), Elizabeth Hoover, Brandon Mosoriak**

City IT Staff: **Steve Chozick, Stacey Campbell, Patrick Eze (virtual), Yemisrach Demeke**

Public/Other: **Tom VanAntwerp, Daniel Rodriguez, Chris Freire, Andrew Slade**

**1. Call to Order**

**2. Minutes**

(a) Approval of the January 15, 2025 meeting minutes

- Minutes approved unanimously

**3. Closed Session (as needed)**

- Closed session was not needed this month

**4. Public Session (as needed)**

- No questions from the public

**5. City Information Technology Services Updates**

Budget process (Steve Chozick)

- April is add/delete.
- Tax rate will be decided and budget will be complete by April 30.
- Software licensing was moved from departments to ITS, just an efficiency measure.
- ITS budget is largely flat.

**6. Policy Discussion**

(a) Open Data policy

- SR: Will we review information until it is out? SC: Ingest all the data into a 'lake', which is secure. Experts for the data sets will check the data (PII, integrity) and move forward to the next step, where it will be put together into 'gold' level, a catalog. We would check at this phase to see if the data set is for public consumption.
- OPA is a partner with ITS in this initiative. Bring Gregg Useem, OPA Director, to a future meeting.

- Priority: What data sets exist in the City, and which would be helpful to community/civic stakeholders, where we can achieve value.
- Systems: Looking at internal platforms for the past year to get the data where we want it (development), GIS platform will support tabular data for the Open Data portion. City of Halifax, VA currently does this.
- SR: How portable is the data? SC: A copy of all data will be kept internally.
- TC: What have you been looking at re: products? SC: Azure, AWS, Snowflake, Databricks, Calibra, others.
- SR: How will we address the 'people' time re: data stewards for the sets? TC: Typically it's someone who's already working with the data.
- SR: Pieces of data that are innocuous by themselves, but, when together, something can be inferred from? TC: Typically a committee-type decision.
- EH: Open data at ACPS isn't a thought at this point: data security is paramount, most of the students are < 18.
- SM: From a big picture were not making anything available that you couldn't go to a City building and get currently.
- RA: OPA has a treasure trove of data. We should definitely have a conversation with them as SC suggested. SC: Greg Useem should be available for the May meeting.
- RA: What are the capabilities of the GIS system? Can we have a discussion about it? SC will provide at a future meeting.
- SC: Commission could be helpful in stakeholder engagement.
- TV: Look at other cities what they're doing, best practices: TC: We had done this earlier in the process.

## 7. Outreach

- RA: GIS tour can be an outreach effort, amplify the opportunity, put documentation on the commission's website.
- SR: Record the presentation and put it on the website, but don't publicize the meeting more than we typically would.
- SR: Have had discussions with Ryon Saenz and Computer CORE, discussed some concepts, delivery methods. (e-news, web presence, several short single topic events).
- CF: Created ChatGPT for Alexandria's public works and budget, would like to discuss at a future meeting (civicspin.ai).
- RA: Discussion at next meeting in April
- SR: Draft policy for chairs and vice chairs re: social media. RA: We haven't heard anything.
- RA: Meeting scheduling: cancelled meeting. CAO is crafting a memo re: the current state of affairs, recommendations for General Assembly. We will have a discussion at our next meeting in April.

**8. Schedule**

Proposed meeting schedule (tentative)

- Wednesday, February 19 (cancelled)
- Wednesday, March 19
- Wednesday, April 9
- Wednesday, May 21

**9. Adjournment at 8:30 pm. The next meeting is April 9.**