

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

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**AGENDA**

July 15, 2013 Meeting

**7:00PM – 8:30PM**

Council Work Room, City Hall

1. **Call to Order/Roll Call/Approval of Minutes** – 5 minutes
  - a. CIO Announcement
  
2. **Revision of our Charter** - 10 minutes – all members attending participate
  - a. RECAP – The Commission agreed to a revised charter and the revised charter was sent to all Commission members for comment.
  - b. DETERMINE/AGREE on NEXT STEPS for submission to City Council
  
3. **Broadband Plan for the City/New Topic** – 20 minutes– all members attending participate
  - a. RECAP – The Commission has agreed to guide/support the development of a broadband plan for the City. A task force has been chartered to begin work on framing how we will go about accomplishing this task. Phil Acosta is leading this task force. Please contact Phil if you wish to participate with this task force.
    - i. Suggestions given the task force included:
      1. Figure out how we interact with Tom’s staff – do they participate directly with the task force? Should they lead the effort?
      2. Treat the effort as a project, with the first action to be development of a project plan
      3. This could include developing a project charter, project staffing - determining who should be on the task group (more than just commission members – we need to include business, citizens, and appropriate stakeholders), project timing, project deliverable(s), and project communication plan
  - b. UPDATE from the Task Force
  
4. **Civic Engagement Task Force/New Topic** – 30 minutes– all members attending participate
  - a. RECAP – The Commission agreed to address ways for increasing involvement with residents and stakeholders. A task force has been chartered to begin work on framing how we will go about accomplishing this task.
    - i. Topics and ideas given the task force included:
      1. Bring back the IT Awards.
      2. Consider engagement to develop mobile applications.

- ii. Update task force membership

**5. Annual Report/New Topic – 30 minutes– all members attending participate**

- a. Annual Report – The Commission must submit an annual report to City Council by July 31, 2012. We have been asked to include our FY12 report with our FY13 submission.
- b. Attendance Report – Required of all City Boards and Commissions. Commission members must maintain 75% attendance.
- c. DISCUSSION – NEXT STEPS

**6. Adjournment – Agree to adjourn**

**FUTURE TOPICS**

- Conflict of Interest clause – addition/addendum to charter