

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

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**MINUTES**

July 25, 2011 Meeting

**Meeting called to order at 7:05 pm.**

**Roll Call**

*Members present:* Nina Baliga, Daniel Brooks (Vice-Chairman), Marjorie Conner, Steven Cooper, Margaret Leary, Kostas Liopiros (Chairman), Lynda Y. Rudd (Secretary), Marie Schuler

*Excused:* Page Moon, Councilman Alicia Hughes

*Absent:* Phillip Acosta, Helen Morris, Debra Roepke (for Councilman Del Pepper)

*City Staff Present:* Tom Trobridge

**Approval of Minutes**

The minutes of the May 9<sup>th</sup> meeting were approved unanimously.

**Recruitment Plan**

The revised Recruitment Plan, as amended, was approved unanimously.

**Leadership Plan**

The Chairman asked the Commissioners to review the current Leadership Plan, focusing on the procedures and requirements for election of officers. The Chairmen suggested that the Commission consider adopting multi-year terms for the officers. Comments and suggested revisions should be submitted within two weeks to Dan Brooks. A revised Leadership Plan will be submitted for adoption at the next regular meeting of the Commission in September.

**Legislative Proposals**

Chairman Liopiros circulated a memorandum from Bernard Caton, Legislative Director of Alexandria, requesting proposals for inclusion in the City's Legislative Package for the 2012 General Assembly Session. The Chairman noted that the deadline of Tuesday, September 6 left little time to prepare a proposal with supporting but suggested that the Commission should consider preparing an appropriate proposal for the next year's session. The Chairman asked Marjorie Conner to review the City's process and recommend the best way for the Commission to address legislative solutions in it's work over the coming years. The Chairman would like to reply to the memorandum by the September 6 deadline.

## **Working Groups for FY2012**

The Chairman established two working groups to address the tasks proposed in the Commission's broadband recommendations (IT Commission Memorandum of September 13, 2010). The purpose of the working groups will be to:

1. Assess the availability of broadband in Alexandria and recommend ways to increase its to residents and businesses (including identifying potential public private partnerships); and
2. Assess the use of digital communications for civic engagement and recommend ways to increase its use -- for residents and visitors

The two new working groups are in addition to the working group on broadband adoption and use (chaired by Catherine Hogan) and the working group to develop an IT vision and strategic goals and integrate it into the City's strategic planning process (chaired by Steve Cooper). The chairmen of these groups will continue their work and report to the Commission during the coming year.

## **Election of Officers**

Vice-chairman Brooks presented the slate of officers for FY2012: Chairman Kostas Liopiros, Vice-chairman Page Moon and Secretary Marjorie Conner. The slate was unanimously approved

**Meeting adjourned at 8:30 pm.**

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**RECRUITMENT PLAN**

A permanent recruitment committee shall be formed and chaired by the Vice Chairperson of the Commission. The Vice Chairperson will establish the size of the committee from others members as necessary when vacancies occur. The recruitment committee shall be responsible for executing the recruitment plan set out below.

**1. Objectives**

The recruitment plan is based on accomplishing two main objectives:

1. To identify qualified applicants for Commission vacancies.
2. To conduct an unbiased and constructive endorsement process.

**2. Identification of Applicants**

The committee shall utilize various means to identify potential applicants, possibly including:

- Posting the notification of an available position on the Commission's web site;
- Posting the notification of an available position on the Commission's page on the City's web site;
- Preparing and distributing news releases for local media sources (e.g., newspapers, radio, PEG);
- Contacting selected organizations in Alexandria to place articles in their employee publications, neighborhood association and organization newsletters; these organizations may include, but not be limited to, other information technology companies in Alexandria that commission members have contacts with.
- Soliciting Council members, IT Commission members, city staff and citizens of Alexandria for recommendations.

Applicants shall be invited and encouraged to attend at least one meeting of the Commission, if possible.

Applicants will be directed to the city's web site that contains information about filing an application online or downloading the form to submit via mail.

### **3. Endorsement**

The committee may work with the appropriate City office to vet applicants (including current Commissioners applying for a new term). The endorsement process may include:

- Reviewing and verifying applications;
- Requesting additional information as necessary;
- Preparing and submitting assessments and recommendations to the Commission.

### **4. Recommendation**

The Commission may review the endorsement of the Recruitment Committee and make a recommendation to City Council. The review shall be held in executive session. The recommendation to City Council shall be made in a timely manner prior to the Council meeting to consider the applicants.

NOTE: The period from the time applications are received until the Council meeting to consider appointments is usually less than one week, which may necessitate convening a special IT Commission meeting.

Once City Council appoints a Commissioner, the IT Commission Chairperson shall follow up with a note of welcome.

# City of Alexandria, Virginia

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## MEMORANDUM

DATE: MAY 25, 2011

TO: DEPUTY CITY MANAGERS, ASSISTANT CITY MANAGERS,  
DEPARTMENT AND OFFICE HEADS AND APPOINTED OFFICIALS  
(DISTRIBUTION CODES A&B), ALL CHAIRS OF CITY BOARDS AND  
COMMISSIONS

THROUGH: BRUCE JOHNSON, ACTING CITY MANAGER

FROM: BERNARD CATON, LEGISLATIVE DIRECTOR

SUBJECT: LEGISLATIVE PROPOSALS FOR THE 2012 GENERAL ASSEMBLY  
SESSION

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It is time to begin preparing the City's Legislative Package for the 2012 General Assembly Session. The 2012 Session will be a "long" one, and is scheduled to last 60 days (beginning on January 11 and ending on March 10).

In order to give staff sufficient time to prepare a draft package for Council's consideration, please submit your proposals to me by Tuesday, September 6. Prior to that date, I will be happy to meet with any Boards and Commissions to discuss any legislative proposals that they are considering.

I have attached a calendar of tentative dates for the 2012 Legislative Package. Also attached is a form that should be used to describe each legislative proposal that you recommend for inclusion in the City's package. If you would like an electronic copy of this form, please email my assistant, Kay Hodges ([kay.hodges@alexandriava.gov](mailto:kay.hodges@alexandriava.gov)). If you prefer, you can avoid filling out the form altogether by meeting with me to discuss your proposal by mid-August.

Please call me (703-746-3963) if you have any questions.

### Attachments

cc: James Banks, City Attorney  
Michele Evans, Deputy City Manager

**CITY OF ALEXANDRIA**

**LEGISLATIVE PROPOSAL FOR THE 2012 SESSION  
OF THE VIRGINIA GENERAL ASSEMBLY**

1. Name of Department/Board/Commission
2. Name and telephone number of Contact Person for Proposal
3. What is the problem or issue that you want the General Assembly to address?
4. What information do you have relating to this problem or issue? Will you be gathering and analyzing additional data or information?
5. What statutes currently exist (if any) relevant to this issue (please be sure you are using an up-to-date version of the Code of Virginia)?
6. Have you checked with anyone in the City Attorney's office to see if State law or City ordinances currently address this issue? If so, which attorney? Did this attorney say we need a change in the Virginia Code to accomplish your purpose?
7. What other Alexandria departments, boards or commissions are likely to be affected by or interested in this proposal? Are other local governments or state agencies in Virginia likely to be affected by or interested in the proposal? Have you asked them to comment or concur on it?
8. Have any non-legislative actions been taken in the City or in other Virginia jurisdictions to address this problem or issue?

9. Has legislation on this problem or issue been proposed to the General Assembly in the past? If so, when? By whom? What happened to the legislation?
  
10. Do you know of any ongoing or proposed State studies or other State action affecting this issue? Have you checked with the relevant state agencies to see if they have any ongoing or proposed state studies or actions affecting this issue?
  
11. Are other local governments or any statewide organizations pursuing this issue?
  
12. Do you expect opposition to this proposal? If so, which persons or organizations are likely to oppose it? What can be done to offset this opposition?
  
13. Does this proposal have any fiscal impact on the City? the state? others? What is your estimate of the fiscal impact?