



Memorandum

**TO: RULES AND OPEN GOVERNMENT
COMMITTEE**

FROM: Mayor Sam Liccardo
Chair Matt Mahan

**SUBJECT: SMART CITIES AND SERVICE
IMPROVEMENTS COMMITTEE
WORK PLAN**

DATE: 1/19/22

Approved

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RECOMMENDATION

Approval of the Smart Cities and Service Improvements Committee Work Plan for the period January through June 2022 and setting its meeting schedule as the first Thursday of every month at 1:30 p.m.

WORK PLAN CONTENTS

**SMART CITIES AND SERVICE IMPROVEMENTS
COMMITTEE WORK PLAN
January - June 2022**

COMMITTEE MEMBERS:

MATT MAHAN, CHAIR
DAVID COHEN, VICE CHAIR
SAM LICCARDO, MEMBER
CHARLES "CHAPPIE" JONES, MEMBER
PAM FOLEY, MEMBER

STAFF:

ROB LLOYD, CITY MANAGER'S OFFICE
CLAYTON GARNER, MAYOR'S OFFICE
NEELAM NAIDU, CITY ATTORNEY'S OFFICE
TONI TABER, CITY CLERK'S OFFICE

MISSION STATEMENT:

Achieve the strategic goals of the *San José Smart City Vision* by advancing innovation projects atscale, demonstration/pilot projects, and strategy and policy initiatives that deliver community benefits, optimize resources, improve service delivery, and build capacity for future success.

JANUARY 6, 2022 – MEETING CANCELLED

FEBRUARY 3, 2022

1. **Terragraph Innovation Conclusion Status Report.** (Information Technology/City Manager – Civic Innovation/Economic Development and Cultural Affairs)
Purpose: Provide a status report on the conclusion of the Facebook Terragraph Innovation Demonstration Partnership Agreement, highlighting network coverage, impacts, and lessons learned.
2. **City Roadmap: Drive to Digital Status Report.** (Information Technology/Finance/Human Resources/Public Works/City Manager)
Purpose: Provide a verbal status report on the City’s Drive to Digital as part of the approved City Roadmap for 2021-2022, to improve ease of City business processes for staff and the public.
3. **Digital Privacy Program Status Report.** (Information Technology/Police)
Purpose: Provide a status report on the progress of the Digital Privacy Program, reviewing implementation of review and outreach processes, outcomes, and approaches to responsible digital privacy practices.

MARCH 3, 2022

1. **Innovation and Technology Projects Status Report.** (Information Technology)
Purpose: Provide a verbal status report on innovation and technology projects, highlighting condition of efforts, initiatives at risk along with mitigation steps, and completed projects.
2. **Lease and Asset Management System Status Report.** (Economic Development and Cultural Affairs/Information Technology/Finance)
Purpose: Provide a status report on the Lease and Asset Management System project for effective management of leases, property ownership, maintenance, and comprehensive tracking of real estate sets, as directed by City Council on June 15, 2021 Real Estate Services Audit.
3. **Productivity Software Usability Status Report.** (Information Technology)
Purpose: Provide a status report on Microsoft usability for Citywide productivity and

collaboration improvements.

APRIL 7, 2022

- 1. City Roadmap: Development Services Transformation Status Report.** (Planning, Building and Code Enforcement/Fire/Public Works/Information Technology)
Purpose: Provide a verbal status report on Development Services Transformation direction as part of the approved City Roadmap for 2021-2022, based on Committee input, sharing updated priorities and resident experience improvements, and timelines.
- 2. City Roadmap: Procurement Improvement Status Report.** (Finance)
Purpose: Provide a status report on procurement improvements efforts as part of the approved City Roadmap for 2021-2022, including consultant's final report on potential strategies for procurement innovation, recommended innovations and reforms, and assessment and evaluation of resources required to fully implement the strategies.
- 3. Data Initiatives and Impacts Status Report.** (Public Works/Civic Innovation/Information Technology)
Purpose: Provide a status report on work related to the data and analytics program, including use of data to improve services, measures for impact, support for departmental equity work, and capacity-building partnerships through 2022.

MAY 5, 2022

- 1. Innovation and Technology Projects Status Report.** (Information Technology)
Purpose: Provide a verbal status report on innovation and technology projects, highlighting condition of efforts, initiatives at risk along with mitigation steps, and completed projects.
- 2. Safe City Strategy Status Report.** (City Manager/Fire/City Manager – Office of Emergency Management/Police/Information Technology)
Purpose: Provide a status report on coordinated Safe City Strategy efforts applying technology and data to improve public safety within the Police Department, Fire Department, and the City Manager's Office of Emergency Management.
- 3. Small Cell and 5G Network Status Report.** (Public Works/City Manager – Civic Innovation/ Planning, Building and Code Enforcement)
Purpose: Provide a status report on small cell and 5G network construction in San José, including a review of progress, goals, investments made, and performance of permitting processes improvements.

JUNE 2, 2022

- 1. Information Technology Strategic Plan Status Report.** (Information Technology)

Purpose: Provide a verbal status report on the 2021-2023 Information Technology Strategic Plan approved by City Council in August 2021.

2. Smart Cities Data Platforms Status Report. (Transportation/Information Technology)

Purpose: Provide a status report on Smart Data Platforms, related to a City Roadmap item for Vision Zero, including insights for transportation planning and addressing crashes and fatalities.

3. Green Information Technology Plan Status Report. (Information Technology/Public Works)

Purpose: Provide a status report on Green Technology Plan efforts to adopt Climate Smart practices in technology management and reducing energy consumption and e-waste.