



# Memorandum

**TO:** RULES AND OPEN  
GOVERNMENT COMMITTEE

**FROM:** Rosalynn Hughey

**SUBJECT:** SEE BELOW

**DATE:** May 30, 2023

Approved

Date

5/30/23

**SUBJECT: UPDATE TO THE JANUARY – JUNE 2023 COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE WORK PLAN**

## RECOMMENDATION

Approve an amendment to the January – June 2023 Community and Economic Development (CED) Committee Work Plan to drop the following item from the June 26, 2023, CED Committee meeting:

**City Roadmap: Lease and Asset Management System Status Report.**

**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 assets. (Economic Development and Cultural Affairs/Information Technology)

## BACKGROUND

Staff provided an update on the status of the Lease and Asset Management System at the April 7, 2022, Smart Cities and Service Improvements Committee. Since the dissolution of the Smart Cities and Service Improvements Committee, the item has been assigned to the CED Committee. Staff of the Real Estate Division of the Office of Economic Development and Cultural Affairs and the Information Technology Department have coordinated with Finance Department staff to initiate the procurement process for the new lease and asset management system. The Request for Proposals for the new system has been submitted to the Procurement Prioritization Board. Staff anticipates approval of the Request for Proposal in late summer or fall 2023. Staff will add the Lease and Asset Management System status report to the Fiscal Year 2023-2024 CED Committee Work Plan.

/s/

ROSALYNN HUGHEY  
Deputy City Manager

For questions, please contact Nora Chin, Assistant to the City Manager, at [nora.chin@sanjoseca.gov](mailto:nora.chin@sanjoseca.gov).