



# Memorandum

**TO:** RULES AND OPEN  
GOVERNMENT COMMITTEE

**FROM:** Dolan Beckel

**SUBJECT:** SEE BELOW

**DATE:** May 16, 2019

Approved

Date

16 MAY 2019

**SUBJECT: UPDATE TO THE JANUARY - JUNE 2019 SMART CITIES AND  
SERVICE IMPROVEMENTS COMMITTEE WORK PLAN**

## **RECOMMENDATION**

Approve the following changes to the January - June 2019 Smart Cities and Service Improvements Committee Work Plan.

- (a) Add the following item for June 6, 2019 to the Smart Cities and Service Improvements Committee Work Plan:

**Civic Engagement Through Technology Initiative Update. (Mayor's Office/City Manager's Office)**

**Purpose:** Provide a verbal update on the Facebook/YouTube Livestream Pilot which ended in April 2019, including the compiled results of the pilot and recommendations on next steps.

- (b) Drop the following item for June 6, 2019 from the Smart Cities and Service Improvements Committee Work Plan:

**Business Process Automation and E-signatures. (Information Technology/City Attorney)**

**Purpose:** Provide a presentation on digitization of a pilot group of services leveraging e-signatures ordinance, policies and standards work, and workflow re-engineering. Review service improvements, impacts, and opportunities to scale.

## **BACKGROUND**

### **Civic Engagement Through Technology Initiative Update**

Staff requests adding the Facebook/YouTube Livestream Pilot Update item to the Smart Cities and Service Improvements Committee June 6, 2019 agenda. The pilot ended in April 2019, and staff would like to present the results of the pilot and recommendations on next steps.

### **Business Process Automation and E-signatures**

Staff requests dropping the Business Process Automation and e-Signatures item due to procurement delays. While ordinance and policy work are complete, staff will bring this item back to the Smart Cities and Service Improvements Committee once a vendor has been selected and pilot efforts with departments can be demonstrated to the Committee. Staff anticipates this will be in late-2019, pending progress with acquisition and implementation of the solution.

/s/

DOLAN BECKEL

Director, Office of Civic Innovation

For questions, please contact Mike Jones, Staff Specialist, City Manager's Office,  
at (408) 535-8192.