



Memorandum

**TO: RULES AND OPEN GOVERNMENT
COMMITTEE**

**FROM: Mayor Sam Liccardo
Chair Lan Diep**

**SUBJECT: SMART CITIES AND SERVICE
IMPROVEMENTS COMMITTEE
WORKPLAN**

DATE: July 31, 2019

Approved

Date

Approved

Date

RECOMMENDATION

- a) Approval of the Smart Cities and Service Improvements Committee workplan for the period August through December 2019 and setting its meeting schedule on the first Thursday of each month at 1:30 p.m. in the Council Chambers.
- b) Accept the draft Smart Cities and Service Improvements Committee workplan for the period January through June 2020.

WORKPLAN CONTENTS

**SMART CITIES AND SERVICE IMPROVEMENTS
COMMITTEE WORKPLAN
August 2019 - June 2020**

COMMITTEE MEMBERS:

LAN DIEP, CHAIR
CHARLES "CHAPPIE" JONES, VICE CHAIR
SAM LICCARDO, MEMBER
DEV DAVIS, MEMBER
SERGIO JIMENEZ, MEMBER

STAFF:

KIP HARKNESS, CITY MANAGER'S OFFICE
SHIREEN SANTOSHAM, MAYOR'S OFFICE
ED MORAN, CITY ATTORNEY'S OFFICE
TONI TABER, CITY CLERK'S OFFICE

MISSION STATEMENT:

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

AUGUST THROUGH DECEMBER 2019 WORKPLAN ITEMS:

AUGUST 1, 2019 - CANCELLED

SEPTEMBER 5, 2019

1. Smart City Roadmap Update. (Civic Innovation)

Purpose: Provide a verbal update, outstanding issues, and project highlights for the Smart City Roadmap 2.0 initiatives which includes a Small Wonders update and demonstration from the Public Works Department on the "STIR Wage Compliance Management Tool" project to ensure contractor compliance with prevailing wage laws. Discussion and feedback to staff.

2. Small Cell Permitting, Deployment, and Process Improvement Update. (Civic Innovation/Public Works)

Purpose: Provide an update on small cell deployments and key performance indicators for permitting performance. Discussion and feedback to staff.

3. Privacy Policy Update. (Civic Innovation)

Purpose: Provide a written update on the detailed workplan for the development of the City's privacy policy. Discussion and feedback to staff.

4. Access East Side Update. (Civic Innovation/Library/Information Technology/Public Works)

Purpose: Provide a verbal update on the deployment of a community wireless network within the James Lick High School attendance area and additional areas for East Side Union High School District that will provide greater internet access to underserved students, teachers, and the surrounding community. Discussion and feedback to staff.

OCTOBER 3, 2019

1. Smart City Roadmap Update. (Civic Innovation)

Purpose: Provide a verbal update, outstanding issues, and project highlights for the Smart City Roadmap 2.0 initiatives which includes a Small Wonders update and demonstration from the Housing and Office of Emergency Management Departments on the “STIR Disaster Response Platform” project that will provide a workflow platform to address localized fire incidents on multiuse type of properties. Discussion and feedback to the staff.

2. Digital Inclusion Partnership Update. (Civic Innovation/Library)

Purpose: Provide a written update on the status of launching the digital inclusion partnership with the California Emerging Technology Fund (CETF) which will include status of organizational structure, work plan, and capital and operating budget. Discussion and feedback to staff.

3. City Website Update. (City Manager’s Office)

Purpose: Provide an update on the City's Website Redesign Project, intended to enhance the City's digital presence and improve the ability of residents to actively engage with that digital presence. Discussion and feedback to staff.

NOVEMBER 7, 2019

1. Smart City Roadmap Update. (Civic Innovation)

Purpose: Provide a verbal update, outstanding issues, and project highlights for the Smart City Roadmap 2.0 initiatives which includes a Small Wonders update and demonstration from the Police Department on the “Neighbors by Ring” project that uses crowd sourcing through comments and video to address crime and safety events within neighborhoods. Discussion and feedback to staff.

2. Rent Registry Update. (Housing)

Purpose: Provide a written update on the data collected through the Rent Registry that is being used to influence housing policy and housing research by City staff and outside agencies. Discussion and feedback to staff.

3. Community Wi-Fi Strategy Update. (Civic Innovation)

Purpose: Provide a verbal update on a Citywide approach for the implementation of wi-fi that will help support economic development, City infrastructure, and minimize the digital divide. Discussion and feedback to staff.

DECEMBER 5, 2019

1. Smart City Roadmap Update. (Civic Innovation)

Purpose: Provide a verbal update, outstanding issues, and project highlights for the Smart City Roadmap 2.0 initiatives which includes a Small Wonders update and demonstration from the Housing Department on the “STIR Affordable Housing Compliance System” project to manage affordable housing portfolio for compliance and reporting. Discussion and feedback to staff.

2. Electronic Vehicle (EV) Strategy Update. (Transportation/Community Energy/ Environmental Services)

Purpose: Provide a verbal update on the progress on initiatives and goals related to the City’s EV strategy, including key partnerships, action taken, work-streams, timeline, and key next steps. Discussion and feedback to staff.

3. Business Process Automation Update. (Information Technology)

Purpose: Provide a written update on the City’s pilot efforts to digitize City forms, workflows, approvals, and records retention/search. Present direction to grow, use, and expand to resident-facing uses. Discussion and feedback to staff.

4. Technology Deployment Audit Report. (City Auditor)

Purpose: Provide a report on the Technology Deployment Audit. Discussion and feedback to staff.

DRAFT JANUARY THROUGH JUNE 2020 WORKPLAN ITEMS:

JANUARY 2, 2020 - CANCELLED

FEBRUARY 6, 2020

1. **Smart City Roadmap Update.** (Civic Innovation)
Purpose: Provide a verbal update, outstanding issues, and project highlights for the Smart City Roadmap 2.0 initiatives which includes a Small Wonders update demonstration. Discussion and feedback to staff.
2. **FirstNet Migration Update.** (Civic Innovation/Police/Fire/Emergency Management)
Purpose: Provide a written update on local FirstNet migration and the implementation plan including scope, approach, major milestones, status, challenges, and next steps. Discussion and feedback to staff.
3. **Spatial Data Integration Update.** (Public Works)
Purpose: Provide a verbal update on the accomplishments, ongoing data maintenance efforts, and integrations of the Master Address Database, which includes the 2020 Census Local Update of Census Addresses Operation (LUCA). Discussion and feedback to staff.
4. **Business Tax Amnesty Solution.** (Finance/Information Technology)
Purpose: Provide a verbal update on the Business Tax Amnesty Portal implementation including scope, approach, major milestones, status, challenges, and next steps. Discussion and feedback to staff.

MARCH 5, 2020

1. **Smart City Roadmap Update.** (Civic Innovation)
Purpose: Provide a verbal update, outstanding issues, and project highlights for the Smart City Roadmap 2.0 initiatives which includes a Small Wonders update demonstration. Discussion and feedback to staff.
2. **2020-2022 Innovation and Technology Strategic Plan.** (Information Technology)
Purpose: Provide a verbal update on the concluding of the City's 2017-2019 Innovation and Technology Strategic Plan and performance of goals set. Present input themes, strategies, and priorities for the 2020-2022 Information Technology Strategic Plan. Discussion and feedback to staff. Cross-reference to City Council for approval. Discussion and feedback to staff.

3. Internet of Things Strategy and Implementation Update. (Civic Innovation/Transportation/Public Works)

Purpose: Provide a written update on the City's Internet of Things (IoT) Strategy and written updates on IoT pilot projects including the Department of Transportation (DOT) e-Tracker Project, the DOT Intersection Safety Analytics, the Siemen's City Hall Energy Management Project, and other IoT pilot projects as appropriate.

4. Community Wi-Fi Strategy Update. (Civic Innovation)

Purpose: Provide a verbal update on a Citywide approach for the implementation of wi-fi that will help support economic development, City infrastructure, and minimize the digital divide. Discussion and feedback to staff.

APRIL 2, 2020

1. Smart City Roadmap Update. (Civic Innovation)

Purpose: Provide a verbal update, outstanding issues, and project highlights for the Smart City Roadmap 2.0 initiatives which includes a Small Wonders update demonstration. Discussion and feedback to staff.

2. Data Strategy Update. (Civic Innovation)

Purpose: Provide a written update on the approach to how the City will manage and utilize data to drive decision-making and improve the City's level of service. Discussion and feedback to staff.

3. Integrated Permitting System Update. (Civic Innovation/Public Works/Planning, Building and Code Enforcement)

Purpose: Provide a verbal update of the Integrated Permitting System's (AMANDA) implementation including scope, approach, major milestones, status, challenges, and next steps. Discussion and feedback to staff.

4. Autonomous Vehicles Update. (Transportation)

Purpose: Provide a written update on work underway and planned with key partners to support the development of Automated Vehicle regulations, policies, and pilot projects that align with the City's goals for a balanced, efficient, and safe transportation system. Discussion and feedback to staff.

MAY 7, 2020

1. Smart City Roadmap Update. (Civic Innovation)

Purpose: Provide a verbal update, outstanding issues, and project highlights for the Smart City Roadmap 2.0 initiatives which includes a Small Wonders update demonstration. Discussion and feedback to staff.

2. Privacy Strategy Update. (Civic Innovation)

Purpose: Provide a written update on the privacy use cases, community engagement, and the workplan for the privacy policy. Discussion and feedback to staff.

3. Greenhouse Gas Emissions Report and Dashboard and Residential Housing Natural Gas Elimination Roadmap. (Environmental Services)

Purpose: Provide a verbal update on outstanding issues and project successes that have lowered greenhouse gas emissions, as indicated by various metrics on the Climate Smart San José Dashboard, with a specific focus on the decarbonization of residential and commercial buildings. Discussion and feedback to staff.

4. My San Jose Update. (Civic Innovation/Information Technology)

Purpose: Provide a written update on improvements to My San Jose, a digital platform that makes it easier for residents and government to work together to keep San José safe, clean, and engaged. Discussion and feedback to staff.

JUNE 4, 2020

1. Smart City Roadmap Update. (Civic Innovation)

Purpose: Provide a verbal update, outstanding issues, and project highlights for the Smart City Roadmap 2.0 initiatives which includes a Small Wonders update demonstration. Discussion and feedback to staff.

2. Joint School/Library Issued Cards Update. (Library)

Purpose: Provide a verbal update on the goal of this initiative to enhance access for San José students, grades K-12. The joint school/library card initiative presentation will review and identify the district partnerships, distribution of cards, card use, the successes, challenges, and planned improvements for the next academic year. Discussion and feedback to staff.