CITY OF
SAN JOSE
CAPITAL OF SILICON VALLEY

Memorandum

TO: RULES AND OPEN
GOVERNMENT COMMITTEE

FROM: Dolan Beckel

SUBJECT: SEE BELOW

DATE: November 13, 2019

Approved ~~D. DSyC~~   Date 11/14/19

SUBJECT: **UPDATE TO THE AUGUST - DECEMBER 2019 SMART CITIES AND SERVICE IMPROVEMENTS COMMITTEE WORKPLAN**

RECOMMENDATION

Approval to drop the following item in the August - December 2019 Smart Cities and Service Improvements Committee Workplan:

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.

BACKGROUND

Staff requests dropping the Business Process Automation (BPA) Update item for the Smart Cities and Service Improvements Committee's December 5, 2019 agenda. BPA remains in procurement and is currently in selection. The contract should be awarded in the first quarter of 2020.

/s/
DOLAN BECKEL
Director, Office of Civic Innovation

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