



# Memorandum

**TO: RULES AND OPEN GOVERNMENT  
COMMITTEE**

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

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

**DATE:** November 10, 2020

Approved

Date 12/2/20

Approved

Date 12/2/20

## **RECOMMENDATION**

Approval of the Smart Cities and Service Improvements Committee Work Plan for the period January through June 2021, setting its meeting schedule on the first Thursday of each month at 1:30 p.m. by virtual meeting due to the COVID-19 pandemic restrictions, until further notice.

## **WORK PLAN CONTENTS**

**SMART CITIES AND SERVICE IMPROVEMENTS  
COMMITTEE WORK PLAN  
January 2021 - June 2021**

### **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  
ED MORAN, 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 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.

***JANUARY THROUGH JUNE 2021 WORK PLAN ITEMS:***

**JANUARY 7, 2021 – CANCELLED**

**FEBRUARY 4, 2021**

1. **Smart City Roadmap Update.** (Information Technology/Civic Innovation)  
**Purpose:** Provide a verbal update on project highlights for Smart City Roadmap and City technology initiatives.
2. **City Portfolio-Products-Projects Management Report.** (Information Technology)  
**Purpose:** Provide a report on the City's investments in improving product management and project execution in the City organization. Review approaches, policies, results, and reporting dashboard that resolves a City Auditor recommendation.
3. **Vision Zero and Innovation Report.** (Transportation)  
**Purpose:** Provide a verbal report, including project highlights, on the Vision Zero initiative and innovation.

**MARCH 4, 2021**

1. **Greenhouse Gas Emissions Report, Dashboard, and Residential Housing Natural Gas Elimination Roadmap Report.** (Environmental Services)  
**Purpose:** Provide a report 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.
2. **FirstNet Update Report.** (Information Technology/Civic Innovation)  
**Purpose:** Provide a report on the City's migration to FirstNet and the status of implementation, including approach, milestones, challenges, and next steps.

**APRIL 1, 2021**

1. **Smart City Roadmap Update.** (Information Technology/Civic Innovation)  
**Purpose:** Provide a verbal update on project highlights for Smart City Roadmap and City technology initiatives.
2. **Digital Inclusion Status Report.** (Library/Civic Innovation)

**Purpose:** Provide a verbal status report on the implementation of Wi-Fi access projects for school attendance areas with education partners. Review funding approaches and long-term program management.

**3. Small Cell and 5G Update Report.** (Civic Innovation)

**Purpose:** Provide a verbal report on small cell and 5G network construction in San José. Review progress, performance against goals, investments made in the City, and continuous improvement steps in permitting.

**MAY 6, 2021**

**1. 2021-2023 Information Technology Strategic Plan Report.** (Information Technology / Civic Innovation)

**Purpose:** Provide a report on the City's proposed 2021-2023 Information Technology Strategic Plan. Present analysis strategies and priorities identified, key metrics, and recommended plan.

**2. GIS Strategic Plan Report.** (Public Works)

**Purpose:** Provide a report on the direction and service priorities of the City's Geospatial Information Systems (GIS) Center of Excellence. Present strategic initiatives and roadmap.

**JUNE 3, 2021**

**1. Smart City Roadmap Update.** (Information Technology/Civic Innovation)

**Purpose:** Provide a verbal update on project highlights for Smart City Roadmap and City technology initiatives.

**2. City Digital Services Status Report.** (Human Resources/City Manager - Communications / Information Technology)

**Purpose:** Provide a status report on the City's transition to coordinated service delivery across in-person, online, mobile, phone, and assistive mode, including Powered by People 2.0 and prioritized initiatives. Present digital services roadmap, key metrics, successes to date, resource plan, and statuses.