



# Memorandum

## WORKPLAN CONTENTS

**SMART CITIES & SERVICE IMPROVEMENTS  
COMMITTEE WORKPLAN  
August 2018 - June 2019**

**COMMITTEE MEMBERS:**

CHARLES “CHAPPIE” JONES, CHAIR  
SAM LICCARDO, MEMBER  
JOHNNY KHAMIS, MEMBER  
DEV DAVIS, MEMBER  
LAN DIEP, MEMBER

**STAFF:**

KIP HARKNESS, CITY MANAGER’S OFFICE  
SHIREEN SANTOSHAM, MAYOR’S OFFICE  
ED MORAN, CITY ATTORNEY’S OFFICE  
LOUIS OSEMWEGIE, 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 2018 WORKPLAN ITEMS:***

**AUGUST 2, 2018 – CANCELLED**

**SEPTEMBER 6, 2018**

**1. Smart City Roadmap (Civic Innovation & Digital Strategy)**

**Purpose:** Provide a verbal update on the approach to create and execute Smart City Roadmap that highlights prioritized Strategy Projects, the Information Technology Strategic Plan, innovation at scale, small scale experiments, and pilot/demonstration projects. Discussion and feedback to staff.

**2. Digital Inclusion Program Fund Update (Civic Innovation & Digital Strategy)**

**Purpose:** Provide a verbal update on the status of the engagement to create a digital inclusion high-level strategic plan that will include a recommended organizational structure, digital inclusion program portfolio, and capital and operating budget. Discussion and feedback to staff.

**3. Access East Side** (Civic Innovation & Digital Strategy/Library/Information Technology/Public Works)

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

**OCTOBER 4, 2018**

**1. Smart City Roadmap** (Civic Innovation & Digital Strategy)

**Purpose:** Provide a verbal update on the approach to create and execute Smart City Roadmap that highlights prioritized Strategy Projects, the Information Technology Strategic Plan, innovation at scale, small scale experiments, and pilot/demonstration projects. Review the first draft of the Smart City Roadmap. Discussion and feedback to staff.

**2. Facebook Terragraph Update** (Civic Innovation & Digital Strategy)

**Purpose:** Provide a verbal update of the Facebook Terragraph demonstration project, major milestones, and key next steps. Discussion and feedback to staff.

**DEFERRED TO 12/6/18 MEETING**

**3. Business Tax System Update** (Information Technology/Finance)

**Purpose:** Provide an update on the status and efforts to complete the Business Tax System by the Finance Department, including operationalizing all requirements from November 2016 ballot initiative approved by voters and adding online account management. Discussion and feedback to staff.

**DEFERRED TO 11/1/18 MEETING**

**4. Small Cell and Fiber Optic Permitting Process Improvements** (Civic Innovation & Digital Strategy/Public Works/Transportation/Planning, Building and Code Enforcement)

**Purpose:** Provide an update on the staffing and process improvements for small cell and fiber permitting across departments. Discussion and feedback to staff.

**5. Facebook Live and Box Pilot Debrief and Next Steps** (Mayor)

**Purpose:** Provide a verbal update on the pilot test to stream the Smart Cities and Service Improvements Committee meetings on Facebook Live and store videos on Box in order to increase engagement and modernize the live-streaming experience. Discussion and feedback to staff.

**ADDED PER 9/26/18 RULES**

## **NOVEMBER 1, 2018**

1. **Smart City Roadmap** (Civic Innovation & Digital Strategy)  
**Purpose:** Provide a regular committee update on priority projects and key performance indicators for the Smart City Roadmap 2.0. Discussion and feedback to staff.
2. **Integrated Permitting System Update** (Civic Innovation & Digital Strategy/Planning, Building and Code Enforcement)  
**Purpose:** Provide a verbal update of the Integrated Permitting System (AMANDA) implementation including scope, approach, major milestones, status, challenges, and next steps. Discussion and feedback to staff.
3. **Internet of Things Strategy Update** (Civic Innovation & Digital Strategy/Information Technology)  
**Purpose:** Provide an update on Internet of Things (IoT) strategy and implementation plan including key partnerships, action taken, work-streams, timeline, and key next steps. Discussion and feedback to staff.

DROP – 10/17/18 Rules

4. **Mobility and Autonomous Vehicles** (Civic Innovation & Digital Strategy/Transportation)  
**Purpose:** Provide an update on the status of autonomous vehicle pilot projects in San José, as well as other important developments related to mobility technology. Discussion and feedback to staff.

DEFERRED TO 12/6/18 MEETING

5. **Demonstration Partnership Policy** (Civic Innovation & Digital Strategy)  
**Purpose:** Present guiding principles for the refresh of *Framework for Establishing Demonstration Partnership* policy. Discussion and feedback to staff.

DROP – 10/17/18 Rules

6. **Business Tax System Update** (Information Technology/Finance)  
**Purpose:** Provide an update on the status and efforts to complete the Business Tax System by the Finance Department, including operationalizing all requirements from November 2016 ballot initiative approved by voters and adding online account management. Discussion and feedback to staff.

(Deferred from 10/4/18)

DROP – 10/24/18 Rules

## **DECEMBER 6, 2018**

- 1. Digital Privacy** (Civic Innovation & Digital Strategy)  
**Purpose:** Provide an update on the development of Digital privacy guidelines including the policy framework and public engagement practices leveraged to develop the City's approach to digital privacy. Discussion and feedback to staff.
- 2. Dig Once Policy Options** (Civic Innovation & Digital Strategy)  
**Purpose:** Provide an update on the City's Dig Once Policy options for incentivizing coordinated construction and roadway paving to minimize costs and inconvenience for underground utilities and increase fiber optic installation in the public right-of-way. Discussion and feedback to staff.
- 3. Safe City Strategy** (Civic Innovation & Digital Strategy)  
**Purpose:** Provide an update on the City's Safe City Strategy to leverage process and data-centric technology solutions within and across Police, Fire, Emergency Management, and other departments. Discussion and feedback to staff.
- 4. New Website Update** (City Manager's Office)  
**Purpose:** Provide an update on the City's new website and Web Content Management System, intended to enhance the City's digital service delivery and improve the user experience. Discussion and feedback to staff.
- 5. Approach to Smart City Procurement** (Civic Innovation & Digital Strategy/Information Technology)  
**Purpose:** Present a draft framework and initial priorities for exploring improvements to procurement process and technology, in support of Smart City goals. Discussion and feedback to staff.
- 6. Facebook Terragraph Update** (Civic Innovation & Digital Strategy)  
**Purpose:** Provide a verbal update of the Facebook Terragraph demonstration project, major milestones, and key next steps. Discussion and feedback to staff.  
(Deferred from 10/4/18)
- 7. Mobility and Autonomous Vehicles** (Civic Innovation & Digital Strategy/Transportation)  
**Purpose:** Provide an update on the status of autonomous vehicle pilot projects in San José, as well as other important developments related to mobility technology. Discussion and feedback to staff.  
(Deferred from 11/1/18)

***DRAFT JANUARY THROUGH JUNE 2019 WORKPLAN ITEMS:***

**JANUARY 3, 2019 - CANCELLED**

**FEBRUARY 7, 2019**

1. **Smart City Roadmap** (Civic Innovation & Digital Strategy)  
**Purpose:** Provide a regular committee update on priority projects and key performance indicators for the Smart City Roadmap. Discussion and feedback to staff.
2. **Data Strategy Report** (Civic Innovation & Digital Services/Information Technology)  
**Purpose:** [to be determined]
3. **Small Cells Update** (Civic Innovation & Digital Strategy)  
**Purpose:** Provide a regular committee update on small cell deployments and key performance indicators for permitting performance. Discussion and feedback to staff.
4. **Small Cell Policy Refresh** (Civic Innovation & Digital Strategy)  
**Purpose:** Provide an update on small cell policy including usage fee rates, design guidelines, and an update on current small cell deployments. Discussion and feedback to staff.
5. **My San Jose Update** (Civic Innovation & Digital Strategy/Information Technology)  
**Purpose:** Provide an update on My San Jose service ecosystem, including customer experience, service delivery outcomes, and technology improvements. Discussion and feedback to staff.

**MARCH 7, 2019**

1. **Information Technology Audit Update** (Information Technology)  
**Purpose:** [to be determined]
2. **Information Technology Strategic Plan Update** (Information Technology)  
**Purpose:** [to be determined]
3. **Smart Irrigation Controllers in City Parks Plan** (Parks, Recreation and Neighborhood Services/Civic Innovation & Digital Strategy)  
**Purpose:** [to be determined]

**APRIL 4, 2019**

1. **Smart Cities Roadmap** (Civic Innovation & Digital Strategy)  
**Purpose:** Provide a regular committee update on priority projects and key performance indicators for the Smart City Roadmap. Discussion and feedback to staff.

2. **Business Process Automation and E-signatures** (Information Technology/Finance)  
**Purpose:** [to be determined]
3. **LED Streetlight Conversion Update** (Civic Innovation & Digital Strategy/Transportation)  
**Purpose:** [to be determined]

**MAY 2, 2019**

1. **Happy Hollow Park & Zoo Biometric Timeclock Report** (Parks, Recreation and Neighborhood Services/Information Technology)  
**Purpose:** [to be determined]

**JUNE 6, 2019**

1. **Smart City Roadmap** (Civic Innovation & Digital Strategy)  
**Purpose:** Provide a regular committee update on priority projects and key performance indicators for the Smart City Roadmap. Discussion and feedback to staff.