



# Memorandum

## WORKPLAN CONTENTS

**SMART CITIES AND SERVICE IMPROVEMENTS  
COMMITTEE WORKPLAN  
January 2019 - June 2019**

**COMMITTEE MEMBERS:**

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

**STAFF:**

KIP HARKNESS, CITY MANAGER’S OFFICE  
DOLAN BECKEL, 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.

**JANUARY 3, 2019 - CANCELLED**

**FEBRUARY 7, 2019**

- 1. Smart City Roadmap Update** (Civic Innovation & Digital Strategy/Information Technology)  
**Purpose:** Provide a verbal update on the Smart City Roadmap 2.0 initiatives including the first draft of prioritized “Big Rocks” and “Small Wonders” projects and an Information Technology Department “Brilliant at the Basics” summary. Discussion and feedback to the staff.
- 2. Broadband Policy and Small Cell Policy Refresh** (Civic Innovation & Digital Strategy)  
**Purpose:** Provide a verbal update on small cell policy including usage fee rates, current small cell deployments, and permitting performance. Discussion and feedback to staff.

## **MARCH 7, 2019**

1. **Smart City Roadmap Update** (Civic Innovation & Digital Strategy)  
**Purpose:** Provide an update on project status and outstanding issues for Smart City Roadmap 2.0 initiatives. Discussion and feedback to the staff.
2. **Public Engagement Through Data Stories** (Information Technology)  
**Purpose:** Provide a presentation on data journalism work targeting greater community engagement through data-oriented stories that are meaningful to the San José community. Work is built on the City Open Data Environment and public data portal, with support from grant and private-sector partners. Discussion and feedback to staff.
3. **Digital Services Strategy** (Civic Innovation & Digital Strategy)  
**Purpose:** Provide a verbal update on digital strategy for making City services easy to find, easy to use, and accessible to everyone. Discussion and feedback to staff.

## **APRIL 4, 2019**

1. **Smart City Roadmap Update** (Civic Innovation & Digital Strategy)  
**Purpose:** Provide a status update, project highlights, and outstanding issues for Smart City Roadmap 2.0 initiatives. Discussion and feedback to the staff.
2. **Information Technology Strategic Plan Update** (Information Technology)  
**Purpose:** Provide a verbal update regarding the progress on the initiatives and goals detailed in the City's 2017-2019 Innovation and Technology Strategic Plan since City Council's approval of the plan at the end of March 2017. Review remaining work for 2019. Discussion and feedback to staff.
3. **Information and Technology Audit Update** (Information Technology)  
**Purpose:** Provide a verbal update on the progress made closing recommendations and findings from the City Auditor's Office and external auditors related to technology general controls, mobile devices, technology deployments, and financial statements. Discussion and feedback to staff.
4. **Autonomous Vehicles Strategy** (Civic Innovation & Digital Strategy/Transportation)  
**Purpose:** Provide a verbal update on the Autonomous Vehicle strategy and current initiatives for San José. Discussion and feedback to staff.

## **MAY 2, 2019**

- 1. Smart City Roadmap Update** (Civic Innovation & Digital Strategy)  
**Purpose:** Provide a status update, project highlights, and outstanding issues for Smart City Roadmap 2.0 initiatives. Discussion and feedback to the staff.
- 2. Internet of Things (IoT) Strategy Update** (Civic Innovation & Digital Strategy/Information Technology)  
**Purpose:** Provide a verbal 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.
- 3. Privacy Policy Update** (Civic Innovation & Digital Strategy)  
**Purpose:** Provide a verbal update on the City's approach to digital privacy policy and citywide privacy principles. Present outcomes and recommendations from public engagements and meetings of the Privacy Advisory Taskforce. Discussion and feedback to staff.

## **JUNE 6, 2019**

- 1. Smart City Roadmap Update** (Civic Innovation & Digital Strategy)  
**Purpose:** Provide a status update, project highlights, and outstanding issues for Smart City Roadmap 2.0 initiatives. Discussion and feedback to the 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. 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. Discussion and feedback to staff.
- 4. My San Jose Update** (Civic Innovation & Digital Strategy/Information Technology)  
**Purpose:** Provide a verbal 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 the staff.