

**City of Milpitas
Unapproved Minutes
Science, Technology and Innovation Commission
August 19, 2019**

I. Call to Order & Roll Call:

Chair Dinesh Gupta called the meeting to order at 7:00 P.M.

Members Present: D. Gupta, W. Lam, A. Bao, N. Gupta, E. Bautista,
R. Choudhury (Alt1) G. Haas (Alt2)

City Council: B. Nunez

C.M.O. Staff: A. Kantak I.T. Staff: M. Luu, E. Pasion

Members Absent: J. Hallera,

II. Pledge of Allegiance:

The members of the Commission recited the Pledge of Allegiance.

III. Announcements:

No announcements reported by staff.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S N. Gupta / A. Bao Ayes: 7

V. Approval of the Minutes:

Motion to approve the minutes for May 20, 2019

M/S N. Gupta / R. Choudhury Ayes: 7

VI. Public Forum:

No comments made for the record.

VII. New and Continued Business:

1. Handbook Review - Final

Information Technology staff provided a summary of the final version of the City Council approved Commissioner's handbook and user guidelines.

The Commissioners were provided copies of the new handbook and reviewed the new membership changes that have been implemented. Staff noted that the total number of members have been changed to align with all the other City Commissions excluding the Planning Commission.

Chair Gupta requested staff to provide better communications involving changes to the Commission. The Commissioners requested more information and involvement moving forward.

Motion to receive the update on final version of the commissioner's handbook.

M/S

N. Gupta / W. Lam

Ayes: 7

2. Department Vacancies

Information Technology staff provided a summary of the current vacancies within the department. Staff shared that they had hired temporary technology hires that will assist for the time being with the daily operations of the department. Staff is currently working with the City's Human Resources department in filling vacancies.

Staff would provide and another update on those positions once they become noticed for public hiring.

Motion to receive the report on commission and department vacancies.

M/S

N. Gupta / R. Choudhury

Ayes: 7

3. Work Plan Review

Chair D. Gupta continued with the discussion of the Commission's work plan and reviewing the topics to be presented to the City Council at a future meeting date.

The Commission's goal was to determine roles and responsibilities for each Commission member for the work plan topics.

The Commission reviewed the five work plan items listed below:

- 5G/First-Net
- Citywide Shuttle Service
- Odor Reporting
- Citywide Traffic
- Ongoing Technology

5G/FirstNet: City staff noted that they were working on master lease agreements with Verizon and AT&T. Some Commission members had reached out to the community about any potential concerns about 5G/small cells and reported that they had not heard of any concerns from the community but that this may also be a result of lack of information on this topic. The Commission requested that an online comment form be included on the City's web page for the public to leave comments and concerns address the proposed 5G implementation.

City wide shuttle service: Councilmember Nunez noted that joint-commission involvement would be helpful for the Commission's participation for example the shuttle services currently involves the Economic Development and Trade Commission. City staff should assist in facilitating the partnerships between Commissions.

Odor Monitoring Program: Councilmember Nunez noted that the City's Public Works department is working on the odor matter by purchasing and deploying odor monitoring equipment throughout the Milpitas community. The overall direction is from the City Council and the program is led by the City Manager's Office. City staff shared that two projects are currently underway, a community odor monitoring program being managed by the City and a regional odor study being managed by the Bay Area Air Quality Management District. The Commissions expressed a desire to participate and asked for an update on this topic at the next meeting.

Traffic Congestion: Commissioner Lam noted that some City traffic lights are not timed properly, leading to traffic congestion. Staff will have traffic engineering staff connect with the Commissioner and provide information on current traffic light management efforts in the City. The City also planning to do a traffic congestion study to monitor the impacts of BART once it has been operational for a year.

On Going Technology: The Commission noted that the City's IT Strategic Information Technology Plan and the My Milpitas App should be brought back for status updates.

Motion to receive the work plan review.

M/S N. Gupta / R. Choudhury Ayes: 7

4. IT Reports June and July

Staff provided a summary of the activities and projects currently in progress during the months of June and July 2019. Information Technology staff gave a summary of the various programs being implemented for use by city departments.

Staff reported it has fully migrated Office 365 to a Cloud-based environment for all city emails. Staff has implemented a new Form 700 E-filing process with the City Clerk's office. The City has officially transitioned to electronic time card submittals removing all use of paper time cards. IT staff is continuously addressing the cyber security threats citing recent city's that have been impacted with this form of data theft.

Motion to receive the IT reports for June and July 2019.

M/S N. Gupta / R. Choudhury Ayes: 7

5. Roundtable

No comments or concerns made for the record.

VIII. Adjournment of Meeting:

Chair Dinesh Gupta adjourned the commission meeting at 8:12 PM, Monday, August 19, 2019.

The next meeting will be 7:00 PM, Monday, September 16, 2019,
Milpitas City Hall committee conference room.