

**Science, Technology and Innovation Commission
Milpitas City Hall Committee Conference Room
Meeting Minutes - DRAFT
May 4, 2020**

1. Call to Order:

Chair A. Bao called the meeting to order at 7:05 P.M.

2. Roll Call:

Members Present: A. Bao, E. Bautista, G. Haas, N. Lalani,
R. Choudhury, U. Mehta

R. Choudhury joined the meeting at 7:19PM

U. Mehta joined the meeting at 8:00PM

Vice Mayor B. Nuñez present

Vice Mayor B. Nuñez departed the meeting at 8:43PM

Staff Present: Assistant City Manager A. Kantak, IT Director M. Luu, IT
Manager D. Nam

Members Absent:

B. Nguyen

3. Pledge of Allegiance:

Meeting attendees recited the Pledge of Allegiance

4. Public Forum:

No comments made for the record

5. Business Items

A. Receive Presentation on ITSP (IT Strategic Plan)

City's IT Strategic planning consulting firm Thirdwave, and the representative Roy Hernandez provided a 5-year IT Strategic Plan presentation and the recommendations to the commission.

A. Bao asked if additional consulting services will be provided by Thirdwave to carry out the recommendations.

Staff stated that the implementation will be carried out with a combination of staff and consultants. ITSP scope of work does not include implementation.

Vice Mayor Nuñez asked that the report include clarifications for \$0 initiatives, and that the City Council needs to be aware that the \$0 initiatives do not include staffing necessary to complete the tasks.

E. Bautista requested that the report be updated to include staff resources needed to complete the tasks.

A. Bao asked if the number of initiatives for the first year is too many.

Staff stated that several of the first-year tasks are already underway, and some project

durations are short. Staff feels that the list is manageable with the current staffing at this time, but there will be periodic reassessment to fill the gap in resources in the following years.

Vice Mayor Nuñez asked if the consultant spoke with each of the City Council members and residents.

Consultant stated that Council and resident interviews were not included in the study.

A. Bao recommended to include the City Council in the interviews in the future.

Vice Mayor Nuñez asked if adjusting the order of initiatives in 5-Year DSP Roadmap is possible if needed.

Vice Mayor Nuñez asked for further clarification can be added to the Year-1 IT staffing initiative, and to include cost to adapt the new initiatives and the percentage of the tasks already in progress.

Consultant will include additional clarification which outlines at which point additional staffing may be needed. Consultant stated that the first year cost is projected to be \$800K.

A. Bao asked if periodic status report can be provided more frequently than once at the end of the year.

Staff will provide update to the commission quarterly or every 6-months.

Vice Mayor Nuñez asked who developed the Goals, Objectives and Vision included in the presentation.

Consultant stated that they were drafted by the consultant after reviewing the budget document.

N. Lalani asked if there is cost-benefit analysis. Assistant City Manager A. Kantak stated that cost-benefit analysis could be included for the first-year plans.

U. Mehta asked if governance compliance details can be included in the plan.

U. Mehta asked if the plan is reviewed annually, or the 5-year plan will be adopted in the beginning. A. Kantak clarified that the plan will include notes that will allow annual assessment of the plan, and any necessary modifications.

Motion to receive the report

Motion/Second

E. Bautista / A. Bao

Ayes: 6

11. Adjournment

Meeting adjourned at 8:54 PM, Monday, May 4, 2020.