

**City of Milpitas
Unapproved Minutes
Science, Technology and Innovation Commission
February 25, 2019**

I. Call to Order & Roll Call:

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

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

Members Absent: K. Bohan, J. Hallera (e), H. Tran (e), S. Singh (e)

I.S. Staff: M. Luu, E. Pasion

II. Pledge of Allegiance:

The members of the Commission recited the Pledge of Allegiance.

III. Announcements:

Staff reported that Verizon mobile will be presenting at the commission's March meeting on a tentative agreement with the City of Milpitas.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S N. Gupta / W. Lam Ayes: 6

V. Approval of the Minutes:

Motion to approve the minutes for January 14, 2019

M/S N. Gupta / W. Lam Ayes: 6

VI. Citizen's Forum:

Member of the audience wanted to say hello. His first meeting to attend at city hall.

VII. New and Continued Business:

1. January 2019 Monthly Report

Staff reported on the projects and activities in progress for the month of January 2019 for the following items;

- Project Dox implementation and rolled out in January.
- LAN/WAN expansion and upgrade of city data network technology with May 2019 completion estimate date.
- Police Records Management implementation upgrades and vendor final updates and operational uses.
- Lucity software rollout for public works, work orders and purchasing use.

- Telestaff scheduling application for fire department staff management usage for scheduling with CAD integration.
- Verizon small cell rollout for Milpitas and use agreement for pending rollout and operation and technical introduction to the commission.
- Scheduled rollout of Microsoft Office 365 – Cloud base application use for city departments scheduled for mid-year 2019 with 500 use-licenses.
- Cayenta ERP upgrade for finance, human resources and billing
- Technology strategic planning document for future growth.

Motion to note, receipt and file.

M/S

N. Gupta / R. Choudhury

Ayes: 6

2. Commission Handbook Review

Staff welcomed Ashwini Kantak, the city's assistant city manager, to the commissioners.

The commissioners were given a copy of the new Milpitas Commissioners Handbook for 2019 and were guided through the chapters that all city commissions would be involved with.

The commissioners were updated on the new and revised responsibilities outlined in the new handbook and the role and new expanded scope that several city commissions have been given as part of their advisory duties to the city council as it relates to the use of technology and how it can benefit the Milpitas community.

The commissioners were given an update on the annual work plan presentation to city council and noted that it is within alignment with the city council's priorities and that the group's time is used productively in achieving its goal for the calendar year. The annual work plan requires that the commission have a one year plan. Staff noted that the current five year plan needed to be refocused and manageable one year plan to address attainable results that can be reported back to the city council.

Revisions were explained regarding appointments to commissions, applying to city commissions and length of time of service on a given commission. The handbook outlined that a commissioner can only serve a maximum of three consecutive terms on a given commission then must be termed-out to provide opportunity to other community members to serve on a given commission or committee.

Revisions to the commission by-laws are also being planned in order to unify consistent language related to roll to the city and commission membership numbers to seven appointed community members. Thereby making all city commissions with similar numbers serving on a city commission.

Motion to note, receipt and file.

M/S

N. Gupta / W. Lam

Ayes: 6

3. Work Plan & Alignment with Council Priorities

Chair Gupta presented a newly revised outline of the presentation for consideration to city council.

Social media and seeking outreach from the community: Staff using current and new outreach social media technologies to involve the community on city issues and programs.

Odor issues relating to the landfill: City staff is working on the matter and currently work with outside agencies and with the city's public works department

Traffic Congestion: Installation of more traffic web cameras. Staff noted that the city's engineering department has been working this matter along with other city programs related to traffic congestion, bike mapping routes and shuttle transit services that can benefit the Milpitas community overall. Commissioner Lam noted that use of automated shuttle services with on call request for service throughout Milpitas.

Staff noted to work through the commission liaisons to help with questions.

Chair Gupta continued with the list of ongoing projects on the outline that the commission can provide assistance in evaluating.

- Cyber Communications
- Telecommunications
- Public Safety
- Technology Applications
- New Technologies

Staff noted that it can provide assistance and direction on the topics as it works with city departments.

Chair Gupta reiterated that the March commission meeting will review the work plan and prepare for an April presentation to city council.

Motion to note, receipt and file.

M/S

N. Gupta / R. Choudhury

Ayes: 6

4. Round Table Discussion

No comments made for the record.

VIII. Adjournment of Meeting:

Chair Dinesh Gupta adjourned the Science, Technology and Innovation Commission meeting at 8:05 PM, Monday, February 25, 2019.

The next scheduled commission meeting will be 7:00 PM Monday, March 18, 2019, Milpitas city hall committee conference meeting room.