

**Science, Technology, and Innovation Commission  
Milpitas City Hall Committee Conference Room  
Regular Meeting Minutes  
April 21, 2025**

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**1. Call to Order**

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

**2. Pledge of Allegiance**

Commissioners recited Pledge of Allegiance

**3. Roll Call**

Members Present

A. Bao, A. Alcorn, A. Mukherjee, K. Le, S. Sinha, S. Chu

Staff Present

Deputy IT Director P. Agrawal

Council Liaison Present

Councilmember W. Lam

Members Absent

R. Choudhury, A. Shah

**4. Seating of Alternates**

No seating of alternates.

**5. Approval of Agenda**

Motion to approve April 21, 2025 agenda

Motion/Second: S. Sinha/ S. Chu

Ayes: 6

**6. Approval for Meeting Minutes**

Motion to approve February 24, 2025 minutes

Motion/Second: K. Le/A. Bao

Ayes: 6

**7. Public Forum**

No public forum

**8. Announcements**

**a. Commissioner Announcements / Updates**

Commission informed about DPW plan to synchronize Calaveras signal

Commissioner Chu shared his experience with Civic Leadership Academy

Commission agreed to start working on next year work plan from June.

**9. Business Items**

**a. 2024-2025 Work Plan Items**

**i. Goal 1: Artificial Intelligence**

Owner/Co-Owner: S. Sinha, A. Mukherjee

- GovAI coalition Policy version 2 under development.

- Commission discussed collaboration of City of Milpitas with San Jose on AI policy.
- ii. Goal 2: **A.I. usage in city government**  
Owner/Co-Owner: A. Bao, S. Chu, R. Choudhury, A. Shah
  - Commission discussed the plan and subgoals for the work item presented by Commissioner Bao.
- iii. Goal 3: **Cybersecurity**  
Owner/Co-Owner: A. Alcorn, S. Sinha, K. Le, A. Shah
  - Goal owners still reviewing the subgoals and plan for the work item.

Motion to receive and file work plan updates.  
Motion/Second: A. Alcorn/ S. Sinha  
Ayes: 6

#### **10. Liaison Reports**

##### **a. Councilmember Lam Report**

Councilmember Lam shared updates from last City Council meeting.

##### **b. City Staff Report**

None

#### **11. Adjournment**

Meeting adjourned at 8:00 PM, April 21, 2025

# Artificial Intelligence Usage in City Government

**Goal:** Research and provide product information to the City of Milpitas on AI technologies that benefit city governance in terms of increasing safety, productivity, and efficiency.

**Owners:** R Choudhury, S Chu, A Shah (Student), A Bao

#	Projects	Objective	Action Items :
2.1	Use of AI systems for IT infrastructure	Improve IT service for City Council Mtgs and functions.	<ul style="list-style-type: none"> <li>• Meet with Milpitas IT Dept</li> <li>• Meet with other cities' IT Depts.</li> <li>• Research products available for city government.</li> </ul>
2.2	Use of AI systems for physical security & surveillance	Promote Police Dept services and efficiency and increase public safety.	<ul style="list-style-type: none"> <li>• Meet with Police Dispatch Dept/Chief.</li> <li>• Research products available for Police Dept, including license plate reader and crime prevention.</li> <li>• Continue meeting with other cities, e.g. Fremont on long term result and benefit of Derq traffic intersection accident &amp; near-miss analysis AI system.</li> </ul>
2.3	Use of AI systems for public service & support	Promote efficiency for Fire & Public Works Depts and increase public services.	<ul style="list-style-type: none"> <li>• Meet with Fire Dept/Chief and Public Works Dept.</li> <li>• Meet with other cities' Public Works Depts.</li> <li>• Research products available for public services.</li> </ul>
2.4	Use of AI systems for HR & city personnel support	Reduce administrative workload and improve efficiency for HR & legal services.	<ul style="list-style-type: none"> <li>• Meet with HR Dept/City Manager.</li> <li>• Meet with other cities' HR Depts.</li> <li>• Research and evaluate HR products, including FireFlies NoteTaker.</li> </ul>