

TECHNOLOGY, INFORMATION & COMMUNICATIONS COMMISSION

Regular Meeting

March 6, 2024, 7:00 p.m.

Conference Room A

10300 Torre Avenue, Cupertino

**DRAFT MINUTES**

**CALL MEETING TO ORDER**

Meeting was called to order at 7:03 pm

**ROLL CALL**

Commissioners Present: Mukesh Garg, Emma Shearin, Balaram Donthi  
Commissioners Remote: Sudeep Kumar  
Commissioners tardy: Prabir Mohanty  
Staff Present: Bill Mitchell, Chief Technology Officer  
Tommy Yu, Infrastructure (IT) Manager  
Peter Coglianesi, Multimedia Communications Specialist

Commissioner Shearin made a motion to table Agenda Item No. 1 Approval of Minutes and Item No. 2 New Business after Agenda Item No. 5.

Chair Garg second the motion.

Motion passes 4-0 with Commissioner Mohanty not present.

**ORAL COMMUNICATIONS**

This portion of the meeting is reserved for persons wishing to address the commission on any matter not on the agenda. Speakers are limited to three (3) minutes a person. In most cases, state law will prohibit the commission from making any decisions with respect to a matter not listed on the agenda.

**A. None**

**NEW BUSINESS**

**3. Receive Video Division Presentation Overview**

Staff Liaison Yu introduced Pete Coglianesi, Multimedia Communications Specialist.

Multimedia Communications Specialist Coglianesi provided a PowerPoint presentation, on file with the Commission records.

The presentation consisted of:

- Team Overview
- Program Objectives

- Coverage of City Meetings, which includes Televised meetings consisting of City Council, Planning Commission, and Silicon Valley Clean Energy Authority (SVCEA) live meetings.
- Dissemination of City news and Information, including Public Service Announcements and City Programs and Achievements. Distribution channels include: The City Channel, YouTube, Radio Cupertino 1670 AM, and Digital Signage.
- Video System and Engineering ranges from System Design and Engineering, Troubleshooting and Maintenance, Technical Documentation, and Project Management.
- Audiovisual support includes Staff and Public Training and Support, Zoom webinar and meeting requests, LIVE event support, and technical documentation.

The Commission asked questions.

Commissioner Mohanty entered the conference room.

Mr. Coglianese concluded the presentation by summarizing recent live event productions and accomplishments.

The Commission thanked Mr. Coglianese for the detailed and interactive presentation.

## **OLD BUSINESS**

### **4. Subject: Continue Discussion on City Council Work Program Items for 2024 and make a recommendation**

Chair Garg opened the floor for discussion and recommendation for City Council Work program items for 2024.

The City Manager's Office staff report was reviewed, which advised the Commission to pick up to 3 work program items that the Council should focus on from the provided list. Alternatively, TICC can also propose a new item for consideration.

The Commission discussed two items previously considered for submittal:

- 1.) Study to improve City Governance using AI: A study for the role of Artificial Intelligence in City Governance and how it can improve transparency and fiscal strategy.

Chair Garg made a motion to submit a Study to improve City Governance using AI as a City Work Program item.

Commissioner Mohanty second the motion.

Motion passes 4-1 with Commissioner Shearin voting no.

The Commission discussed the second item for submittal.

2.) Educational campaign for Camera Registry Program: An educational campaign to publicize the Santa Clara County Sheriff's Office's Camera Registry Program (CRP) to improve quality of life for residents.

Commissioner Shearin made a motion to submit an educational campaign to publicize the Santa Clara County Sheriff's Office's Camera Registry Program (CRP) as a City Work Program item.

Commissioner Kumar second the motion.

Motion passes unanimously.

Staff Liaison Yu concluded discussion by confirming items will be submitted to City Manager's Office for consideration.

#### **5. Subject: Review TICC 2024 Schedule and Work Plan**

The Commission reviewed and discussed the Schedule and Workplan.

As part of the Workplan document provided, the Commission referenced the Cupertino Municipal Code Chapter 2.74, specifically citing the following provision in the Roles and Responsibilities, "Commission shall evaluate compliance with any franchise or other agreement between the City and technology, information, and communications providers and make recommendations to the City Council," and requested staff liaison Yu provide clarity on their scope and responsibilities.

Staff Liaison Yu relayed as part of the Commission Workplan, staff is working on updating roles and responsibilities.

The Commission thanked Staff Liaison Yu.

#### **APPROVAL OF MINUTES**

- 1. Subject: Approve the January 3, 2024, regular meeting minutes.**

Commissioner Shearin made a motion to approve the January 3, 2024, regular meeting minutes.

Chair Garg proposed a friendly amendment to the minutes, on page 2, Agenda Item No. 4:

*A Study to improve the City Governance using Artificial Intelligence (AI).*

Commissioner Shearin accepted the friendly amendment and withdrew her first motion.

Motion passes 3-2, with Commissioners Kumar and Donthi abstaining.

## **NEW BUSINESS**

### **2. Subject: Elect Chair and Vice Chair positions**

Chair Garg opened the floor for nominations for Chair position.

Chair Garg nominated Commissioner Mohanty for Chair.

Commissioner Kumar seconded the motion.

Commissioner Shearin proposed a substitute motion and nominated herself for Chair.

The motion was not second.

Staff Liaison Yu initiated roll call for the first motion with Commissioner Mohanty nominated as Chair.

Motion passes 4-1 with Commissioner Shearin abstaining.

Commissioner Garg made a motion to nominate Commissioner Shearin as Vice Chair.

Commissioner Donthi second the motion.

Commissioner Mohanty proposed a substitute motion and nominated Commissioner Kumar as Vice Chair.

The motion was not second.

Staff Liaison Yu initiated roll call for the first motion with Commissioner Shearin nominated as Vice Chair.

Motion passes 3-2 with Chair Mohanty and Commissioner Shearin abstaining.

**STAFF AND COMMISSION REPORTS**

**6. Receive update from Mayor’s meeting with Commissioners.**

No updates provided by Commissioner Garg who attended the January 2024 meeting.

**7. Review Mayor’s Meeting 2024 Calendar**

Chair Mohanty and Vice Chair Shearin assigned attendance for the Mayor’s meeting.

May (in-person): Chair Mohanty

July (zoom): Vice Chair Shearin

September (in-person): Vice Chair Shearin

November (zoom): Chair Mohanty

**8. Subject: Review Commissioners Report**

General updates provided.

**FUTURE AGENDA SETTING**

Chair Mohanty and the Commission relayed interest in reviewing proposed TICC Muni updates and goal setting. Chair Mohanty and Commissioner Kumar expressed interest in inviting Venmo to provide a presentation to the Commission.

**ADJOURNMENT**

Chair Mohanty adjourned the meeting at 8: 46 pm.

SUBMITTED BY:

APPROVED BY:

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Marilyn Pavlov, Commission Secretary

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Prabir Mohanty, Chair