

TECHNOLOGY, INFORMATION & COMMUNICATIONS COMMISSION

Regular Meeting

January 3, 2024, 7:00 p.m.

Conference Room A

10300 Torre Avenue, Cupertino

APPROVED MINUTES

CALL MEETING TO ORDER

Meeting was called to order at 7:08 pm

ROLL CALL

Commissioners Present: Mukesh Garg, Emma Shearin, Rajaram Soundararajan,
Prabir Mohanty

Commissioners absent: Eliza Du

Staff Present: Tommy Yu, Infrastructure (IT) Manager

APPROVAL OF MINUTES

1. **Subject: Approve the October 30, 2023, special meeting minutes.**

Commissioner Shearin made a motion to approve the October 30, 2023, special meeting minutes. Vice Chair Soundararajan seconded the motion.

Motion passes 4-0.

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

2. **Subject: Recognize Vice Chair Soundararajan for his eight years of service to the Commission**

The Commission took turns thanking Vice Chair Soundararajan for his eight years of service to the Commission, mentioning the various subcommittees he participated on with the latest being the successful Cyber Security fair.

Staff Liaison Yu expressed his thanks on behalf of the Innovation & Technology department.

3. Subject: Review TICC 2024 Schedule and Work Plan

The Commission reviewed and discussed the Schedule and Workplan.

The Commission referenced the Cupertino Municipal Code meeting requirements, specifically citing the following provision, "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 related to this item at a 2024 regular meeting.

The Commission thanked Staff Liaison Yu.

4. Subject: Discuss City Council Work Program Items for 2024

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

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.

TICC agreed on License Plate Recognition (LPR) and requested information about status of the program, since it originated in FY23 from TICC but was moved to Public Safety Commission in FY24.

As part of the discussion, future cybersecurity education events were considered. In line with City Budget reductions, Chair Garg requested costs of the Cyber Security 2023 event for evaluation of future events. Alternatively, the Commission proposed smaller scale events at the Cupertino Senior Center to focus on cybersecurity scams and issues tailored to seniors. Staff Liaison Yu referenced PowerPoint informational presentations can be conducted to reduce staff involvement.

Chair Garg requested a new item: A Study to improve City Governance using Artificial Intelligence (AI), subject to the scope being further defined as well as the study of AI.

As part of the Chair Garg's request, the Commission requested a Staff presentation on how the City is using AI and what the roadmap is, in order to determine if this is a viable work program item for Council.

A Special Meeting, pending response relating to AI, is tentatively set for February.

The Commission agreed and tabled item accordingly, with Staff Liaison Yu to follow up.

5. Subject: Receive Infrastructure Overview Presentation by Tommy Yu, Infrastructure Manager.

Staff Liaison Yu presented the Division Overview PowerPoint.

The presentation consisted of:

- Division overview
- Roles and responsibilities of IT staff
- Customer Service
- System & Network administration
- Security
- Business Continuity

STAFF AND COMMISSION REPORTS

6. Receive update from Mayor's meeting with Commissioners.

No updates provided.

7. Review Mayor's Meeting 2024 Calendar

No updates provided.

8. Subject: Review Commissioners Report

General updates provided.

FUTURE AGENDA SETTING

ADJOURNMENT

Chair Garg adjourned the meeting at 9:02 pm.

SUBMITTED BY:

/s/ Marilyn Pavlov

Marilyn Pavlov, Commission Secretary

APPROVED BY:

/s/ Mukesh Garg

Mukesh Garg, Chair