CITY OF CUPERTINO

AGENDA

TICC

This will be a teleconference meeting without a physical location.
Wednesday, September 7, 2022
7:00 PM

TELECONFERENCE / PUBLIC PARTICIPATION INFORMATION TO HELP STOP THE SPREAD OF COVID-19

In accordance with Government Code 54953(e), this will be a teleconference meeting without a physical location to help stop the spread of COVID-19.

Members of the public wishing comment on an item on the agenda may do so in the following ways:

1) E-mail comments by 5:00 p.m. on Wednesday, September 7, to the Commission at TICC@cupertino.org. These e-mail comments will be received by the Staff Liaison before the meeting and posted to the City's website after the meeting.

2) E-mail comments during the times for public comment during the meeting to the Commission at TeriG@cupertino.org. The staff liaison will read the emails into the record, and display any attachments on the screen, for up to 3 minutes (subject to the Chair's discretion to shorten time for public comments). Members of the public that wish to share a document must email prior to speaking.

3) Teleconferencing Instructions
Members of the public may observe the teleconference meeting or provide oral public comments as follows:

Oral public comments will be accepted during the teleconference meeting. Comments may be made during "oral communications" for matters not on the agenda, and during the public comment period for each agenda item.

To address the Commission, click on the link below to register in advance and access the meeting:

Online
Please click the link below to join the webinar:

https://cityofcupertino.zoom.us/webinar/register/WN_SjGzRIvEQn-1Ln0FgzeSBg

Phone
Dial: 669-900-6833 and enter Webinar ID: 913 7163 6313
(Type *9 to raise hand to speak).
Unregistered participant will be called on by the last four digits of their phone number.

Or an H.323/SIP room system:
H.323:
162.255.37.11 (US West)
162.255.36.11 (US East)
213.19.144.110 (Amsterdam Netherlands)
213.244.140.110 (Germany)
103.122.166.55 (Australia Sydney)
103.122.167.55 (Australia Melbourne)
69.174.57.160 (Canada Toronto)
65.39.152.160 (Canada Vancouver)
Meeting ID: 913 7163 6313
SIP: 91371636313@zoomcrc.com

After registering, you will receive a confirmation email containing information about joining the webinar.

Please read the following instructions carefully:

1) You can directly download the teleconference software or connect to the meeting in your internet browser. If you are using your browser, make sure you are using a current and up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers, including Internet Explorer.

2) You will be asked to enter an email address and a name, followed by an email with instructions on how to connect to the meeting. Your email address will not be disclosed to the public. If you wish to make an oral public comment but do not wish to provide your name, you may enter "Cupertino Resident" or similar designation.

3) When the Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.

4) When called, please limit your remarks to the time allotted and the specific agenda topic.

In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to attend this teleconference meeting who is visually or hearing impaired or has any disability that needs special assistance should call the City Clerk's Office at 408-777-3223, at least 48 hours in advance of the meeting to arrange or assistance. In addition, upon request, in advance, by a person with a disability, meeting agendas and writings distributed for the meeting that are public records will be made available in the appropriate alternative format.

ROLL CALL

APPROVAL OF MINUTES

1.   <u>Subject</u>: Approve the August 3, 2022, regular meeting minutes.
        <u>Recommended Action</u>: Approve the August 3, 2022, regular meeting minutes.
        A - Draft Minutes

ORAL COMMUNICATIONS

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

OLD BUSINESS

2.   <u>Subject</u>: Receive a progress report on digitization of City Business processes.
        Presenters: Teri Gerhardt, GIS Manager, and Nidhi Mathur, Applications Manager
        <u>Recommended Action</u>: Receive and Accept progress report on digitization of City Business processes.
        A - PowerPoint

3.   <u>Subject</u>: Review TICC FY22-23 Work Program.
        <u>Recommended Action</u>: Review and Accept TICC FY22-23 Work Program update.
        A - TICC FY22-23 Work Program

NEW BUSINESS

4.   <u>Subject</u>: Receive Subcommittee Report on Cyber Security Education from Commissioners Soundararajan and Du.
        <u>Recommended Action</u>: Receive and Accept Subcommittee Report on Cyber Security Education.

STAFF AND COMMISSION REPORTS

5.   <u>Subject</u>: Receive Commissioner Report from the Mayor's Meeting.
           <u>Recommended Action</u>: Receive Commissioner Report from the Mayor's Meeting.

6.   <u>Subject</u>: Review Action Items List.
           <u>Recommended Action</u>: Review Action Items List.
           A - Action Items List

7.   <u>Subject</u>: Review Activities Calendar.
           <u>Recommended Action</u>: Review Activities Calendar.
           A - 2022 Activities Calendar

8.   <u>Subject</u>: Receive Commissioners Reports.
           <u>Recommended Action</u>: Receive Commissioners Reports.

FUTURE AGENDA SETTING

ADJOURNMENT

In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to attend this meeting who is visually or hearing impaired or has any disability that needs special assistance should call the City Clerk's Office at 408-777-3223, at least 48 hours in advance of the meeting to arrange for assistance. In addition, upon request, in advance, by a person with a disability, meeting agendas and writings distributed for the meeting that are public records will be made available in the appropriate alternative format.

Any writings or documents provided to a majority of the members after publication of the agenda will be made available for public inspection. Please contact the City Clerk's Office in City Hall located at 10300 Torre Avenue, Cupertino, California 95014, during normal business hours.

IMPORTANT NOTICE: Please be advised that pursuant to Cupertino Municipal Code section 2.08.100 written communications sent to the Cupertino City Council, Commissioners or City staff concerning a matter on the agenda are included as supplemental material to the agendized item. These written communications are accessible to the public through the City's website and kept in packet archives. Do not include any personal or private information in written communications to the City that you do not wish to make public, as written communications are considered public records and will be made publicly available on the City website.

Members of the public are entitled to address the members concerning any item that is described in the notice or agenda for this meeting, before or during consideration of that item. If you wish to address the

members on any other item not on the agenda, you may do so during the public comment.

CITY OF CUPERTINO

Agenda Item

22-11427

Subject: Approve the August 3, 2022, regular meeting minutes.

Approve the August 3, 2022, regular meeting minutes.

TECHNOLOGY, INFORMATION & COMMUNICATIONS COMMISSION
Regular Meeting
August 3, 2022, 7:00 p.m.

Draft MINUTES

CALL MEETING TO ORDER
Chair Garg called the meeting to order at 7:03 pm

ROLL CALL

Commissioners Present:	Mukesh Garg, Naidu Bollineni, Rajaram Soundararajan, Prabir Mohanty, Eliza Du, Ph. D.
Staff Present	Bill Mitchell, Chief Technology Officer (CTO)
Guest Speakers:	Thomas Leung, Senior Management Analyst
	Kristina Alfaro, Dir. of Administrative Services

APPROVAL OF MINUTES
1. **Subject: Approve the June 1, 2022, regular meeting minutes.**

Commissioner Mohanty made a motion to approve the Minutes. Chair Garg second the Motion.

Motion passed 4-1 with Commissioner Du abstaining.

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**

WRITTEN COMMUNICATIONS
   A. **None**

NEW BUSINESS
2. **Subject: Receive Presentation on the City's Resident Tax Calculator and Budget Forecast Tool**

Thomas Leung, Senior Management Analyst, presented the PowerPoint on file in the Commission records.

Mr. Leung noted the California Society of Municipal Finance Officers (CSMFO) awarded the City of Cupertino the 2022 Innovation Award for the City's Resident Tax Calculator and Budget Forecast Tool.

The CSMFO Innovation Award recognizes innovation in public sector finance –
in the areas of accounting, budgeting, treasury, debt administration, procurement, risk
management, and technology.

This is the first time that the City of Cupertino has received this award and highlights the
City's commitment to innovation despite unique challenges presented by the pandemic
over the past year.

The presentation focused on Resident Tax calculator which:
- Shows how taxes are calculated
- Sow how taxes are distributed
- Shows what City services are funded
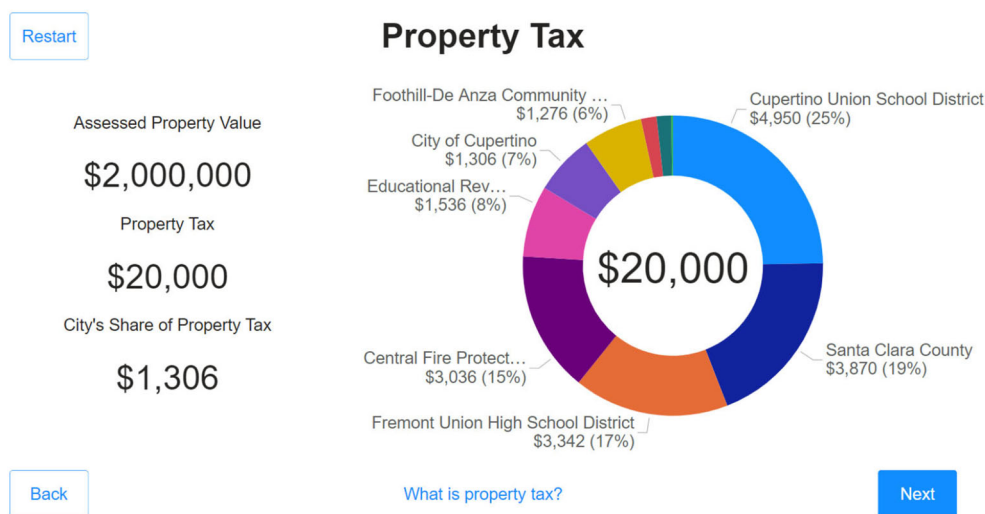
The second part of the presentation focused on Budget Forecast Tool which:
- Illustrates long-term Impact of budget decisions
- Illustrate tradeoffs of Budget Decision
- Promote informed discussion
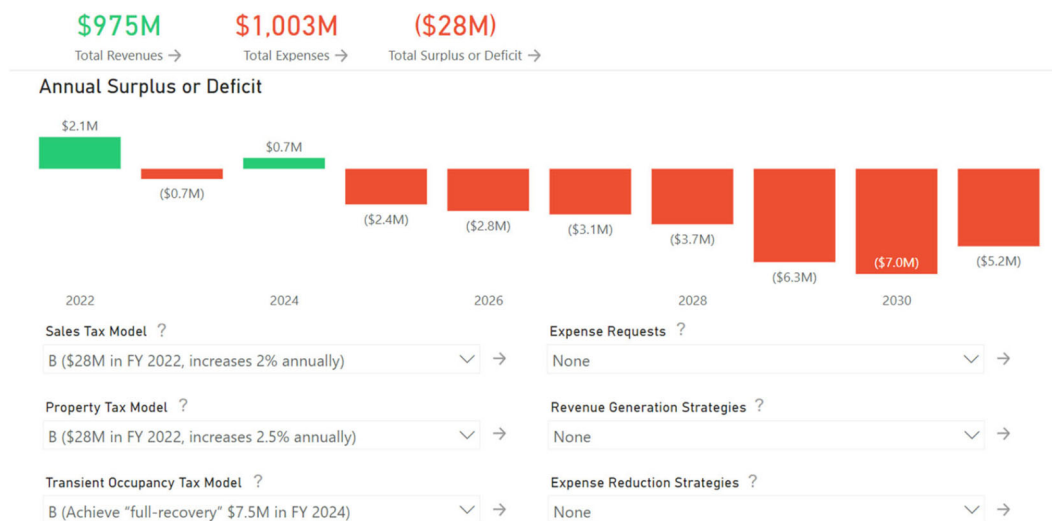
In summary The Resident Tax Calculator and Budget Forecast Tool provide innovative solutions for promoting fiscal transparency and engaging residents in the City's budgeting process.

They are available at cupertino.org/interactive-budget-tools.

The Commission asked questions.

The Commission thanked Senior Management Analyst Leung for his presentation and congratulated him for Cupertino's 2022 Innovation Award.

3.   **Subject: Review TICC FY22-23 Work Program**

Mr. Mitchell provided an update:

Project	Objective	Status
License Plate Recognition (LPR)	Research and Interview Bay Area Cities that use License Plate Recognition	City staff is scheduled to meet and define timelines. Update will be provided in October.
Cybersecurity Education	Increase Fraud Prevention Awareness	Subcommittee member selection is Item No. 4 in Agenda
Climate Monitoring and Noise Measurement	Monitor and report on Lehigh and Stevens Creek Quarries. Includes noise and pollution monitoring for these locations.	First year Pilot extended into second year

Background:

License Plate Recognition: In partnership with the County Sheriff, install LPR devices for the automated detection of license plates. This data will only be for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction, and stolen property recovery.

Cybersecurity: Provide education on cybersecurity to City residents, guests, and businesses.

Climate Monitoring and Noise Measurement: Pilot project extended another year. The pilot consists of installing sensors to monitor Pollution and Noise Environments in the area adjacent to Lehigh and Stevens Creek Quarry. Each location has two sensors, to monitor noise and air quality levels.

The Commission thanked Mr. Mitchell for the informative update.

4. **Subject: Develop Subcommittee for FY22-23 City Work Program: Cybersecurity Education item, and appoint Commissioners**

Chair Garg opened the floor for nominations.

Chair Garg made a motion for Commissioners Soundararajan and Du to form Subcommittee. Commissioner Mohanty second the motion.

Motion passed unanimously.

STAFF AND COMMISSION REPORTS
5. **Subject: Receive Commissioner Report from the Mayor's Meeting**
   - Vice Chair Bollineni provided an update

6. **Subject: Review Activities Calendar**
   The Commission reviewed the schedule for upcoming Mayors Meetings:
   - August 10: Commissioner Mohanty
   - September 14: Commissioner Soundararajan
   - October 12: Commissioner Mohanty
   - November 9: Vice Chair Bollineni
   - December 14: Commissioner Du

7. **Subject: Review Action Items List**
   The Commission reviewed Action Items list.

8. **Subject: Commissioner Updates**

ADJOURNMENT
Chair Garg adjourned the meeting at 7:59 pm.

SUBMITTED BY: APPROVED BY:

_____   _____
Marilyn Pavlov, Secretary   Mukesh Garg, Chair

CITY OF CUPERTINO

Agenda Item

22-10384

Subject: Receive a progress report on digitization of City Business processes.
Presenters: Teri Gerhardt, GIS Manager, and Nidhi Mathur, Applications Manager

Receive and Accept progress report on digitization of City Business processes.

11

Progress Report
Business Process Digitization

TIC Commission

Agenda

Quarterly Digital Transformation Update

Q&A

Online Services: Recent Activity

- Residence – Business Owners

  - Business License move to Accela
    - New Business License application
    - Renewal of existing Business License
  - New Permit: Sidewalk Permit
  - Residents digitally sign the permits
  - Plan Check portal and Accela portal consolidation

Online Services: Recent Activity

- Zendesk for CDD staff to manage customer communications

- Logikull PRA Management
  - automate PRA records processing

- Teen Commission Application

- Community Grant App for Recreation

- Bike Events Management for PW

Online Services: Recent Activity

- Gridics Platform CodeHUB/MuniMap/ZoneCheck– Comprehensive Zoning Code Platform
- Agency Counter – Public app that gives access to City Permits back to 2005.

Online Services: Recent Activity

- Employees

  - COVID

  - The HUB, Intranet

  - Thirty+ Forms (Example)

New Vendor Request	Leave Conversion	Merit Increase
New Hire	Benefit Deduction	Wellness
Key Card	Petty Cash	Telecommute

Q&A

CITY OF CUPERTINO

Agenda Item

22-11308

Subject: Review TICC FY22-23 Work Program.

Review and Accept TICC FY22-23 Work Program update.

CITY OF CUPERTINO

Technology, Information, and Communications Commission
FY 2022-23 Work Program

Project/Task	Project Objective	Responsibility	Estimated Completion Date
Pilot: License Plate Recognition (LPR)	In partnership with the County Sheriff, install LPR devices for the automated detection of license plates. This data will only be for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.	Bill Mitchell	Research Underway
Cybersecurity Public Education	Provide education on cybersecurity to City residence, guests and businesses.	Bill Mitchell	Research Underway
Monitor Pollution and Noise Environment adjacent to Lehigh and Stevens Creek Quarry	Monitor and report on Lehigh and Stevens Creek Quarries. Includes noise and pollution monitoring for these locations.	Bill Mitchell	In Progress

CITY OF CUPERTINO

Agenda Item

22-11431

Agenda Date: 9/7/2022
Agenda #: 4.

Subject: Receive Subcommittee Report on Cyber Security Education from Commissioners Soundararajan and Du.

Receive and Accept Subcommittee Report on Cyber Security Education.

CITY OF CUPERTINO

Agenda Item

22-11034

Subject: Receive Commissioner Report from the Mayor's Meeting.

Receive Commissioner Report from the Mayor's Meeting.

22

22-10693   **Agenda Date: 9/7/2022**
                                                                                 Agenda #: 6.

<u>Subject</u>: Review Action Items List.

Review Action Items List.

23

TECHNOLOGY, INFORMATION & COMMUNICATIONS COMMISSION

Action Items

Owner	Description	Status
Bill	Agendize Air Quality and Environmental Demonstration for October Meeting	Scheduled
Bill	Agendize Progress Report on Digitization of City Business Processes for the September Meeting, with Presenters Teri Gerhardt, GIS Manager, and Nidhi Mathur, Applications Manager	Scheduled
Bill	Find out population trend over past 5 years	In Progress
Prabir/ Mukesh	Revisit Public-Private Partnership with Verizon Communications	In Progress
Bill	Review leading edge technology in the Vision Zero space (Include Red light Runner)	Ongoing

Completed Action Items

Owner	Description	Status
Naidu & Prabir	Reach out to Industry Carriers to schedule a 5G Education Presentation for the Community	Dismissed
Bill	Present City Work Program Dashboard	Completed
Bill	Provide Commission Vision Zero presentation	Completed
Bill	Agendize Resident Tax Calculator and Budget Forecast Tool Demonstration for August Meeting	Completed
TICC	Agendize action Item to Develop Subcommittee and appoint Commissioners for FY23 Work Program Item: Cybersecurity Education at the August Meeting	Completed

CITY OF CUPERTINO

Agenda Item

22-11035

Agenda Date: 9/7/2022
Agenda #: 7.

Subject: Review Activities Calendar.

Review Activities Calendar.

TECHNOLOGY, INFORMATION & COMMUNICATIONS COMMISSION
2022 Activities Calendar

JANUARY 5
Mayor's Mtg. at 5 p.m.
Vice Chair Bollineni

FEBRUARY 9
Mayor's Mtg. at 5 p.m.
Commissioner Du

MARCH 9
Mayor's Mtg. at 5 p.m.
Chair Garg

APRIL 13
Mayor's Mtg. at 5 p.m.
Commissioner Soundararajan

MAY 11
Mayor's Mtg. at 5 p.m.
Commissioner Mohanty

JUNE 8
Mayor's Mtg. at 5 p.m.
Chair Garg

JULY 13
Mayor's Mtg. at 5 p.m.
Vice Chair Bollineni

AUGUST 10
Mayor's Mtg. at 5 p.m.
Commissioner Mohanty

SEPTEMBER 14
Mayor's Mtg. at 5 p.m.
Commissioner Soundararajan

OCTOBER 12
Mayor's Mtg. at 5 p.m.
Commissioner Mohanty

NOVEMBER 9
Mayor's Mtg. at 5 p.m.
Vice Chair Bollineni

DECEMBER 14
Mayor's Mtg. at 5 p.m.
Commissioner Du

CITY OF CUPERTINO

Agenda Item

22-11036

Subject: Receive Commissioners Reports.

Receive Commissioners Reports.

27