MEETING OF THE EL SEGUNDO
TECHNOLOGY COMMITTEE
September 14, 2020 Meeting Minutes

CALL TO ORDER

Chair Chad Hahn called to order the Meeting of the City of El Segundo Technology Committee at 6:05PM on Monday, September 14, 2020 on Zoom.

ROLL CALL

The following El Segundo City Staff were present:

• Charles Mallory, Information Systems Director

• Dalynna Moser, Consultant

The following El Segundo Technology Committee Members were present:

• Chad Hahn (Chair)

• Madelon Smith (Vice Chair)

• Jessica Davis

• Todd Felker

PUBLIC COMMUNICATION

• There were no comments from the public

NEW BUSINESS

• **General City Update**
   o Information Systems Department will be renamed Information Technology Services Department
   o Other changes include a new Development Services and Community Services Department

UNFINISHED BUSINESS

- **Bylaw Update:**

  o The bylaws will be changed to have 7 voting members and 2 City Council liaison members.

  o Charles will submit a Staff Report for submission for the next City Council meeting on October 6.

  o The most updated Bylaws will be uploaded to the website in the Committee, Commissions, and Board section under Technology Committee.

- **Informational Status Update About the City Departments' "Primary Projects" Highlights:**

  o Time Clock Plus

    ▪ This project is almost complete and going through a payroll period

  o Building Permitting System

    ▪ Going well and on track to be finished within a year's time

  o Website

    ▪ Post launch fixes are almost complete

    ▪ ReportIt is currently being finalized

  o Intranet

    ▪ Target launch date is October 27

  o AV Update for Council Chambers

    ▪ RFP has been released, and vendors are scheduled

  o Wi-Fi

    ▪ Installation has been completed

REPORTS FROM SUBCOMMITTEES

- **Project Management Office (PMO) Compliance Subcommittee:**

  o On hold until projects are prioritized

- **City Infrastructure Refresh Implementation Subcommittee:**

  o Will meet before the next Technology Committee meeting

- **Permitting System Implementation Subcommittee:**

  o Meeting regularly with Project Manager Margaret Liu

- **Data Utilization Subcommittee:**

  o Will touch base with Melissa McCollum regarding previous Rec & Park data collecting activity

COMMITTEE MEMBER COMMENTS

• Chad will work on a potential Vision meeting for brainstorming how to improve City internet and explore the option of Public-Private partnership

• Next meeting will be on October 12, 2020.

STAFF COMMENTS

• Charles notes there is a potential plan in the future for all CCB Chairs and Vice Chairs to meet and work

on intra-committee projects

ADJOURNMENT

• The meeting adjourned at 7:08 PM.

Posted: 9/29/2020

By: Dalynna Moser, Consultant