

**MEETING OF THE EL SEGUNDO
TECHNOLOGY COMMITTEE
January 13, 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, January 13, 2020 at Fire Station #2, 2261 E. Mariposa Avenue, El Segundo, CA 90245.

ROLL CALL

The following El Segundo City Staff were present:

- Charles Mallory, Information Systems Director

The following El Segundo Technology Committee Members were present:

- Chad Hahn (Chair)
- Madelon Smith (Vice Chair)
- Timothy Dodd (Arriving later)
- Jessica Davis
- Tom Vanek
- Mike Lipsey

- Mayor Pro Tem Carol Pirsztuk

PUBLIC COMMUNICATION

- There were no comments from the public.

NEW BUSINESS

- There were no new business items on the agenda.

UNFINISHED BUSINESS

• City Website Update:

- The website is on track to go live on January 28th as a soft launch with all functionalities in place. It is recommended that a week or so be taken before the final launch to iron out any issues that may arise. The deadline for this must be decided along with how it will be announced. Suggestions included setting it for February 14th (Valentine's Day) as well as having an article in the City Manager newsletter.
- There was a feedback session for El Segundo residents scheduled for January 22nd and 23rd at work stations in the Emergency Operations Center with about 60 people. It was suggested that there be a workshop for senior citizens to demonstrate how to use the website at either the library or the Joslyn Center.
- There are individual meetings with department leaders set to ensure they had finalized their department sections for the website. January 20th was set as a hard deadline for them after which all activity would be frozen.
- A Website Governance document was written and sent out to Directors for approval. It included communication standards and a style guide. There will also be a list of individuals who are responsible for keeping the website up to date with their respective duties.
 - It was recommended that all Directors be taught how to use the website, so that they can run reports and manage their units.
 - It was also suggested to have rules set for the website widgets as well as Global Reports to monitor the upkeep of the website by the various departments.

At 6:24PM, Tim Dodd entered the meeting.

• New Projects Update:

- Power Surge in Fire Station #2: A recent power surge killed the Uninterruptible Power Supply (UPI) and the phone system which is now restored. Currently, Charles is working with Southern California Edison to fix this problem and put in on the same system as the city.
- City Council Chamber: The AV equipment in the City Council Chamber will be updated as a Public Works project. This will start in June.

• Informational Status Update About the City Departments' "Primary Projects":

- Timekeeping System Update Project
 - The budget is allocated and the contracts are being finalized for this project. This will start in mid to late February.
 - There will be a new system for entering the hours for part-time workers as well as new security features such as fingerprinting.
 - The Fire & Police Departments both have different scheduling systems, so there will be a total of 3 systems in the city.

- Charles will speak about this project in front of the City Council at the February 4th meeting along with the Microsoft license renewal and overall switch to Microsoft 365. This will be cost efficient in the savings that come from data storage along with other benefits.
- Police Department
 - The current system needs updating because officers must go into the station and enter their reports which take them off the street. A system is needed which allows the information to be submitted through iPads or phones.
 - The new partnership with Mark43 requires the installation of the new program and the maintenance of the mobile data computers (MDCs)
- Buildings and Permits
 - This project is estimated to take a year to a year and a half, starting from March 2020. The new Building Safety Director is working and getting up to speed which will take an estimated 4 to 6 weeks.
- Utility Billing - Paymentus
 - Project will start in May or June 2020.

REPORTS FROM SUBCOMMITTEES

- **Project Prioritization Subcommittee:**

- Madelon Smith has been appointed to this committee.

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

- Jessica Davis recommended that projects that have been completed for some time should be deleted from the Project Spreadsheet. Formal reports can be produced upon request.

- **Website Implementation Subcommittee:**

- No report

- **City Infrastructure Refresh Implementation Subcommittee:**

- No report

- **Permitting System Implementation Subcommittee:**

- No report

- **Data Utilization Subcommittee:**

- No report

COMMITTEE MEMBER COMMENTS

- New pitches for IT initiatives are wanted by March or April which would give 2 to 3 months before 2021 budgeting and allow time for the prioritization process.

- There are applications for the committee that will be reviewed. There was discussion about whether the bylaws will be adjusted to change the number of members to be 11 people.
- There should be discussion of a 2020 strategy for the committee.
- The Committee will attend the City Council meeting on February 18th.
- Next meeting will be on February 10th, 2020.

STAFF COMMENTS

- There were no comments from the staff.

ADJOURNMENT

The meeting adjourned at 6:56 PM.

Posted: 2/4/2020

By: Darlene Fennell, Consultant