

**MEETING OF THE EL SEGUNDO
TECHNOLOGY COMMITTEE
February 24, 2020 Meeting Minutes**

CALL TO ORDER

Chair Chad Hahn called to order the Meeting of the City of El Segundo Technology Committee at 6:00PM on Monday, February 24, 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
- Jessica Davis
- Todd Felker

PUBLIC COMMUNICATION

- There were no comments from the public.

NEW BUSINESS

• Technology Committee Council Presentation/Review

- The Committee will make a 10 minute presentation at the City Council meeting on March 3, 2020.
- The PowerPoint presentation will cover Committee origins and accomplishments.

- Chad will add another slide with the subject “Where we’re headed” which focuses on foundational strategy and project prioritization.

UNFINISHED BUSINESS

• Bylaw Discussion/Update:

- Currently the committee bylaws Article IV states that the committee should have 11 voting members and 2 City Council liaison members.
- A motion has passed to change the bylaws to have 7 voting members and 2 City Council liaison members.
 - 5 votes - YAY
 - 0 votes - NAY
- The bylaws will have a complete review next quarter after new members enter the committee and all revisions are inserted.
- Charles will submit a Staff Report for submission to the City Council.

• Website Launch Recap:

- The Committee is deciding if they want profile pictures on the Committee member profiles.
- There is still continuous work with Granicus to work through reported bugs.
- The Intranet for City employees’ project kickoff will be in April 2020.

• Informational Status Update About the City Departments’ “Primary Projects”:

- Permitting Project
 - This project will start within 30 days and expected to last about a year.
 - Margaret is the project manager on this project.
 - There will be biweekly project meetings and progress reports.
- Intranet
 - The Charter will be created for this project and taken through the usual processes.
 - There is debate on the role of the Tech Committee in this project.

REPORTS FROM SUBCOMMITTEES

- **Project Prioritization Subcommittee:**

- Charles will meet with heads of all the departments to decide if there are any new or re-prioritized projects for mid-year and/or 2021.
- With this compiled list, projects will be discussed and prioritized.
- The target timeline is late April or May 2020.
- It was clarified that the role of the committee is to provide input and guidance in this project selection process.

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

- No report

- **Website Implementation Subcommittee:**

- Officially Closed

- **City Infrastructure Refresh Implementation Subcommittee:**

- Working through issues with Equinix to move forward with the project.
- There will be installation of Window 10 on all desktops as well as a complete shift of emails to the cloud.

- **Permitting System Implementation Subcommittee:**

- The project kick-off will take place in mid-March.

- **Data Utilization Subcommittee:**

- Chad, Madelon, and Charles had a meeting on February 7, 2020 with Meredith Petit and Linnea Palmer of Recreation & Parks to discuss the Park data and how it may be best used in predictive analysis.
- R&P would like to use data analysis to see how they can increase participation in classes.
- Currently R&P is identifying classes to target in this initiative.

COMMITTEE MEMBER COMMENTS

- Madelon brings up the attendance sheet of the January 13 meeting and notes absences must be updated on the sheet.
- Next meeting will be on March 9th, 2020.

STAFF COMMENTS

- Charles thanks the Committee for their support and looking forward to updating the City Council on their activities in the next meeting.

ADJOURNMENT

The meeting adjourned at 7:05 PM.

Posted: 2/27/2020

By: Darlene Fennell, Consultant