

**MEETING OF THE EL SEGUNDO
TECHNOLOGY COMMITTEE
March 9, 2020 Meeting Minutes**

CALL TO ORDER

Chair Chad Hahn called to order the Meeting of the City of El Segundo Technology Committee at 6:04PM on Monday, March 9, 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)
- Jessica Davis
- Todd Felker

- Council Member Scot Nicol

PUBLIC COMMUNICATION

- There were no comments from the public.

NEW BUSINESS

- None

UNFINISHED BUSINESS

- Technology Committee Council Presentation Recap

- The presentation appeared to be well received.

- **Bylaw Update:**

- The bylaws will be changed to have 7 voting members and 2 City Council liaison members.
- Charles will submit a Staff Report for submission for the next City Council meeting.
- 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":**

- Time Clock Plus
 - This is an electronic timesheet project using fingerprint and geo-fencing technology for part-time workers at Recreation & Parks, Library, etc.
 - This program has been kicked off and in the discovery phase.
 - The budget for this project is under \$30,000, and 5 quotes were received before choosing the vendor.
 - This will lead to managerial efficiency and cost saving.
- Paymentus
 - This will outsource the credit card process with the customer paying the transaction fee.
 - This is a one-time purchase of the program.
- Website
 - Bugs are continuing to be worked out with Granicus.
- Intranet
 - There will be a new line item for the Intranet, separate from the Website.
 - The budget is being finalized.
- Project Reporting
 - ISD will explore different reporting format such as a dashboard or a program portfolio with integration of project cost accounting.

REPORTS FROM SUBCOMMITTEES

- **Project Prioritization Subcommittee:**

- On hold until complete list of projects is finished

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

- On hold until projects are prioritized

- **City Infrastructure Refresh Implementation Subcommittee:**

- None

- **Permitting System Implementation Subcommittee:**

- None

- **Data Utilization Subcommittee:**

- Meredith Petit, Director of Recreation and Parks, inquired about the following data:
 - Participation of non-local people
 - Popular and unpopular classes
 - City proceeds from all activities

COMMITTEE MEMBER COMMENTS

- Project Manager Margaret Liu was commended for her great work on the website.
- Council Member Scott Nicol mentioned the Torrance ransom ware incident.
- Next meeting will be on April 13th, 2020.

STAFF COMMENTS

- Charles notes that the committee is an invaluable resource for ISD with their value-added expertise.

ADJOURNMENT

The meeting adjourned at 6:57 PM.

Posted: 3/26/2020

By: Darlene Fennell, Consultant