



REGULAR MEETING OF THE CITY OF EL SEGUNDO TECHNOLOGY COMMITTEE AGENDA

MEETING DATE: Monday, March 27, 2017

MEETING TIME: 6:00 p.m.

MEETING PLACE: El Segundo Police Department
Emergency Operations Center (EOC)
348 Main Street
El Segundo, CA 90245

The **Technology Committee**, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Unless otherwise noted in the Agenda, the public can only comment on City-related business that is within the subject matter jurisdiction of the **Technology Committee**, and items listed on the Agenda during the **Public Communications** portion of the meeting. The time limit for comments is five minutes per person.

Unless otherwise noted in the Agenda, the Public can only comment on City-related business that is within the jurisdiction of the City Council and/or items listed on the Agenda during **Public Communications** portions of the Meeting. Additionally, the Public can comment on any Public Hearing item during the Public Hearing portion of such item. The time limit for comments is five (5) minutes per person.

Before speaking to the **Technology Committee**, please state your name and residence and the organization you represent.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk (310) 524-2305. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

CALL TO ORDER

ROLL CALL

Council Members

Mayor Pro Tem Drew Boyles
Council Member Carol Pirsztuk

Technology Committee

Member Gurvinder Bindra
Member Lindsey Breeden
Member Tom Vanek
Vice Chair Paul Lanyi
Chair David Froemke

PUBLIC COMMUNICATIONS (Related to city business only and for which the Advisory Council is responsible – 5 minutes per person; 30 minutes total).

A. APPROVAL OF MINUTES FOR: March 2, 2017, March 13, 2017

RECOMMENDED ACTION:

- (1) Approve the minutes.

B. NEW BUSINESS

1. **Receive and file an oral report regarding technologies and software specifically utilized by the Human Resources Department. (30 minutes – Lynn Lindburg)**

RECOMMENDED ACTION:

- (1) Receive and file the oral report;
(2) Alternatively, discuss and take other action related to this item.

C. UNFINISHED BUSINESS

2. **Receive and file, and possible action, regarding an informational status update about the City Departments' "Primary Projects" evaluation process. (30 minutes – Captain Brian Evanski & IS Manager Scott Kim)**

RECOMMENDED ACTION:

- (1) Receive and file the oral report;
(2) Alternatively, discuss and take other action related to this item.

3. **Receive and file, and possible action, regarding an informational update regarding the IS Ticketing and Reporting system. (10 minutes – IS Manager Scott Kim)**

RECOMMENDED ACTION:

- (1) Receive and file informational update/report;
(2) Alternatively, discuss and take other action related to this item

4. **Receive and file, and possible action, regarding an informational status update about the City software, staffing and technologies outlined in Exhibits A, B, and C. (30 minutes – Captain Brian Evanski)**

RECOMMENDED ACTION:

- (1) Receive and file the oral report;
(2) Alternatively, discuss and take other action related to this item.

5. **Consideration and possible action regarding the City's website project. (20 minutes – Captain Brian Evanski)**

RECOMMENDED ACTION:

- (1) Receive and file informational update/report;
- (2) Alternatively, discuss and take other action related to this item.

6. **Receive and file, and possible action, regarding an informational update regarding the Systems Architect consultant and the creation of a network infrastructure diagram. (5 minutes – IS Manager Scott Kim)**

RECOMMENDED ACTION:

- (1) Receive and file informational update/report;
- (2) Alternatively, discuss and take other action related to this item.

D. REPORTS FROM SUBCOMMITTEES – *this portion of the agenda is for the subcommittees established by the Committee to provide brief reports on the work being done by the subcommittee. These are "receive and file," non-action items only. Any actions needed to be taken regarding these items must be included on an upcoming agenda.*

7. **Receive and file, and possible action, regarding an informational update from the Parks and Recreation Software Subcommittee. (20 minutes – Captain Brian Evanski)**

RECOMMENDED ACTION:

- (1) Receive and file informational update/report;
- (2) Alternatively, discuss and take other action related to this item.

E. OTHER REPORTS

- F. COMMITTEE MEMBER COMMENTS** – *this is a time for Committee members to propose possible action items to be included on an upcoming Committee agenda. If a consensus of the Committee agrees, staff will include the item on the future agenda.*

G. STAFF COMMENTS

8. **Distribute and discuss the City's Non-Disclosure Statement for Committee Member signature. (Exhibit D) (Captain Brian Evanski – 5 minutes)**

H. NEXT COMMITTEE MEETING

Location: El Segundo Police Department - Emergency Operations Center

Date: March 27, 2017

AJOURNMENT

POSTED: 03.24.16

TIME: 04:47 PM

NAME: 

EXHIBIT A

Application	Business Functions	User(s)	Hosted	Start & End of Life
Eden	A/P, A/R, Payroll, Billing	City-wide; All Departments	On-Site	Company - Unknown; El Segundo - 2002
Class	P.O.S., Recreation Enrollment	City-wide; Nearly All Departments	Off-Site - P.O.S.; On-Site - Rec	1987; End of Life - 2017
Laserfiche	Document Imaging & Management (Paperless)	Clerk, PD, Planning (Potential for All Departments)	On-Site	Company - 1987; El Segundo - 2013
Muni	Permit Application & Information	Planning & Building, PW, Fire	On-Site	Company - 1999/2000; El Segundo 2002
City Website (CIVICA)	Website	All Departments & Public	On-Site	Unknown
LicenseTrak	Business License	Finance, (Police & Fire access for information)	On-Site	Company - 1979; El Segundo - 1986
Envisionwate	Public Access	Library	On-Site	1998/2000
Granicus	Streaming Video	ESTV	On-Site	Company - 1999; El Segundo - 2002
Fire House	Fire RMS	Fire	On-Site	Company - 1989; El Segundo - 2002

EXHIBIT B

IS Organizational Structure & Staffing

IS Director (**Vacant**)

- Council approved to recruit an hire on December 6th
- Create the IS Department – Ordinance amendment (1-6-3 City Departments)
- Develop the IS Director Classification
- Utilize Avery Associates to recruit and coordinate
- IS Director position posted by Avery Associates on @/1/2017; Responses due by March 17th

IS Manager

- Scott Kim promoted to IS Manager on January 21st.

IS Specialist

- Chris Lee – Probationary employee
- Paul Gallovich – Started February 21st, Probationary employee
- **Vacant Position** – Currently frozen due to grievance procedure

IS Developer

- Jason Lee – Started February 27th, Probationary employee

IS Network Assistant

- Nahid Sarrafieh

GIS Analyst

- Mike McDaniel – GIS mapping only

**Technical Services Analyst - POLICE

- David Gray – Works directly for the Police Department; reports to the Administrative Services Bureau Captain

EXHIBIT C

CITY TECHNOLOGIES

Equipment and application systems include but are not limited to:

- CISCO Network
- Wireless Access (WiFi)
- Wireless HotSpot data transfer system
- Mobile Data Computer system
- Public Safety UHF Radio communications system (Public Works & Rec Park VHF Channels)
- Video Systems
 - L3 In-Car Camera system
 - VieVue Body Worn Cameras
 - Station & Jail Video Camera system
- Identification systems
 - BioMetrics LiveScan
 - BlueCheck Portable ID system
- License Plate Reader systems
 - 3 patrol cars
 - 2 portable trailers
- Lojack Stolen Vehicle system
- Decatur Trailers – Portable message board trailers
- All Traffic Radar – Fixed speed readers
- SOKKIA – Traffic scene reconstruction
- Traffic Speed Laser Guns
- AutoCite parking ticket devices
- Electronic Control Devices – Taser
- FLIR – Handheld
- Computerized Robot - SWAT
- FlashCam – Graffiti camera system
- Digital patrol cameras
- GST – Fleet management
- Apple TV
- Mobile Devices (Laptops, Ipads, Cell phones)
- Code 5 Bait program
 - Bait Bike
 - Bait Package
- DUI detection devices
 - PAS machines
 - Intoximeter
- File On Q – Digital Barcode – property / evidence management system
- Evidence Drying system – Blood Drying
- Computerized Range Management System
- Satellite Telephone system

- Lobby Phone - Intercom
- Jail Telephone System
- Defibrillators - AEDs
- Computerized Clock System
- Overhead Paging system
- Audio / Visual Systems – Conference Rooms & Briefing
- Electronic Scramble Pad door locking system
- Software systems
 - Tiburon Records Management system
 - Tiburon Computer Aided Dispatch system
 - West Covina Records data base
 - CopWare – Legal Source information
 - CLETS – California Law Enforcement Telecommunications System
 - CCHRS – County arrestee database
 - EPCD – Electronic Probable Cause Declaration system
 - LEADS – Crime Database
 - ESCARS – Electronic Child Abuse Reporting System
 - Coplink – Crime Database
 - Palantir – Crime Database
 - CrossRoads – Traffic collision reporting and analytics
 - California Automated Reporting System (CARS)
 - CallYo – Undercover wire
 - CrimeView – Statistical Data reporting
 - Form Docs – Report creation
 - Omega Crime Mapping
 - Webiplex – Subpoena system
 - CopLogic (Nexus/Lexis) On-Line Reporting
 - KATS - K-9 Activity Tracking System
 - TMS – Training Management System
 - Duncan Solutions – Parking Ticket management
 - Social Media Sites
- Multiple Spreadsheets
 - Dog License
 - Use of Force Tracking
 - Bike Registration

EXHIBIT D

CITY OF EL SEGUNDO

CONFIDENTIALITY AND NON-DISLCOSURE AGREEMENT

I, _____, acknowledge that during the course of my service as an appointed public official serving on the City of El Segundo's Technology Committee, I may have access to, and become acquainted with, various types of confidential information, whether explicitly marked or not, pertaining to the City, its employees and residents, and its internal operations. Such Confidential Information (as defined below) whether currently existing or created during the course of my service to the City, is highly sensitive and confidential in nature.

1. *Definition.* As used in this Agreement, "Confidential Information" refers to any information which is either (i) technical information, including patent, copyright, trade secret, and other proprietary information, techniques, sketches, drawings, models, inventions, know-how, processes, apparatus, equipment, algorithms, software programs, software source documents, and formulae, (ii) non-technical information relating to City's finances, financial and accounting data and information, suppliers, residents, resident lists, purchasing data, and marketing plans, or (iii) any other information not specifically delineated above which is identified by the City as proprietary or confidential.
2. *Non-disclosure.* During and after the term of my service to the City, I will not disclose or transfer any Confidential Information to persons or organizations outside the City.
3. *Prevent Disclosure.* I will take all reasonable precautions to prevent the disclosure of Confidential Information to unauthorized persons or entities.
4. *Abide by City's Restrictions.* I will treat as confidential and proprietary any information or materials received by the City from third parties, which the City is obligated to treat as confidential, in accordance with the City's instructions.
5. *Return All Materials.* Upon the expiration or termination of my term of service to the City, I will deliver to the City all tangible materials embodying Confidential Information, including but not limited to, any documentation, records, notes, data, memoranda, reference materials, whether in hard copy format or stored electronically, which in any way relate to Confidential Information. I also agree not to retain any copies of any of the above materials.
6. *Essential Term.* I acknowledge that adhering to the provisions of this Confidentiality and Non-Disclosure Agreement is an essential term of my service with the City. I further acknowledge that if I fail to comply with City policies

and/or instructions regarding the Confidential Information, my term of service to the City may be terminated. I understand that if I have any questions concerning interpretation of this Agreement, I should refer them to the City's Technology Committee liaison.

7. *Survival.* This Agreement governs all communications between the parties. I understand that the obligations described above survive the termination of my term of service to the City.
8. *Governing Law.* This Agreement shall be governed in all respects by the laws of the State of California.
9. *Injunctive Relief.* A breach of any of the promises or agreements contained herein will result in irreparable and continuing damage to City for which there will be no adequate remedy at law, and City will be entitled to injunctive relief and/or a decree for specific performance, and such other relief as may be proper (including monetary damages if appropriate).
10. *Entire Agreement.* This Agreement constitutes the entire agreement with respect to the Confidential Information described herein and supersedes all prior or contemporaneous oral or written agreements concerning such Confidential Information. This Agreement may only be modified by mutual agreement of the City's authorized representatives and the undersigned in writing.

Date: _____

Signature: _____

Name (*printed*): _____