



# REGULAR MEETING OF THE CITY OF EL SEGUNDO TECHNOLOGY COMMITTEE AGENDA

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MEETING DATE: Monday, April 10, 2017  
MEETING TIME: 6:00 p.m.  
MEETING PLACE: El Segundo Police Department  
Emergency Operations Center (EOC)  
348 Main Street  
El Segundo, CA 90245

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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.

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**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 Brian Hauer  
Member Tori Lieberstein  
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 27, 2017**

**RECOMMENDED ACTION:**

- (1) Approve the minutes.

**B. NEW BUSINESS**

- 1. Receive and file, and possible action, regarding a future presentation to the City Council from the Technology Committee. (30 minutes – David Froemke)**

**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. (10 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. (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

- 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 – All)**

**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. (5 minutes – All)**

**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. (10 minutes – Paul Lanyi)**

**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**

**H. NEXT COMMITTEE MEETING**

Location: El Segundo Police Department - Emergency Operations Center

Date: March 27, 2017

**AJOURNMENT**

POSTED: Oct. 05. 17.

TIME: 2 PM

NAME: A handwritten signature in blue ink, appearing to read 'M. J. ...' with a large, stylized flourish at the end.

REGULAR MEETING OF THE EL SEGUNDO TECHNOLOGY COMMITTEE  
SUMMARY/ACTION MINUTES  
MONDAY, MARCH 27, 2017

CALL TO ORDER 6:02PM

ROLL CALL

Council Members

Mayor Pro Tem Drew Boyles ABSENT  
Council Member Carol Pirsztuk PRESENT (Left at 6:59PM)

Technology Committee

Member Gurvinder Bindra PRESENT (Left at 7:10PM)  
Member Lindsey Breeden ABSENT  
Member Tom Vanek PRESENT (Left at 7:03PM)  
Vice Chair Paul Lanyi PRESENT  
Chair David Froemke PRESENT

Meeting	Boyles	Pirsztuk	Bindra	Breeden	Vanek	Lanyi	Froemke
11-14-2016	P	P	P	P	P	P	P
11-30-2016	P	P	P	P	P	P	A
12-15-2016	A	A	P	P	P	A	P
01-05-2017	A	P	P	P	P	P	P
01-19-2017 - c							
02/02/2017	P	P	P	P	A	P	P
02/16/2017	P	P	P	P	A	A	P
03/02/2017	P	A	P	P	P	P	P
03/13/2017	P	P	A	P	P	A	P
03/27/2017	A	P	P	A	P	P	P

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

NONE

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

MOTION by Member Tom Vanek, SECONDED by Paul Lanyi to approved March 2, 2017 and March 13, 2017 minutes. 3/0

Council Member Carol Pirsztuk suggested going forward there be an excel spread sheet of all action items that are highlighted in yellow in the previous minutes to keep track of who those items are assigned to and when they are completed. **Captain Evanski said he will take care of creating the excel spread sheet with the action items and when they completed.**

## **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)**

Lynn Lindburg gave a presentation on HR software modules that are in the EDEN software and are not being utilized. Such as Benefits Enrollment, Employee Updates- Online Self Service, Performance Evaluations, I-9 Documents, FMLA Leaves and Leave Request. Lynn also spoke about moving Personnel Action Forms (PAF's) online to automate forms and work flow. Paul asked about the current cost to turn on the EDEN modules. Scott Kim responded saying they just contacted EDEN and are waiting for those modules cost out. There are no concerns with starting to use the HR EDEN modules.

## **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)**

Captain Evanski presented a draft excel spread sheet of Project Prioritization Evaluation and Score Chart of action items. Captain Evanski will add additional columns for Scoring, Timing, What is already budgeted and equipment request and what projects need additional funds. The Project Prioritization Evaluation and Score Chart and the CIPAC Rating Criteria document will be sent out on March 28, 2017 with an expected response time by the Technology Committee on Monday, April 3, 2017. Vice Chair Paul Lanyi believes we are short staffed and if we began to implement any of the projects we are short a business analyst and a project manager. Captain Evanski suggest a column be add to the Project Prioritization Evolution and Score Chart as to what projects need a business analyst and/or project manager because some projects do not need either and can be handle by the departments. To recap Captain Evanski will send out the unmodified Project Prioritization Evaluation and Scoring Chart unchanged and the committee members with get back to Captain Evanski by Monday, April 3, 2017 with any suggestions or changes they want in that chart.

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

Captain Evanski said at the City Council Meeting held on Tuesday, March 21, 2017 that Council Member Pirsztuk requested that Key Performance Indicators

(KPI's) be add to our matrix. Scott Kim presented an update report of the number of tickets received last week from March 12, 2017 through March 26, 2017, 123 tickets opened that week, 103 tickets closed that week and 50 tickets still pending. They are still working on calculating staff hours, but have a ruff estimated of 180 hours being utilized by tickets only. On average there are around 80-100 tickets pulled each week. This will be updated on a monthly basis on the KPI matrix report to the City Council. Vice Chair Paul Lanyi suggested the results be laid out week by week to see how things change. Chair David Froemke asked if they wanted to see a breakdown of those tickets into categories (ex. Software upgrades, fixing the printer). Scott Kim said that is one of the things they have been working on and have been looking for different categories as they come up. So as the reports come out week by week they will become more specific with the categories.

**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)**

Chair David Froemke asked for a readout of the IT Director staffing situation. The City Manager advised the application processed closed on March 17, 2017, 250 applications received. The recruiter is now going to take the 250 applicants and narrow it down to about 20 that will be interviewed and present the top 8-10 applicants to interview with a set of panels, including some of the committee members on those panels. The panels should take place by the end of April and if a decision is made we should have a new IT Director by the end of May.

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

Nothing new to report.

**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)**

Captain Evanski and Scott Kim said they are expecting the draft next week and then the following week the draft will be reviewed and then brought to the committee for review. Vice Chair Paul Lanyi asked Scott Kim to send over the next review to himself and Member Tom Vaneek.

**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)**

Parks and Recreations Director Meredith Petit was present to give an update regarding the new class software replacement. Captain Evanski went over the time line to have this proposal for the new Park and Recreation software sent to City Council. The survey will be sent out to the citizens on April 3, 2017 and end on April 17, 2017. With the information from the survey the subcommittee will create a sample RFP. June 6, 2017 the subcommittee will get there responses back to the City Clerk and by the end of June the subcommittee will go back over the RFP and submit the draft to City Council on July 18, 2017. Once the City Council awards the contract on August 16, 2017 they will start going over the contract details with the vender and city attorney. August through October Parks and Recreations will install the program and start the training for new program and on December 1, 2017 it will go live. Meredith also spoke about what questions are going to be on the survey being sent out to the citizens. A new used case subcommittee was created with Vice Chair Paul Lany, Brian Hauer (citizen) and Parks and Recreations Director Meredith Petit. **This item is being tabled pending a meeting with the used case subcommittee on March 28, 2017 to come up five or six used cases and then from that get the items that need to be addressed in the survey.**

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

City Attorney David King presented Member Gurvinder Bindra, Member Tom Vanek, Vice Chair Paul Lanyi and Chair David Froemke with non-disclosure agreements to look over and sign.

**E. OTHER REPORTS**

NONE

**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.**

NONE



## **G. STAFF COMMENTS**

Captain Evanski stated at the last City Council Meeting it was requested that the Technology Committee give a report at the April 18, 2017 City Council Meeting to give an update on what has been done, what we have learned and where we are going. **Captain Evanski will add item to the agenda.**

## **H. NEXT COMMITTEE MEETING**

Location: El Segundo Police Department - Emergency Operations Center

Date: April 10, 2017

**AJOURNMENT 7:20 pm**

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**Casey Cline**

**EXHIBIT A**

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

## EXHIBIT B

### IS Organizational Structure & Staffing

#### IS Director (**Vacant**)

- Council approved to recruit an hire on December 6<sup>th</sup>
- 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 17<sup>th</sup>

#### IS Manager

- Scott Kim promoted to IS Manager on January 21<sup>st</sup>.

#### IS Specialist

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

#### IS Developer

- Jason Lee – Started February 27<sup>th</sup>, 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