



REGULAR MEETING OF THE CITY OF EL SEGUNDO TECHNOLOGY COMMITTEE AGENDA

MEETING DATE: Monday, May 8, 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 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: April 10, 2017

RECOMMENDED ACTION:

- (1) Approve the minutes.

B. NEW BUSINESS

1. **Consideration and possible action regarding an acceptable procedure the Technology Committee members can use to effectively gather information for the Committee within the confines of the Brown Act. (15 minutes – David Froemke & City Attorney)**

RECOMMENDED ACTION:

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

2. **Receive and File, and possible action, regarding the status of the City' Manager's Newsleter (10 minutes – Lindsey Breedon)**

RECOMMENDED ACTION:

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

C. UNFINISHED BUSINESS

3. **Receive and file, and possible action, regarding an informational status update specific to software and systems utilized by the Finance Department. (30 minutes – Joe Lillio)**

RECOMMENDED ACTION:

- (1) Receive and file the oral 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 Departments' "Primary Projects" evaluation process. (10 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. **Receive and file, and possible action, regarding an informational update regarding the IS Ticketing and Reporting system. (5 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 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.

7. 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.

8. 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 – Captain Evanski)

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.*

9. Receive and file, and possible action, regarding an informational update from the Parks and Recreation Software Subcommittee. (20 minutes – Meredith Petite)

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: May 22, 2017

AJOURNMENT

POSTED: *May 25, 2017*

TIME: *4:50 PM*

NAME: *Mona Shattuck*

REGULAR MEETING OF THE EL SEGUNDO TECHNOLOGY COMMITTEE
SUMMARY/ACTION MINUTES
MONDAY, APRIL 10, 2017

CALL TO ORDER 6:05PM

ROLL CALL

Council Members

Mayor Pro Tem Drew Boyles PRESENT (Arrived 6:19 PM)
Council Member Carol Pirsztuk PRESENT (Arrived 6:09 PM)

Technology Committee

Member Gurvinder Bindra PRESENT
Member Lindsey Breeden PRESENT
Member Tom Vanek PRESENT
Member Brian Hauer PRESENT (Arrived 6:26 PM)
Member Tori Lieberstein PRESENT
Vice Chair Paul Lanyi PRESENT
Chair David Froemke PRESENT

Meeting	Boyles	Pirsztuk	Bindra	Breeden	Vanek	Lanyi	Froemke	Hauer	Lieberstein
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		
04/10/2017	P	P	P	P	P	P	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 27, 2017

MOTION by Vice Chair Paul Lanyi, SECONDED by Member Tori Lieberstein to approve the March 27, 2017 minutes.

C. UNFINISHED BUSINESS

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

Captain Evanski presented an updated draft excel spread sheet of Project Prioritization Evaluation and Score Chart of action items. After this group takes a look at the categorized items, the City Manager will then pass it out to the department heads to fill in the boxes with regards to the projects they want to discuss and move forward with.

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)**

Chair David Froemke, who will be presenting in front of City Council, informed what will be presented at the City Council Meeting on April 18, 2017. There was discussion amongst the group on what should be changed and/or added to the presentation. The Members will send their background information to Chair David Froemke and then Member Lindsey Breeden will assist to update the presentation with changes and additions.

C. UNFINISHED BUSINESS

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

Scott Kim presented an update report of the number of tickets received from March 27, 2017 through April 16, 2017, with 119 tickets opened, 97 tickets closed and about 30 tickets still pending. There was 129 staff hours worked being utilized by tickets only.

- 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)**

STAFFING – IS DIRECTOR

City Manager Greg Carpenter stated the recruiter for the IT Director position will give the final recommendations after he has interviewed the top applicants hopefully by April 19, 2017. The next phase of interviews will take place in the beginning of May. In a previous meeting, it was mentioned to have a Tech Committee Subcommittee to act as part of the interview panel. City Manager Greg Carpenter will send out the dates to the Board Members and will see who is available to be a part of the interview panel.

FIBER OPTIC EXPANSION PROJECT

Captain Evanski stated that the fiber connection project is in construction. It will be a 100 day build out. There will be a meeting with Equinix to see how to get in their building. There will also be a meeting set up for tours of the Equinix building.

CAD/RMS PROJECT

Captain Evanski stated that there have been subcommittees and sub groups created for the CAD and RMS systems to work with the vendor to talk about what exactly we want as users. RMS system will be completed 1st quarter of 2018 and 2nd quarter for the CAD system.

5. Consideration and possible action regarding the City’s website project. (5 minutes – All)

NONE

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 stated a draft report has been received but there are some grammatical errors that need to be changed. A draft has been sent to the City Manager who approved the report to be sent to the subcommittee.

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)

Vice Chair Paul Lanyi informed the Board that he and Parks and Recreations Director Meredith Petit had a meeting and wrote the questionnaire and sent it to Chair David Froemke. Chair David Froemke stated he spoke with Lance Bustrum who suggested to hold off on the survey and get the RFP built and sent to vendors. Once the feedback from vendors is received, only then will the community get involved. Captain Evanski stated an RFP draft was sent to Parks and Recreations Director Meredith Petit to make modifications. Captain Evanski stated he will let Director Petit know to have the subcommittee look the RFP over prior to sending it out. It will take about a couple weeks to get feedback from the vendors. Captain Evanski will work with Director Petit on the timeline for the draft and creation of the RFP then will bring it to the subcommittee.

MOTION by Vice Chair Paul Lanyi, SECONDED by Member Lindsey Breeden to create a new subcommittee consisting of two Members for the second part/ implementation of this project.

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.*

Chair David Froemke questioned about the software that is used for the city newsletter. Council Member Carol Pirsztuk replied the software being used is Constant Contact. Captain Evanski will add communication tool, Constant Contact, to the Primary Projects list.

G. STAFF COMMENTS

NONE

H. NEXT COMMITTEE MEETING

Location: El Segundo Police Department - Emergency Operations Center

Date: April 24, 2017

AJOURNMENT 7:33 pm

Amanda O'Donnell

DRAFT

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)
- Utilize Avery Associates to recruit and coordinate testing; Developed the IS Director Classification; IS Director position posted by Avery Associates on @/1/2017; Responses due by March 17th
- 260 applications received, Avery Associates reviewing; anticipated interviews in May

IS Manager

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

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 (Help Desk)

- **Vacant Position – Due to a retirement**

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
-