



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

---

MEETING DATE: Monday, May 22, 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: May 8, 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's feasibility study from Magellan Consultant. (15 minutes – Scott Kim)**

**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 the status of the City' Manager's Newsleter (10 minutes – Lindsey Breeden)**

**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. (20 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 and status update specific to the IS Division and the Ticketing Reporting system. (15 minutes – Scott Kim)**

**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. (10 minutes – 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.*

9. **Receive and file, and possible action, regarding an informational update from the Parks and Recreation Software Subcommittee. (10 minutes – Scott Kim)**

**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 - \*SPECIAL\* Joint meeting with Department Heads**

Location: El Segundo Club House

Date: June 5, 2017

**AJOURNMENT**

POSTED: *May 18, 2017*

TIME: *12:30 PM*

NAME: *Mona Spring*

REGULAR MEETING OF THE EL SEGUNDO TECHNOLOGY COMMITTEE  
SUMMARY/ACTION MINUTES  
MONDAY, May 8, 2017

CALL TO ORDER 6:03PM

ROLL CALL

Council Members

Mayor Pro Tem Drew Boyles      ABSENT  
Council Member Carol Pirsztuk      PRESENT

Technology Committee

Member Gurvinder Bindra      PRESENT (Arrived at 6:06PM)  
Member Lindsey Breeden      ABSENT  
Member Tom Vanek      PRESENT (Arrived at 6:11PM)  
Member Brian Hauer      PRESENT  
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
04/24/2017 -c									
05/08/2017	A	P	P	A	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: April 10, 2017**

MOTION by Member Tori Lieberstein, SECONDED by David Froemke to approved April 10, 2017 minutes. 5/0

## **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)**

Tabled due to City Attorney being unable to make the meeting.

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

Lindsey Breeden was not able to attend the meeting, David Froemke gave an update. David was in contact with Mickie Tagle from the City Manager's Office and Mickie let David know they are using a new Wordpress website that is setup and ready to accept new content the City's Manager's Newsletter creates. Currently it is only the City's Manager's Newsletter so they will use Constant Contact to send mail out and it will link back to a Wordpress website that is friendly to mobile devices. This should go out for the June 1, 2017 newsletter. If this works properly then it will be utilized for other newsletters.

## **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)**

Finance Director Joe Lillio, City Treasurer Crista Binder and Deputy City Treasurer II Dino Marsocci gave a presentation on credit card processing fees, update on Finance Department technology projects in progress, license track for business license and Tyler products for POS cashing system and document imaging system.

Crista Binder gave an over view of how credit card processing fees work. Dino Marsocci handed out a statement from Open Edge showing the brake down of the processing fees and interchange rates that occur when processing a credit card payment. Dino and Crista compared the two companies they are currently using to process credit card payments, Active Network through Class and Open Edge through Tyler. Finance wants to consolidate the process to only one company Open Edge through Tyler due to the company being more cost effective.

Joe Lillio gave an over view and update of the Eden Payroll module, Accounts Payable module and Purchasing module.

By using the Payroll module Finance has seen a reduction in supply and equipment cost and will save over 150 labor hours per year. With the Accounts Payable module Treasury successfully sent out the first live EFT on May 8, 2017 and it will be rolled out to employees in May/June then vendors beginning August/September. Through the Purchasing module Finance is working to set up the online Requisitioning option in Eden that has a target date of July/August 2017 to be implemented.

Joe discussed License Track for online renewal of business licenses. Finance made this one of their strategic goals where the budget was approved by City Council for this year. The next steps for launching the online renewals would be on June 30, 2017 I.S. complete building the virtual server, August 2017 Finance to complete forms and bank set up, September 2017 full testing process and in November 2017 go live. Joe also informed the committee that License Track is not under Tyler and it would be an additional cost to use Tyler. The committee asked what that extra cost would be to set Tyler up as the credit card processor over License Track Authorized.net, Joe said they will find out that cost and get back to the committee.

Joe gave an update on Tyler Cashiering/POS System that will replace CLASS POS/cashiering. Joe and all the department heads met last week and decided that this is the best solution for the city moving forward with this Tyler Cashiering/POS System. The next steps to launch Tyler Cashiering/POS is in August 2017 I.S. will work with Tyler to begin implementation and it is still to be determined when full process testing and training of all users and when they will go live. Joe is going to council next week to add this to the mid-year budget. Meredith mentioned one thing that is driving the timeline on this project is the implementation on the Parks and Recreation software. Parks and Recreation wants to pick their software that will utilize the Tyler Cashiering.

MOTION by Chair David Froemke, SECONDED by Vice Chair Paul Lanyi to approve the dollars \$46K- \$50K in order to approve the concept of the cashiering system to move forward to City Council. MOTION PASSED BY VOTE 5/0

Joe discussed Tyler Processor and Laserfiche Connector. This system creates document PDFs ready for email, text, online access and integrates with Eden Water Billing allowing for online billing and payments and integrates with A/P, A/R, Purchasing and Payroll; saving 400 labor hours per year, reduction in mailing expenses and supplies. This system would be stored in house on our servers; committee is requesting Finance to ask Tyler what cost would be incurred if we wanted to migrate in house solution to a cloud base server in the future and can they make that a seamless process to switch over. Once Finance comes back with the answers from Tyler the committee will look into

Eden and see what components we can store in the cloud and also need to come up with a plan in case the server goes down

- 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)**

Captain Evanski stated he distributed the Primary Projects list to the department head to have them fill out all of the columns in the line items and have it returned by May 18, 2017. Once everything is received Captain Evanski will put everything together on one list and get all department heads together with the committee to have a special Technology Committee Meeting in the first week of June.

- 5. Receive and file, and possible action, regarding an informational update regarding the IS Ticketing and Reporting system. (5 minutes – Captain Brian Evanski)**

Chair David Froemke asked if this could be changed the title to IT Department update because in general ticketing only becomes one thing and he would like an update of all components, what is happening and what IT is foreseeing as an example. Captain Evanski presented an update report of the ticketing and reporting system by month. For the month of February there were a total of 279 tickets, 272 closed and 181 service hours; for the month of March there were a total of 322 tickets, 296 closed and 533 service hours; for the month of April there were 286 tickets, 251 closed and 292 service hours.

- 6. Receive and file, and possible action, regarding an informational status update about the City software, staffing and technology outlined in Exhibits A, B, and C. (30 minutes – All)**

Captain Evanski stated they are still moving forward on the IT Director position; interviews are scheduled for May 17, 2017. The second set of interview will hopefully be scheduled the following week.

- 7. Consider and possible action regarding the City's website project. (5 minutes – All)**

NONE



**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)**

Captain Evanski stated Scott Kim sent out a complete MMK Consultant draft to the subcommittee and he is starting to receive feedback from the subcommittee. The committee would like Scott to go back to MMK Consultant and have them provide where the committees feedback has been addressed.

**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)**

Meredith Petite gave an update stating they are still in the draft phase of the RFP and have it sent out to the subcommittee this week and have the weekend to look over it. Goal is still go live December 1, 2017 with a 4 month period of August - November for installing, training, implementing and migrating data; sending out the RFP either this coming up Monday May 15, 2017 or the following Monday May 22, 2017. Committee inquired about getting a project manager contracted to help manage and see the implementation of projects. The project manager would be contracted to work 400-500 hours totaling over \$100K and needing City Councils approval.

**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**

NONE

**H. NEXT COMMITTEE MEETING**

Location: El Segundo Police Department - Emergency Operations Center

Date: May 22, 2017

**AJOURNMENT 8:11 pm**

---

Casey Cline, Police Department

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 6<sup>th</sup>
- 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 17<sup>th</sup>
- 260 applications received, Avery Associates reviewed and invited
- Interviews scheduled for May 17

#### IS Manager

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

#### IS Specialist

- Chris Lee – Probationary employee
- Paul Gallovich – Started February 21<sup>st</sup>, Probationary employee
- **Vacant Position – Grievance settled with imposition of CEA Contract; Need to Post, Recruit, Test and Hire**

#### IS Developer

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

#### IS Network Assistant (Help Desk)

- **Vacant Position – Due to a retirement; Position has been posted by HR**

#### 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