



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

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MEETING DATE: Monday, July 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: June 12, 2017**

**RECOMMENDED ACTION:**

- (1) Approve the minutes.

**B. NEW BUSINESS**

**C. UNFINISHED BUSINESS**

- 1. Receive and File, and possible action, regarding the status of the City's feasibility study from Magellan Consultant. (5 minutes – Scott Kim)**

**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 (5 minutes – Lindsey Breeden)**

**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 status update about the City Departments' "Primary Projects" evaluation process. (10 minutes)**

**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 and status update specific to the IS Division and the Ticketing Reporting system. (5 minutes – Scott Kim)**

**RECOMMENDED ACTION:**

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

- 5. 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.

**6. 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.

**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)**

**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 (EOC)  
Date: July 24, 2017

**AJOURNMENT**

POSTED: 07.07.17

TIME: 04:18 PM

NAME: 

REGULAR MEETING OF THE EL SEGUNDO TECHNOLOGY COMMITTEE  
SUMMARY/ACTION MINUTES  
MONDAY, June 12, 2017

CALL TO ORDER 6:02PM

ROLL CALL

Council Members

Mayor Pro Tem Drew Boyles ABSENT  
Council Member Carol Pirsztuk PRESENT (Arrived at 6:04PM)

Technology Committee

Member Gurvinder Bindra RESIGNED  
Member Lindsey Breeden PRESENT  
Member Tom Vanek PRESENT  
Member Brian Hauer PRESENT  
Member Tori Lieberstein PRESENT  
Vice Chair Paul Lanyi ABSENT  
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
05/22/2017	P	P	P	P	P	P	P	P	P
06/05/2017	P	P	A	P	P	P	P	P	P
06/12/2017	A	P		P	P	A	P	P	P
06/26/2017-c									

**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: May 8, 2017, May 22, 2017 & June 5, 2017**

MOTION by Member Lindsey Breeden, SECONDED by Member Tom Vanek to approve May 8<sup>th</sup>, May 22<sup>nd</sup> and June 5<sup>th</sup> minutes. 5/0

**B. NEW BUSINESS**

**1. Consideration and possible action regarding the status of the City's Technology Committee membership. (15 minutes- David Froemke)**

Chair David Froemke notified the committee that Member Gurvinder Bindra has resigned from the Technology Committee. Mishia Jennings is posting the application and some of the committee members are reaching out to people they know that may be interested in the Technology Committee.

**C. UNFINISHED BUSINESS**

**2. Receive and file, and possible action, regarding the status of the City's feasibility study from Magellan Consultant. (15 minutes –Scott Kim)**

The committee members would like Magellan Consultant to come in and give a presentation on their findings and answer some questions on what their objectives are and what solutions they can present for the problem. Scott said he is working with Magellan to see what the cost would be to come in and give a presentation and if they are able to come in. Chair David Froemke asked Scott if can see if Magellan Consultant would be able to do a presentation and have the answer by the next meeting.

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

Member Lindsey Breeden gave an update regarding the City Manager's Newsletter stating his is going to be planning a training with staff in the next few weeks with all the departments. This way the departments can log in, update information and create post on a more regular basis. The newsletter is on a temporary website ([news.elsegundo.org](http://news.elsegundo.org)) until the city's website is redone and then the City Manager's Newsletter will be migrated over.

**4. Receive and file, and possible action, regarding an informational status update about the City Departments' "Primary Projects" evaluation process. (20 minutes)**

Member Lindsey Breeden requested to see what the sections are for each of the initiatives, for example what is the ranking for the community. Lindsey wants to see the value the community see in this as perceived by the voters. The committee also discussed forming a subcommittee to go through the Primary Projects list with the votes and plotting the first ten projects in a timeline with taking into account the cost of the system, implementation and employee time. Also trying to figure where there the cost saving is by combining some of the projects together.

MOTION by Member Lindsey Breeden, SECONDED by Chair David Froemke to create a subcommittee consisting of three Members with Scott Kim assisting

to create a timeline for the first ten projects with the list complete by the next meeting.

**5. Receive and file, and possible action, regarding an informational and status update specific to the IS Division and the Ticket Reporting system. (15 minutes – Scott Kim)**

Scott Kim gave an update stating in May there were 277 tickets opened, 262 closed, leaving 15 tickets open for the month, 61 tickets remain open with 20 pending that can be closed and 304 staff hours. The committee recommended while looking at the new ticketing system for Public Working combining IT's ticketing system and getting one that works together and has a feature to get feedback from the community.

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

Scott Kim gave an update on the Help Desk position stating HR has not been able to get enough members to come together for a panel interview and are reaching out to other agencies to get members. The City Manager said he would talk with HR about making a small panel for the interview and possibly using member from Technology Committee on the panel. Scott also gave an update on the hiring of a temporary project manager and help desk position stating he is getting the contract signed and once the city clears the money they are good to go. The City Manager gave an update on the IS Director Position stating they made an offer and are waiting for the person to accept. The person has experience as an IS Director from a large law firm and as an IS Director for a state court system.

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

Lindsey Breeden gave an update on what the subcommittee has been working on stating they has some proposed initial steps and recommendations requesting a hiring of a company to do a content audit on the website. The subcommittee feels there is so much information on the website they need to know what is all there and what they would want to consider bringing over to the new website. They also suggested they can skip doing a content audit and start from scratch with a proposed site map. The committee decided to bypass the content audit and start the website from scratch. They will need to get with every department to see what must be on the website and what is not needed. Also see what the community wants to see and what they expect from the website. By the next meeting the subcommittee will come back with what they think is a proposed site map and discuss it with everyone to see if that is the direction they want it to go and then figure out the next steps.

**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)**

Chair David Froemke gave an update stating he is close to sending back his comments, however the committee has decided to table this until there is a new IS Director.

**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)**

Member Tori Lieberstein gave an update stating they are rescheduling their meeting with Meredith to see what she has and what she wants to move over to the new software. Chair David Froemke gave an update on the RFP stating the RFP was sent out two weeks ago and the companies has three days to respond with questions. The City Manager stated there were some questions and they have responded to those who have shown interest. The RFP proposals are due back by June 20, 2017 and the finalist will be selected by June 29, 2017.

**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 discussed scheduling for the next few Technology Committee Meetings. The next meeting on Monday, June 26, 2017 is cancelled. The following meeting on Monday, July 10, 2017 Chair David Froemke, Vice Chair Paul Lanyi will not be able to attend and they will need to appoint a temporary Chair in their absence.

MOTION by Chair David Froemke, SECONDED by Member Tori Lieberstein to appoint Member Lindsey Breeden as temporary Chair for the Technology Meeting on Monday, July 10, 2017.

**G. STAFF COMMENTS**

NONE

**H. NEXT COMMITTEE MEETING – SPECIAL Joint meeting with Department Head**

Location: El Segundo Police Department – Emergency Operations Center

Date: July 10, 2017

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Casey Cline, Police Department



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