



REGULAR MEETING OF THE CITY OF EL SEGUNDO TECHNOLOGY COMMITTEE AGENDA

MEETING DATE: Monday, July 24, 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 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: July 10, 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 an informational status update about the City Departments' "Primary Projects" evaluation process. (15 minutes)**

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 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

- 4. Receive and file, and possible action, regarding an informational status update about the City software (Specifically the City Cashiering and Credit Card system), staffing and technologies outlined in Exhibits A, B, and C. (30 minutes – Finance; 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. (10 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.*

6. **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.

7. **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.

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: August 14, 2017

AJOURNMENT

POSTED: 07.20.17

TIME: 05:30PM

NAME:

Mona J. Snitting

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

CALL TO ORDER 7:00PM

ROLL CALL

Council Members

Mayor Pro Tem Drew Boyles PRESENT
Council Member Carol Pirsztuk PRESENT

Technology Committee

Member Lindsey Breeden PRESENT
Member Tom Vanek PRESENT
Member Brian Hauer PRESENT
Member Tori Lieberstein PRESENT
Vice Chair Paul Lanyi ABSENT
Chair David Froemke ABSENT

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									
07/10/2017	P	P		P	P	A	A	P	P

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

Chief Whalen introduced himself to the committee.

A. APPROVAL OF MINUTES FOR: June 12, 2017

MOTION by Member Tom Vanek, SECONDED by Member Brian Hauer to approve June 12, 2017 minutes. 4/0

B. NEW BUSINESS

NONE

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)**

Scott Kim gave an update on the Magellan Consultant feasibility study for the city stating Magellan Consultant sent a quote to present their findings and Scott is working to get that approved and once it is a presentation will be scheduled.

- 2. Receive and file, and possible action, regarding the status of the City's Manager's Newsletter (5 minutes – Lindsey Breeden)**

Member Lindsey Breeden gave an update on the City Manager's Newsletter stating he is going to start staff training this week or next and this item is considered complete and will be removed from the agenda.

- 3. Receive and file, and possible action, regarding an informational status update about the City Departments' "Primary Projects" evaluation process. (10 minutes)**

Captain Evanski gave an update on the Primary Projects evaluation process stating he sent out the individualized sheets to the subcommittee on June 19, 2017. The subcommittee will now consist of Chair David Froemke, Member Tom Vanek, Member Lindsey Breeden, Mayor Pro Tem Drew Boyles, Council Member Carol Pirsztuk and Scott Kim. Once David returns the subcommittee will meet and prioritize the Primary Project list, come up with a top ten including the projects that are going to be done regardless of where they fall on the list then bring the directors back for a more detailed report and from there figure what is most important and schedule then out by quarter and bring it all to council during budget planning to see if we have the budget to complete the projects.

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

Scott Kim gave an update on the IS Division and the Ticket Reporting system stating in June there were 262 tickets opened, 234 tickets closed, leaving 28 tickets opened for the month and 275 staff hours.

5. 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)

Captain Evanski gave an update regarding staffing stating one IS Specialist resigned this past week leaving us down two IS Specialist and a Network Assistant. We are testing for the Network Specialist Thursday, July 13th with the top three candidates. The Project Manager and Help Desk positions contracts have been finalized with us and is now on the City Attorney's desk to be finalized with him. Once the contract is finalized it will be sent out to Dintech and Prosum and anticipate to have the Help Desk position filled shortly. The City Manager gave an update on the IS Director position stating the candidates we offered the position to have declined so now we will open the position back up and do an expedited recruitment of 30 days and we are about three to four months away from have an IS Director. Drew suggested hiring a PMO that can handle multiple projects at once instead of a PM since the IS Director Position is still open and there are major IT projects about to be implemented. Once the contracts are finalized we will ask the companies to send over a selection of candidates with resumes and possibly do interviews to get a PMO that better matches the needs of the City. In the meantime the 30 day recruitment will open back and the past applicants will be reviewed for possible selection.

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

Member Lindsey Breeden gave an update regarding the City's website stating this was the highest priority on the Primary Projects list and the subcommittee is still working on the site map and will present to the committee by the next meeting. Scott Kim asked if this is number one on the Primary Projects list and is to be completed in the fiscal year how do we get budgetary numbers to bring to council. Lindsey said that will be determined if you go with a big city robust platform or streamline shell approach and that will be discussed as a group. Carol suggested we start with a shell and make the website look and do some plugins and then do the whole revamping of the complete website as a secondary project since the implementation of Class and Tyler POS will be happening shortly. The other subcommittee members agreed and to start fresh to see what is needed and it is a lower cost. Scott Kim can get the subcommittee the Google analytics to see what areas are visited most.

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)

Member Lindsey Breeden gave an update stating the two subcommittees will come together to score the two proposals and make a recommendation; if needed one of the subcommittee members from the RFP side will sit out. Captain Evanski stated Parks and Recreation already scored the two proposals and the biggest difference between the two was CivicPlus (REC1) has a league software system and PerfectMind does not however PerfectMind had more interaction and capabilities with our computer systems. Lindsey feels after reading through the responses and looking at both of the companies where REC1 falls short is they do not have an API. For the long term goals of the city having an API makes a lot of sense and will allow us to communicate with other systems. CivicPlus REC1 is set to give a presentation on Monday, July 24th and the presentation for PerfectMind is set for Wednesday, July 26th. Captain Evanski will talk with Meredith to see if the presentations can be made public since the committee has some good input.

Member Tori Lieberstein gave an update on the Parks and Recreation software implementation subcommittee stating they met with Meredith to go through the current system and it froze after going through the first couple modules. Tori went over some points that were made for example the quarterly guide for all the classes is currently being exported to Word, editing it in Word then exporting back over for the next quarter which is a six week process. The quality of the existing data is not good quality and to clean up the data and start over. However there is some historical information that is needed like if people still owe or if they have credits. Brian said for the bulk of it they anticipate they would have access to both systems for some period of time for a grace period they would allow people to see information on the existing system. Once a new system is picked they will figure out how to migrate the data. Scott Kim said we may have to possibly calculate a little extra for the data migration; calculating everything we are going to export and the hours it will take to export.

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

The City Manager gave an update about the ribbon cutting ceremony taking place on Wednesday, July 11 for the opening of the Chan Soon-Shiong Institute for Medicine. Dr. Patrick Soon-Shiong purchased five locations in El Segundo to make up a campus for cancer research.

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

Location: El Segundo Police Department – Emergency Operations Center

Date: July 24, 2017

ADJOURNMENT 7:19 PM

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 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 reviewed and invited
- Interviews scheduled for May 17

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 – Grievance settled with imposition of CEA Contract; Need to Post, Recruit, Test and Hire**

IS Developer

- Jason Lee – Started February 27th, 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