



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

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MEETING DATE: Monday, September 11, 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 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: August 14, 2017 (Regular Meeting); August 28, 2017 (Regular Meeting)**

**RECOMMENDED ACTION:**

- (1) Approve the minutes.

**B. NEW BUSINESS**

1. **Receive and file, and possible action, regarding the development of a hospitality and tourism website and future upgrades to the existing Economic Development Website, elsegundobusiness.com . (15 minutes - Barbara Voss)**

**RECOMMENDED ACTION:**

- (1) Receive and file informational update/report;  
(2) Alternatively, discuss and take other action related to this item
2. **Receive and file, and possible action, regarding the California Fair Political Practices Commission (FPPC) Statement of Economic Interests From700 filing requirement for the Technology Committee Members. (20 minutes – Mona Shilling)**

**RECOMMENDED ACTION:**

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

**C. UNFINISHED BUSINESS**

3. **Receive and file, and possible action, regarding an update specific to the Parks and Recreation Management Software procurement from the Parks and Recreation Software selection Subcommittee. (20 minutes – Meredith Petit)**

**RECOMMENDED ACTION:**

- (1) Receive and file informational update/report;  
(2) Provide a recommendation for the selection of a Recreation & Parks Management software;  
(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. (15 minutes – Scott Kim)**

**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:  
 a. IS Ticketing Update

	Opened	Closed	Remained Open	Hours	Total Open Currently
January	319	314	5	376	44
February	279	274	5	395	49
March	320	304	16	526	54
April	281	262	19	303	70
May	225	190	35	221	89
June	262	234	28	275	97
July	155	135	20	134	62
August	260	227	33	246	55
September					
October					
November					
December					

- b. Cashiering system
- c. Business License – On Line
- d. CAD/RMS
- e. ICI Radio upgrade
- f. Fiber Expansion project

**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. (15 minutes – Scott Kim)
- a. IS Director
    - i. Position open/close dates & plans
    - ii. 2 Technology Committee Members needed for internal interview September 25<sup>th</sup> week.
  - b. Project Manager/Support Staff Contracts
    - i. Start dates,
    - ii. To do lists and projects
  - c. Open IS positions
    - i. Status
  - d. Open Technology Committee member position
    - i. Status (what has been published? Where? When?)

**RECOMMENDED ACTION:**

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

7. **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.

8. **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.*

9. **Receive and file, and possible action, regarding an informational update from the other sub-committees. (15 minutes):**
  - a. **Projects Prioritization Subcommittee: Chair David Froemke, Member Tom Vanek, Member Lindsey Breeden, Scott Kim, Captain Evanski, City Manager Greg Carpenter, Mayor Pro Tem Drew Boyles and Council Member Carol Pirsztuk**
  - b. **Parks and Recreation Implementation Subcommittee: Member Tori Lieberstein, Member Brian Hauer and Member Lindsey Breeden**
  - c. **Parks and Recreation Eval Subcommittee: Chair David Froemke, Member Lindsey Breeden, Member Brian Hauer and Mayor Pro Tem Drew Boyles**
  - d. **Director of IT Hire Subcommittee: Captain Evanski**
  - e. **Director of IT Transition Subcommittee: Chair David Froemke and Member Tom Vanek**
  - f. **Website Subcommittee: Member Tori Lieberstein, Member Brian Hauer and Member Lindsey Breeden**
  - g. **Technology Committee Roles. Responsibilities, Relationship Subcommittee: Member Tori Lieberstein, Member Paul Lanyi, PD Chief Bill Whalen, FD Chief Chris Donovan, Scott Kim**

**RECOMMENDED ACTION:**

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

**E. 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.*

**F. STAFF COMMENTS**

**G. NEXT COMMITTEE MEETING -**

Location: El Segundo Police Department Emergency Operations Center (EOC)  
Date: September 25, 2017

**AJOURNMENT**

POSTED: 09.07.17

TIME: 05:40 PM

NAME: 

# 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
- Top 2 declined job offer
  
- Interviews for IS Director are scheduled for September 25 week. (Need Volunteers from Technology Committee for internal interview panel.)

#### IS Manager

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

#### IS Specialist

- Chris Lee
- **Vacant Position – IS Specialist Paul Gallovich Resigned on July 6, 2017; Need to Post, Recruit, Test and Hire**
- **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)

- Dung Nguyen – Hire date September 18, 2017

#### GIS Analyst

- Mike McDaniel – GIS mapping only

\*\*Technical Services Analyst - POLICE

- David Gray – Converted to work under Information Systems Department



## 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

REGULAR MEETING OF THE EL SEGUNDO TECHNOLOGY COMMITTEE  
SUMMARY/ACTION MINUTES  
MONDAY, AUGUST 14, 2017

CALL TO ORDER 6:04 PM

ROLL CALL

Council Members

Mayor Pro Tem Drew Boyles ABSENT  
Council Member Carol Pirsztuk PRESENT (Left at 6:57PM)

Technology Committee

Member Lindsey Breeden PRESENT  
Member Tom Vanek ABSENT  
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									
07/10/2017	P	P		P	P	A	A	P	P
07/24/2017 *	A	A		P	A	P	A	P	P
07/24/2017	A	A		P	A	P	P	P	P
08/14/2017	A	P		P	A	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: July 10, 2017; July 24, 2017 (Regular Meeting); July 24, 2017 (Special Meeting); July 26, 2017 (Special Meeting)**

MOTION by Member Lindsey Breeden, SECONDED by Member Brian Hauer to approve July 10, 2017, July 24, 2017 (Regular Meeting), July 24, 2017 (Special Meeting) and July 26, 2017 (Special Meeting) minutes. 4/0

**B. NEW BUSINESS**

NONE

**C. UNFINISHED BUSINESS**

- 1. Receive and file, and possible action, regarding an update specific to the Parks and Recreation Management Software procurement from the Parks and Recreation Software selection Subcommittee. (45 minutes – Meredith Petit)**

Meredith Petit gave a rundown of the process and where they are at since the presentations with CivicRec and PerfectMind. She has called them both for follow up questions and did a reference check on both. Meredith passed out a spread sheet sharing her notes from the reference check. PerfectMind is gaining some traction however the implementation process is lengthy and cumbersome and some specific modules in trying to book are not functioning and based on what the current customers are saying and facing, Meredith would not recommend moving forward with PerfectMind. CivicRec customer are happy with the system and the system is doing what they said it was going to do. Recreation and Parks, Finance and IS recommend moving forward with CivicRec. Greg asked what is the difference between the two contracts and what are we committing to and if we do commit to CivicRec while PerfectMind works out some of their challenges and perfects their operating system will we be able to switch over to them? Meredith said cost is a big difference and one of her concerns. CivicRec proposed that year one implementation would be 25K, but Meredith thinks it is going to be a little bit more with one site training and such, so CivicRec will be estimated around 30K for year compared to PerfectMind which proposed 50K. The main line for the increase is the number of hours they have estimated the project to cost. Meredith asked if there is room to lower if it doesn't take all the hours and PerfectMind responded no that is what we offer. As far as annual fees PerfectMind was 22K a year and CivicRec is under 15K a year which is currently right in line for what we are currently paying for Class. Joe Lillio mentioned a concern for Finance is PerfectMind doesn't not integrate with Eden or Tyler Cashiering, it is a standalone system. Looking at just the POS side finance would have to continue to manually upload to Eden which is about 600 labor hours a year and PerfectMind said they are not willing to work with Tyler Cashiering. Meredith did talk to CivicRec and they

are currently integrating with Eden to automate exporting and it is in development right now and will probably be available in eight weeks. Council Member Carol Pirsztuk asked the committee if they can give their two cents on which company they would prefer and why? Member Lindsey Breeden said on a technology stand point it is really hard for him to get behind CivicRec as it is kind of what we have now. Where PerfectMind is really forwarding thinking in the terms it was built, from a mobile stand point, security and open API; all of those things are lacking in CivicRec. Member Brian Hauer said he was not impressed with either demo, however if he had a clean slate and no friction he would chose PerfectMind because it is more forward thinking. However he is willing to acknowledge that the existing team has a preference for CivicRec. It is an exceptional because it is a substantial upgrade from Class. Member Tori Lieberstein had nothing more to add. Chair David Froemke prefers PerfectMind over CivicRec. CivicRec doesn't stretch or push the community or the employees. The purchasing experience is more modern in PerfectMind and is quicker more responsive. His fear is if we go with CivicRec we are not making a leap forward; we are placating and going the same direction maybe taking a baby step forward. There are a lot of unknowns on both sides there is no real understanding of the flow of data impact either of these two software's have administratively both in the short run implementation, training and in the future. The technology committee recommends presenting this to the City Council.

**2. Receive and file, and possible action, regarding an informational and status update about the City Departments' "Primary Projects" evaluation process. (15 minutes – Captain Evanski)**

Scott Kim gave an update stating the primary projects were brought up in the strategic planning meeting and will be brought up again at the budget meeting at the end of the month. Once they are approved we can start on the projects. The City Manager Greg Carpenter gave an update stating they presented the prioritized list to council and strategic planning and identified funding sources for more than half of the projects; asked council tentatively for 856K in additional funding out of the general fund and showed them a budget option where that would be possible. With the committees help they have identified the priority list and the funds to handle it.

**3. Receive and file, and possible action, regarding an informational and status update specific to the IS Division:**

**a. IS Ticketing Update**

	Opened	Closed	Remained Open	Hours	Total Open Currently
January	319	314	5	376	44
February	279	274	5	395	49

March	320	304	16	526	54
April	281	262	19	303	70
May	225	190	35	221	89
June	262	234	28	275	97
July	155	135	20	134	62

**b. Cashiering System**

NONE

**c. Business License – On Line**

NONE

**d. CAD/RMS**

NONE

**e. ICI Radio upgrade**

NONE

**f. Fiber Expansion Project**

Scott Kim gave an update stating Public Works still has it and is having some issues with the contractors. They are still moving forward and have the boxes in and are going to start trenching.

**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. (15 minutes – Captain Evanski)**

**a. IS Director**

The City Manager gave an update stating the IS Director recruitment closes at the end of the week and then they will start the first rounds of interviews and evaluations and have promised a quick turnaround for the second time around. The City Manager will need some volunteers from the committee for an interview panel that is tentatively scheduled for the first week of September.

**b. Project Manager/Support Staff Contracts**

Scott Kim gave an update on the Project Managers stating we are waiting for the October date for the budget to be approved and funding. Greg said if there are things they can do now let's get them on now. Scott also gave an update regarding the Support

Staff contract stating we do have a helpdesk contractor doing mild work, setting up printers, moving computers, etc. They are waiting on the fingerprinting to hire the fulltime helpdesk position.

**c. Open IS positions**

Scott Kim gave an update stating HR has it in their que for the two positions to go out soon.

**d. Open Technology Committee member position**

The City Manager gave an update stating that he hasn't heard that anyone has applied however, Tori said she knows people who have applied. Greg said he will work with Mishia to find out how many they have and get those names to the Chair and Vice Chair to review and make a recommendation on.

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

Scott Kim gave an update stating he did get the proposal and will sit down with Greg to go over the proposal and look at the scope of work they promised when they first started the job to see if they met everything and go back to see if we can get them to come in at a lower to no cost. Scott will bring this up at the next meeting with hopefully have more information.

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

Lindsey Breeden gave an update stating he combined what he was given into a site map and the next step is for them to present them to everyone and have a discussion. For the next meeting put on the agenda possibly bring in the department heads to present and discuss the site map. Greg thinks it a good to have the department heads to see what is happening and to flush out any legal issues.

**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 other subcommittees. (15 minutes)**

NONE

- a. **Projects Prioritization Subcommittee: Chair David Froemke, Member Tom Vanek, Member Lindsey Breeden, Scott Kim, Captain Evanski, City Manager Greg Carpenter, Mayor Pro Tem Drew Boyles and Council Member Carol Pirsztuk**
- b. **Parks and Recreation Implementation Subcommittee: Member Tori Lieberstein, Member Brian Hauer, Member Lindsey Breeden**
- c. **Parks and Recreation Eval Subcommittee: Chair David Froemke, Member Lindsey Breeden, Member Brian Hauer and Mayor Pro Tem Drew Boyles**
- d. **Director of IT Hire Subcommittee: Captain Evanski**
- e. **Director of IT Transition Subcommittee: Chair David Froemke and Member Tom Vanek**
- f. **Website Subcommittee: Member Tori Lieberstein, Member Brian Hauer and Member Lindsey Breeden**

**E. 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

**F. STAFF COMMENTS**

NONE

**G. NEXT COMMITTEE MEETING – SPECIAL meeting**

Location: El Segundo Police Department – Emergency Operations Center

Date: August 28, 2017

**ADJOURNMENT 7:18PM**

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Casey Cline, Police Department



REGULAR MEETING OF THE EL SEGUNDO TECHNOLOGY COMMITTEE  
SUMMARY/ACTION MINUTES  
MONDAY, AUGUST 28, 2017

CALL TO ORDER 6:04 PM

ROLL CALL

Department Directors

Greg Carpenter, City Manager	PRESENT
Joseph Lillio, Finance Director	PRESENT
Lynn Lindberg, Human Resources Director	PRESENT
Debra Brighton, Library Director	PRESENT
Sam Lee, Planning and Building Safety Director	PRESENT
Ken Berkman, Public Works Director	PRESENT
Meredith Petit, Recreation and Parks Director	ABSENT
Dan O'Toole, Manager, Media (Cable)	PRESENT
Chris Donovan, Fire Chief	PRESENT
Bill Whalen, Police Chief	PRESENT

City Attorney's Office

David King	PRESENT
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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	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

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
07/24/2017 *	A	A		P	A	P	A	P	P
07/24/2017	A	A		P	A	P	P	P	P
08/14/2017	A	P		P	A	A	P	P	P
08/28/2017	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. New Business**

- 1. Receive and file, and possible action, regarding Staff and Technology Committee member roles, responsibilities, and relationship. (45 minutes- David King)**

The City Manager, Greg Carpenter opened the meeting stating the Technology Committee has been meeting for about ten months and he has been sensing some frustration with the staff and the committee and want to address any concerns. He also gave an update regarding the IS Director position stating the posting closed on August 18<sup>th</sup>, they received 230 applications and that is being screened down to 15. Out of those 15 they will start making doing interviews and background checks. The goal is to get a list of 7 or 8 to do in-house interviews by the week of September 25<sup>th</sup> and have a couple of the committee members on the panel.

Assistant City Attorney, David King opened up the discussion stating he will be the facilitator for the night making sure everyone is heard and everything remains fair and balanced. In doing this staff will have ten minutes to share their concerns and then the technology committee will have ten minutes to share their concerns. Then staff will have five minutes to respond followed by the committee and then it will be opened up to a group discussion for solutions and next steps: Several staff members stated their concerns saying the roles and responsibilities need to be defined on both sides, is there a threshold for when items need to be brought to the committee, what is the protocol, items that have been placed high on the priority list have been placed on hold and communication needs to be improved. The committee said they feel they are not being heard, their experience is not always being welcomed, projects are moving too slow, the roles and responsibilities need to be defined by leadership. Staff responded to the committee by saying they are working professionals which means they have limited staff and resources to get all the analytic information the committee is requesting, however they will do their very best to make a recommendation in terms of what their needs are and where they think they need to fill those needs

and why. Committee responded by saying they make recommendation, but feel staff doesn't listen to those recommendations. Also because there is no IS Director who can look at all other departments from this center and make those judgments about does this fit into the overall technology plan and the committee feels they have to try and fill in that void. The committee asked David what the city expects from the committee; for example does the staff recommend to the committee then the committee recommend to council. Also what is the mechanism to which appropriately state if there is a difference of opinion. David King responded by explaining the technology committee is an advisory body that was created by the city council to advise the council on technology projects. The logical entity that would decide what the technology committee is is the city council because they serve at the pleasure of the city council. David said he feels the committee's role is not defined and that is why there is some tension and defining that role will help clear up a lot of it. David's solution is to have something written by staff and the committee and if there are areas of disagreement that is noted in the document and brought to the council to be the final decision maker. Both sides asked David King to further explain the Brown Act and how to communicate with each other without being in violation. David King explained the Technology Committee is an advisory body created by the City Council subject to the Brown Act meaning that a corium of the committee discussing anything that would be the subject matter of the committee would be subject to the Brown Act; a majority of the committee discussing that in one setting is a meeting. For example if you have four members on an email discussing the technology committee that is a meeting. You can talk one on one or one on two, but once you get the majority that is a meeting. The point of the Brown Act is to make the public aware of the process and the decisions made by the committees and council. For the next steps to come to a resolutions the staff and committee created a subcommittee consisting of two staff members Police Chief Bill Whalen and Fire Chief Chris Donovan and two committee members Member Paul Lanyi and Member Tori Lieberstein and Interim IS Director Scott Kim to draft roles and procedures for the Technology Committee to present to the City Council.

## **B. NEXT COMMITTEE MEETING**

Location: El Segundo Police Department – Emergency Operations Center

Date: September 11, 2017

**ADJOURNMENT 7:40PM**

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Casey Cline, Police Department