



REGULAR MEETING OF THE CITY OF EL SEGUNDO TECHNOLOGY COMMITTEE AGENDA

MEETING DATE: Monday, September 25, 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: September 11, 2017 (Regular Meeting);

RECOMMENDED ACTION:

- (1) Approve the minutes.

B. NEW BUSINESS

1. **Receive and file, and possible action, regarding an update specific to the City's IT remediation, cybersecurity, crisis planning and data breach plans. (10 minutes – Scott Kim)**

RECOMMENDED ACTION:

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

C. UNFINISHED BUSINESS

2. **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. (10 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.

3. **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.

4. 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

- 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

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. (15 minutes – Scott Kim)

- a. IS Director
i. Position open/close dates & plans
ii. 2 Technology Committee Members needed for internal interview September 25th 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.

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

7. 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: October 09, 2017

AJOURNMENT

POSTED: *September 21st '2017*
TIME: *7 PM*
NAME: *Morgan*

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; EI 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; EI Segundo - 2013
Muni	Permit Application & Information	Planning & Building, PW, Fire	On-Site	Company - 1999/2000; EI 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; EI Segundo - 1986
Envisionwate	Public Access	Library	On-Site	1998/2000
Granicus	Streaming Video	ESTV	On-Site	Company - 1999; EI Segundo - 2002
Fire House	Fire RMS	Fire	On-Site	Company - 1989; EI 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
- 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 21st. 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 27th, 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, SEPTEMBER 11, 2017

CALL TO ORDER 6:04 PM

ROLL CALL

Council Members

Mayor Pro Tem Drew Boyles ABSENT
Council Member Carol Pirsztuk PRESENT (Arrived at 6:04PM; Left at 7:46PM)

Technology Committee

Member Lindsey Breeden PRESENT
Member Tom Vanek PRESENT (Left at 6:57PM)
Member Brian Hauer PRESENT
Member Tori Lieberstein PRESENT
Vice Chair Paul Lanyi PRESENT (Left at 6:52PM)
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
09/11/2017	A	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: August 14, 2017 (Regular Meeting); August 28, 2017 (Regular Meeting)

MOTION by Member Lindsey Breeden, SECONDED by Vice Chair Paul Lanyu to approve August 14, 2017 and August 28, 2017 minutes. 7/0

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)**

Barbara Voss gave a presentation regarding the development of a hospitality and tourism website and future upgrades to the existing Economic Development Website. For the purpose of the technology committee Barbara is focusing on two aspects the New Business Attraction and Hospitality and Tourism. During the FY16-17 budget discussions City Council directed staff to allocate \$240,000 to develop and implement a hospitality and tourism marketing program. With the approval of EDAC they brought a proposal forward with Phelps Agency a full service marketing firm. That proposal included business attraction, marketing and hospitality and tourism. With that recommendation came upgrades that are pertinent to this technology committee related to development of the website and upgrades to the existing elsegundobusiness.com site. For Hospitality and Tourism Phelps Agency has already done key stakeholder interviews and is on the research phase by starting an online survey, looking at the target audience and competitor positioning. Once Phelps get all the research done they will develop a brand position for the City of El Segundo and how to best represent El Segundo. With that information Phelps is gathering part of the proposal was they would take that information and put out to bid and have someone develop that website. The goal is to have this website up and running by the end of November 2017 and have a website that will be compatible with any future upgrades to the City's website. On the Business Attraction is currently up and running however they would like to improve the functionality for example right now it is designed to be viewed on a desktop and when you look at the website on a phone or tablet it is just a shrunk down version and harder to navigate and read. The estimated budget to rebuild ElSegundoBusiness.com is \$50,000 and to develop the hospitality and tourism website is \$75,000. Lindsey asked if they can combine all three sites hospitality and tourism, ElSegundoBusiness.com and ElSegundo.org into on RFP. The Marketing Committee was thinking they do not want to do them altogether because of timing and ElSegundoBusiness.com is essential just being rescinded and brought up to

date. David said in the past the websites have existed outside the realm of IT and wants to know if and when it will impact IT. Barbara said they did have a discussion about this and because of the work load they transferred responsibility to Phelps and they are hosting and maintaining the site and this is the plan going forward.

2. Receive and file, and possible action, regarding the California Fair Political Practices Commission (FPPC) Statement of Economic Interests from 700 filing requirement for the Technology Committee Members. (20 minutes – Mona Shilling)

Mona Shilling notified the committee the City Council has approved the bylaws and once they receive the bylaws to look on page 4 article 8 section 2 showing the Technology Committee is required to file a Form 700. Mona gave a brief over view of the Form 700 and how it will be used. Several of the committee members feel this form is requesting more information than they would like to share and be made public. No more than three members will talk together and discuss the committees concerns over the Form 700 and will call or email David King about those concerns.

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)

Meredith Petit gave a brief recap regarding the Parks and Recreation Management Software procurement before opening it up for discussion with the committee stating she would like to hear where the committee stands officially and if the letter of recommendation for PerfectMind that was submitted to the City Council is there official recommendation or if an alternative option is needed. Vice Chair Paul Lanyi stated he would like to look at some options and knows the driving factor in getting this software up and running is the aquatics center opening up in June/July of 2018 however if they could get to something by February so there will be a good amount of time to test the software. Member Brian Hauer agrees with Paul, but doesn't like the idea of delaying it any longer and recommends moving forward with one of the two vendors. Meredith responded in terms of timing the aquatics center was definitely a driver in getting the software up and running also with Class coming to an end of life which they now know and have verbal conformation Class will continue to extend technical support for a period of time after however they do not know the cost yet and exactly what that will entail. If we do chose to redo and put back out the RFP then Meredith doesn't want to be transitioning or implementing any new software near summer due to staffing and summer activities. The committee discussed three main points; first going back to the tow vendors PerfectMind and CivicRec to ask specific questions the committee

has, seconded revising and expanding the RFP and putting it back out for a longer period of time to see any new vendors respond, third explore Class and see if they will or can support the new aquatic center. Before the RFP can be put back out they need to find out if the current two bids need to be rejected first. The next steps is to have the Parks and Recreation Eval Subcommittee consisting of Chair David Froemke, Member Lindsey Breeden, Member Brian Hauer and Mayor Pro Tem Drew Boyles along with Meredith Petit review the two bids and come up with questions for the vendors, residential review and talk with the City Attorney about possible legal issues with putting the RFP back out. Step one is to have the questions written out by Monday, September 18th.

4. Receive and file, and possible action, regarding an informational and status update about the City Departments’ “Primary Projects” evaluation process. (15 minutes – Scott Kim)

Scott Kim gave an update regarding the Primary Projects stating they have brought on a project manager and started on getting Tyler Cashiering going and are going to council next Monday to get the final approval for the exact amount, once it is approved the project manager will start to work on it. For Laserfiche Scott has started to get scheduling done with department heads to go over some implementation. For Muni Sam’s department is looking at several departments still. Scott would like to start using contractors for anything that can be done by a contractor for example the website. Scott wants to get the project manager involved and have her start working with contractors to build the site map and start working on the website. Have the project manager report back to the Website Subcommittee to advice on what they are looking for and give any input. License Track has just been paid for and they are starting the site for it and should be online for this year’s fiscal renewal.

**5. Receive and file, and possible action, regarding an informational and status update specific to the IS Division:
a. IS Ticketing Update**

The number have come back up and will probably see the same thing in December.

	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
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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

A project manager has brought on and have started going with Tyler Cashiering and will be going to council next Monday to get the final approval for the exact amount.

c. Business License – On Line

No update.

d. CAD/RMS

No change.

e. ICI Radio upgrade

No change.

f. Fiber Expansion Project

In the final phases and go approval to get the aquatic center connected to fiber at a very minimal cost and are going to install the conduit since the ground is already dug up.

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 – Captain Evanski)

a. IS Director

Doing internal interviews on the week of September 25th. Member Brian Haur and Member Lindsey Breeden volunteered to sit on the interview panel.

b. Project Manager/Support Staff Contracts

As previously mentioned is ready to go.

c. Open IS positions

The permanent help desk employee starting next Monday. There are two IS Specialist position open and will close in two weeks.

d. Open Technology Committee member position

Scott will follow up with the City Manager for an update.

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

Scott recommends we take this off the agenda and wait for the new IS Director.

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

Previously covered when discussing the Primary Projects.

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 subcommittees. (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**

Moving along, nothing to report.

- b. Parks and Recreation Implementation Subcommittee: Member Tori Lieberstein, Member Brian Hauer, Member Lindsey Breeden**

Moving along, nothing to report.

- c. Parks and Recreation Eval Subcommittee: Chair David Froemke, Member Lindsey Breeden, Member Brian Hauer and Mayor Pro Tem Drew Boyles**

Moving along, nothing to report.

- d. Director of IT Hire Subcommittee: Captain Evanski**

Moving along, nothing to report.

- e. Director of IT Transition Subcommittee: Chair David Froemke and Member Tom Vanek**

Stalled until new Director is hired.

- f. Website Subcommittee: Member Tori Lieberstein, Member Brian Hauer and Member Lindsey Breeden**

Moving along, nothing to report.

g. Technology Committee Roles, Responsibilities, Relationship Subcommittee: Member Tori Lieberstein, Member Paul Lanyi, PD Chief Bill Whalen, FD Chief Chris Donovan, Scott Kim

Tori gave an update stating they have next steps and are meeting again on September 26th.

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: September 25, 2017

ADJOURNMENT 7:53PM

Casey Cline, Police Department