



REGULAR MEETING OF THE CITY OF EL SEGUNDO TECHNOLOGY COMMITTEE AGENDA

MEETING DATE: Monday, October 09, 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 Technology Committee is responsible – 5 minutes per person; 30 minutes total).

A. APPROVAL OF MINUTES FOR: September 25, 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 Police Department Body Camera Acquisition and Possible Subcommittee Selection. (15 minutes – Bill Whalen)**

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 California Fair Political Practices Commission (FPPC) Statement of Economic Interests Form700 filing requirement for the Technology Committee Members (20 minutes – David King)**

RECOMMENDED ACTION:

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

- 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. (15 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	237	226	11	232	67

- 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 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.

**7. 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.*

8. 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: *Oct 6, 2017*
TIME: *3:30 PM*
NAME: *Mona Springs*

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
- 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 25, 2017

CALL TO ORDER 6:01PM

ROLL CALL

Council Members

Mayor Pro Tem Drew Boyles ABSENT
Council Member Carol Pirsztuk ABSENT

Technology Committee

Member Lindsey Breeden ABSENT
Member Tom Vanek ABSENT
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
09/11/2017	A	P		P	P	P	P	P	P
09/25/2017	A	A		A	A	P	P	P	P

A. APPROVAL OF MINUTES FOR: September 11, 2017 (Regular Meeting)

MOTION by Vice Chair Paul Lanyi, SECONDED by Member Tori Lieberstein to approve September 11, 2017 minutes. 4/0

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)**

Vice Chair Paul Lanyi asked for this item to be added to new business with all the projects they have been working on Paul wants to make sure we have security for IT remediation, cybersecurity, crisis planning and data breach plans in place. Scott Kim gave a brief update on what the city does for security such as using up to date firewalls and actively do file monitoring through the firewall. For internal staff the city uses file filters and spam filters and do a nightly backup. Member Brian Hauer will meet with Scott one on one to go over in more detail what the city is doing for security.

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)**

Meredith Petit started by saying the subcommittee has been working to identify the areas in question with the two current proposals on what types of questions they would want to explore deeper and wants to discuss where they are with that and moving forward with those two vendors. Meredith and Scott met with David King to catch him up on where they are with the process and what their options are as far as exploring other vendors or obtaining statements of qualifications prior to rejecting the two vendors and what can we do to expand the current RFP before rejecting the two vendors. David's recommendation is to explore one avenue at a time. David suggested if there is some information they need from the two vendors, including user testing, to put that on the vendor and ask for more information. The other option is to reject the two proposals and start fresh with the RFP process. The second piece of Meredith and Scott's homework was to explore more about the current system Class and what those cost would be if they need to extend their services with them. The current contract expires at the end of November and moving forward they can extend the agreement for six or twelve months and the cost would be three times what it currently is. At looking at the numbers we are looking at another year of Class at \$33k or for six months the cost would be prorated accordingly. Meredith concerns as far as timing goes with reissuing the RFP is that when the implementation process would fall and her recommendation and preference

would to not have it fall in the summer months. Scott added if we decide to stay with Class and use it for the aquatics center and put in additional computers that will be an additional cost on top of the \$33k. To fit in the time frame Class would have to be extended out a year and the implementation would take place at the end of next summer or if we chose to go with one of the current vendors we have, Meredith prefers CivicRec and they said they could deliver in the current time frame with only extending out the Class contract six months. Meredith said if we are going to continue down the road of looking into the two current bids then that needs to be done as soon as possible and we need to go to council for the contract. David said of what they know now of the two vendors he would rather reopen the RFP. Greg asked them to change their perspective and think of what the customer experience will be for the next year if we stay with Class. David said we already know what that experience is; it will be uncomfortable, but doable because you know what you are going to get. Meredith said on the user side for the staff Class continues to get more and more challenging and adding a new facility and not having a facility booking module in Class it will only get more challenging. Meredith suggest why not go through the entire process and get back with the vendors to see how they answer the questions they have so even if they chose to not go with the vendors they will have a better understanding of what are the hold ups on the technology committee side. Paul suggested the questions be written out, answered and in a very specific time frame iron it out. Meredith already has the four questions from the subcommittee she will send out to the rest of the committee. The committee agreed the four questions will be sent out to the two vendors with a two week response time and once they receive the response will decide if they will continue with one of the vendors or go back out with a new RFP.

3. Receive and file, and possible action, regarding an informational and status update about the City Departments' "Primary Projects" evaluation process. (15 minutes – Scott Kim)

Chair David Froemke asked going forward to eliminate "evaluation process" because that process is over and it is just primary projects. City Manager Greg Carpenter let the committee know project priority list and funding was approved by council and set aside in next year's budget starting October 1, 2017. Scott Kim gave an update regarding the status of the primary projects stating Eden is moving forward; Class is coming end of life at the end of November; Scott is working with Planning Department this week to start the conversation for the work flow; For Muni Sam is still working on getting a list of the companies he will bring back to the technology committee to review. As for the City Website there was a project manager hired that works just on websites to run the project. The website subcommittee will send over the sitemap they have developed to the project manager. LicenseTrak is on schedule to finish and go live by the end of the year. David asked if the project manager can create a chart like the ticketing chart to keep track of where the projects are at and time line. Scott responded he will get that going in the next couple of meetings.

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**

No change

c. **Business License – On Line**

No change.

d. **CAD/RMS**

No change.

e. **ICI Radio upgrade**

No change.

f. **Fiber Expansion Project**

Fiber is scheduled to be up in running by the end of the year.

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 – Captain Evanski)**

a. **IS Director**

Interviews are scheduled for Wednesday, October 4th. The top three will be then interviewed by The City Manager in hopes of having someone hired by mid-November.

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

Another project manager was hired to assist with the city website.

c. **Open IS positions**

There are two IS Specialist positions opened and interviews are scheduled for October 14, 2017.

d. Open Technology Committee member position

At least one person has submitted an application and another person will possibly apply. Greg said the next step is once they have enough applicants they will be share with the Chair David Froemke and Vice Chair Paul Lanyi to make a recommendation to council. Greg will talk with Mishia to see how many have applied.

6. 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.*

7. 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

Nothing new to report.

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

Previously spoke about.

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

Previously spoke about.

d. Director of IT Hire Subcommittee: Captain Evanski

Nothing new to report.

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

Nothing new to report.

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

Nothing new 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**

Member Tori Lieberstien gave an update stating the subcommittee is meeting tomorrow to discuss document with recommendations moving forward. Chair David Froemke would like to add that the committee doesn't need to meet every two weeks and can move to monthly.

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.*

Vice Chair Paul Lanyi will not be available for the meeting on October 9th and November 9th.

Chair David Froemke, Vice Chair Paul Lanyi, Member Brian Hauer had a conversation with Mona and David King regarding the Form 700 and this has created an unsettling experience. David Froemke is speaking for himself and Lindsey that if they have to fill out the Form 700 then they will be off the committee. David said the next steps are 1. Given the structure of the technology committees current bylaws members must disclose. Several of the committee members will not and cannot complete this form at this time for various personnel and professional reasons. 2. If the form remains required these members will be forced to quit the committee. 3. Staff is investigating how we might restructure the technology committee bylaws to enable the existing committee to continue. Mon added they are investigating options not specific to the bylaws only.

F. STAFF COMMENTS

None.

G. NEXT COMMITTEE MEETING –

Location: El Segundo Police Department – Emergency Operations Center

Date: October 9, 2017

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

Carl Jacobson asked the public communications be moved to the end of the meeting. Carl also stated on the receive and file on the status of both the CAD RMS and radio upgrade as he is unsure of how its fits into the technology committee because there are much broader committees working on both regionally and doesn't know what the committee will be able to do. Greg responded saying it is important the technology committee be aware these projects are going on. IT resources will be needed for them and money is needed and to take those factors into account when looking at the workload for this year. Also to just keep the committee up to date on what is going on.

ADJOURNMENT 7:14PM

Casey Cline, Police Department