



SPECIAL AGENDA

MEETING OF THE CITY OF EL SEGUNDO TECHNOLOGY COMMITTEE

MEETING DATE: Thursday, January 25, 2018

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
Member Chad Hahn
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. NEW BUSINESS

B. UNFINISHED BUSINESS

- 1. Receive and file, and possible action, regarding an update to discuss bylaws amendments. Updated bylaws can be viewed in Exhibit E. (30 Minutes – Greg Carpenter)**

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 an informational status update about the City Departments’ “Primary Projects” outlined in Exhibit D. (5 minutes – Scott Kim)**

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:**

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
October	308	286	22	316	91
November	310	279	31	316	75
December	235	202	33	276	66

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, staffing and technologies outlined in Exhibits A, B, and C. (5 minutes – Scott Kim)

- a. IS Director
 - i. Position open/close dates & plans
- 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

RECOMMENDED ACTION:

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

C. 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.*

5. 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 Transition Subcommittee: Chair David Froemke and Member Tom Vanek**

- e. **Website Subcommittee:** Member Tori Lieberstein, Member Brian Hauer and Member Lindsey Breedon
- f. **Technology Committee Roles. Responsibilities, Relationship Subcommittee:** Member Tori Lieberstein, Member Paul Lanyi, PD Chief Bill Whalen, FD Chief Chris Donovan, Scott Kim
- g. **Integrated in car and body cam Subcommittee:** Chief PD Chief Bill Whalen, Ray Garcia, Member Brian Hauer, Chair David Froemke, 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.

D. 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.*

E. STAFF COMMENTS

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

NEXT COMMITTEE MEETING -

Location: El Segundo Police Department Emergency Operations Center (EOC)
Date: February 12, 2018

AJOURNMENT

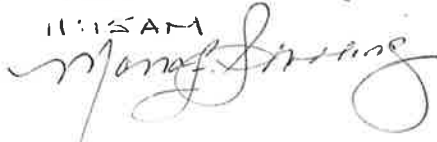
POSTED: JAN. 23, 2018.
TIME: 11:15 AM
NAME: 

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

- Charles Mallory – Started 1/16/2018

IS Manager

- Scott Kim

Technical Services Analyst

- David Gray

IS Specialist

- Chris Lee
- Jason Lee – Promoted from IS Developer
- Chris Fernandez – Start Date 2/5/2018

IS Developer

- Vacant –

IS Network Assistant (Help Desk)

- Dung Nguyen

GIS Analyst

- Mike McDaniel – GIS mapping only

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

EXHIBIT D

IT Primary Projects						
Project	Budget	Actual Cost	PM	Start Date	End Date	Misc
Fiber to Equinix	\$ 550,000.00	TBD	IS		12/31/2017	With the support of El Segundo Public works we were able to get the project completed.
Equinix to Wiseburn	\$ 1,000.00	TBD	IS	11/1/2017 (Approx.)	6/1/2018	Very minor costs as we were able to get the work completed at the same time as our current fiber project.
Laserefiche Planning and Police - Imaging Scanning Workflow	\$ 350,000.00	TBD	IS	10/1/2017	3/1/2018	
Laserefiche Planning, Templates for Fillable Forms and Workflow		TBD	IS	12/1/2017	2/1/2018	
Laserefiche Police and Planning Scanning		TBD	IS	3/1/2018	9/1/2018	
Laserefiche Planning Permits Public		TBD	IS	12/1/2017	2/1/2018	
Laserefiche Workflow for Contract Management		TBD	IS	10/1/2017	4/1/2018	
Tyler Cashiering	\$ 60,000.00	TBD	Tiffany Vu	1/1/2018	4/1/2018	
Rec Park Management Software	\$ 60,000.00	TBD	Tiffany Vu	12/1/2017	6/1/2018	
Website	\$ 100,000.00	TBD	Margaret Lu	10/1/2017	9/30/2018	
Library Patron Replacement	\$ 20,000.00	TBD	Tiffany Vu	11/15/2017	2/15/2018	
Building Permit System	\$ 300,000.00	TBD	Tiffany Vu	10/23/2017	7/31/2018	
HR Module	\$ 20,000.00	TBD	IS	2/1/2018 (Approx.)	5/1/2018 (Approx.)	
Body Worn Camera	\$ 450,000.00	TBD	PD	10/9/2017	4/9/2018 (Approx.)	
Regional ALPR	\$ 375,000.00	TBD	Scott Kim/PO/PW	10/13/2017	5/1/2018 (Approx.)	
Business License Online	\$ 17,000.00	TBD	IS	10/1/2017	11/6/2017	
CAD/RMS Mark 43	\$ 350,000.00	TBD	PO/FIRE		PD End of 2018 and PD Entry 2019	
Public Safety Radio Program ICI	\$ 1,300,000.00	TBD	PO/FIRE		Fire live 3/18 and PD Dec '18	

Project	Budget	Actual Cost	PM	Start Date	End Date	Misc
Construction is completed. Waiting on Certification for Coming Warranty and absolds from Belco						Construction Company was a big issue. Caused lots of delays.
Construction has completed for Conduit install on Equinix side. Construction for conduit will begin in 2018 for Wiseburn side. Waiting on construction team for Wiseburn.						
Laserefiche Consultant will come in to do a walk through on how to scan for police documents. Starting 2018 all police documents will now be scanned and stored in Laserefiche. Working on contract to finish existing documents to be scanned by third party company.						
Work with Planning Department for fillable forms and workflow.						
Working on contract to finish existing documents to be scanned by third party company.						
Work with Planning Director to re-org data and make files available to the public.						
Clerks Dept. is working with Laserefiche to complete the workflow						
Waiting on scope of work for IS from Tyler						
Waiting on Dyrtek to give me a professional services quote.						
Directors input meeting on Nov 21 was a success. Started talks with Marsha at Chamber of Commerce to get her help with the Website. Will be polling patrons for input in the next couple weeks.						
Starting research and development phase again						
Sub Committee has been created. P&B is working on getting information together to present to sub committee.						
Waiting on schedule from HR Director.						
ESFD will go to council for approval in Feb.						
On 10/12 Public Works, IS, PD, and Vendor were present to go over project. PW and Vendor are working out pole mounting issues.						Calltrans and Edison not allowing us to use there poles.
Completed and live - http://bitnewwaic.ca.gov/info/webnewwaiv/						
Waiting on Mark43 CAD research currently being conducted.						
Inventory for purchase being conducted						

EXHIBIT A

CITY OF EL SEGUNDO - TECHNOLOGY COMMITTEE

BYLAWS

ARTICLE I — NAME

The name of this organization shall be the Technology Committee, aka ITC (Information Technology Committee)

ARTICLE II — PURPOSE AND ROLE

Section I - General

The Technology Committee shall collaborate with City staff and the local Information technology community to identify and prioritize technology strategies and projects that are consistent with governmental standards and improve current systems to provide the City and the public with improved technology equipment and services. The Committee is a standing committee that serves at the pleasure of the City Council.

The Committee should make recommendations that balance the needs of all departments while taking under consideration that some short-term actions may need to be postponed due to the overarching and/or long term goals, budgetary constraints, and other priorities of the City's IT Department. .

The Committee shall work with staff and shall submit an annual prioritized list of proposed projects to the City Council for consideration and potential approval. The IT Director shall first collect a list of all staff and Committee requested projects and prioritize them according to need. The Committee shall then review the Director's list of projects and work with the Director to finalize a list to present to the City Council for approval.

The Committee shall work with staff to provide quarterly reports to the Council regarding the progress of the projects. The Committee shall not be responsible for managing the projects. The City Manager and IT Director shall oversee staff as set forth in their respective roles for purposes of managing projects.

With regard to projects that are anticipated to exceed \$50,000, are on the annual prioritized list of projects, or will be used by the public (residents, visitors, and businesses) the Committee shall be involved in selection process identified in Section II. For sole source purchases in excess of \$50,000, staff shall make a presentation to the Committee as to why the purchase qualifies as a sole source purchase. If the Committee disagrees, such will be noted in the staff report to the Council requesting approval of the purchase. For projects that are being mandated by another

agency and the City is required to purchase a particular product, the staff shall make a presentation to the Committee regarding the project and product. If the Committee has concerns about the project and/or product, such concerns shall be noted in the staff report to the Council requesting authority to purchase the product.

Section II- Technology and Software Selection Process

An immediate goal of the Committee shall be to collaborate with staff and develop a broader technology and software selection process (TSSP), including template of a request for proposals form (RFP) for purposes of soliciting IT equipment and services from third party vendors and quality assurance processes. The RFP shall include without limitation, functional requirements, technical requirements, vendor history, maintenance services, integration requirements, and a request for warranty information. The process shall identify the City staff positions to be involved in the process and also include developing a timeline for noticing proposals, for vendors to submit proposals, for staff to evaluate proposals (including demonstrations), and for staff to provide a recommendation to Council.

The process will also provide a list of success criteria and a functional requirement scorecard for evaluating proposals. A potential list of viable proposers shall be identified and information explaining if they did not submit a proposal, why not. The requirements for the TSSP in this Section are not exhaustive as it is intended that the Committee and staff will identify other components to include in the process. The Committee and staff shall submit the proposed TSSP process to the City Council for approval.

The Committee shall not be involved in the drafting of specific proposals or in the ranking, selection, or recommendation to Council of vendors. However, before proceeding to issue a request for proposal, a member or two member subcommittee of the Committee shall review the request for proposal and provide input with regard to whether it meets the City's request for proposals requirements.

A member or two member of the two member subcommittee shall also conduct a criteria success ranking of the vendor that staff is recommending to Council that involves a proposed purchase. This criteria success ranking information shall be included in the staff report provided to the Council with regard to the recommended award of contract.

ARTICLE III — QUALIFICATIONS

Members of the Technology Committee shall represent a cross section of the community including both residents and local industry representatives who have expert knowledge in technology, and general technological practices.

ARTICLE IV — MEMBERSHIP

The Technology Committee shall be composed of eleven (11) voting members and

two (2) members of the City Council to serve as liaison, nonvoting members; all of whom shall be appointed by the Council.

- Section I — Selection of members

- The City of El Segundo shall advertise and solicit applications to fill any vacant position that might occur. After the application period has closed, the Chair, two (2) members of the Technology Committee and the IT Director shall review the applications with the sole purpose of making a recommendation for selection to the Mayor and members of the City Council. The Council shall interview the recommended all candidates and the City Council shall make the final selection and appointments.

Section II —Term of Office

The term for each voting member of the Technology Committee is four (4) years. However, the initial terms of 5 of the members shall only be two (2) years so that the terms shall be staggered to promote the stability of the Committee. The Committee is a standing advisory committee that serves at the pleasure of the City Council (see Article VI Section III Duties of the Technology Committee Members).

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Section III — Compensation

- Technology Committee members shall serve without compensation and shall only be reimbursed for expenses approved by the Council.

Section IV — Removal

- Members of the Technology Committee are expected to attend all meetings. When any member has three consecutive, or a total of 6 or more absences within a 12-month period, the member's seat shall be deemed vacant. .

ARTICLE V — MEETINGS

All meetings of the Committee shall be publicly noticed, open to the public and in a publicly-accessible location as required by state law.

- Section I — Regular Meetings

- Regular meetings of the Technology Committee shall be on the 2nd Monday of every month at 6:00 pm. The Location shall be the Police Department Emergency Operations Center (E.O.C.). If the meeting falls on a holiday then is shall be held on the next day that the City is open for business.

Section II — Special Meetings

- Special Meetings of the Technology Committee may be held at any time upon the call of the Committee Chair, or by a majority of the voting members, or the City Council following at least forty-eight (48) hours' notice to each Committee member. The Committee Chair or a majority of the Technology Committee shall determine the time and location of the Special Meeting.

Section III — Study Sessions / Workshops / Seminars

Section IV — Quorum

- A majority of the voting members of the Technology Committee shall constitute a quorum. A quorum is necessary for action by the Technology Committee.

Section V — Voting

- Each voting member shall have one vote.

- Section VI — Meeting Procedures

- Except as otherwise provided by these Bylaws, City Council Resolutions or state law, the Technology Committee will follow the latest edition of the *Robert's Rules of Order* for the orderly conduct of meetings.

ARTICLE VI - OFFICERS

Officers of the Technology Committee shall be a Committee Chair and a Vice Chair who shall serve at the pleasure to the Technology Committee. Term of office shall be for one (1) year. These Officers shall be voted on at the Committee's first meeting in January. Duties of the officers shall conform to the regular parliament duties set forth by the latest edition of the *Robert's Rules of Order*, unless otherwise stated.

Section I — Committee Chair

- The Committee Chair shall preside over the meetings of the Technology Committee.

Section II — Committee Vice Chair

- During the absence, disability, or disqualification of the Committee Chair, the Committee Vice Chair shall perform all the duties and be subject to all the responsibilities of the Committee Chair. The Committee Vice Chair shall succeed the Committee Chair if he/she vacates the office before the term expires. If this occurs, a new Committee Vice Chair shall be elected at the next regular meeting.

Section III — Duties of the Technology Committee Members

- It is intended that the Technology Committee shall serve an advisory body to the City Council. The duties of the Members are set forth in these bylaws.

- Members of the Technology Committee shall not perform any services or work that would normally be performed by City staff or contractors. In the event a member desires to access City equipment, network or technology in order to provide advice to the City Council or the staff, such access may only be granted by the City Manager upon consultation with the City Attorney. The City has a legal obligation to limit access to personnel, tax, medical, and other information deemed confidential and sensitive.

ARTICLE VII — OFFICIAL DOCUMENTS

Section I — Minutes

- Minutes of all meetings shall be prepared and maintained with the Technology Committee records. Copies shall be distributed to each Technology Committee member, City Council member, and to the City Clerk.

Section II — Distribution of Documents

- Preparation and distribution of Technology Committee documents to the members, City Council and City Clerk shall be the responsibility of a designated staff member from the Information Services Division/Department.
- The official Technology Committee Agenda and previous meeting minutes will be available no less than 72 hours before a scheduled meeting

ARTICLE VIII — ASSISTANCE OF STAFF

The City Manager and IT Director will work with the Technology Committee to provide information (subject to the limitations set forth in Article VI) and staff assistance as the Technology Committee may request from time to time. The staff member(s) designated by the City Manager shall attend meetings of the Technology Committee and submit such reports as

requested by the Technology Committee and as deemed necessary or desirable, s subject to the City Manager in his discretion determining deadlines for providing such assistance based upon other duties that staff is performing. ,

ARTICLE IX — AMENDMENTS

The Committee may recommend amendments to these Bylaws. Such recommendations may be made by simple majority of the voting members at any meeting of the Technology Committee. Such amendments must be approved by the City Council.

PASSED AND ADOPTED by the Technology Committee —[insert date]

PASSED AND ADOPTED by the El Segundo City Council —[insert date]

