



REGULAR MEETING OF THE CITY OF EL SEGUNDO TECHNOLOGY COMMITTEE AGENDA

MEETING DATE: Monday, March 12, 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 City Council acceptance of amended bylaws and the increase of membership from 7 to 11. (10 Minutes – Charles Mallory)**

RECOMMENDED ACTION:

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

- 2. Electronic Communication Legal Discovery Receive and file, and possible action, regarding an update to discuss options for hosting committee-wide email. (10 Minutes – Charles Mallory)**

RECOMMENDED ACTION:

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

- 3. Receive and file, and possible action, on proposal of a new project intake process and reporting structure (10 minutes – Charles Mallory)**

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 status update about the City Departments' "Primary Projects" outlined in Exhibit D. (10 minutes – Charles Mallory)**

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 Ticketing

	Opened	Closed	Remained Open	Hours	Total Open Currently
January	306	299	7	354	73
February	244	230	14	214	69
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
January	319	314	5	376	44
February	279	274	5	395	49

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. (20 minutes – Charles Mallory)

- a. City Software
 - i. City software outlined in attached Exhibits A,B and C
- b. Project Manager/Support Staff Contracts
 - i. Start dates,
 - ii. To do lists and projects
- c. Open IS positions
 - 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.*

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, IS Director Charles Mallory, 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. Technology and Software Selection Process (TSSP) Subcommittee: Member Tori Lieberstein, Member Paul Lanyi, Chad Hahn and IS Director Charles Mallory**
- d. Project Management Office (PMO) Governance Subcommittee: Chair David Froemke, Member Chad Hahn, Member Tom Vanek and IS Director Charles Mallory**
- e. Integrated in car and body cam Subcommittee: Chief PD Chief Bill Whalen, Ray Garcia, Member Brian Hauer, Chair David Froemke and IS Director Charles Mallory**
- f. Website Subcommittee: Member Tori Lieberstein, Member Brian Hauer and Member Lindsey Breeden**

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).

F. NEXT COMMITTEE MEETING -

Location: El Segundo Police Department Emergency Operations Center (EOC)
Date: April 9, 2018

AJOURNMENT

POSTED: *March 9, 2018*

TIME: *4:45 PM*

NAME: *Manaf Spring*

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
Envisionware	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	Status	Roadblocks	Wins	
Equinix to Wiseburn	\$ 1,000.00	TBD	IS	11/1/2017 (Approx.)	6/1/2018	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.		Very minor costs as we were able to get the work completed at the same time as our current fiber project.	
Laserfiche Planning and Police - Imaging Scanning Workflow, Fillable Forms and Workflows	\$ 350,000.00	TBD	IS	10/1/2017	9/1/2018	Submit to Council in April 2018 to begin work. Working on staff report with the assistance from PD and P&B to finish existing documents to be scanned by third party company. Work with Planning Department for fillable forms and workflows and scan existing documents. Works with P&B department to start making public documents available via internet.		25% of the backlog is scanned - PD Records Department was shown how to scan records and use Laserfiche. Started 2018 PD Records department will start scanning into Laserfiche	
Laserfiche Workflow for Contract Management	Included in above	TBD	IS	10/1/2017	TBD 2018	Clerks Dept. is working with Laserfiche to complete the workflow			
Tyler Cashiering	\$ 60,000.00	TBD	Scott Kim	1/1/2018	7/1/2018	Working on Pre-Req. System Purchase and Sql Setup. - Tyler will connect remotely to start setup of SQL and software install. 6/11 Tyler will be on-site for the week to completed setup and train.			
Rec Park Management Software	\$ 60,000.00	TBD	Tony Centeno	12/1/2017	10/1/2018	Project Manager has started working with Rec Park and IS to get information needed to CivicRec. Currently on schedule.			
Website	\$ 100,000.00	TBD	Margaret Liu	10/1/2017	9/30/2018	Survey being sent out through newsletter on Feb 9. Closed on Feb 26th. RFP scheduled to be released March 5th.			
Library Patron Replacement	\$ 20,000.00	TBD	Scott Kim	11/15/2017	4/15/2018	Project is 99% complete. Fix a few outstanding issues.			
Building Permit System	\$ 300,000.00	TBD	TBD	5/1/2018	9/30/2018	Sub Committee has been created. P&B is working on getting information together to present to sub committee.			
HR Module	\$ 20,000.00	TBD	TBD	2/1/2018 (Approx.)	5/1/2018 (Approx.)	Waiting on schedule from HR Director.			
Body Worn Camera	\$ 450,000.00	TBD	PD	10/9/2017	9/30/2018	Working with ESPD getting IS needs fulfilled. Such as wiring for access points.			
Regional ALPR	\$ 375,000.00	TBD	Scott Kim/PD/PW	10/12/2017	5/1/2018 (Approx.)	On 10/12 Public Works, IS, PD, and Vendor were present to go over project. PW and Vendor are working out pole mounting issues.	Caltrans and Edison not allowing us to use there poles.		
CAD/RMS Mark 43	\$ 350,000.00	TBD	PD/FIRE		PD End of 2018 and FD Early 2019	Waiting on Mark43. CAD research currently being conducted. (External Dependency)			
Public Safety Radio Program ICI	\$ 1,300,000.00	TBD	PD/FIRE		Fire live 3/18 and PD Dec '18.	Inventory for purchase being conducted. Working with Radio Company to setup help setup network. Dec 2018 implementation.			
Completed:									
Business License Online	\$ 17,000.00	TBD	IS	10/1/2017	11/6/2017	Completed and Live - http://blrenewals.elsegundo.org/webrenewals/			
Fiber to Equinix	\$ 550,000.00	TBD	IS		12/31/2017	Construction is completed.	Construction Company was a big issue. Caused lots of delays.	With the support of El Segundo Public works we were able to get the project completed.	