



REGULAR MEETING OF THE CITY OF EL SEGUNDO TECHNOLOGY COMMITTEE AGENDA

MEETING DATE: Monday, December 10, 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 Carol Pirsztuk
Council Member Scot Nicol

Technology Committee

Member Lindsey Breeden
Member Brian Hauer
Member Tori Davis
Member Tom Vanek
Member Matthew Knox
Member Timothy Dodd
Member Mike Lipsey
Member Jessica Davis
Vice Chair Madelon Smith
Chair Chad Hahn

*Attendance chart attached as **Exhibit A**

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

1. Copier Replacement Project: (10 Minutes - Charles Mallory)

Recommended Action:

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

B. UNFINISHED BUSINESS

1. Technology Committee By-Laws review: (20 minutes – Committee Chair, Chad Hahn)

Recommended Action:

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

2. Informational status update about the City Departments’ “Primary Projects” outlined in Exhibit B: (15 minutes – Charles Mallory)

i. ISD Operating Strategy Presentation

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.*

1. Receive and file, and possible action, regarding an informational update from the other sub-committees: (30 minutes)

- a. Projects Prioritization Subcommittee: Member Tom Vanek, Member Lindsey Breeden, Member Jessica Davis, Mayor Pro Tem Carol Pirsztuk, IS Director Charles Mallory and City Manager Greg Carpenter**
- b. Fiber to Smoky Hollow Subcommittee: Member Tori Davis, Member Brian Hauer and Member Mike Lipsey**
- c. Technology and Software Selection Process (TSSP) Subcommittee: Member Tori Davis, Chair Chad Hahn, Vice Chair Madelon Smith, Member Timothy Dodd and IS Director Charles Mallory**
- d. Project Management Office (PMO) Governance Subcommittee: Chair Chad Hahn, Member Tom Vanek, Member Timothy Dodd, Member Jessica Davis and IS Director Charles Mallory**
- e. Integrated in car and body cam Subcommittee: Chief PD Chief Bill Whalen, Lieutenant Raymond Garcia, Member Brian Hauer, Vice Chair Madelon Smith, Member Jessica Davis and IS Director Charles Mallory**
- f. Website Subcommittee: Member Brian Hauer, Member Lindsey Breeden and Member Matthew Knox**
- g. Cloud email for El Segundo committees and commissions subcommittee: Member Brian Hauer, Member Lindsey Breeden, and IS Director Charles Mallory**
- h. Operationalizing the Vision: Chair Chad Hahn, Member Tom Vanek, Vice Chair Madelon Smith, Member Brian Hauer, Member Mike Lipsey and IS Director Charles Mallory**
- i. Technology Committee By-laws Review Subcommittee: Chair Chad Hahn, Vice Chair Madelon Smith, Member Tom Vanek, Member Lindsey Breeden, Member Matthew Knox**

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: January 14, 2018

AJOURNMENT:

POSTED: 12/16/2018
TIME: 5:25pm
NAME: Shantae A. Owen

EXHIBIT A

Meeting	Pirsztuk	Nicol	Breeden	Vanek	Hauer	T. Davis	Hahn	Knox	Dodd	Smith	Lipsey	J. Davis
11/14/2016	P		P	P								
11/30/2016	P		P	P								
12/15/2016	A		P	P								
1/5/2017	P		P	P								
01/19/2017-c												
2/2/2017	P		P	A								
2/16/2017	P		P	A								
3/2/2017	A		P	P								
3/13/2017	P		P	P								
3/27/2017	P		A	P								
4/10/2017	P		P	P	P	P						
4/24/2017-c												
5/8/2017	P		A	P	P	P						
5/22/2017	P		P	P	P	P						
6/5/2017*	P		P	P	P	P						
6/12/2017	P		P	P	P	P						
6/26/2017-c												
7/10/2017	P		P	P	P	P						
7/24/2017*	A		P	A	P	P						
7/24/2017	A		P	A	P	P						
8/14/2017	P		P	A	P	P						
8/28/2017	P		P	P	P	P						
9/11/2017	P		P	P	P	P						
9/25/2017	A		A	A	P	P						
10/9/2017	P		P	A	P	P						
10/23/2017	P		P	P	P	P						
11/13/2017-c												
11/27/2017-c												
12/11/2017	P		P	P	A	P						
1/8/2018												
1/22/2018-c												
1/25/2018*	P		P	A	P	P	P					
2/26/2018	P		P	P	P	P	P					

Meeting	Pirsztuk	Nicol	Breeden	Vanek	Hauer	T. Davis	Hahn	Knox	Dodd	Smith	Lipsey	J. Davis
2/26/2018	P		P	P	P	P	P					
3/12/2018	P		P	A	P	P	P					
4/9/2018	P		A	P	P	A	P	P				
5/14/2018	A		P	P	A	P	A	P	P			
6/11/2018	P	P	P	A	P	P	P	P	P			
7/9/2018	P	A	A	P	P	P	A	P	P	P	P	P
8/13/2018	P	P	P	A	A	P	A	A	P	P	P	P
9/17/2018	A	P	A	A	P	P	P	P	A	P	A	P
10/8/2018	P	P	P	P	A	A	P	P	P	P	A	P
11/19/2018-c	A	P	A	A	P	A	P	A	P	P	A	P

ISD Projects														
Project #	Project	Priority (1-3)	PC/CRP Received	Department/s	Budget	PM/BA Budget	Combined Budget	Actuals	Funding Source	PM/BA	Department POC	Start Date	End Date	Status
1	Cloud Exchange/ Office Cloud Services for Email and Office Suite. Cloud email for all CCB Members per request of the City Attorney	2	X	ISD/ City Attorney	\$ 45,000.00	\$ 15,600.00	\$ 60,600.00	\$ 11,837.00	ISD Operating Budget	Scott Kim	Charles Mallory	4/15/2018	Phase One 12/31/2018	<ul style="list-style-type: none"> Rollout began August 27th Waiting on remainder of CCB members to submit their signed electronic policy agreements 90% complete IS to begin gathering quotes for moving City employee email to the cloud
2	Fiber Installation & Implementation- Aquatics Center Fiber optic cable to data center from Aquatic Center	1		Rec/Park	\$ 20,000.00	\$ 4,200.00	\$ 24,200.00	\$ 470.88	Recreation and Parks	Scott Kim	Janet Gant	12/20/2017	Original Date: 10/15/2018 Estimates End Date: 01/31/2019	<ul style="list-style-type: none"> Equipment has been ordered Installation begins December 10th.
3	Lexipol Web-based policy development system providing state-specific policy manuals, regular updates and daily scenario based training to support police officers and firefighters in their daily activities, while reducing the City's exposure to claims and litigation.	3	X	FD/PD	\$ 75,000.00	\$ 15,600.00	\$ 90,600.00	\$ 52,901.77	Operating Budget	Margaret Liu	Cpt. Gritzmacher	5/31/2018	Original Date: 11/1/2018 Estimated End Date: 06/30/2019	<ul style="list-style-type: none"> PD & FD Policy review is continuing PD's first updates have been implemented in Lexipol KMS FD review and editing chapters 4-6 Limited staff availability in PD/FD
4	Records Management System Upgrade and Fire CAD to RMS Interface The Firehouse records management system (RMS) version is at end-of life. This project will upgrade to a new records management system that will improve legally required record keeping as well as business applications that will fully automate the department applications to become paperless.	2	X	FD	\$ 6,000.00	\$ 4,200.00	\$ 10,200.00	\$ 8,060.96	Fire-Prevention: Operating Supplies	Margaret Liu	Cpt. Martinez F.M. Carver	4/2/2018	Original Date: 11/30/2018 Estimated End Date: 01/31/2019	<ul style="list-style-type: none"> ISD building out local server Scheduling 3-day on-site training
5	<p>Laserfiche Add-Ons (Scanning) Scan microfiche and plans to pdf and have it available via Laserfiche</p> <p>Laserfiche Add-Ons (Contract/Insurance Mgmt. Workflow Upgrade) Enhancement of Contract / Insurance / Management workflow currently implementing in Laserfiche to manage contract templates, approvals, compliance with ESMC, terms, along with associated required proof of liability insurance terms, create reports, automatic email reminders, tie into Finance system (Eden)</p> <p>Laserfiche Add-Ons (City Clerk) Expand Laserfiche's Document Imaging System to included additional records kept in the City Clerk's Office and other department(s) records. Set-up Archiving, records retention schedules and establish "Trustworthy Electronic Document or Record Preservation</p>	1		PD/ P&B City Clerk/ Finance City Clerk	\$ 350,000.00	\$ 26,000.00	\$ 376,000.00	\$ 10,592.33	Technology Software/ Implementation CIP	Scott Kim/ Darlene Fennel	Emma Johnson-PD Sam Lee-P&BS Mona Shilling-City Clerk	10/1/2017	12/31/2018	<ul style="list-style-type: none"> 50% of the way through scanning the Planning and Building Safety Departments documents. Planning and Building Safety is working with Complete Paperless Solutions to write scripts that will clean up some of the naming Police Department has sent 20 boxes to Matrix Imaging for scanning and indexing The City Clerk portion of the project is pending receipt of a project charter
6	ICI Radio System (User Equipment) The City's public safety radio system is supported by the Regional Communication Center (RCC). The applications and infrastructure are dated and the RCC has joined the INSB to install a new trunked system.	1	X	FD/PD	\$ 1,300,000.00	\$ 15,600.00	\$ 1,315,600.00	\$ 1,155,033.10	Public Safety Equipment Replacement Fund	Margaret Liu	B.C. Bonfield	8/1/2018	Fire live 3/19 and PD Dec '18.	<ul style="list-style-type: none"> Construction at Paragon building target completion date is December 21st Researching remote access point installation needs 50% Complete
7	CAD/RMS The City's computer aided dispatch (CAD), Police records management system (RMS) and Fire and Police mobile data computers (MDCs) are supported by the Regional Communication Center (RCC). The applications are dated and the RCC has issued an RFP for a new system.	1		FD/PD	\$ 350,000.00	\$ 15,600.00	\$ 365,600.00	\$ 2,973.72	TBD	Margaret Liu	Emma Johnson		9/5/18- PD RMS TBA on Remainder of project	<ul style="list-style-type: none"> RMS Live Awaiting information for Live scan integration- Late Oct/Early Nov CAD project for PD/FD to begin Spring 2019
8	Website & Intranet This project it to replace the City's current website to improve its ease of use and increase information to the public.	1	X	All City	\$ 250,000.00	\$ 78,000.00	\$ 328,000.00	\$ 19,340.34	Technology Software/ Implementation CIP	Margaret Liu	Charles Mallory	9/11/2017	8/30/2019	<ul style="list-style-type: none"> Vendor Selection has been made by internal selection committee Council approved the vendor selection on November 6th Contract Negotiations underway Kickoff meeting with City Staff on December 4th

Project #	Project	Priority (1-3)	PC/CRP Received	Department/s	Budget	PM/BA Budget	Combined Budget	Actuals	Funding Source	PM/BA	Department POC	Start Date	End Date	Status
9	Building Permitting System This project would procure a COTS (commercial off the shelf) solution that would support developer deposits (currently a manual process), integrate document imaging, support electronic plan submission and review, automate required reporting (i.e. AQMD, SMIP, SCAG) and support workflow to track activity. In addition, mobile access for field inspectors and code enforcement officers is desired. Additional enhancements for the public include the ability to view project status, request inspections and view inspections results, and the ability to search permit history by location. Integration with the finance system would eliminate the current process which requires duplication of effort to enter permit information into the Class point of sale system to post cash receipts.	1	X	P&B	\$ 300,000.00	\$ 78,000.00	\$ 378,000.00	\$ 51,101.44	Technology Software/ Implementation CIP	Sally Rodriguez	Sam Lee	9/1/2018	9/30/2019	<ul style="list-style-type: none"> •Project Charter submitted for approval •Gap analysis complete •Workflow in progress •RFP released November 15th •Vendor questions due December 15th •RFP responses due January 15th
10	TOP- Tyler output process: laserfiche connector Allows payroll, purchasing, accounts payable and receivable, human resources, and city clerk to store and disseminate information such as tax notices, pay stubs, invoices, and purchase orders electronically. This feature could also be used by the utility Billing Module to create bills to be sent online.	2	X	Finance	\$ 19,030.00	\$ 4,200.00	\$ 23,230.00	\$ -	TBD	Sally Rodriguez	Juliana Demers	TBD	TBD	
11	Utility Billing Implement an e-billing and e-payment platform that offers a variety of payment types and channels, create efficient communications between City Staff and the community and facilitates the access to documents such as bill and payment history in an easy and simple one vendor solution.	2	X	Finance	\$ 60,000.00	\$ 4,200.00	\$ 64,200.00	\$ -	TBD	Sally Rodriguez	Juliana Demers	TBD	TBD	
12	Fire/Police Staff Scheduling- Schedule Express Staff schedules are completed using Excel spreadsheets. This project would procure automated scheduling software. Integration with the payroll application would further streamline manual processes. The scheduling of fire personnel follows specific labor agreed practices which are very complex , yet the system mimics existing hiring practices and completely automates from leave usage to position filling.	1	X	FD/PD	\$ 25,000.00	\$ 10,400.00	\$ 35,400.00	\$ 32,841.45	Fire-Prevention: Operating Supplies	Margaret Liu	B.C. Slover	7/3/2018	TBD	<ul style="list-style-type: none"> •Contract Canceled/Researching alternative options •PD- Vendor demos in progress •FD Reviewing top two vendors •Awaiting scheduling scenario write-ups
13	HR Application in Eden Acquire an HR module to support Human Resources activity. The HR Department does not have a system to track and manage personnel records, skills, accomplishments, position control, training, evaluations and reporting. Excel spreadsheets are used to track longevity, benefits, step increase, FMLA, ACA, etc. The HR application is typically included in ERP systems, which allows coordination between payroll duties and HR.	2		HR	\$ 20,000.00	\$ 4,200.00	\$ 24,200.00	\$ -	Technology Software/ Implementation CIP	Sally Rodriguez	HR Director	TBD	TBD	<ul style="list-style-type: none"> •Pending receipt of project charter
14	Agenda Management System Agenda Management System/Software workflow to automate the labor-intensive assembly, approval and distribution process and assist with minute management tasks, connect to Laserfiche (document imaging system)	1		City Clerk	\$ 70,000.00	\$ 15,600.00	\$ 85,600.00	\$ -	TBD	Darlene Fennel	Mona Shilling	TBD	TBD	<ul style="list-style-type: none"> •Pending receipt of change proposal
15	ALPR Camera System Installation of Automated License Plate Reader (ALPR) cameras at designated high-traffic perimeter intersections. This will enhance ESPD's existing mobile ALPR program. Integration with current PIPS platform is desired/essential.	1		PD	\$ 375,000.00	\$ 15,600.00	\$ 390,600.00	\$ 586.26	Parking lot Fund	Margaret Liu	Lt. Ray Garcia	10/12/2017	TBA	<ul style="list-style-type: none"> •Currently no vendor contract •Locations will be updated •Community meeting planning in progress for 7:00pm, December 17th, 2018 •Logistics with Manhattan Beach are complete •Approximately 3 years to completion
16	Blade Server Replacement (Virtual Desktop and Servers) Replace Virtual Desktop and Servers before end of Life.	1		IS	\$ 400,000.00	\$ 48,000.00	\$ 448,000.00	\$ -	Equipment Replacement Fund	Charles Mallory	Scott Kim	TBD	TBD	<ul style="list-style-type: none"> •Working with subcommittee to determine timeline and best path forward
17	Storage area Network Replace the existing SAN before end-of-life. Expand current storage.	2		IS	\$ 500,000.00	\$ 48,000.00	\$ 548,000.00	\$ -	Equipment Replacement Fund	Charles Mallory	Scott Kim	TBD	TBD	<ul style="list-style-type: none"> •Working with subcommittee to determine timeline and best path forward

Project #	Project	Priority (1-3)	PC/CRP Received	Department/s	Budget	PM/BA Budget	Combined Budget	Actuals	Funding Source	PM/BA	Department POC	Start Date	End Date	Status
18	Network Switch Replace the existing network switch before it is at end-of-life for vendor support.	2		IS	\$ 200,000.00	\$ 26,000.00	\$ 226,000.00	\$ -	Equipment Replacement Fund	Charles Mallory	Scott Kim	TBD	TBD	•Working with subcommittee to determine timeline and best path forward
	Priority Guidelines: 1-High 2-Medium 3-Low			TOTALS:	\$ 4,365,030.00	\$ 429,000.00	\$ 4,794,030.00	\$ 1,345,739.25						Project Status Color Code: •Green- Project Initiated and running within budget, timeline, and expectation •Yellow- Some aspect of the project is at risk or deserves special attention •Red- Some aspect of the project has fallen dramatically behind, has encountered a major setback, is over budget, or is outside the expected parameters ○White: Project has not yet been initiated
Completed Projects:														
19	Business License Online Support online business license applications, payments and issuance. An interface to the Eden finance system is desired to eliminate duplicate payment entry into the Class point of sale system.	2		Finance	\$ 17,000.00	\$ 4,200.00	\$ 21,200.00	\$ 11,299.00	Business Services: Contractual Services	Sally Rodriguez	Juliana Demers	10/1/2017	11/6/2017	•Completed and Live - http://blrenewals.elsegundo.org/webrenewals/
20	Fiber Installation & Implementation Fiber optic cable is being installed connecting the east and west sides of the City.	1		IS	\$ 550,000.00	\$ -	\$ 550,000.00	\$ 612,018.23	Public Facility CIP	IS			12/31/2017	•Project Complete
21	Library Public Internet Workstations Upgrade the Library public Internet 20 stations.	1		Library	\$ 20,000.00	\$ 23,550.00	\$ 43,550.00	\$ 28,552.50	Technology Software/ Implementation CIP	Tiffany Vu		11/15/2017	2/15/2018	•Project Complete
22	Recreation Management Software The Class recreation software application is obsolete and the vendor's maintenance support ends in December 2015. A facility reservations module is desired.	n/a		Rec/Park	\$ 60,000.00	\$ 10,400.00	\$ 70,400.00	\$ 33,200.00	ISD Equipment Replacement/ Computer Hardware	Tony C		12/1/2017	6/30/2018	•Project Complete
23	Cashiering System (Eden) This project is to procure a new cashiering system to replace CLASS.	1		Finance	\$ 60,000.00	\$ 15,600.00	\$ 75,600.00	\$ 44,980.22	Technology Software/ Implementation CIP	Tony C		2/9/2018	6/15/2018	•Project Complete
24	Payment Gateway for Credit Card Processing This project would implement a single point of sale system for cash receipts and credit card processing.	3		Finance	\$ -	\$ -	\$ -	\$ 3,040.00	Technology Software/ Implementation CIP				7/5/2018	•Project Complete
25	Email Archival Retain archival of all City Staff email for the purpose of Public Records Act Requests	1		IS	\$ 30,000.00	\$ 4,200.00	\$ 34,200.00	\$ 18,012.20	Operating Budget	Karolina Lucio	Scott Kim	5/1/2018	7/31/2018	•Project Complete
26	In-Car & Body Worn Cameras Upgrade the in-car-video recording system. Integration with body-worn cameras is desired/Essential.	1		PD	\$ 450,000.00	\$ 15,600.00	\$ 465,600.00	\$ 504,336.89	Equipment Replacement, Asset Forfeiture	Margaret Liu	Lt. Ray Garcia	6/18/2018	Revised End Date: TBD Original Date: 8/2018	•In-Car cameras installed and currently in use •All technical components of this project are complete •Policies are in legal review and negotiation •Deployment is TBD
27	Dispatch Pre-Alert System- Westnet A Computer Aided Dispatch (CAD) integrated system that provides fire station pre-alert tones while the emergency dispatcher continues to retrieve and input 911 caller information. This intuitive software will "Pre-Alert" the fire station before the dispatcher has the opportunity to tone out the fire station, saving valuable response time.	1	X	FD	\$ 220,000.00	\$ 15,600.00	\$ 235,600.00	\$ 124,482.04	Technology Software/ Implementation CIP	Margaret Liu	Cpt. Allee & B.C. Bonfield	3/18/2018	9/30/2018	• September 26th- Westnet Alerting is Live
				TOTALS:	\$ 1,407,000.00	\$ 89,150.00	\$ 1,496,150.00	\$ 1,379,921.08						