REGULAR MEETING OF THE
CITY OF EL SEGUNDO
TECHNOLOGY COMMITTEE AGENDA

MEETING DATE:	Monday, January 14, 2019
MEETING TIME:	6:00 p.m.
MEETING PLACE:	El Segundo Fire Station #2 2261 E. Mariposa Ave. 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 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

B. UNFINISHED BUSINESS

    1. Technology Committee By-Laws review:
    (15 minutes – Committee Vice Chair, Madelon Smith)

        i. Review changes made to the Technology Committee By-Laws, as outlined in Exhibit C, and vote to approve the revised By-Laws to be submitted to City Council for approval:

        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 discussion
       ii. Website redesign status update

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

    3. City fiber development: (15 minutes – Charles Mallory)

        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 (Subcommittee Chair), 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 (Subcommittee Chair)**

   c. **Technology and Software Selection Process (TSSP) Subcommittee: Member Tori Davis, Chair Chad Hahn, Vice Chair Madelon Smith (Subcommittee Chair), 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 (Subcommittee Chair), and IS Director Charles Mallory**

   e. **Website Implementation Subcommittee: Member Brian Hauer, Member Lindsey Breeden (Subcommittee Chair), Member Tom Vanek and Chair Chad Hahn**

   f. **Operationalizing the Vision Subcommittee: Chair Chad Hahn (Subcommittee Chair), Vice Chair Madelon Smith, Member Brian Hauer, Member Mike Lipsey and IS Director Charles Mallory**

   g. **City Infrastructure Refresh Subcommittee: Vice Chair Madelon Smith, Member Timothy Dodd (Subcommittee Chair), and IS Director Charles Mallory**

   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 Fire Station #2
Date: February 11, 2019

AJOURNMENT:

POSTED: 1 / 11 / 2019

TIME: 4:00pm

NAME: Shantae Durer

Meeting	Pirsztuk	Nicol	Breeden	Vanek	Hauer	T. Davis	Hahn	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	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				
5/14/2018	A		P	P	A	P	A	P			
6/11/2018	P	P	P	A	P	P	P	P			
7/9/2018	P	A	A	P	P	P	A	P	P	P	P
8/13/2018	P	P	P	A	A	P	A	P	P	P	P
9/17/2018	A	P	A	A	P	P	P	A	P	A	P
10/8/2018	P	P	P	P	A	A	P	P	P	A	P
11/19/2018-c	A	P	A	A	P	A	P	P	P	A	P
12/17/2018	P	P	A	P	A	A	P	P	P	A	P

Exhibit A

							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/ Shantae Duren	Charles Mallory	4/15/2018	**Phase One** 12/31/2018		•Phase one (CCB email) complete
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	$ 53,546.65	Operating Budget	Margaret Liu	Cpt. Gritzmacher	5/31/2018	**Original Date:** 11/1/2018 **Estimated End Date:** 06/30/2019		•PD & FD Policy review is continuing •PD's first updates have been implemented in Lexipol KMS •FD review and editing chapters 7-9 •FD developing policy issuing plan • 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	$ 8,295.46	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		•CAD server is up and running --> data is being received -- some issues need to be resolved •Formal BETA test planning, in progress •Draft training schedule •Target deployment: April 8th
5	**Laserfiche Add-Ons (Scanning)** Scan microfiche and plans to pdf and have it available via Laserfiche **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) **Laserfiche Add-Ons (City Clerk)** Expand Laserfichse'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	1		PD/ P&B City Clerk/ Finance City Clerk	$ 350,000.00	$ 26,000.00	$ 376,000.00	$ 17,904.81	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		•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	$ 1,160,322.69	Public Safety Equipment Replacement Fund	Margaret Liu	B.C. Bonfield	8/1/2018	Fire live 3/19 and PD- TBD		•Construction complete •PD + FD RAP configuration is complete --> awaiting RAP installation •50% Complete •Testing will be coordinated by INSB / RCC Technology committee •Target live date: FD - March // PD - TBD
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	$ 3,120.28	TBD	Margaret Liu	Emma Johnson		9/5/18- PD RMS TBA on Remainder of project		•Coplink and FileOnQ integrations are in progress •Laserfiche & Omega integrations timing - TBD •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	$ 20,073.15	Technology Software/ Implementation CIP	Margaret Liu	Charles Mallory	9/11/2017	8/30/2019		•Contract has been fully executed •Awaiting input from Granicus on formal project kick-off •Internal Kickoff meeting with City Staff on December 4th, 2018
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	$ 59,163.30	Technology Software/ Implementation CIP	Sally Rodriguez	Sam Lee	9/1/2018	9/30/2019		•Received confirmation from 9 vendors that they will submit bids •Vendor questions were responded to and a list of questions and answers were provided to all bidding vendors on 12/20 •Vendor Proposals are due on 1/15 and will be evaluated upon receipt •PBS working on workflows and documentation •Created project plan for the code change process. Latest target date to have new ordinance approved is the end of June 2019

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
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	$ 34,512.26	**Fire-Prevention: Operating Supplies**	**Margaret Liu**	**B.C. Slover**	7/3/2018	TBD		•**PD - review team to secure vendor selection approval from Chief** •**FD - vendor selection complete -- > beginning contract review**
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		•**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		•**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	$ 1,407.02	**Parking lot Fund**	**Margaret Liu**	**Lt. Ray Garcia**	10/12/2017	TBA		•**Community meeting was held on December 17th, 2018** •**Prepping for council meeting on February 6th** •**Logistics with Manhattan Beach are complete -- secure written confirmation once Council approves** •**Approximately 3 years to complete**
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		•**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		•**Working with subcommittee to determine timeline and best path forward**
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			<u>TOTALS:</u>	$ 4,345,030.00	$ 424,800.00	$ 4,769,830.00	$ 1,370,182.62							**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 ○<u>White:</u> Project has not yet been initiated
															Completed 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
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
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**		•Equipment has been ordered •Installation begins December 10th.
				TOTALS:	$ 1,427,000.00	$ 93,350.00	$ 1,520,350.00	$ 1,380,391.96							

EXHIBIT C

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 shall 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 will advise on any and all projects as requested by the City or as required per these bylaws. However, the higher purpose of the Committee is to work in conjunction with Staff on the key strategic needs of the City – balancing perceived and unrecognized needs with current projects. While the Committee may be asked to advise on tactics of IT projects, it is the fundamental purpose of the Technology Committee to understand the overarching needs of the City and collaborate with City personnel to ensure that the total needs are met, not just the project needs.

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

Tech Comm Bylaws 02.01.18

Exhibit C

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. This work shall be crafted by the City and input provided by the Committee. 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 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.

Members of the subcommittee shall not create a quorum. This 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.

Tech Comm Bylaws 02.01.18

Exhibit C

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, non-voting 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).

    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~~ may be deemed vacant if determined so by the Chair and Vice Chair of the Committee.~~.~~

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.

Tech Comm Bylaws 02.01.18

Exhibit C

- 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 conference room located at Fire Station #2.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.

Tech Comm Bylaws 02.01.18

Exhibit C

Section II — Committee Vice Chair
- o 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
- o 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.

- o 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
- o 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
- o 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.
- o 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.

Tech Comm Bylaws 02.01.18

Exhibit C

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 — February 26, 2018

PASSED AND ADOPTED by the El Segundo City Council — March 6, 2018.