REGULAR MEETING OF THE
CITY OF EL SEGUNDO
TECHNOLOGY COMMITTEE AGENDA

MEETING DATE:	Monday, February 11, 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

1. Introduction and Welcome to new committee member Todd Felker

(5 Minutes- Chad Hahn)

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

B. UNFINISHED BUSINESS

1. Copier Replacement Status Update: (5 minutes - Charles Mallory)

Recommended Action:
(1) Receive and file the oral 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): (10 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. City Fiber Implementation Subcommittee: Member Tori Davis, Member Brian Hauer, Member Mike Lipsey (Subcommittee Chair), and IS Director Charles Mallory

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, Member Tom Vanek, Chair Chad Hahn, and IS Director Charles Mallory

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 Mike Lipsey, Member Timothy Dodd (Subcommittee Chair), and IS Director Charles Mallory

h. Permitting System Implementation Subcommittee: Member Jessica Davis (Subcommittee Chair), Member Timothy Dodd, 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: March 11, 2019

AJOURNMENT:

POSTED: 2/8/2019

TIME: 4:00pm

NAME: Shantae M Duren

Exhibit A

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				

Exhibit A

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
1/14/2019	P	P	A	P	A	P	A	P	P	P	P

ISD Projects															

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	**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	6/30/2019		•PD & FD Policy review is continuing •PD's first updates have been implemented in Lexipol KMS •FD review and cleanup in progress •FD developing policy issuing plan • Limited staff availability in PD/FD
2	**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	4/8/2019		•CAD server is up and running -- > data is being received -- some issues need to be resolved •Formal BETA test planning, in progress •Training scheduled for the week of Feb 18-22 •Target deployment: April 8th
3	**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/ FD 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/ Sally Rodriguez/ Margaret Liu	Emma Johnson-PD Sam Lee-P&BS Mona Shilling-City Clerk	10/1/2017	12/31/2019		•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
4	**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	3/31/2019		•RAP installation at both stations is complete •Testing will be coordinated by INSB / RCC Technology committee •Target live date: FD - March // PD - TBD
5	**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	X	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
6	**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	10/31/2019		•January 30-31: Formal kick-off meetings with Granicus •March 8th: Granicus UX presentation
7	**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		•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 •2/14/19: Complete vendor presentation for finalists •2/20/19: Finalize vendor selection •2/28/19: Present the teams final selection to the Tech Subcommittee •3/19/19: Present final selection to City Council for approval

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
8	**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		
9	**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		
10	**Fire/Police Staff Scheduling** 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		•FD/PD - vendor selection complete -- > beginning contract review
11	**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		•Project charter in progress
12	**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		•Project charter in progress
13	**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 19th •Logistics with Manhattan Beach are complete -- secure written confirmation once Council approves •Approximately 3 years to complete
14	**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
15	**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
16	**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
17	**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

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
	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							<u>**Project Status Color Code:**</u> •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:								
18	**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/
19	**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
20	**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
21	**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
22	**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
23	**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
24	**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
25	**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**		•All technical components of this project are complete
26	**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		• Project Complete
27	**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**		•Project Complete
				TOTALS:	$ 1,427,000.00	$ 93,350.00	$ 1,520,350.00	$ 1,380,391.96							