



REGULAR MEETING OF THE CITY OF EL SEGUNDO

TECHNOLOGY COMMITTEE AGENDA

MEETING DATE: Monday, February 10, 2020

MEETING TIME: 6:00 p.m.

MEETING PLACE: El Segundo Fire Stations #2
2261 E. Mariposa Avenue
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 Timothy Dodd
Member Mike Lipsey
Member Jessica Davis
Member Todd Felker
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).

NEW BUSINESS

- 1. Technology Committee Council Presentation/Review** (20 Minutes – Madelon Smith)

Recommended Action:

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

B. UNFINISHED BUSINESS

- 1. Bylaw Discussion/Update** (10 Minutes – Madelon Smith)

Recommended Action:

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

- 2. Website Launch Recap** (20 Minutes – Charles Mallory)

Recommended Action:

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

- 3. Informational Status Update About the City Departments’ “Primary Projects” Outlined In (Exhibit B):** (20 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 Subcommittees:** (10 minutes)

- a. **Project Management Office (PMO) Governance Subcommittee: Member Timothy Dodd, Member Jessica Davis (Subcommittee Chair), and Member Todd Felker (5 Minutes)**
- b. **Website Implementation Subcommittee: Member Jessica Davis, Chair Chad Hahn**
- c. **City Infrastructure Refresh Subcommittee: Vice Chair Madelon Smith, Member Mike Lipsey, Member Timothy Dodd (Subcommittee Chair), and Member Todd Felker (5 Minutes)**
- d. **Permitting System Implementation Subcommittee: Member Jessica Davis (Subcommittee Chair), and Member Timothy Dodd**
- e. **Data Utilization Subcommittee: Member Timothy Dodd, Vice Chair Madelon Smith, and Chair Chad Hahn (Subcommittee Chair)**

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 9, 2020

AJOURNMENT:

POSTED: February 7, 2020

TIME: 5:00 pm

NAME: _____

Dalynna Moser

Exhibit A

Meeting	Pirsztuk	Nicol	Vanek	T. Davis	Hahn	Dodd	Smith	Lipsey	J. Davis	Felker
11/14/2016	P		P							
11/30/2016	P		P							
12/15/2016	A		P							
1/5/2017	P		P							
01/19/2017-c										
2/2/2017	P		A							
2/16/2017	P		A							
3/2/2017	A		P							
3/13/2017	P		P							
3/27/2017	P		P							
4/10/2017	P		P	P						
4/24/2017-c										
5/8/2017	P		P	P						
5/22/2017	P		P	P						
6/5/2017*	P		P	P						
6/12/2017	P		P	P						
6/26/2017-c										
7/10/2017	P		P	P						
7/24/2017*	A		A	P						
7/24/2017	A		A	P						
8/14/2017	P		A	P						
8/28/2017	P		P	P						
9/11/2017	P		P	P						
9/25/2017	A		A	P						
10/9/2017	P		A	P						
10/23/2017	P		P	P						
11/13/2017-c										
11/27/2017-c										
12/11/2017	P		P	P						
1/8/2018										
1/22/2018-c										
1/25/2018*	P		A	P	P					
2/26/2018	P		P	P	P					
2/26/2018	P		P	P	P					
3/12/2018	P		A	P	P					
4/9/2018	P		P	A	P					
5/14/2018	A		P	P	A	P				
6/11/2018	P	P	A	P	P	P				
7/9/2018	P	A	P	P	A	P	P	P	P	
8/13/2018	P	P	A	P	A	P	P	P	P	
9/17/2018	A	P	A	P	P	A	P	A	P	
10/8/2018	P	P	P	A	P	P	P	A	P	
11/19/2018-c	A	P	A	A	P	P	P	A	P	
12/17/2018	P	P	P	A	P	P	P	A	P	
1/14/2019	P	P	P	P	A	P	P	P	P	
2/11/2019	P	A	A	P	A	P	P	P	P	P
3/18/2019	A	P	A	A	P	P	A	P	A	P
4/8/2019	A	P	P	A	P	P	P	A	P	P
5/13/2019 - C										
6/10/2019	P	P	P	P	P	A	P	A	P	P
7/15/2019	p	A	A	P	P	P	P	A	P	P
8/12/2019	A		A	P	P	P	P	A	P	P
9/09/2019 - C										
10/28/2019	A	A	P		P	P	P	A	A	P
11/12/2019 - C										
12/9/2019	P	P	A		P	P	P	A	P	A
1/13/2020	P	P	P		P	P	P	P	P	P

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	<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) 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 include 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/ FD City Clerk/ Finance City Clerk	\$ 350,000.00 \$	\$ 26,000.00 \$	\$ 376,000.00 \$	78,738.46	Technology Software/ Implementation CIP	Scott Kim Darlene Fernell Margaret Liu	Emma Johnson-PD Mona Shilling-City Clerk James Carver - FD	10/1/2017	PD: 12/30/2020 P&B: Mid-2021 Fire: Mid-2021	<p>SCANNING PD: Test scans have been approved Matrix has picked up 315 of the 410 boxes Matrix will provide a revised schedule for pickup, scanning and completion Matrix has provided a list of boxes to be scanned P&B: Fiche scanning is completed. OA has deemed image acceptable Paper scanning, total 75 boxes; boxes 1-44 required reworking, boxes 45-58 scanned and need to be imported and indexed P&B will take over OA and supervision of the project P&B will be reworked up until 1/1/2020 QC/OA: documents are in City Clerk's Office FD: Defining scope and gathering phase Environmental Safety: Identifying document type and volume Contract Management: Matrix will organize demo of Laserfiche Forms for contract management capabilities, project on hold until a comprehensive demo is completed After demo a test environment will be accessible to test functionality Records Retention: City Clerk requested this project be on hold until the Laserfiche scanning project is in progress</p>
2	<p>GAO/RMS (Marks) The City computer aided dispatch (CAD), police records management system and the Regional Communication Center (RCC). The applications are dated and the RCC has issued an RFP for a new system.</p>	1		FD/PD	\$ 350,000.00 \$	\$ 15,000.00 \$	\$ 365,000.00 \$	3,330.66	TBD	Margaret Liu	Emma Johnson		PD RMS: Done CAD: 3/31/21	<p>• RMS is complete • CAD delayed, pending Market3 input</p>
3	<p>Website & Intranet This project is to replace the City's current website to improve its ease of use and increase information to the public.</p>	1	X	All City	\$ 250,000.00 \$	\$ 78,000.00 \$	\$ 328,000.00 \$	157,907.19	Technology Software/ Implementation CIP	Margaret Liu	Charles Mallory	9/11/2017	6/30/2020	<p>• Launched on 01/29/2020 • OA Issues are in process • Intranet Roll-out will happen once the website is done in April or May</p>
4	<p>Building Permitting System This project would create 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, SMIIP, SCAG) and support workflow to track activity. In addition, the system would allow the public 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 City's point of sale system to post cash receipts.</p>	1	X	P&B	\$ 300,000.00 \$	\$ 78,000.00 \$	\$ 378,000.00 \$	125,908.00	Technology Software/ Implementation CIP	Margaret Liu	Sam Lee	9/1/2018	9/30/2020	<p>• Z/S: Introduced Central Square Project Manager • Z/S: demo refreshers • Project to restart in March 2020</p>
5	<p>Utility Billing - Payments 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 and payment history in a clear and simple user interface solution.</p>	2	X	Finance	\$ 60,000.00 \$	\$ 4,200.00 \$	\$ 64,200.00 \$	15,296.33	TBD	Charles Mallory	Juliana Demers	4/22/2019	4/30/2020	<p>• Customizations are in process • Contract issues are pending resolution by Finance</p>
6	<p>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 hire range to position filling.</p>	1	X	FD/PD	\$ 25,000.00 \$	\$ 10,400.00 \$	\$ 35,400.00 \$	7,935.23	Fire-Prevention: Operating Supplies	Margaret Liu	B.C. Slover	7/3/2018	FD: 6/2020 3/2020	<p>• FD & PD: Beginning configurations</p>

Exhibit B

Project #	Project	Department/s	Budget	PM/PA Budget	Combined Budget	Actuals	Funding Source	PM/PA	Department POC	Start Date	End Date	Status
7	HR Application in Eden to support Human Resources activities. 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, PMA, ACA, etc. The HR application is typically included in ERP systems, which allows coordination between payroll duties and HR.	HR	\$ 20,000.00	\$ 4,200.00	\$ 24,200.00	\$ 2,707.39	Technology Software/ Implementation CP	Charles Mallory	HR Director/ Juliana Stevens	4/1/2019	TBD	• Data Entry has begun
8	ALPR Camera System and License Plate Reader (ALPR) cameras at designated high-traffic perimeter intersections. This will enhance SPD's existing mobile ALPR program. Integration with current PPS platform is desired/essential.	PD	\$ 375,000.00	\$ 15,000.00	\$ 390,000.00	\$ 1,524.27	Parking lot Fund	Margaret Liu	Lt. Ray Garcia	10/12/2017	6/30/2020	• Traffic lights installation has been implemented • Cars are still in process
9	Build Server Replacement (Virtual Desktop and Servers) Replace Virtual Desktop and Servers before end of life.	IS	\$ 400,000.00	\$ 48,000.00	\$ 448,000.00	\$ -	Equipment Replacement Fund	Charles Mallory	Scott Kim	8/1/2019	6/30/2020	• Will go live at the end of June • Currently working on challenges with securing rental space
10	Storage area Network Replace the existing SAN before end-of-life. Expand current storage.	IS	\$ 500,000.00	\$ 48,000.00	\$ 548,000.00	\$ -	Equipment Replacement Fund	Charles Mallory	Scott Kim	8/1/2019	6/30/2020	• Will go live at the end of June • Currently working on challenges with securing rental space
11	Network Switch Replace the existing network switch before it is at end-of-life for vendor support.	IS	\$ 1,000,000.00	\$ 26,000.00	\$ 1,026,000.00	\$ -	Equipment Replacement fund	Charles Mallory	Scott Kim	TBD	TBD	• Working with subcommittee to determine timeline and best path forward
12	Agrisys Management System Agrisys Management System/Software workflow to automate the labor-intensive assembly, approval and distribution process and assist with management data, connect to Distribution Management (mgmg system).	City Clerk	\$ 70,000.00	\$ 15,000.00	\$ 85,000.00	\$ 3,922.00	TBD	Derlene Fennell	Mona Shilling	PENDING	PENDING	This project is on hold, the City Clerk's Office is researching Agenda Management options
13	Cloud Email Exchange Online helps protect your information with advanced capabilities. Anti-malware and anti-spam filtering protects mailboxes. Data loss prevention capabilities prevent users from incidently sending sensitive information to unauthorized recipients. Cloud email also provides a secure, encrypted mailbox and a team of security experts monitoring Exchange Online around the clock safeguard your data. And with a guaranteed 99.9% uptime, financially-backed service level agreement, you can count on your email always being up and running.	City	\$ 60,000.00	TBD	TBD	\$ -	IS/ Software maintenance	Scott Kim	Charles Mallory	TBD	6/30/2020	• Going to council for approval • Going live at the end of June
14	Library Integrated Library System (ILS) The current ILS agreement has expired and the library would like a new system that is configurable with the programs currently in use to perform seamless customer data and bibliographic migration.	Library	\$ 92,000.00	\$ 8,000.00	\$ 60,000.00	\$ -	Library	Derlene Fennell	Mark Hubert	TBD	5/30/2020	• The project is in negotiation with the current vendor Innovative Interfaces, Inc. • The Project Charter is in progress.
15	Time Keeping System Installation of a timekeeping system that allow employees to clock in and out, track time, generate reports, remote clock in and out, which can be verified is under consideration.	Rec & Park/City	\$ 31,534.14	TBD	\$ 31,534.14	\$ -	Capital Investment fund	Derlene Fennell	Meredith Petit	TBD	TBD	• Equipment arriving next week
		TOTALS	\$ 5,075,000.00	\$ 400,800.00	\$ 5,475,800.00	\$ 1,619,270.05						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 major issues or a major setback, is over budget, or is outside the expected parameters - White: Project has not yet been initiated

Project #	Project	Priority (1-3)	PC/CP Received	Department/s	Budget	PM/BA Budget	Combined Budget	Actuals	Funding Source	PM/BA	Department POC	Start Date	End Date	Status
Complete Projects														
16	Business License Online Support online business license applications, payments and issuance. An interface to the Edes 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	5/17/2017	11/16/2017	+Completed and Live - http://birenewals.ehigundo.org/webnewals/
17	Fiber Installation & Implementation Upgrade the Library public internet 20 stations.	1		IS	\$ 550,000.00 \$	- \$	550,000.00 \$	612,018.33 \$	Public Facility/CP	IS			12/31/2017	+Project Complete
18	Library Public Internet Workstations Upgrade the Library public internet 20 stations.	1		Library	\$ 20,000.00 \$	21,550.00 \$	41,550.00 \$	28,552.50 \$	Technology Software/ Implementation/CP	Tiffany Vu		11/15/2017	2/15/2018	+Project Complete
19	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		12/17/2017	6/30/2018	+Project Complete
20	Cashiering System (Edes) 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/CP	Tony C		2/9/2018	6/15/2018	+Project Complete
21	Payment Gateway for Credit Card Processing This project is to implement a single point of sale system for cash receipts and credit card processing.	3		Finance	\$ - \$	- \$	- \$	3,040.00 \$	Technology Software/ Implementation/CP				7/5/2018	+Project Complete
22	Small Animal Requests 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
23	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 \$	507,380.21 \$	Equipment Replacement/ Asset forfeiture	Margaret Liu	LT Ray Garcia	6/18/2018	Revised End Date: 10/15/2019 Original Date: 8/2018	+All technical components of this project are complete
24	Dispatch Pre-Alert System - Worksheet 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 \$	124,716.55 \$	Technology Software/ Implementation/CP	Margaret Liu	Chr. Allen & B.C. Benfield	3/18/2018	9/30/2018	+ Project Complete
25	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 \$	470.48 \$	Recreation and Parks	Scott Kim	Janet Gant	12/20/2017	Original Date: 10/15/2019 Revised End Date: 01/31/2019	+Project Complete
26	Cloud Exchange/ Office 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	+Phase one (CCB email) complete
27	Records Management System Upgrade and Fire CAD to RMS Interface (Emergency Reporting) The firehouse records management system (RMS) version is at end of life. This project will upgrade to a new records management system that will provide the needed record keeping as well as business applications that will automate the department applications to become paperless.	2	X	FD	\$ 6,000.00 \$	4,200.00 \$	10,200.00 \$	10,549.51 \$	Fire-Prevention/ Operating Supplies	Margaret Liu	Cpt. Marlene F.M. Craver	4/2/2018	4/9/2019	+Project Complete
28	Legalpol Web-based policy development system providing state-specific policy information for police officers and firefighters in their daily activities, while reducing the City's exposure to claims and litigation.	3	X	FD/PO	\$ 75,000.00 \$	15,600.00 \$	90,600.00 \$	60,171.11 \$	Operating Budget	Margaret Liu	Cpt. Grittmacher	5/31/2018	FD: 12/31/2019 PO: Mid 2020	+FD has issued policy chapter 1.9 --> will release at least one policy chapter per month --> Scheduled to finish end of 2019 +PO has been working on procedure manual +FD is beginning to plan policy release procedure and timing

Exhibit B

As of 2/7/2020

Project #	Project	Priority (1-3)	RC/CSP Received	Department/s	Budget	PM/BA Budget	Combined Budget	Actuals	Funding Source	PM/BA	Department FOC	Start Date	End Date	Status
29	<p>RC Radio System (User Equipment)</p> <p>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 unified system.</p>	1	X	FD/PO	\$ 1,300,000.00	\$ 15,600.00	\$ 1,315,600.00	\$ 1,161,290.01	Public Safety Equipment Replacement Fund	Margaret Liu	B.C. Bonfield	8/1/2018	2/1/2020	<ul style="list-style-type: none"> • PD portion is complete, went live 11/2019 • FD portion is complete