



REGULAR MEETING OF THE CITY OF EL SEGUNDO TECHNOLOGY COMMITTEE AGENDA

MEETING DATE: Monday, February 24, 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**

A. NEW BUSINESS

1. Technology Committee Council Presentation/Review
(15 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

F. PUBLIC COMMUNICATIONS

Related to city business only and for which the Advisory Council is responsible—(5 minutes per person; 30 minutes total).

G. NEXT COMMITTEE MEETING

Location: El Segundo Fire Station #2
Date: March 9, 2020

ADJOURNMENT:

POSTED: February 21, 2020

TIME: 5:00 pm

NAME: _____

Dalynna Moser

Exhibit A

Meeting	Pirsztuk	Nicol	Vanek	T. Davis	Hahn	Dodd	Smith	Lipsev	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

Exhibit B

ISD Projects														
Project #	Project	Priority (1-5)	PC/CIP 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) Enhancement of Contract / Insurance / Management workflow currently implementing in Laserfiche to manage contract templates, approvals, compliance with ESWC terms, along with associated required proof of compliance with ESWC terms, automatic email reminders, tie into Finance system (Eden)</p> <p>Laserfiche Add-Ons (City Clerk) Expand Laserfiche's Document Imaging System to include additional document types and formats for City Clerk's office. Includes Setup Archiving, records retention schedule and establish Transparency Electronic Document or Record Preservation</p>	1		<p>PD / P&B / FD</p> <p>City Clerk/ Finance</p> <p>City Clerk</p>	\$ 350,000.00	\$ 26,000.00	\$ 376,000.00	\$ 74,738.46	Technology Software/ Implementation CIP	<p>Scott Kim</p> <p>Darlene Fennell</p> <p>Margaret Liu</p>	<p>Emma Johnson- PD</p> <p>Sam Lee- P&B</p> <p>Mona Shilling- City Clerk</p> <p>James Carver - FD</p>	10/1/2017	<p>PD: 12/30/2020</p> <p>P&B: Mid-2021</p> <p>Fire: Mid-2021</p>	<p>Scanning: PD: Test scans have been approved. Matrix has provided a disc of latest scans, awaiting upload of microfiche to Laserfiche. PD: Laserfiche has provided the SOW document pending with City Clerk's office.</p> <p>P&B: Fiche scanning is completed, QA has deemed images acceptable. Paper scanning, total 75 boxes; boxes 1-44 required reworking, boxes 45-58 scanned and need to be imported and indexed.</p> <p>IS scans will be completed and QA and supervision of the project.</p> <p>PD: QA document pending in City Clerk's office.</p> <p>FD: Defining scope and gathering phase.</p> <p>Environmental Safety is identifying document type and volume.</p> <p>Contract/Insurance Mgmt: will organize demo of Laserfiche forms for Contract/Insurance Mgmt. project on hold until comprehensive demo is scripted and executed.</p> <p>After demo a test environment will be accessible to test functionality.</p> <p>Records Retention: City Clerk requested this project be on hold until the Laserfiche scanning project is in progress.</p>
2	<p>CAD/RMS (Mark43) 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.</p>	1		FD/PO	\$ 350,000.00	\$ 15,600.00	\$ 365,600.00	\$ 3,530.66	TBD	Margaret Liu	Emma Johnson		<p>PD RMS: Done</p> <p>CAD: 3/3/21</p>	<p>RMS is complete</p> <p>CAD delayed, pending Mark43 input</p>
3	<p>Website & Intranet The City would like to enhance 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	\$ 76,000.00	\$ 326,000.00	\$ 157,507.19	Technology Software/ Implementation CIP	Margaret Liu	Charles Mallory	9/11/2017	6/30/2020	<p>Launched on 07/29/2020</p> <p>QA: QA is in progress</p> <p>Intranet kick-off will happen once the website is done in April or May</p>
4	<p>Building Permitting System The project would procure a COTS (commercial off the shelf) solution that would support developer deposits (currently a manual process), integrate with the City's existing permitting system, and provide a mobile app for automates required reporting (ie. AQMD, SMP, 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 for the public, and the ability to search permit history by location. Integration with the City's existing permitting system is a key process, which requires duplication of effort to enter permit information into the Class point of sale system to post cash receipts.</p>	1	X	P&B	\$ 300,000.00	\$ 78,000.00	\$ 378,000.00	\$ 125,906.00	Technology Software/ Implementation CIP	Margaret Liu	Sam Lee	9/1/2018	9/30/2020	<p>2/3: Introduced Central Square Project Manager</p> <p>2/4: Demo refresh</p> <p>2/5: Project to start in March 2020</p>
5	<p>Utility Billing - Payments The project would procure a COTS (commercial off the shelf) solution that would support developer deposits (currently a manual process), integrate with the City's existing permitting system, and provide a mobile app for automates required reporting (ie. AQMD, SMP, 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 for the public, and the ability to search permit history by location. Integration with the City's existing permitting system is a key process, which requires duplication of effort to enter permit information into the Class point of sale system to post cash receipts.</p>	2	X	Finance	\$ 60,000.00	\$ 4,200.00	\$ 64,200.00	\$ 15,916.33	TBD	Charles Mallory	Juliana Demers	4/27/2019	4/30/2020	<p>Customizations are in process</p> <p>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 City's existing permitting system is a key process, which requires duplication of effort to enter permit information into the Class point of sale system to post cash receipts.</p>	1	X	FD/PO	\$ 25,000.00	\$ 10,400.00	\$ 35,400.00	\$ 7,995.23	Fire-Prevention: Operating Supplies	Margaret Liu	B.C. Bover	7/2/2018	<p>FD: 6/30/2020</p> <p>PO: 3/2020</p>	<p>FD & PO: Beginning configurations</p>

Exhibit B

Project #	Project	Priority (1-3)	PC/CRP Received	Department/s	Budget	PM/DA Budget	Combined Budget	Actuals	Funding Source	PM/DA	Department POC	Start Date	End Date	Status	
7	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 performance. 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	\$ 2,707.39	Technology Software/ Implementation CRP	Charles Malloy	HR Director/ Juliana Demers	4/1/2019	TBD	Data Entry has begun	
8	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 PPS platform is desired/essential.	1		PD	\$ 375,000.00	\$ 15,600.00	\$ 390,600.00	\$ 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	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 Malloy	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.	2		IS	\$ 500,000.00	\$ 48,000.00	\$ 548,000.00	\$ -	Equipment Replacement Fund	Charles Malloy	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.	2		IS	\$ 1,000,000.00	\$ 20,000.00	\$ 1,020,000.00	\$ -	Equipment Replacement Fund	Charles Malloy	Scott Kim	TBD	TBD	Working with subcommittee to determine timeline and best path forward	
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	\$ 3,922.00	TBD	Darlene Fennell	Mona Shilling	PENDING	PENDING	This project is on hold, the City Clerk's Office is researching Agenda Management options	
13	Cloud Email Cloud email helps protect user information with advanced capabilities, anti-malware and anti-spam filters, prevent users from mistakenly sending sensitive information to unauthorized people, globally redundant servers, premier disaster recovery capabilities, 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.	1		City	\$ 60,000.00	TBD	TBD	\$ -	ESD/Software maintenance	Scott Kim	Charles Malloy	TBD	6/30/2020	Going to council for approval Going live at the end of June	
14	Library Integrated Library System (ILS) Installation of the library would like a new system that is configurable with the programs currently in use to perform circulation OPAC/Discovery, catalog reports, host training and offer seamless customer data and bibliographic migration.	1		Library	\$ 52,000.00	\$ 8,000.00	\$ 60,000.00	\$ -	Library	Darlene 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 allows employees to clock in and out on location. A system that will permit remote clock in and out, which can be verified is under consideration.	1		Rec & Inv/ City	\$ 31,534.14	TBD	\$ 31,534.14	\$ -	Capital Investment Fund	Darlene Fennell	Meredith Felt	TBD	TBD	Equipment arriving next week	
				TOTALS:	\$ 5,075,000.00	\$ 400,800.00	\$ 5,475,800.00	\$ 1,619,170.85							Project Status: Color Codes 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 exceeded a major setback, is over budget, or is outside the expected parameters ORANGE: Project has not yet been initiated

Exhibit B

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
Complete Projects														
16	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	\$ 11,200.00	Business Services: Contractual Services	Sally Roadfeght	Juliana Demers	10/1/2017	11/6/2017	*Completed and Live - http://businesswits.dsgundo.org/webrenews/
17	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	\$ 612,038.23	Public Facility CIP	IS			12/25/2017	*Project Complete
18	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 Yu		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	\$ 39,200.00	ISD Equipment Replacement/ Computer Hardware	Tony C		12/1/2017	6/30/2018	*Project Complete
20	Cashiering System (E&N) This project is to procure a new cashiering system to replace CLASS.	1		Finance	\$ 60,000.00	\$ 15,600.00	\$ 75,600.00	\$ 48,980.23	Technology Software/ Implementation CIP	Tony C		2/9/2018	6/15/2018	*Project Complete
21	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
22	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 Ludo	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	\$ 507,180.21	Equipment Replacement, Project Furniture	Margaret Liu	Lt Ray Garcia	6/18/2018	Revised End Date: TBD Original Date: 8/2018	*All technical components of this project are complete
24	Dispatch Pre-Alert System - Westbet A Computer Aided Dispatch (CAD) integrated system that provides fire station pre-alert tones while the emergency dispatcher continues to receive information from the business software will "pre-alert" the fire station before the dispatcher has the opportunity to time 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 CIP	Margaret Liu	Cpt. Alice B.C. Bonfield	3/18/2018	9/30/2018	* Project Complete
25	Fiber Installation & Implementation- Aquatic 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: 12/20/2017 Estimate 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	\$ 11,897.00	ISD Operating Budget	Scott Kim	Charles Malloy	4/15/2018	Phase One 12/31/2018	*Phase one (CEB email) complete
27	Records Management System Upgrade and Fire CAD to RMS Interface (Emergency Reporting) The records management system (RMS) version is at end-of-life. This release contains a new version of the software 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	\$ 19,540.51	Fire-Prevention: Operating Supplies	Margaret Liu	Cpt. Martinez F.M. Carver	4/2/2018	4/9/2019	*Project Complete
28	WebEd 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/PO	\$ 75,000.00	\$ 15,600.00	\$ 90,600.00	\$ 60,171.31	Operating Budget	Margaret Liu	Cpt. Grittmacher	5/31/2018	FD: 12/31/2019 PD: Mid 2020	*FD has issued policy chapter 1.9 -> will release at least one policy chapter per month -> Scheduled to finish end of 2019 *PD has completed training on procedures manual *PD has restored from backup *PD is beginning to plan policy release procedure and timing

Exhibit B

Project #	Project	Priority (1-3)	P/C/CRP Received	Department/s	Budget	PM/BA Budget	Combined Budget	Actuals	Funding Source	PM/BA	Department POC	Start Date	End Date	Status
29	<p>ICI 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 IRSB to install a new trunked system.</p>	1	X	FD/PO	\$ 1,300,000.00	\$ 15,600.00	\$ 1,315,600.00	\$ 1,161,790.01	Public Safety Equipment Replacement Fund	Margaret Liu	B.C. Bonifidi	8/1/2018	2/1/2020	+ PD portion is complete, went live 11/2019 + IR portion is complete