



# REGULAR MEETING OF THE CITY OF EL SEGUNDO TECHNOLOGY COMMITTEE AGENDA

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MEETING DATE: Monday, March 9, 2020

MEETING TIME: 6:00 p.m.

MEETING PLACE: El Segundo Fire Station #2  
2261 E. Mariposa Avenue  
El Segundo, CA 90245

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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.

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**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. None

**B. UNFINISHED BUSINESS**

**1. Bylaw 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.

**1. Technology Committee Council Presentation Recap  
(10 Minutes – Madelon Smith)**

Recommended Action:

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

**2. Informational Status Update About the City Departments’ “Primary  
Projects” Outlined in Exhibit B: (20 minutes – Charles Mallory)**

Recommended Action:

- (5) Receive and file the oral report;
- (6) 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. **City Infrastructure Refresh Subcommittee: Vice Chair Madelon Smith, Member Mike Lipsey, Member Timothy Dodd (Subcommittee Chair), and Member Todd Felker (5 Minutes)**

- c. **Permitting System Implementation Subcommittee: Member Jessica Davis (Subcommittee Chair), and Member Timothy Dodd**
- d. **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**

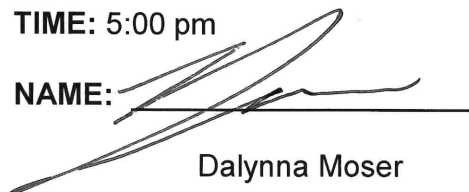
**Location:** El Segundo Fire Station #2  
**Date:** April 13, 2020

**ADJOURNMENT:**

**POSTED:** March 6, 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	A	A		P	P	P	A	P	P
2/24/2020	P	A			P	P	P	A	P	P

ISD Projects

Project #	Project	Priority (1-5)	PC/OMB Received	Department/s	Budget	PM/BA Budget	Combined Budget	Actuals	Funding Source	PM/BA	Department POC	Start Date	End Date	Status
1	<p><b>Laserfiche Add-On (Scanning)</b> Scan microfiche into pdf and have it available via Laserfiche</p> <p><b>Laserfiche Add-On (Contract/Insurance Mgmt. Workflow Upgrade)</b> Enhancement of Contract / Insurance / Management workflow currently implemented in Laserfiche to manage contract templates, approvals, liability insurance terms, create reports, automatic email reminders, etc into Finance system (Edm)</p> <p><b>Laserfiche Add-On (City Clerk)</b> Implement a new scanning system to include additional forms and reports currently being used by City Clerk's Office. Set up Archiving, records retention schedules and establish "Trustworthy Electronic Document or Record Preservation"</p>	1		<p>PD/P&amp;B/ FD</p> <p>City Clerk/ Finance</p> <p>City Clerk</p>	\$ 350,000.00	\$ 26,000.00	\$ 376,000.00	\$ 78,738.46	Technology Software/ Implementation CIP	Scott Kim Dorothy Hill Margaret Liu	<p>Emma Johnson-PO Sam Lee-P&amp;B James Carver-FD Mona Shilling-City Clerk</p>	10/1/2017	<p>PD: 12/30/2020 FD: 1/1/2021 Fire: 8/6/2021</p>	<p>Scanning: PD: Scanning restarted 02/05/20 Matrix will provide a revised schedule for scanning and completion of the project. P&amp;B: P&amp;B will take over QA and supervision of the project IS manager will head up any clean-up efforts C/O/OA document pending in City Clerk's office Fire: Documented for the scanning phase Contract/Insurance Mgmt: Will organize demo of Laserfiche forms for contract management capabilities, project on hold until a comprehensive demo is scripted and executed After demo a test environment will be accessible to test functionality of the system. Once testing is complete this project is on hold until the Laserfiche scanning project is in progress</p>
2	<p><b>CAO/RMS (Mark43)</b> 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	\$ 15,000.00	\$ 365,000.00	\$ 3,530.66	TBD	Margaret Liu	Emma Johnson		<p>PD RMS: done CAD: 3/31/21</p>	<p>RMS is complete CAD delayed to end of 2020 / early 2021.</p>
3	<p><b>Website &amp; Intranet</b> The City would like to replace the City's current website to improve its ease of use and increase information to the public.</p>	1	X	All City	\$ 350,000.00	\$ 70,000.00	\$ 320,000.00	\$ 157,507.19	Technology Software/ Implementation CIP	Margaret Liu	Charles Malloy	9/11/2017	6/30/2020	<p>Website launched on 01/28/2020. QA files are being reported via Reportit. Intranet will be kicked off in mid April. In progress. The points of contact from each department must be decided.</p>
4	<p><b>Building Permitting System</b> This project would procure a COIS (commercial off the shelf) solution that would support developer deposits (currently a manual process), integrate with the City's existing permit system, and support a new review, 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 have inspectors re-evaluate the ability to search permit history by location. The project would also include the ability to integrate the current process which requires duplication of effort to enter permit information into the City point of sale system to post cash receipts.</p>	1	X	P&B	\$ 300,000.00	\$ 70,000.00	\$ 370,000.00	\$ 125,908.00	Technology Software/ Implementation CIP	Margaret Liu	Sam Lee	9/1/2018	9/30/2020	<p>3/6: Call with the new PM</p>
5	<p><b>Utility Billing - Payments</b> 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-portal solution.</p>	2	X	Finance	\$ 60,000.00	\$ 4,200.00	\$ 64,200.00	\$ 15,936.33	TBD	Charles Malloy	Dino Marsocci	4/22/2019	4/30/2021	<p>Communication plan is in progress Want to confirm platform merge with the website</p>
6	<p><b>Fire/Police Staff Scheduling</b> 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 project would also include the ability to integrate the current process which are very complex, set the system names existing hiring practices and completely automates from leave usage to position filling.</p>	1	X	FD/PO	\$ 25,000.00	\$ 10,400.00	\$ 35,400.00	\$ 7,895.23	Fire-Prevention: Operating Supplies	Margaret Liu	B.C. Slower	7/3/2018	<p>FD: 6/30/20 3/2020</p>	<p>3/6: Test group is starting</p>

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
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 information. The current system is outdated and does not support reporting. Scott consultants are used to track integrity, benefits, etc. 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	\$ 2,707.39	Technology Software/Implementation CIP	Charles Malby	David Serrano	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 PMS platform is required eventually.	1		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 light 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	\$ 40,000.00	\$ 440,000.00	\$ -	Equipment Replacement Fund	Charles Malby	Scott Kim	8/1/2019	6/30/2020	• Will go live at the end of June • Mounting of the storage units, will take one more month
10	Storage area Network Replace the existing SAN before end-of-life. Expand current storage.	2		IS	\$ 500,000.00	\$ 40,000.00	\$ 540,000.00	\$ -	Equipment Replacement Fund	Charles Malby	Scott Kim	8/1/2019	6/30/2020	• Will go live at the end of June • Moving with Office 365 and Windows 10 implementation • Will plan a trip there with directors to see the progress
11	Network Switch Replace the existing network switch before it is at end-of-life for vendor support.	2		IS	\$ 1,000,000.00	\$ 26,000.00	\$ 1,026,000.00	\$ -	Equipment Replacement Fund	Charles Malby	Scott Kim	TBD	TBD	• Currently on hold
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	\$ 15,000.00	\$ 85,000.00	\$ 3,022.00	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 Exchange Online helps protect your information with advanced security and compliance. Exchange Online provides users with mailboxes. Data loss prevention capabilities protect 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	\$ -	ISD/Software maintenance	Scott Kim	Charles Malby	TBD	6/30/2020	• Has been approved by Council • Going live at the end of June • The software is being implemented • There will be training for this in the future
14	Library Integrated Library System (ILS) The current ILS is outdated. The library would like a new system that is configurable with the programs currently in use to perform circulation OPAC/Discovery, catalogue 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 Herbert	TBD	5/30/2020	• Haven't gotten the contract yet • The Project Charter is in progress
15	Time Keeping System Installation of a timekeeping system that allow 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 & Park/City	\$ 31,134.14	TBD	\$ 31,134.14	\$ -	Capital Investment Fund	Darlene Fennell	Meredith Pette	TBD	TBD	• Had kickoff meeting with TCP and the City's project members • Established bi-weekly internal meetings for review and input • Had discovery meeting provided functional requirements
	AV Update for Council Chambers The current AV system in the Council Chambers is outdated, and in need of urgent revitalization. This includes camera equipment, tv screens, etc.	1		City Council	TBD	TBD	TBD	\$ -	TBD	Darlene Fennell	Ariane Bela Darnell Jenkins	TBD	TBD	• Walk through with engineers and PM • Gathering information to release RFP
	WiFi Upgrade City WiFi with expanded coverage and speed for City Hall, PD, and PD	1		All City	TBD	TBD	TBD	\$ -	TBD	Scott Kim	Scott Kim	TBD	TBD	• In the planning and design phases

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
	<b>TOTALS:</b>				\$ 5,075,000.00	\$ 400,000.00	\$ 5,475,000.00	\$ 1,619,170.85						Project Status Color Code: <span style="color: green;">+Green:</span> Project Initiated and running within budget, timeline, and expectation. <span style="color: orange;">+Yellow:</span> Some aspect of the project is at risk or deserves special attention. <span style="color: red;">+Red:</span> The project has been dramatically behind, has encountered a major setback, is over budget, or is outside the expected parameters. <span style="color: grey;">+White:</span> Project has not yet been initiated.
<b>Complete Projects</b>														
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	\$ 11,998.00	Business Services: Contractual Services	Billy Rodriguez	Juliana Demers	10/1/2017	11/16/2017	+Completed and live - <a href="http://business-alsogundo.org/webrenewal/">http://business-alsogundo.org/webrenewal/</a>
17	Fiber Installation & Implementation Fiber optic cable is being installed connecting the east and west sides of the City. Upgrade the Library public internet 20 stations.	1		IS	\$ 550,000.00	\$ -	\$ 550,000.00	\$ 612,018.23	Public Facility CIP	IS			12/21/2017	+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 software is desired.	n/a		Rec/Park	\$ 60,000.00	\$ 10,400.00	\$ 70,400.00	\$ 33,200.00	ISO Equipment Replacement/Computer Hardware	Tony C		12/1/2017	6/30/2018	+Project Complete
20	Cashiering System (Eden) The project is to procure a new cashiering system to replace CLASS.	1		Finance	\$ 60,000.00	\$ 15,600.00	\$ 75,600.00	\$ 44,986.22	Technology Software/Implementation CIP	Tony C		2/9/2018	9/15/2018	+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	\$ -	\$ -	\$ -	\$ 3,940.00	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 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	\$ 485,000.00	\$ 15,600.00	\$ 500,600.00	\$ 507,488.21	Equipment Replacement, Asset 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- Westnet A Computer Aided Dispatch (CAD) integrated system that provides fire station pre-alert tones while the emergency dispatcher continues to receive and input 911 caller information. This intuitive software will "Pre-Alert" the fire station and provide an opportunity for the fire station 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 CIP	Margaret Liu	Cpt. Althea B.C. Benfield	3/14/2018	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	\$ 470.88	Recreation and Parks	Scott Kim	Innet Gant	12/20/2017	Original Date: 9/15/2017 Estimated Date: 01/11/2019	+Project Complete
26	Cloud Exchange/ Office Cloud services for CRM and Office Suite. Cloud email for all CCB Members per request of the City Attorney	2	X	ISO/ City Attorney	\$ 45,000.00	\$ 15,600.00	\$ 60,600.00	\$ 11,887.00	ISO Operating Budget	Scott Kim	Charles Mallory	4/15/2018	Phase One -12/17/2018	+Phase one (COB 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 improve legally required record keeping as well as business applications that will fully automate the department applications to become paperless.	2	X	PD	\$ 6,000.00	\$ 4,200.00	\$ 10,200.00	\$ 19,549.51	File-Prevident: Operating Supplies	Margaret Liu	Cpt. Matthew F.M. Carver	4/2/2018	4/9/2019	+Project Complete

