



REGULAR MEETING OF THE CITY OF EL SEGUNDO TECHNOLOGY COMMITTEE AGENDA

MEETING DATE: Monday, January 13, 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 Tom Vanek
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).

A. NEW BUSINESS

B. UNFINISHED BUSINESS

1. City Website Update (10 Minutes – Charles Mallory)

Recommended Action:

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

2. New Projects Update (10 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): (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 Subcommittees: (30 minutes)

- a. Projects Prioritization Subcommittee: Member Tom Vanek (Subcommittee Chair), and Member Jessica Davis** (5 Minutes)

- b. City Fiber Implementation Subcommittee: Member Mike Lipsey (Subcommittee Chair)**
- c. Project Management Office (PMO) Governance Subcommittee: Member Tom Vanek, Member Timothy Dodd, Member Jessica Davis (Subcommittee Chair), and Member Todd Felker (5 Minutes)**
- d. Website Implementation Subcommittee: Member Jessica Davis, Member Tom Vanek, and Chair Chad Hahn**
- e. City Infrastructure Refresh Subcommittee: Vice Chair Madelon Smith, Member Mike Lipsey, Member Timothy Dodd (Subcommittee Chair), and Member Todd Felker (5 Minutes)**
- f. Permitting System Implementation Subcommittee: Member Jessica Davis (Subcommittee Chair), and Member Timothy Dodd**
- g. Data Utilization Subcommittee: Member Tom Vanek, 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: February 10, 2020

AJOURNMENT:

POSTED: January 10, 2020

TIME: 5:00 pm

NAME:



Darlene Fennell

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
09/09/2019-C										
10/28/2019	A	A	P		P	P	P	A	A	P
11/12/2019										
12/9/2019	P	P	A		P	P	P	A	P	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	<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 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 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</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	\$ 78,738.46	Technology Software/ Implementation CIP	Scott Kim/ Darlene Fennell/ Sally Rodriguez/ Margaret Liu	Emma Johnson-PD Sam Lee-P&BS Mona Shilling-City Clerk James Carver - FD	10/1/2017	12/31/2019	<ul style="list-style-type: none"> PD: • Weekly pick-ups are on hold, Matrix has picked up 260 boxes • Awaiting status from Matrix on the # of boxes processed, Matrix has forwarded a disc with scans awaiting upload • Police Department SOW document is pending approval by City Clerk PBS: • The files loaded from the first batch delivered in Laserfiche were lost and required re-import • PBS needs Laserfiche write access to get trained on Laserfiche and start their review and QA process • Scott will head the clean-up efforts with CPS on pre-Matrix files and also removing previously delivered Matrix files • Planning and Building Safety QC/QA document is pending sign-off • Matrix has delivered 2nd batch of fiche files and is pending import FD: • In scope definition and gathering phase • Met with Environmental Safety they need to identify volume and document types City Clerk : • Scripting demo of CPS/Laserfiche Forms for Contract Mgmt, project will not proceed until we receive full demonstration of LF Professional Forms access • CPS agreed to cover the cost for the City Clerk to test the Forms functions • The City Clerk will execute the contract with Gladwell Government Services (GGS) • Add-Ons (Records) project is on hold until the Laserfiche scanning project is in progress
2	<p>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.</p>	1	X	FD/PD	\$ 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	FD: 09/30/2019 PD: 10/02/2019	<ul style="list-style-type: none"> • RAP installation at both stations is complete • Final User Acceptance Testing • PD portion is complete • FD portion is complete
3	<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/PD	\$ 350,000.00	\$ 15,600.00	\$ 365,600.00	\$ 3,530.66	TBD	Margaret Liu	Emma Johnson		9/5/18- PD RMS 3/31/20- CAD	<ul style="list-style-type: none"> • Coplink and FileOnQ integrations are in progress • Laserfiche & Omega integrations timing - TBD • CAD functionality is currently being built out • CAD awaiting further direction • PD + FD workflows being built out • RMS conference call on 11/08
4	<p>Website & Intranet This project it 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	\$ 157,507.19	Technology Software/ Implementation CIP	Margaret Liu	Charles Mallory	9/11/2017	01/2020	<ul style="list-style-type: none"> • In development, final revisions and refinements • QA in process • Community testing 01/22 - 23 • Content freeze 01/20 - 28 • Launch 01/28/20
5	<p>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.</p>	1	X	P&B	\$ 300,000.00	\$ 78,000.00	\$ 378,000.00	\$ 125,908.00	Technology Software/ Implementation CIP	Sally Rodriguez	Sam Lee	9/1/2018	9/30/2020	<ul style="list-style-type: none"> • Central Square was onsite to present latest release of Citizen Engagement portal • Contract in execution phase • Project to restart first quarter of 2020
6	<p>Utility Billing - Paymentus 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.</p>	2	X	Finance	\$ 60,000.00	\$ 4,200.00	\$ 64,200.00	\$ 15,936.33	TBD	Sally Rodriguez	Juliana Demers	4/22/2019	4/30/2020	<ul style="list-style-type: none"> • Customizations are in process • Contract issues aer pending resolution by Finance

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	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	\$ 7,935.23	Fire-Prevention: Operating Supplies	Margaret Liu	B.C. Slover	7/3/2018	FD: 6/2020 PD: 12/2019	<ul style="list-style-type: none"> FD: Beginning configurations PD: training test group
8	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	\$ 2,707.39	Technology Software/ Implementation CIP	Sally Rodriguez	HR Director/ Juliana Demers	4/1/2019	TBD	<ul style="list-style-type: none"> Data Entry has begun
9	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	\$ 1,524.27	Parking lot Fund	Margaret Liu	Lt. Ray Garcia	10/12/2017	11/30/2019	<ul style="list-style-type: none"> El Segundo + Continental is working with Public Works to fix the lack of conduit space South Main + Imperial cameras not installed Dispatch is not receiving alerts
10	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	8/1/2019	12/31/2019	<ul style="list-style-type: none"> Vendor approved by Council Contract submitted for approval
11	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	8/1/2019	12/31/2019	<ul style="list-style-type: none"> Vendor approved by Council Contract submitted for approval
12	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 Mallory	Scott Kim	TBD	TBD	<ul style="list-style-type: none"> Working with subcommittee to determine timeline and best path forward
13	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	<ul style="list-style-type: none"> This project is on hold, the City Clerk's Office is researching Agenda Management options
14	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 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	\$	TBD	Scott Kim	Charles Mallory	TBD	TBD	
15	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 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		TBD	Darlene Fennell		TBD	TBD	<ul style="list-style-type: none"> The project is in negotiation with the current vendor Innovative Interfaces, Inc. The Project Charter is in progress
16	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 & Park/City	\$ 31,534.14	TBD	\$ 31,534.14		Capital Investment Fund	Sally Rodriguez	Meredith Petit	TBD	TBD	<ul style="list-style-type: none"> The vendor selected was TimeClock Plus out of 2 finalists and we signed the contract in December

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
				TOTALS:	\$ 5,075,000.00	\$ 400,800.00	\$ 5,475,800.00	\$ 1,619,170.85						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 ○White: Project has not yet been initiated
Completed Projects:														
17	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/
18	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
19	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
20	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
21	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
22	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 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	\$ 507,180.21	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
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 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 CIP	Margaret Liu	Cpt. Allee & B.C. Bonfield	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	\$ 470.88	Recreation and Parks	Scott Kim	Janet Gant	12/20/2017	Original Date: 10/15/2018 Estimates End Date: 01/31/2019	•Project Complete
26	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
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	FD	\$ 6,000.00	\$ 4,200.00	\$ 10,200.00	\$ 19,549.51	Fire-Prevention: Operating Supplies	Margaret Liu	Cpt. Martinez F.M. Carver	4/2/2018	4/8/2019	•Project Complete

