



REGULAR MEETING OF THE CITY OF EL SEGUNDO TECHNOLOGY COMMITTEE AGENDA

MEETING DATE: Monday, July 13, 2020

MEETING TIME: 6:00 p.m.

MEETING PLACE: El Segundo Fire Station #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.

DUE TO THE COVID-19 EMERGENCY, THIS MEETING IS CANCELLED.

POSTED:

DATE: July 10, 2020

TIME: 5:00 pm

NAME: Dalynna Moser

ISD Projects														
Project Number	Project	Priority (1-3)	PC/CRPReceived	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 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		<p>PD/ PBS/ FD</p> <p>City Clerk/ Finance</p> <p>City Clerk</p>	\$ 350,000.00	\$ 26,000.00	\$ 376,000.00	\$ 213,725.06	Technology Software/ Implementation CIP	<p>Scott Kim</p> <p>Darlene Fennell</p> <p>Margaret Liu</p>	<p>Emma Johnson-PD</p> <p>Sam Lee-PBS</p> <p>Mona Shilling-City Clerk</p> <p>James Carver - FD</p>	10/1/2017	<p>PD: 12/30/2020</p> <p>PBS: Mid-2020</p> <p>Fire: Mid-2021</p>	<p>Scanning: PD: Matrix has delivered boxes back to PD IS will upload discs, PD must QA PD will confirm number of license needed</p> <p>PBS: Move to close out project with them Need Authorization to Destroy form from City Clerk</p> <p>FD: Will start working with Environmental Safety & Fire Prevention</p> <p>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</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/PD	\$ 350,000.00	\$ 15,600.00	\$ 365,600.00	\$ 3,530.66	TBD	Margaret Liu	Emma Johnson		<p>PD RMS: Done</p> <p>CAD: 3/31/21</p>	<ul style="list-style-type: none"> RMS is complete CAD delayed to end of 2020 / early 2021, currently paused.
3	<p>Website 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	\$ 264,360.33	Technology Software/ Implementation CIP	Margaret Liu	Charles Mallory	9/11/2017	8/15/2020	<ul style="list-style-type: none"> Post launch QA fixes are almost complete, 6 bugs remain Report is currently being fixed by Granicus Training is on hold
4	<p>Intranet This project is to create a City employee intranet.</p>	1	X	All City	\$ 16,955.00	\$ 20,000.00	\$ 36,955.00	\$ 26,691.17	Technology Software/ Implementation CIP	Margaret Liu	Dalyna Moser	3/11/2020	10/30/2020	<ul style="list-style-type: none"> Departments are filling out content info Hosting internal weekly standup meetings Next step is staging
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 inspection 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	PBS	\$ 300,000.00	\$ 78,000.00	\$ 378,000.00	\$ 125,908.00	Technology Software/ Implementation CIP	Margaret Liu	Sam Lee	9/1/2018	9/30/2021	<ul style="list-style-type: none"> Finished workbook review meetings Confirming invoices Will review technical aspects of Central Square
6	<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 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	Margaret Liu	Dino Marsocci	4/22/2019	7/30/2020	<ul style="list-style-type: none"> 6/10: Internal team begins QA Resolved SFTP connection issues Testing file uploading Communication plan is in progress
7	<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 leave usage to position filling.</p>	1	X	FD/PD	\$ 25,000.00	\$ 10,400.00	\$ 35,400.00	\$ 7,955.23	Fire-Prevention: Operating Supplies	Margaret Liu	BC Sierke	7/3/2018	<p>FD: 12/2020</p> <p>PD: 6/2020</p>	<ul style="list-style-type: none"> Police BETA test will restart soon Fire has started configuring target scheduling
8	<p>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.</p>	2		HR	\$ 20,000.00	\$ 4,200.00	\$ 24,200.00	\$ 2,707.39	Technology Software/ Implementation CIP	Charles Mallory	David Serrano	4/1/2019	TBD	<ul style="list-style-type: none"> On hold

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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 TIPS 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	7/31/2020	<ul style="list-style-type: none"> Traffic lights installation complete Cars are still in process. (dependent on MDC)
10	MDC Replacement		X	PD	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	PD	Margaret Liu	Sgt. Delmendo Lt. Ray Garcia	12/1/2019	TBD	<ul style="list-style-type: none"> Vendor selected RCC contract w/city PD expires end of September 2020 & city will assume control of software installation and maintenance Field trip to the site on July 23 Working on Staff Report for later this year Technical info & financials are being collected
11	Blade Server Replacement (Virtual Desktop and Servers) + Storage Area Network Replace Virtual Desktop and Servers before end of life. Replace the existing SAN before end-of-life. Expand current storage.	1		IS	\$ 900,000.00	\$ 96,000.00	\$ 1,544,000.00	\$ 752,734.21	Equipment Replacement Fund	Charles Mallory	Scott Kim	8/1/2019	8/31/2020	<ul style="list-style-type: none"> Servers are being migrated Moving with Office 365 and Windows 10 implementation
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"> Currently on hold
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"> City Clerk has selected a vendor: CivicPlus The Project Charter is being revised Will update budget with PM & contractor hours Double check integration with website, streaming, Laserfiche, and Active Directory
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	\$ 120,000.00	\$ -	\$ -	\$ -	ISD/Software maintenance	Scott Kim	Charles Mallory	TBD	8/31/2020	<ul style="list-style-type: none"> The software is being implemented There will be training for this in the future Adding automated unlock feature Yearly adjustments can be made under contract for the number of licenses which will be reevaluated in October/November in partnership with HR
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	\$ 60,000.00	Library	Darlene Fennell	Mark Herbert Jason Lee	2/24/2020	7/31/2020	<ul style="list-style-type: none"> The migration and upgrades have been successfully completed. Currently troubleshooting
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	\$ -	\$ 31,534.14	\$ 30,446.38	Capital Investment Fund	Darlene Fennell	Meredith Pettit	2/24/2020	8/31/2020	<ul style="list-style-type: none"> Time Clock installation and configuration complete Training has begun, more sessions are planned Adding additional licenses
17	AV Update for Council Chambers The equipment in the Council Chambers is outdated, and in need of urgent revitalization. This includes camera equipment, tv screens, etc.	1		City Council	\$ 350,000.00	\$ -	\$ -	\$ -	TBD	Darlene Fennell	Arienne Bola Darnell Jenkins Anjelito Sorielo	TBD	TBD	<ul style="list-style-type: none"> Will expand the scope of this project to include meeting rooms Preparing information for a public bid
18	Wi-Fi Upgrade City Wi-Fi with expanded coverage and speed for City Hall, FD, and PD	1		All City	\$ -	\$ -	\$ -	\$ -		Scott Kim	Scott Kim	TBD	8/31/2020	<ul style="list-style-type: none"> Reviewing quotes Looking to make purchases in the next couple of weeks Will use equipment replacement funds
19	Security Cameras: Upgrade security cameras around PD, FD and City Hall			All City						Margaret Liu	Scott Kim			#NAME?

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	TOTALS:				\$ 4,370,489.14	\$ 397,600.00	\$ 4,846,089.14	\$ 1,509,421.03						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
Complete Projects														
20	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.				\$ 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://birenewals.eisgundo.org/webrenewals/
21	Fiber Installation & Implementation Fiber optic cable is being installed connecting the east and west sides of the City.	2		Finance	\$ 550,000.00	\$ -	\$ 550,000.00	\$ 612,018.23	Public Facility CIP	IS		12/31/2017	12/31/2017	●Project Complete
22	Library Public Internet Workstations Upgrade the Library public internet 20 stations.			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
23	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.			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
24	Cashiering System (Eden) This project is to procure a new cashiering system to replace CLASS.	n/a		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
25	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	7/5/2018	●Project Complete
26	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
27	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
28	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
29	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
30	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	Charles Mallory	4/15/2018	Phase One 12/31/2018	●Phase one (CCB email) complete
31	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
32	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	\$ 60,171.31	Operating Budget	Margaret Liu	Cpt. Gritzmacher	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 ●FD has begun working on procedures manual ●PD has restarted reviewing policies ●PD is beginning to plan policy release procedure
33	IG 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 INSR to install a new trunked system.	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	2/1/2020	● PD portion is complete, went live 11/2019 ● FD portion is complete ● Checking up on micro waves