REGULAR MEETING OF THE CITY OF EL SEGUNDO TECHNOLOGY COMMITTEE AGENDA

MEETING DATE: Monday September 14, 2020

MEETING TIME: 6:00 p.m.

MEETING PLACE: ZOOM - ONLINE

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
- Council Member 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**

Zoom Meeting Information
https://zoom.us/j/99199367547?pwd=TUl2cVpLaEhxbEVyTEdneFNmUWZ2UT09
Meeting ID: 991 9936 7547
Passcode: 378291

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A.   NEW BUSINESS

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

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.

2. 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.

3. 2021 Project Forecast Discussion
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**

  b.   **City Infrastructure Refresh Subcommittee: Vice Chair Madelon Smith, Member Mike Lipsey, Member Timothy Dodd (Subcommittee Chair), and Member Todd Felker**

    c.   **Permitting System Implementation Subcommittee: Member Jessica Davis (Subcommittee Chair), and Member Timothy Dodd** (10 Minutes)

    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: ZOOM - ONLINE
    Date: October 12, 2020

ADJOURNMENT:

POSTED: September 11, 2020

TIME: 5:00 pm

NAME: _____

     Dalynna Moser

Exhibit A

Meeting	Pirsztuk	Nicol	Hahn	Dodd	Smith	Lipsey	J. Davis	Felker
11/14/2016	P							
11/30/2016	P							
12/15/2016	A							
1/5/2017	P							
1/19/2017 - C								
2/2/2017	P							
2/16/2017	P							
3/2/2017	A							
3/13/2017	P							
3/27/2017	P							
4/10/2017	P							
4/24/2017 - C								
5/8/2017	P							
5/22/2017	P							
6/5/2017*	P							
6/12/2017	P							
6/26/2017 - C								
7/10/2017	P							
7/24/2017*	A							
7/24/2017	A							
8/14/2017	P							
8/28/2017	P							
9/11/2017	P							
9/25/2017	A							
10/9/2017	P							
10/23/2017	P							
11/13/2017 - C								
11/27/2017 - C								
12/11/2017	P							
1/8/2018								
1/22/2018 - C								
1/25/2018*	P		P					
2/26/2018	P		P					
2/26/2018	P		P					
3/12/2018	P		P					
4/9/2018	P		P					
5/14/2018	A		A	P				
6/11/2018	P	P	P	P				
7/9/2018	P	A	A	P	P	P	P	
8/13/2018	P	P	A	P	P	P	P	
9/17/2018	A	P	P	A	P	A	P	
10/8/2018	P	P	P	P	P	A	P	
11/19/2018 - C	A	P	P	P	P	A	P	
12/17/2018	P	P	P	P	P	A	P	
1/14/2019	P	P	A	P	P	P	P	
2/11/2019	P	A	A	P	P	P	P	P
3/18/2019	A	P	P	P	A	P	A	P
4/8/2019	A	P	P	P	P	A	P	P
5/13/2019 - C								
6/10/2019	P	P	P	A	P	A	P	P
7/15/2019	p	A	P	P	P	A	P	P
8/12/2019	A		P	P	P	A	P	P
9/9/2019 - C								
10/28/2019	A	A	P	P	P	A	A	P
11/12/2019 - C								
12/9/2019	P	P	P	P	P	A	P	A
1/13/2020	P	A	P	P	P	A	P	P
2/24/2020	P	A	P	P	P	A	P	P
3/9/2020	A	P	P	A	P	A	P	P
4/13/20 - C								
5/11/20 - C								
6/8/20 - C								
7/13/20 - C								
8/10/20 - C								

						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	**Laserfiche Add-Ons (Scanning)** Scan microfiche and plans to pdf and have it available via Laserfiche **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) **Laserfiche Add-Ons (City Clerk)** Expand Laserfichse'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	1		PD/ PBS/ FD City Clerk/ Finance City Clerk	$ 350,000.00	$ 26,000.00	$ 376,000.00	$ 213,725.06	Technology Software/ Implementation CIP	Scott Kim Darlene Fennell Margaret Liu	Emma Johnson-PD Sam Lee-PBS Mona Shilling-City Clerk James Carver - FD	10/1/2017	PD: 12/30/2020 PBS: Mid-2020 Fire: Mid-2021		**Scanning:** **PD:** - **Currently QA scanned documents** **PBS: Visit to Matrix has been postponed** - **Completed QA process** - **Working on correcting related issues** FD: Will start working with Environmental Safety & Fire Prevention **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 **Records Retention: City Clerk requested this project be on hold until the Laserfiche scanning project is in progress**
2	**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.	1		FD/PD	$ 350,000.00	$ 15,600.00	$ 365,600.00	$ 3,530.66	TBD	Margaret Liu	Emma Johnson	3/1/2016	PD RMS: Done CAD: 3/31/21		• **RMS is complete** • CAD delayed to end of 2020 / early 2021, currently paused.
3	**Website** This project is to replace the City's current website to improve its ease of use and increase information to the public.	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	9/30/2020		• Post launch QA fixes are almost complete (search, laserfiche, default images) • ReportIt is currently being fixed by Granicus -- > awaiting 'escalation' implementation • Training is on hold
4	**Intranet** This project is to create a City employee intranet.	1	X	All City	$ 16,955.00	$ 20,000.00	$ 36,955.00	$ 26,691.17	Technology Software/ Implementation CIP	Margaret Liu	Dalynna Moser	3/11/2020	10/30/2020		• Departments are prepping content • internal weekly standup meetings • Template and permissions configuration, in progress • AD integration, in progress
5	**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.	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		• QA, in progress • Awaiting technical documentation on web API for 3rd party integrations • Admin and SSRS (Reporting) training scheduling, in progress
6	**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.	2	X	Finance	$ 60,000.00	$ 4,200.00	$ 64,200.00	$ 15,936.33	TBD	Margaret Liu	Dino Marsocci	4/22/2019	9/30/2020		• Four major issues: -- Paymentus unable to attach bill files to accounts -- Paymentus unable to apply $0 balance with no due date -- Paymentus unable to import current account info without custom development -- ACH customization was not applied to schedule loader • Communication planning, on hold (City newsletter) • Confirming implementation and training dates, on hold
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	FD: Fire Chief Siefke PD: Lt. Corkins	7/3/2018	FD: 12/2020 PD: 6/2020		• **PD:** - **Beta testing, in progress** - Target launch is 10/11/2020 • **FD:** - **Configuration, in progress**

Project Number	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
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**	**Charles Mallory**	**David Serrano**	4/1/2019	TBD		• **On hold**
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	7/31/2020		• **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		• **Budget development, complete** • **RCC (software) contract w/city PD expires end of September 2020 & city will assume control of software installation and maintenance** • **PD drafting Staff Report for October (report due 9/23)**
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	9/30/2020		• **Building out software** • **Moving with Office 365 and Windows 10 implementation** • **Will send out message to all employees about new password reset process**
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		• **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 t 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		• **City Clerk has selected a vendor: Civic Clerk by 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	9/30/2020		• **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 perfom circulation OPAC/Discovery, cataloge 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	9/30/2020		• **The migration and upgrades have been successfully completed.** - **Integrating another aspect of Innovative software to complete troubleshooting process**
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 Petit**	2/24/2020	9/30/2020		• **Time Clock installation and configuration complete** - **Going live 8/15** - **Transition to support team planned for 9/22**
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**	**Arianne Bola Darnell Jenkins Anjello Sotelo**	TBD	TBD		• **RFP has been released** • **Walkthrough with vendors are being scheduled**
18	**Wi-Fi** Upgrade City Wi-Fi with expanded coverage and speed for City Hall, FD, and PD	1		All City	$ -	$ -	$ -	$ -	**Equipment Replacement**	**Scott Kim**	**Scott Kim**	TBD	9/30/2020		• **Installation has been completed**

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
19	**Security Cameras:** Upgrade security cameras around PD, FD and City Hall			**All City**						**Margaret Liu**	**Scott Kim**				• Reviewing design proposal • Scope estimate: -- Police, City Hall, Fire Station 1, Fire Station 2, Lifeguard tower
				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 ○Blue: Project has been completed
							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.	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/
21	**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
22	**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
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.	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
24	**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
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		•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	**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	**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.	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