



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

MEETING DATE: Monday April 12, 2021

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 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/95915923934?pwd=Q3QwdmJ6VkRuemlkNEJXanU0VFhqUT09>

Meeting ID: 959 1592 3934

Passcode: 115199

One tap mobile

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Meeting ID: 959 1592 3934  
Passcode: 115199

## **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**

#### **1. City 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. Discussion of possible Information Technology Services Department Advisory Group (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. Achievement of Technology Committee Charter (10 minutes – Charles Mallory)**

Recommended Action:

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

### **B. UNFINISHED BUSINESS**

#### **1. Informational Status Update About the City Departments’ “Primary Projects” Outlined in Exhibit B: (5 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. **Project Management Office (PMO) Governance Subcommittee: Member Jessica Davis (Subcommittee Chair), and Member Todd Felker**
- b. **City Infrastructure Refresh Subcommittee: Vice Chair Madelon Smith, (Subcommittee Chair), and Member Todd Felker (10 minutes)**
- c. **Permitting System Implementation Subcommittee: Member Jessica Davis (Subcommittee Chair) (10 minutes)**
- d. **Data Utilization Subcommittee: Vice Chair Madelon Smith, and Chair Chad Hahn (Subcommittee Chair) (10 minutes)**

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:** May 10, 2021

**ADJOURNMENT:**

**POSTED:** April 7, 2021

**TIME:** 5:00 pm

**NAME:** \_\_\_\_\_

Dalynna Moser



ITSD Projects									
Project Number	Project	Department(s)	Funding Source	PM/BA	Department POC	Start Date	End Date	Status	
								<p><b>Project Status Color Code:</b></p> <ul style="list-style-type: none"> <li>• <span style="color: green;">Green</span>: Project initiated and running within budget, timeline, and expectation</li> <li>• <span style="color: yellow;">Yellow</span>: Some aspect of the project is at risk or deserves special attention</li> <li>• <span style="color: red;">Red</span>: Some aspect of the project has fallen dramatically behind, has encountered a major setback, is over budget, or is outside the expected parameters</li> </ul>	
1	<p><b>Laserfiche Add-Ons (Scanning)</b> Scan microfiche and plans to pdf and have it available via Laserfiche</p> <p><b>Laserfiche Add-Ons (Contract/Insurance Mgmt. Workflow Upgrade)</b> Enhancement of Contract / Insurance / Management workflow currently implementing in Laserfiche to manage contract templates, approvals, compliance with ESM/C, terms, along with associated required proof of liability insurance terms, create reports, automatic email reminders, tie into Finance system (Edeon)</p> <p><b>Laserfiche Add-Ons (City Clerk)</b> 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>	<p>PD / PBS/ FD</p> <p>City Clerk/ Finance</p>	<p>Technology Software/ Implementation CIP</p>	<p>Scott Kim Darlene Fennell Margaret Liu</p>	<p>Emma Johnson-PD Sam Lee-PBS Mona Shilling-City Clerk Liz Lydic - FD</p>	<p>10/1/2017</p>	<p>PD: 4/30/2021 PBS: 4/30/2021 Fire: 12/1/2021 CC: TBD</p>	<p>Scanning: PD: -1/28: Last 60 boxes for 2000-2002 were picked up by Matrix -03/22: Records for 2000-2002 were returned with discs, awaiting upload to Laserfiche</p> <p>PBS: -03/22: PBS has accepted QA results, wants to consolidate records in Laserfiche and move to destruction -IT has agreed to begin uploading records/images to Laserfiche</p> <p>FD: • Working to organize/purge files to determine scope for estimation</p> <p>City Clerk: Contract/Insurance Mgmt: Project is on hold. CPS to provide a comprehensive scripted demo for viewing and consideration 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 concluded -03/10: Met with Gladwell Services to review and create email retention policy - Will provide GGS with 2004 email retention policy and resolutions</p>	
2	<p><b>CAD/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>	<p>FD/PD</p>	<p>ITSD/PD</p>	<p>Margaret Liu</p>	<p>Emma Johnson</p>	<p>3/1/2016</p>	<p>PD RMS: Done CAD: 9/31/21</p>	<ul style="list-style-type: none"> <li>• RMS is complete</li> <li>• CAD delayed to 2021, currently paused.</li> </ul>	
3	<p><b>Website</b> This project is to replace the City's current website to improve its ease of use and increase information to the public.</p>	<p>All City</p>	<p>Technology Software/ Implementation CIP</p>	<p>Margaret Liu</p>	<p>Charles Mallory</p>	<p>9/11/2017</p>	<p>4/30/2021</p>	<p>• <b>Report:</b> - Open Issues: --- no issues are displayed for department filter - director / manager level - will be addressed w/2-tiered escalation implementation --- searching by case # does not return result - user is part of assigned group, resolution in progress --- CSA group/organization bugs, resolution in progress</p> <p>• <b>Website - open issues:</b> -- main hero sizing -- RP hero sizing -- laserfiche indexing / search -- search results</p> <p>3/10: - kicked-off txt &amp; 2-tiered implementation</p>	
4	<p><b>Intranet</b> This project is to create a City employee intranet.</p>	<p>All City</p>	<p>Technology Software/ Implementation CIP</p>	<p>Margaret Liu</p>	<p>Dalvyna Moser</p>	<p>3/11/2020</p>	<p>4/30/2021</p>	<ul style="list-style-type: none"> <li>• 3/24: test session w/Granicus --&gt; Granicus to provide rough timing to a resolution in approx. 2 weeks</li> </ul>	

Project Number	Project	Department(s)	Funding Source	PM/BA	Department POC	Start Date	End Date	Status
5	<b>Building Permitting System</b> 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, 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 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.	PBS	Technology Software/ Implementation CIP	Margaret Liu	Sam Lee	9/1/2018	9/30/2021	<ul style="list-style-type: none"> <li>3/19: Central Square notified city that they have halted all work on their side until they receive guidance on how city would like to progress forward</li> <li>3/16: reviewed "must have" tagged tickets w/Central Square -- &gt; approved to move forward with 11858 and 12027 - no custom development required</li> <li>QA Status</li> <li>- not progressing</li> <li>- Project QA completion: 30%</li> <li>-----</li> <li>eTrakit (public facing online portal):</li> <li>-1/28: received eTrakit</li> <li>- training is on hold pending overall project schedule revision</li> </ul>
6	<b>Utility Billing - Paymentus</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 vendor solution.	Finance	TBD	Margaret Liu	Dino Marsocci	4/22/2019	6/30/2020	<ul style="list-style-type: none"> <li>implementing print &amp; mail w/InfoSend, in progress</li> <li>online bill display is phase 2</li> <li>received estimate for bill display from InfoSend -- &gt; In review</li> <li>-----</li> <li>10/26: no updates from Paymentus on issues resolution</li> <li>Four major issues: <ul style="list-style-type: none"> <li>- Paymentus unable to attach bill files to accounts</li> <li>- Paymentus unable to apply 50 balance with no due date</li> <li>- Paymentus unable to import current account info without custom development</li> <li>- ACH customization was not applied to schedule loader</li> </ul> </li> <li>-12/1: notified Paymentus of desire to part way. Paymentus provided a new proposal. Final decision will have to be made</li> <li>-12/2: call w/Paymentus implementation manager -- &gt; provide Tyler export samples for assessment to Paymentus -- &gt; Paymentus to provide implementation timeline to city on 12/9</li> <li>-12/3: meeting w/Paymentus PM to review what sample docs they need</li> </ul>
7	<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 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.	FD/PD	Fire-Prevention: Operating Supplies	Margaret Liu	FD: Fire Chief Siefke PD: Lt. Corlins	7/3/2018	FD: TBD PD: 1/2021	<ul style="list-style-type: none"> <li>PD: -complete</li> <li>FD: -on hold, likely to cancel the project</li> </ul>
8	<b>HR Application in Eden</b> 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.	HR	Technology Software/ Implementation CIP	Charles Mallory	Lauren Daniels	4/1/2019	4/30/2021	<ul style="list-style-type: none"> <li>Project is restarted</li> </ul>
9	<b>ALPR Camera System</b> 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.	PD	Parking lot Fund	Margaret Liu	Lt. Perez	10/12/2017	TBD	<ul style="list-style-type: none"> <li>vehicles will be configured w/new MDC's</li> </ul>

Project Number	Project	Department(s)	Funding Source	PM/BA	Department POC	Start Date	End Date	Status
10	<b>MDC Replacement</b> Replacing MDCs and changing vendor	PD	PD	Margaret Liu	Lt. Delmondo Sgt. McEnroe	12/1/2019	8/31/2021	<ul style="list-style-type: none"> <li>4/7 - 4/8: physical install of initial 3 MDC's</li> <li>4/8: ALPR configuration --&gt; officer training</li> <li>4/9 - 5/21: new MDC test phase</li> <li>5/24 - 6/4: image remaining computers</li> <li>TBD: physical install of remaining computers</li> <li>TBD: final testing of all computers</li> </ul>
11	<b>Virtual Desktop Replacement</b> Replace Virtual Desktop before end of life.	ITS	Equipment Replacement Fund	Charles Mallory	Scott Kim	8/1/2019	4/30/2021	<ul style="list-style-type: none"> <li>Had all employees switch over January 26, currently troubleshooting</li> </ul>
12	<b>IDF Switches</b> Replace the existing network switch before it is at end-of-life for vendor support.	ITS	Equipment Replacement Fund	Charles Mallory	Scott Kim	5/1/2021	TBD	<ul style="list-style-type: none"> <li>Currently on hold, will initialize in May</li> </ul>
13	<b>Firewall / Core Switch</b>	ITS	Equipment Replacement Fund	Charles Mallory	Scott Kim	5/1/2021	TBD	<ul style="list-style-type: none"> <li>Currently on hold, will initialize in May</li> </ul>
14	<b>PD Coreswitch</b>	ITS	Equipment Replacement Fund	Charles Mallory	Scott Kim	5/1/2021	TBD	<ul style="list-style-type: none"> <li>Currently on hold, will initialize in May</li> </ul>
15	<b>Agenda Management System</b> 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)	City Clerk	Capital Investment Fund	Darlene Fennell	Mona Shilling Dalynna Moser	8/1/2020	4/30/2021	<ul style="list-style-type: none"> <li>Met with individual departments about their agenda management processes to create workflows</li> <li>City Clerk has decided on a standard workflow that allows redirection for approvals as required</li> <li>Evaluating the capability for integration with website, streaming, Laserfiche, and Active Directory</li> </ul>
16	<b>Library Integrated Library System (ILS)</b> 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, catalogue reports, host training and offer seamless customer data and bibliographic migration.	Library	Library	Darlene Fennell	Mark Herbert Jason Lee	2/24/2020	4/30/2021	<ul style="list-style-type: none"> <li>Installation of Web Access Manager (WAM) is underway</li> <li>IT has provided the required wildcard certificate</li> <li>IT has updated DNS to resolve Encore search issues</li> </ul>
17	<b>AV Update for Council Chambers</b> The equipment in the Council Chambers is outdated, and in need of urgent revitalization. This includes camera equipment, tv screens, etc.	City Council	IT / CIP	Darlene Fennell	Scott Kim Darnell Jenkins Anjelo Sotelo	11/17/2020	5/4/2021	<ul style="list-style-type: none"> <li>Digital Networks Group (DNG) has started demo and installation of wire runs 30% for Chamber and 20% to IDF</li> <li>Equipment deliveries are taking place</li> <li>WCR on hold to coordinate renovation efforts</li> </ul>
18	<b>Security Cameras:</b> Upgrade security cameras around PD, FD and City Hall	All City	CIP	Margaret Liu	Scott Kim	9/1/2020	TBD	<ul style="list-style-type: none"> <li>awaiting site walk feedback</li> <li>awaiting milestone schedule</li> </ul> <p>Scope: -- Police, City Hall, Fire Station 1, Fire Station 2, Lifeguard tower, Imperial Avenue</p>