ISC Meeting Minutes

Date: July 9, 2014   Time: 1:30 p.m.   Location: ITSD - Grand Central

P	**Stephanie Yara** **City Council**	P	**Peter Ambs** **ITSD**	P	**Dr. Laurie Schatzberg** **UNM**
P	**Dr. Bernard J. Sharum** **Capella University**	A	**Clint Hubbard** **APD**		**Vacant**

P – Present; A – Absent

WHAT	WHO	TIME	AGENDUM
Housekeeping:			
Call to order	Andre O'Brien	1	**Meeting was called to order at 1:31 pm.**
Roll Call	Ramona	1	**Dr. Schatzberg was available by phone to review and vote on items.**
Review and Approve Agendum	Andre O'Brien	1	**Motion to approve the Agendum by Stephanie Yara. Second by Bernard Sharum; motion carried unanimously.**
Review and Approve Minutes from Previous ISC Meeting	Andre O'Brien	1	Last meeting held June 11, 2014 📄 ISC Minutes 06-11-14.pdf **Peter Ambs made a motion to approve the Minutes from the June 11, 2014 meeting. Second by Stephanie Yara; motion carried unanimously.**
Public Comment			
ISC Actions	All	17	• **[Permitting and Planning Systems Replacement and Upgrades (Timothy C. Skelton)](#) – 2,300,000.00.** Purchase, license, installation and configuration of "POSSE", a software product owned and licensed by COMPUTRONIX, USA. This system will replace all critical functionality currently managed by the KIVA software system and provide new web based functionality for Planning Department Customers, Staff and other City Departments including Business Registration, Special Event Permitting, Online Inspection Requests, Online Building Permits and online payments. The new system will allow the Planning Department to complete automation in several areas including electronic plan review workflows for building and safety permits, online plan review for department boards and commissions such as DRB, EPC and others. The new system will provide new functionality for other divisions in the Planning Department which currently have no automated or digital processes. Purchase of Hardware and O/S, VM-Ware software to run the software and the cost of a project manager to represent the City's interests with the vendor. The Planning Department's KIVA software system is obsolete and at end of its useful life. The company that owns KIVA has dropped meaningful support of the product and no updates or bug fixes are available from any source. KIVA currently manages all permitting, inspections and case management issues for the Planning Department and annual fee payments around 7 million (plus) annually. 1st year training, maintenance and startup costs included in stated price. $58,000 Annual Support and License subscription to Department Resources. Annual costs to be split between Planning Department Divisions and possibly other City Departments depending on utilization. Additional $11,500 annually after Phase IV when additional

			users and functionality will be implemented in Urban Design and Development. **Motion to commence discussion by Peter Ambs; second by Stephanie Yara. Detailed discussion of purchase request by Matthew Conrad, Assoc. Dir. Planning Dept. and Suzie Lubar, Director, Planning Dept. Brian Osterloh elaborated on the Business Permitting function of the item. Call to question/motion for approval of the purchase by Peter Ambs; motion carried unanimously.** • **Planning Wide Format Scanner (Michelle A Gricius) - $25,820.91.** Oce Tc4 Color Scanner (36" Wide Format Stand Alone). The Planning Department requires an additional wide format scanner to scan large paper copies of site development plans to link to GIS and for archival purposes and to scan building plans submitted in paper format into E-Plan for electronic review. Includes delivery, set-up, onsite customer training, and four year preventative maintenance and warranty. **Motion to commence discussion by Stephanie Yara; second by Peter Ambs. Presentation of purchase request by Michelle Gricius. Call to question/motion for approval of the purchase by Peter Ambs; motion carried unanimously.**
Standard Equipment over $25K Approved by the IT Services Manager			• **EC HSSC Alarm System** – Regina E. Ortega - $45,266.18 - New intrusion alarm system/ upgrade CCTV • **Crime Van Upgrade** – Timothy R. Espinosa - $30,055.30 - The Criminalistics unit for the Albuquerque Police is tasked with responding to major crime scenes. While on scene they are required to begin documentation of their cases. The current set up for the criminalistics team is outdated and is in need of an upgrade. This equipment will provide the upgrade equipment needed. • **20 DMD Toughbooks** – Jeanne M. Tunell - $73,080.00 - Purchase and proliferate Toughbooks for use in the field for Municipal Development. Needed for Job Performance • **Tablet PC Replacements** – Chris Hollowwa - $51,956.00 - Acquisition of 50 Microsoft Surface 3s. The Surface 3 will be a PC replacement for very mobile workers that still require standard Windows-based capabilities on a portable device. • **Panasonic Toughbooks** – Timothy R. Espinosa - $102,500.00 - The Albuquerque Police department uses toughbooks for in car operations for officers taking calls for service. Several are outdated and need to be upgraded. • **Portable Radios** – Timothy R. Espinosa - $255,125.00 - Portable radios are used on a daily basis for police officers and are vital piece of equipment to function. With the turn over of equipment these new radio will replenish what is needed.
Review and Approval of Policies	All	0	
New Business		0	
Large Project Status			
Problems, Warnings, Situational Awareness, Saved Rounds?	All	0	
Action Items		0	
Total Time		21	**Motion to adjourn by Stephanie Yara; second by Peter Ambs. Motion carried unanimously. Meeting adjourned at 1:52 pm.**