TRC Meeting Agendum

Date: July 16, 2015
Time: 10:00 AM
Location: ITSD GRAND CENTRAL, Room 205

Member	Person Representing (print name)
DTI – Director/CIO	
DTI – Application Manager	
DTI – Communications Manager	
DTI – Infrastructure and Operations Manager	
DTI – ERP	
DTI – APD	
AFD	
Animal Welfare	
Aviation	
Cultural Services	
Cultural Services - Library	
Environmental Health	
Family and Community Services	
DFAS – Purchasing	
DFAS – Risk Management	
Internal Audit	
Municipal Development	
Parks and Recreation	
Planning	
Senior Affairs	
Solid Waste Management	
Transit	

WHAT	WHO	TIME	AGENDA
Housekeeping:			Next TRC Meeting is on August 6, 2015.
Call to order	Andre	0	
Roll call	Ramona	0	
Approve of the Agendum:	Andre		
Review Minutes from Previous TRC	Andre	1	Last meeting was held on July 2, 2015. TRC 2015-07-02_Minutes.pdf
Routine Business:		0	
Review TRC Request	All	10	• **Smart File Enterprise SFTP, file management solution (Arthur C. Montoya), $10,600.00**. Smartfile is an enterprise FTP and file management software on-premise solution. The SmartFile product is centered around FTP, file management, and sharing, with a focus on security, compliance, and usability. The ability to submit and receive large files is critical in the daily operation of many City departments to include Legal, Planning, DTI, etc. At present, alternative options are being utilizing in the

			transmission and reception of large files. These options include individual DropBox accounts, the utilizing of USB drives which are unmanaged and insecure, FTP server and Sharepoint which are functional on a small scale but with high administrative overhead when usage grows.

The primary option for sending large and compressed files was via email. However, to aid in the prevention of malicious software from entering the networked environment, security measures were taken to eliminate the ability to transfer and receive large compressed files both internally and from business partners.

The City of Albuquerque has no enterprise solution for receiving and distribution of large and compressed files.

Various Cloud and on-Premise solutions were reviewed and tested. The Criteria for a solution included:
On-Premise,
Ease of use for end user,
Minimal administrative overhead,
Microsoft Exchange compatibility,
Overall costs.

Smartfile stood apart as an enterprise, on premise, FTP and file management software solutions. Additionally, there is a unlimited user capacity. The SmartFile product is centered around (s)FTP, file management, and sharing with a focus on security, compliance, and usability. Maintenance and training are included. The initial lease includes maintenance and support for a two year period. At the end of the lease period, the option will be available to extend or terminated service. There are no increased costs as the number of users increases.

- **Real Time Interface between POSSE and iNovah (Yolanda L. Barreras), $53,800.00**. Real Time interface between the POSSE-Computronix System and iNovah. The interface will be used to inquire payment data from the host system. This inquiry will be based off of a customer account/permit number. Stored procedures will be used. Total Coast application software, services and two(2) years of Maintenance @ $7,500.00 for a total cost @ $15,000.00 for two years. This amount is in addition to the current annual maintenance. These additional maintenance dollars will be pro rated year 1 to be conterminous with existing maintenance agreement(s). Albuquerque has selected July as their fiscal year for maintenance payments. |
| **Review and Approval of Policies, Procedures & Standards** | All | 10 | Policies, Procedures & Standards
- New:
- Revised:
  - Policies
    - **Security**
      - E-mail encryption policy
    - **General**
      - Sensitive Data
    - **Hardware/Software**
      - Information Technology Commodity Procurement
      - CIO Approval Authority |

			o Standard
			  o **General**
			    ▪ Technical Review Committee Membership
			
			==The PDF files are located on X:\COA SHARE\TRC-ISC==
			
			 • Retired:

Problems, Warnings, Situational Awareness, Saved Rounds?	All	0	
Total Time		21	