TRC Meeting Minutes

Date: January 21, 2016
Time: 10:00 AM
Location: DTI GRAND CENTRAL, Room 205

Member	Person Representing (print name)
DTI – Director/CIO	Peter Ambs
DTI – Application Manager	Brian Osterloh
DTI – Communications Manager	Polo Fierro
DTI – Infrastructure and Operations Manager	Andre O'Brien
DTI – ERP	Andrea Romero
DTI – APD	Mark Leech
AFD (FIRE)	David Mowery, Proxy for Ralph Waddles
Animal Welfare	
Aviation	Pat Frias
Cultural Services	N/P Dave Mathews
Cultural Services - Library	John Meier
Environmental Health	Noah Parraz
Family and Community Services	N/P Eddie Andujo
DFAS – Purchasing	Elaine Sacoman
DFAS – Risk Management	N/P Alan Gutowski
Internal Audit	Lew Witz
Municipal Development	Robert Nunez
Parks and Recreation	N/P Matthew Whelan
Planning	Darryn Phillips
Senior Affairs	N/P Gary Anderson
Solid Waste Management	N/P Tony Schupp
Transit	Ron Dupuy, proxy for Narong (Joe) Saraphon

WHAT	WHO	TIME	AGENDA
Housekeeping:			Next TRC Meeting is on February 4, 2016.
Call to order	Andre	0	The meeting was called to order at 10:01am.
Roll call	Ramona/ Sylvia	0	There was a quorum.
Approve of the Agendum:	Andre	1	**Peter Ambs made a motion to add the Saas Purchas request; second by Andre O'Brien.** **Mark Leech made a motion to remove APD/IA Unit Scanners: second by Brian Osterloh.** **Brian Osterloh made the motion to approve the agenda as modified; second by Mark Leech.** **Motion carried unanimously.**
Review Minutes from Previous TRC	Andre	0	Last meeting was held on December 3, 2015. December 17, 2015 and January 7, 2016 Meetings were canceled. TRC 2015-12-03_Minutes.pdf Motion to approve Minutes for the December 3, 2015

			Meeting by Brian Osterloh. Second by Mark Leech. Motion carried unanimously.
Routine Business:		0	
Review TRC Request	All	18 min.	• **APD\PLANNING PCS (Jorge Gonzalez),** $12,987.92. 2 - Apple MacBook Pro 13.3" Core i5 256 GB Flash 8 GB - 3 YEAR WARRANTY 1 - Apple MacBook Pro 15.4" Core i7 256 GB Flash 16 GB - 3 YEAR WARRANTY 3 - HP ProBook 450 G2 - 15.6" - Core i5 5200U - 3 YEAR WARRANTY 12 - HP 250 G4 - 15.6" - Core i3 5005U - 3 YEAR WARRANTY. CIT Knowledge grant FOR UPGRADING PC HARDWARE **Motion to commence discussion by Brian Osterloh and seconded by Mark Leech. Mark Leech discussed the purchase request item. Call to question/motion to approve purchase by Brian Osterloh. Motion carried unanimously.** **Sunport PD Lapel Cameras (Patrick V. Frias),** $58,455.54. 50 FirstVu lapel DVR cameras with peripherals 1 Dell pro 12 TB server FirstVu software and licenses. Sunport PD Lapel cameras are obsolete and failing, the FirstVu system is needed to replace older system and to record officers in the line of duty at the ABQ Airport. **Brian Osterloh made motion to defer review of this item to the following meeting; second by Mark Leech. Motion carried unanimously.** **SaaS (Elaine Sacoman)** $84,500.00. The DFAS Purchasing Division requests to procure software as a service solution from Transcepta, Global Solution, which is the only Oracle validated procurement service integration system. The SaaS is a procure-to-pay network solution, an electronic data interchange (EDI) that will enable the City and its suppliers to exchange procurement documents via Trancepta's network supplier hub. The SaaS will move the city from its current outdated paper-based exchange of purchasing documents to its suppliers through an electronic middleware supplier network hub system. Transcepta will receive an inbound file from the PeopleSoft ERP Purchasing module, an deliver purchase orders to suppliers via their preferred delivery method. In turn, the City will receive inbound invoices, purvhase order acknowledgements and advance shipping notices from the City's suppliers. Transcepta will process these documents documents to resolve them into a common format, and feed the resulting common format into the City's ERP system. Once in PeopleSoft, the invoice data documents will be automatically imported into PeopleSoft staging tables for further downstream invoice processing via the Voucher build process. Additionally, supplier invoice image files will be imported and made referenceable via the PeopleSoft voucher pages. The SaaS will eliminate the manual processes involved in the management of paper documents and will greatly improve AP's invoice processing and payment timeline, enhance supplier relationships and reduce the risk of lowered bond ratings due to late payments and leverage supplier discounts. It will also

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			provide a portal for suppliers to check document processing and payment status to quickly obtain the payment status of invoices. The initial cost associated with this acquisition includes a $6,500.00 one-time set-up fee, which encompasses providing all supplier enablement tasks and a monthly fee of $6,500.00 per month per 500 on-boarded suppliers. Should the City discover the requirement to add additional suppliers, the monthly fee will nominally increase per 500 additional suppliers. **Motion to start discussion by Brian Osterloh, and second by Peter Ambs.** **Peter Taichert provided justification and a brief description the purchase request item. There was short question and answer between the committee members and Peter Taichert, as well as employees of Purchasing Division, and Accounting Divisions.** **Call to question/motion to approve purchase by Brien Osterloh. Motion carried unanimously. This item will be reviewed by ISC at the next meeting.**

Review and Approval of Policies, Procedures & Standards	All	0	Policies, Procedures & Standards
			• New:
			• Revised:
			   o Policies
			      o **Security**
			      o **General**
			      o **Hardware/Software**
			   o Standards
			      o **General**
			
			• Retired:

Problems, Warnings, Situational Awareness, Saved Rounds?	All	1	**Andre O'Brien announced the new TRC Board Secretary, Sylvia Martinez to replace Ramona Zamir-Gonzalez.**
Total Time		20 mins.	**Brien Osterloh made the motion to adjourn the meeting, second by Mark Leech.** Motion carried unanimously. **Meeting adjourned at 10:20**