

## TRC Meeting Minutes

Date: April 20, 2017

Time: 10:00 AM

Location: DTI GRAND CENTRAL, Room 205

Member	Person Representing (print name)
DTI – Director/CIO	Peter Ambbs
DTI – Application Manager	
DTI – Communications Manager	Hipolito Fierro
DTI – Infrastructure and Operations Manager	Paul Chapman- Brian Osterloh and Clint Hubbard
DTI –Helpdesk	Chris Clark
DTI – ERP	Andi Lako
DTI – APD	Mark Leech
AFD	
Animal Welfare	
Aviation	
Cultural Services	
Cultural Services - Library	John Meier
Environmental Health	Jorge Gonzalez
Family and Community Services	
DFAS – Purchasing	Kassandra Ray
DFAS – Risk Management	
Internal Audit	Alan Gutowski
Municipal Development	
Parks and Recreation	Andrew Suna
Planning	Darryn Philips
Senior Affairs	
Solid Waste Management	
Transit	Narong Saraphon and Stan Low
Guest	Peter Pacheco (Inspector General)

WHAT	WHO	TIME	AGENDA
<b>Housekeeping:</b>			<b>Next TRC Meeting is May 4, 2017</b>
Call to order	Brian Osterloh	0	<b>Meeting called to order at 10:04 am.</b>
Roll call	Sylvia	0	<b>There was a quorum.</b>
<b>Approve of the Agendum:</b>	Brian Osterloh		<b>Motion to approve the Agenda by Paul Chapman; seconded by Narong Saraphon. Motion carried.</b>
<b>Review Minutes from Previous TRC</b>	Brian Osterloh	1	<b>Last meeting was held on March 2, 23017</b>
<b>Routine Business:</b>		0	
<b>Review TRC Request</b>	All		<p><u><a href="#">Wingswept Case Management System for Inspector General (Brian A. Osterloh)</a></u>, \$37,630.00</p> <ul style="list-style-type: none"> <li>The Office of Inspector General (OIG) needs to transition to an automated case management system. The Case Management and Tracking System (CMTS) enables efficient and comprehensive development, storage and tracking of investigative data and production of reports.</li> <li>Wingswept CMTS offered a practical solution at a</li> </ul>

			<p>reasonable cost, based on a General Services Administration (GSA) schedule price. CMTS will enable the OIG to transition to a fully automated case management solution that incorporates standardization and the capability to conduct data analysis as the internal database grows, which contributes to the prioritization process and timely historical queries. CMTS will also reduce use of paper and time consuming manual processes, thereby contributing to more efficient use of limited resources.</p> <p>In conjunction with the Department of Technology and Innovation (DTI), OIG reviewed three different possible solutions, to include the Office of Internal Audit's "AutoAudit" system, and participated in two demonstrations of case management systems, to include Wingswept's "Case Management and Tracking System" (CMTS). AutoAudit is not designed for investigative activity or investigative reports, so would not provide needed capabilities.</p> <ul style="list-style-type: none"> <li>Initial License fee (1-15 users): \$18,365.78</li> <li>Installation ("QuickStart"): \$5,861.75</li> <li>Training Costs (one day): \$3,060.97</li> <li>Travel Costs (for training): \$2,000</li> <li>Annual Maintenance Costs (1-15 users): \$6,506.25</li> </ul> <p><b>Motion to commence discussion by Jorge Gonzales; second by Mark Leech.</b>  <b>Peter Pacheco from the Attorney Generals provided the description and the need for this TRC item.</b>  <b>Call to question by Brian Osterloh; motion carried unanimously.</b>  <u><a href="#">Automated Passenger Counters for certification (Stan F. Low)</a></u>, \$98,934.76.</p> <ul style="list-style-type: none"> <li>A project to install automated passenger counters on Rapid Ride buses to operate sufficiently equivalent to the ART buses to gain NTD certification.</li> <li>The NTD subset of the FTA requires transit agencies to report their ridership. ABQ RIDE historically gathers that information from the fare box, validated by manual counts. The ART buses will not require passengers to enter through the front door, so the fare box will not be used to count ridership. Instead, the ART buses come equipped with Automated Passenger Counters. In order to have these APCs certified by the NTD as acceptable (and thereby avoid the cost of hiring manual passenger counters to ride each and every ART bus), ABQ RIDE must get the APCs and their processes installed and operational on buses and routes PRIOR to our reliance on that equipment on the ART buses. This project is designed to get the equipment installed and the reporting software operational and our personnel trained sufficiently to make application to the NTD for certification.</li> </ul> <p><b>Motion to commence discussion by Stan Low; second by Jorge Gonzales.</b>  <b>Stan Low provided the Committee Members with the benefits, and the uses of this request. Mr. Low also answered the question asked by the Committee.</b>  <b>Call to question by Peter Ambs; Motion carried unanimously.</b>  <u><a href="#">MyABQ app (Brian A. Osterloh)</a></u>, \$54,000.00.</p>
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<b>Review and Approval of Policies, Procedures &amp; Standards</b>	All	0	
<b>Problems, Warnings, Situational Awareness, Saved Rounds?</b>	All	0	
<b>Total Time</b>			<b>Motion to adjourn by Paul Chapman; second by Peter Ambs. Motion carried unanimously. Meeting adjourned at 10:24 am.</b>