

TRC Meeting Agenda: Date: August 2, 2018

Time: 10:00 AM

Location: DTI GRAND CENTRAL, Room 205

Member	Person Representing (print name)
DTI – Director/CIO	MyChelle Andrews for Brian Osterloh
DTI – Application Manager	Robert Henderson
DTI – Communications Manager	Polo Fierro
DTI – Infrastructure and Operations Manager	Andre O’Brien
DTI – ERP	Chris Clark
DTI – APD	Allan Armenta
AFD	
Animal Welfare	
Aviation	
Cultural Services	
Cultural Services - Library	Troy Smith
Environmental Health	Jorge Gonzalez
Family and Community Services	
DFAS – Purchasing	Estevan Vargas
DFAS – Risk Management	
Municipal Development	
Parks and Recreation	
Planning	
Senior Affairs	Gary Anderson
Solid Waste Management	
Transit	Joe Saraphon (Telephonically)

WHAT	WHO	TIME	AGENDA
Housekeeping:			Next TRC Meeting is August 16, 2018
Call to order	Andre	0	Meeting called to order at 10:05 am.
Roll call	Sylvia	0	There was a quorum.
Approve of the Agendum:	Andre		Motion to approve the Agenda by MyChelle Andrews; second by Andre O’Brien. Motion carried unanimously.
Review Minutes from Previous TRC	Andre		Last meeting was held on July 5, 2018. Motion to approve July 5, 2018 Minutes by Jorge Gonzalez; second by Troy Smith. Motion carried unanimously.
Routine Business:		0	
Review TRC Request	All		<p><u>APD Case Management solution (Allan Armenta)</u>, \$198,000.00</p> <ul style="list-style-type: none"> • Case Management solution for the Albuquerque Police Department • With staff currently keeping various case related data in many different locations, APD has long needed a Case Management solution. <p>With Records and Management, Inc. APD looks to leverage the city’s Hyland OnBase implementation to meet our needs, developing new workflows to not only store case related data, but also ease the work it takes to manage this data.</p> <p>The solution will focus on the following areas and add new items as they are discovered:</p> <ul style="list-style-type: none"> • Make it easier and quicker for staff to upload documents

			<ul style="list-style-type: none"> • Eliminate the need for creating folders manually • Provide reporting on missing documents • Improve process of internal and external access • Audit reports • Records retention <ul style="list-style-type: none"> • Services: Total \$180,000.00 Licenses: Reporting Dashboards Module: \$10,000.00 Annual Maintenance for Reporting Dashboards: \$2,000.00 Hyland ShareBase (annual cost): \$6,000.00 Total being \$198,000.00 plus gross receipts tax and travel if applicable. A detailed breakdown is attached. • Please see pages 10 (Assumptions), 12 and 13 (Appendix D: Duties/Responsibilities of Parties) of the attached APD_CaseManagement_CostEstimate_06092018.pdf for what is expected and required. <p>Motion to commence discussion by MyChelle Andrews; second by Troy Smith. Motion carried unanimously.</p> <p>Allan Armenta, Systems Analyst II, from APD discussed the description, need and the cost for this request. Troy Smith answered questions from the Committee.</p> <p>Call the Question by Paul Chapman; motion carried unanimously.</p> <p><u>Sunport Billing Mgmt System (Patrick V. Frias)</u>, \$112,633.36.</p> <ul style="list-style-type: none"> • ABRM (Airport Billing Management)software upgrade and Cloud Host Migration • ABRM software version outdated and needs to be upgraded for additional features that will enable the Aviation dept to streamline Airline Billing. <p>Motion to commence discussion by MyChelle Andrews; second by Jorge Gonzalez. Motion carried unanimously.</p> <p>Patrick Frias from Aviation presented this request to the Committee. Mr. Frias answered questions from the Committee.</p> <p>MyChelle Andrews move to approve; second by Paul Chapman. Motion carried unanimously.</p>
Review and Approval of Policies, Procedures & Standards	All	0	
Problems, Warnings, Situational Awareness, Saved Rounds?	All	0	<p><u>SMB security change.</u></p> <p>Paul Chapman, Assistant CIO, Chris Clark IT Supervisor and Brian Osterloh Acting CIO for DTI discussed SMB security change. The discussion was to inform the Committee to the additions.</p>
Total Time			<p>Motion to adjourn by Michelle Andrews; second by Jorge Gonzalez. Motion carried unanimously. Meeting adjourned at 10:19 am.</p>