

TRC Meeting Minutes

Date: April 2, 2015

Time: 10:00 AM

Location: ITSD GRAND CENTRAL, Room 205

Member	Person Representing (print name)
ITSD – Division Manager	Peter Ambs
ITSD – Application Manager	Brian Osterloh
ITSD – Communications Manager	Polo Fierro
ITSD – Infrastructure and Operations Manger	Andre O’Brien
Animal Welfare	Michael Silva
Aviation	Tony Romero, proxy for Patrick 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 – ERP	Andrea Romero
DFAS – Purchasing	Elaine Sacoman, proxy for Bernadette Sandoval
DFAS – Risk Management	N/P Alan Gutowski
Fire	N/P Ralph Waddles
Internal Audit (non-voting)	N/P Lew Witz
Municipal Development	N/P Robert Nunez
Parks and Recreation	N/P Matthew Whelan
Planning	N/P Darryn Phillips
Police	Rishma Khimji
Senior Affairs	Gary Anderson
Solid Waste Management	N/P Tony Schupp
Transit	Mary Murayama, proxy for N. Joe Saraphon

WHAT	WHO	TIME	AGENDA
Housekeeping:			Next TRC Meeting is on April 16, 2015.
Call to order	Andre	0	The meeting was called to order at 10:00 am.
Roll call	Ramona	1	There was a quorum.
Approve of the Agendum:	Andre		Motion to approve the Agenda by Andre O’Brien; second by Rishma Khimji. Motion carried unanimously.
Review Minutes from Previous TRC	Andre		<p>Previous meeting was held on March 19, 2015.</p>  <p>TRC 2015-03-19_Minutes.pdf</p> <p>Motion to approve Minutes for 3/19/15 Meeting by Rishma Khimji. Second by John Meier. Motion carried unanimously.</p>
Routine Business:		0	
Review TRC Request	All	7	<ul style="list-style-type: none"> Construction Permit Interface for Engineering (Jeanne M. Tunell) - \$19,000.00. To provide an Online payment system. Annual Interface Maintenance of \$1650.00. <p>Motion to commence discussion by Brian Osterloh; second</p>

			<p>by John Meier. Brian Osterloh discussed the purchase request item. Call to question/motion to approve purchase by Peter Ambs. Motion carried unanimously.</p> <ul style="list-style-type: none"> • Warehouse Multifunction Machine (Rene Diaz) - \$11,917.00. Bizhub C454e Konica Minolta multifunction copier/scanner/fax/printer machine. The current Xerox multifunction machine lease expired on 2/1/2015. This will be a new 60 month lease with equal to options. <p>Motion to commence discussion by Brian Osterloh; second by John Meier. Rene Diaz discussed the purchase request item. Call to question/motion to approve purchase by Andre O'Brien. Motion carried unanimously.</p>
Review and Approval of Policies, Procedures & Standards	All	0	<p>Policies, Procedures & Standards</p> <ul style="list-style-type: none"> • New • Revised: • Retired
Problems, Warnings, Situational Awareness, Saved Rounds?	All	2	<p>Peter Ambs discussed the City's security policies for multifunction machines. He advised Rene Diaz, Buyer with Purchasing Division, to work with Andre O'Brien to incorporate the security policy within the Purchasing procedures.</p>
Total Time		10	