


## TRC Meeting Minutes



Date: July 2, 2015

Time: 10:00 AM

Location: DTI GRAND CENTRAL, Room 205

Member	Person Representing (print name)
DTI Department Director	Peter Ambs/ Paul Chapman, proxy for Peter Ambs
DTI Application Manager	Mark Leech, proxy for Brian Osterloh
DTI Communications Manager	Polo Fierro
DTI Infrastructure and Operations Manager	Andre O'Brien
DTI – ERP Manager	Andrea Romero
APD	Rishma Khimji
Animal Welfare	Michael Silva
Aviation	N/P Patrick Frias
Cultural Services	Dave Mathews
Cultural Services – Library	John Meier
Environmental Health	N/P Danny Nevarez
Family and Community Services	N/P Eddie Andujo
DFAS – Purchasing	Rebekka Tynan
DFAS – Risk Management	N/P Alan Gutowski
Fire	N/P Ralph Waddles
Internal Audit (non-voting)	N/P Lew Witz
Municipal Development	Robert Nunez
Parks and Recreation	Matthew Whelan
Planning	Darryn Phillips
Senior Affairs	N/P Gary Anderson
Solid Waste Management	N/P Tony Schupp
Transit	N/P Narong (Joe) Saraphon

WHAT	WHO	TIME	AGENDA
<b>Housekeeping:</b>			Next TRC Meeting is on July 16, 2015.
Call to order	Andre		
Roll call	Andre		There was a quorum.
<b>Approve of the Agendum:</b>	Andre		<b>Motion to approve the Agenda by Peter Ambs; second by Rishma Khimji. Motion carried unanimously.</b>
<b>Review Minutes from Previous TRC</b>	Andre	1	Last meeting was held on June 18, 2015.   TRC 2015-06-18_Minutes.pdf  <b>Motion to approve the Minutes for 6/18/15 by Dave Mathews; second by Peter Ambs. Motion carried unanimously.</b>
<b>Routine Business:</b>		0	
<b>Review TRC Request</b>	All	5	<b><u>CaseWare Software (Dinah V. Varela), \$23,425.00.</u></b> 1- Government GASB Reporting Bundle (up to 5 users per year); 10-Government GASB Reporting License Individual (includes technical support, software patches, version upgrades and GASB content updates). Our current system does not have financial statement or report writer capability.

			<p>Pamela Fanelli, City Controller, summarized the business case for the software and answered questions from the Committee. Paul Chapman requested of the Accounting Division to include <i>all</i> costs in the purchase request, including Training, Maintenance, and other expenses. Motion to approve purchase by Michael Silva; second by Dave Mathews. Motion carried unanimously.</p>
<p><b>Review and Approval of Policies, Procedures &amp; Standards</b></p>	All	10	<p>Policies, Procedures &amp; Standards</p> <ul style="list-style-type: none"> <li>• <b>New: Review of Mobile Device Policy and supporting Procedure</b> This Policy Applies to all city employees regarding mobile device approval criteria, monitoring responsibilities and appropriate use of a city supplied mobile device or a city subsidized mobile phone. The attached policy requires TRC review and approval.</li> </ul> <p style="text-align: center;">   </p> <p style="text-align: center;"> <small>Mobile Device Policy_July 2015.pdf      Mobile Device Procedures_July 2015.pdf</small> </p> <p><b>Motion to approve Policy by Robert Nunez; second by Dave Mathews. Motion carried unanimously. The ISC will review and vote on the Mobile Device Policy at the next meeting on July 8, 2015.</b></p> <ul style="list-style-type: none"> <li>• Revised</li> <li>• Retired</li> </ul>
<p><b>Problems, Warnings, Situational Awareness, Saved Rounds?</b></p>	All	0	
<p><b>Total Time</b></p>		16	<p><b>Motion to adjourn by Paul Chapman; second by Darryn Phillips. Motion carried unanimously.</b></p>