TRC Meeting Minutes

Date: July 16, 2015
Time: 10:00 AM
Location: ITSD 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	Rishma Khimji
AFD	N/P Ralph Waddles
Animal Welfare	Michael Silva
Aviation	N/P Patrick Frias
Cultural Services	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	N/P Robert Nunez
Parks and Recreation	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 August 6, 2015.
Call to order	Andre	0	The meeting was called to order at 10:01 am.
Roll call	Ramona	0	There was a quorum.
Approve of the Agendum:	Andre		**Motion to approve the Agenda by Darryn Phillips; second by Brian Osterloh. Motion carried unanimously.**
Review Minutes from Previous TRC	Andre	1	Last meeting was held on July 2, 2015. TRC 2015-07-02_Minutes.pdf **Motion to approve Minutes for the 7/2/15 Meeting by Brian Osterloh. Second by Darryn Phillips. Motion carried unanimously.**
Routine Business:		0	
Review TRC Request	All	10	• **Smart File Enterprise SFTP, file management solution (Arthur C. Montoya), $10,600.00**. Smartfile is an enterprise FTP and file management software on-premise solution. The SmartFile product is centered around FTP, file management, and sharing, with a focus on security, compliance, and usability. The ability to submit and receive large files is critical in the daily operation of many City departments to

include Legal, Planning, DTI, etc.

At present, alternative options are being utilizing in the transmission and reception of large files. These options include individual DropBox accounts, the utilizing of USB drives which are unmanaged and insecure, FTP server and Sharepoint which are functional on a small scale but with high administrative overhead when usage grows.

The primary option for sending large and compressed files was via email. However, to aid in the prevention of malicious software from entering the networked environment, security measures were taken to eliminate the ability to transfer and receive large compressed files both internally and from business partners.

The City of Albuquerque has no enterprise solution for receiving and distribution of large and compressed files.

Various Cloud and on-Premise solutions were reviewed and tested. The Criteria for a solution included:
On-Premise,
Ease of use for end user,
Minimal administrative overhead,
Microsoft Exchange compatibility,
Overall costs.

Smartfile stood apart as an enterprise, on premise, FTP and file management software solutions. Additionally, there is a unlimited user capacity. The SmartFile product is centered around (s)FTP, file management, and sharing with a focus on security, compliance, and usability. Maintenance and training are included. The initial lease includes maintenance and support for a two year period. At the end of the lease period, the option will be available to extend or terminated service. There are no increased costs as the number of users increases.

Motion to commence discussion by Polo Fierro; second by Brian Osterloh.
Paul Chapman discussed the purchase request item and answered questions from the Committee. This is a cloud-based application and GSA certified purchase. Call to question/motion to approve purchase by Brian Osterloh. Motion carried unanimously.

- **Real Time Interface between POSSE and iNovah (Yolanda L. Barreras), $53,800.00**. Real Time interface between the POSSE-Computronix System and iNovah. The interface will be used to inquire payment data from the host system. This inquiry will be based off of a customer account/permit number. Stored procedures will be used. Total Coast application software, services and two(2) years of Maintenance @ $7,500.00 for a total cost @ $15,000.00 for two years. This amount is in addition to the current annual maintenance. These additional maintenance dollars will be pro rated year 1 to be conterminous with existing maintenance agreement(s). Albuquerque has selected July as their fiscal year for maintenance payments.

Motion to commence discussion by Brian Osterloh; second by Dave Mathews.
Tim Skelton, Vince Quijano, and Roberto Sanchez discussed

			the purchase request item. **Call to question/motion to approve purchase by Brian Osterloh. Motion carried unanimously.**

Review and Approval of Policies, Procedures & Standards	All	3	Policies, Procedures & Standards
			• New:
			• Revised:
			   o Policies
			      o **Security**
			         ▪ E-mail encryption policy
			      o **General**
			         ▪ Sensitive Data
			      o **Hardware/Software**
			         ▪ Information Technology Commodity Procurement
			         ▪ CIO Approval Authority
			
			   o Standard
			      o **General**
			         ▪ Technical Review Committee Membership
			
			The PDF files are located on X:\COA SHARE\TRC-ISC
			• Retired:
			
			Call to question/motion to approve the Policies and Standard revisions by Dave Mathews. Motion carried unanimously.

Problems, Warnings, Situational Awareness, Saved Rounds?	All	0	
Total Time		14	**Motion to adjourn by Brian Osterloh; second by Dave Mathews. Motion carried unanimously. 10:15 am.**