

TRC Meeting Minutes

Date: November 5, 2015

Time: 10:00 AM

Location: ITSD GRAND CENTRAL, Room 205

| Member | Person Representing (print name) |
|---|--|
| DTI – Director/CIO | Brian Osterloh, proxy for Peter Ambs |
| DTI – Application Manager | Mario Lucero, proxy for Brian Osterloh |
| DTI – Communications Manager | N/P Polo Fierro |
| DTI – Infrastructure and Operations Manager | Andre O'Brien |
| DTI – ERP | Jason Fletcher, proxy for Andrea Romero |
| DTI – APD | N/P Rishma Khimji |
| AFD | Capt. David Mowery |
| Animal Welfare | |
| Aviation | N/P Patrick Frias |
| Cultural Services | Diego Lucero, proxy for 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 | N/P Lew Witz |
| Municipal Development | Robert Nunez |
| Parks and Recreation | Matthew Whelan |
| Planning | Darryn Phillips |
| Senior Affairs | 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 November 19, 2015. |
| Call to order | Andre | | The meeting was called to order at 10:04am. |
| Roll call | Ramona | | There was a quorum. |
| Approve of the Agendum: | Andre | | Motion to approve the Agenda by Brian Osterloh; second by John Meier. Motion carried unanimously. |
| Review Minutes from Previous TRC | Andre | 1 | Last meeting was held on September 3, 2015. Meetings on September 17 and October 15 were canceled. Due to no quorum, the meeting on October 1 was also canceled.  TRC 2015-09-03_Minutes.pdf Motion to approve Minutes for the 9/03/15 Meeting by Brian Osterloh. Second by John Meier. Motion carried unanimously. |
| Routine Business: | | 0 | |
| Review TRC Request | All | 27 | <ul style="list-style-type: none"> Cogent scanner (Ralph Waddles), \$100,000.00. Scanner for AFD, requested for the purpose of annual background check for every member. Please also see "supporting document" scan. |



Cogent letter.pdf

Motion to commence discussion by Brian Osterloh; second by Jason Fletcher.
Captain David Mowery provided a justification for the purchase request item and answered questions from the Committee. Call to question/motion to approve purchase by Brian Osterloh; motion carried unanimously. This purchase request will be reviewed by ISC at the next meeting.

- **[Engineering SmartBoard \(Robert A. Nunez\), \\$12,869.25.](#)**
DMD hopes to purchase and install a SmartBoard in the 3rd floor Engineering conference room. Due to many interactive virtual business meetings, DMD is hoping to purchase and install an interactive SmartBoard for teleconference meetings. Standard 3 year warranty.

Motion to commence discussion by Brian Osterloh; second by Darryn Phillips.

Robert Nunez discussed the purchase request item and answered questions from the Committee. Call to question/motion to approve purchase by Andre O'Brien; motion carried unanimously.

- **[University of Missouri \(U.S. SourceLink\) License and Consulting Agreement \(Brian A. Osterloh\), \\$62,500.00.](#)**
The Economic Development Department desires to enter into an agreement to provide the services of the U. S. SourceLink programs to entrepreneurs, resource partners, and the community to assist with business development. U.S.SourceLink helps communities bring business-building resources together into a vibrant entrepreneurial ecosystem. By identifying a community's strengths and gaps in service, tracking the impact of the services, and moving that ecosystem of support into the sunlight, U.S. SourceLink helps entrepreneurs access the right resources at the right time for their business development. As a result, the entrepreneurial ecosystem helps young and growing businesses to accelerate their success, create jobs and make their regions wealthier.

SourceLink works with communities to find the best ways to help entrepreneurs benefit from:

- access to resources;
- access to networks;
- coordinated community engagement; and
- access to federal and corporate funding.

Access to Resources

Many communities have an abundance of business development resources, but often entrepreneurs can't find the right one for their needs. With a multitude of different kinds of businesses – whether they are technology, Main Street, second-stage or microenterprise – and a variety of resources, a central point or clearinghouse for visibility and connection can help strengthen businesses and accelerate their growth. Mapping and connecting these resources is a key first step in the process of creating your ecosystem. Qualifying the entrepreneurs' needs and connecting them to the right resource partner at the right time creates a win-win for all involved.

| | | | |
|--|--|--|---|
| | | | <p>Access to Networks Early-stage businesses rely heavily on their social networks. These networks provide trusted referral to funding sources for loans and equity, first customers and mentors that can support their business. A central hub can help link these networks to entrepreneurs and to each other, building a cohesive community to support new business growth. Training and technical support included in agreement.</p> <p>Motion to commence discussion by Robert Nunez; second by Brian Osterloh. Brian Osterloh discussed the purchase request item on behalf of Economic Development Dept., and answered questions from the Committee. Call to question/motion to approve purchase by Brian Osterloh; motion carried unanimously. This purchase request will be reviewed by ISC at the next meeting.</p> <ul style="list-style-type: none"> • <u>Dashboard Creation (Brian A. Osterloh), \$15,000.00.</u> Professional services to create a public dashboard for administration initiatives. The City has neither the internal resources nor expertise to quickly develop a professional dashboard for administration initiatives. This effort will provide such a dashboard and increase our expertise with non-technical aspects of development (e.g., goal discovery, design). No additional recurring costs. Maintenance and support will be provided by DTI staff. Motion to commence discussion by Robert Nunez; second by Jason Fletcher. Brian Osterloh discussed the purchase request item, and answered questions from the Committee. Call to question/motion to approve purchase by Andre O'Brien; motion carried unanimously. • <u>License and implement Info Builders WebFocus to replace Cognos (Brian A. Osterloh), \$700,000.00.</u> Replace the City's Cognos BI solution with Information Builders (IBI) WebFocus product. The implementation will be completed in phases with public facing Cognos components replaced in Phase 1. IBM's Cognos product has become too expensive for the value provided and costs continue to increase at a rapid pace (typically ~20%/year). Additionally, the product isn't intuitive for either our support staff or our users. Consequently, while interest in analytics increases our tool is holding back efforts to capitalize on that interest. City staff from several departments have examined alternatives and determined IBI's WebFocus is the best fit for our goals. The product appears to be intuitive, allows easier dashboard development, uses responsive design, and matches or exceeds functionality currently in use. Annual maintenance costs will decrease by more than half. Training is included in implementation services. Because the product is more intuitive, ongoing training will be easier to develop, maintain, and deliver. Motion to commence discussion by Brian Osterloh; second by Andre O'Brien. Brian Osterloh discussed the purchase request item, and answered questions from the Committee. This product is used by UNM, and the City is piggybacking off of the state's RFB. Call to question/motion to approve purchase by Andre O'Brien; motion carried unanimously. |
|--|--|--|---|

| | | | |
|--|-----|----|---|
| | | | <p>This purchase request will be reviewed by ISC at the next meeting.</p> <ul style="list-style-type: none"> • <u>Yardi-to-AR Interface: Yardi portion (Brian A. Osterloh), \$12,600.00.</u> Develop the Yardi side of the Yardi-to-AR (Accounts Receivable) interface. Real Property is moving to Yardi to manage leases (City as landlord, City as tenant). This interface is needed to automatically send data to the Peoplesoft AR module which will then update the General Ledger. No incremental recurring costs are anticipated. <p>Motion to commence discussion by Brian Osterloh; second by Andre O'Brien. Brian Osterloh discussed the purchase request item, and answered questions from the Committee. 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: <ul style="list-style-type: none"> ○ Policies <ul style="list-style-type: none"> ○ Security ○ General ○ Hardware/Software ○ Standard <ul style="list-style-type: none"> ○ General • Retired: |
| Problems, Warnings, Situational Awareness, Saved Rounds? | All | 0 | |
| Total Time | | 28 | Motion to adjourn by Andre O'Brien; second by Darryn Phillips. Motion carried unanimously. 10:32 am. |