TRC Meeting Minutes

Date: December 3, 2015
Time: 10:00 AM
Location: DTI GRAND CENTRAL, Room 205

Member	Person Representing (print name)
DTI – Director/CIO	Paul Chapman, proxy for Peter Ambs
DTI – Application Manager	Mark Leech, proxy for Brian Osterloh
DTI – Communications Manager	Kristen Sanders, proxy for Polo Fierro
DTI – Infrastructure and Operations Manager	Andre O'Brien
DTI – ERP	Andrea Romero
DTI – APD	N/P Rishma Khimji
AFD	Ralph Waddles
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	Mark Brannen, proxy for Elaine Sacoman
DFAS – Risk Management	N/P Alan Gutowski
Internal Audit (non-Voting)	Lew Witz
Municipal Development	Robert Nunez
Parks and Recreation	N/P 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 December 17, 2015.
Call to order	Andre	0	The meeting was called to order at 10:02am.
Roll call	Ramona	0	There was a quorum.
Approve of the Agendum:	Andre		**Motion to approve the Agenda by Darryn Phillips; second by Ralph Waddles. Motion carried unanimously.**
Review Minutes from Previous TRC	Andre	1	Last meeting was held on November 5, 2015. November 19, 2015 Meeting was canceled. 📄 TRC 2015-11-05_Minutes.pdf **Motion to approve Minutes for the 11/5/15 Meeting by Andre O'Brien. Second by Noah Parraz. Motion carried unanimously.**
Routine Business:		0	
Review TRC Request	All	17	• **Conference and Meeting Room Upgrades (Timothy C. Skelton), $32,380.34.** Development Review Services Conference Room upgrades to support meetings with customers and internal staff. These upgrades will also take pressure off of other Planning Department meeting /

conference room assets. As the Planning Department becomes more and more reliant upon utilizing technology to do every day business, there is a much greater demand for Planning Department meeting assets both within the department as well as outside departments utilizing Planning conference areas and rooms. These upgrades will provide an additional asset for use by Planning Staff and other departments to conduct business by electronic means and provide backup facilities for when other conference facilities are unavailable.

Motion to commence discussion by Andre O'Brien; second by John Meier.
Darryn Phillips provided a justification for the purchase request item and answered questions from the Committee. Call to question/motion to approve purchase by Andre O'Brien; motion carried unanimously. This purchase request will be reviewed by ISC at its next meeting.

- **Academy copier (Ralph Waddles),** $**10,521.20.** Copier for Fire Academy.

Motion to commence discussion by Darryn Phillips; second by John Meier.
Robert Halfacre discussed the purchase request item. Paul Chapman advised that the vendor should be notified about the City's Network Printer Security Policies and Procedures. Call to question/motion to approve purchase by Andre O'Brien; motion carried unanimously.

- **RiskSense Vulnerability Assessment and management software (Arthur C. Montoya), $139,343.75.** Information security network and application vulnerability assessment and Risksense management software. Assessment to be conducted by RiskSense (formally CAANes group).
  1. The Information Security assessment will identify security vulnerabilities within the City of Albuquerque's
  a) Networked infrastructure and,
  b) Public facing applications.

  Once identified, action will be taken for the remediation of these vulnerabilities.

  2) The RiskSense management software is necessary to organize and coordinate the remediation activities of vulnerabilities discovered during the assessment process. Note: the Risksense management software is currently active.

  The total amount and the proposal attached includes a one year renewal of the license.

Motion to commence discussion by Ralph Waddles; second by Andre O'Brien.
Paul Chapman 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. This purchase request will be reviewed by ISC at its next meeting.

- **Library KACE Endpoint Systems Management Toolset (John F. Meier), $53,640.92.** The Library is following the DTI Service Desks lead in the purchase of the Dell/KACE Systems Management and Deployment Product.

			Purchase on CES contract# 2012-027 204-003TIG. As with the DTI Service Desk, the Library does not have a client management and deployment tool. The KACE product will enable Library IT Staff to deploy configuration changes such as software and patches, track hardware and software inventory and assist with troubleshooting staff and public access computer devices. We currently perform these tasks onsite during open hours impacting staff productivity and our customers use of the public access computers. 3 years Dell KACE Support and Maintenance included in purchase price. **Motion to commence discussion by Darryn Phillips; second by Andre O'Brien.** **John Meier discussed the purchase request item, and answered questions from the Committee. Paul Chapman talked about the utilization of this product by Department of Technology & Innovation. Call to question/motion to approve purchase by Paul Chapman; motion carried unanimously. This purchase request will be reviewed by ISC at its next meeting.** • **APD/NW Sub - Printer lease (Rishma Khimji), $16,740.00.** 1 Konica Minolta C554e Printer with 2 way feed, fax kit and hard-drive wipe. 60 month lease. **Motion to commence discussion by Darryn Phillips; second by John Meier.** **Andre O'Brien discussed the purchase request item, and assured that the Security Policies and Procedures for Network Printers would be followed. Call to question/motion to approve purchase by Andre O'Brien; motion carried unanimously.**

Review and Approval of Policies, Procedures & Standards	All	0	Policies, Procedures & Standards
			 • New:
			 • Revised:
			   o Policies
			     o **Security**
			     o **General**
			     o **Hardware/Software**
			   o Standards
			     o **General**
			
			 • Retired:

Problems, Warnings, Situational Awareness, Saved Rounds?	All	0	
Total Time		18	**Motion to adjourn by Ralph Waddles; second by Andre O'Brien. Motion carried unanimously. 10:20 am.**