

TRC Meeting Minutes

Date: March 3, 2016

Time: 10:00 AM

Location: DTI GRAND CENTRAL, Room 205

Member	Person Representing (print name)
DTI – Director/CIO	Paul Chapman
DTI – Application Manager	
DTI – Communications Manager	Hipolito Fierro
DTI – Infrastructure and Operations Manager	
DTI – ERP	
DTI – APD	Mark Leech/Jorge Gonzalez
AFD	
Animal Welfare	
Aviation	
Cultural Services	Diego Lucero
Cultural Services - Library	John Meier
Environmental Health	Noah Parraz
Family and Community Services	
DFAS – Purchasing	Elaine Sacoman/Emily Maestas
DFAS – Risk Management	
Internal Audit	Lew Witz
Municipal Development	
Parks and Recreation	Andrew Sena
Planning	Darryn Phillips
Senior Affairs	Gary Anderson
Solid Waste Management	
Transit	

WHAT	WHO	TIME	AGENDA
Housekeeping:			Next TRC Meeting is on March 17, 2016.
Call to order	Andre		The Meeting was called to order at 10:01.
Roll call	Sylvia		There was a quorum.
Approve of the Agendum:	Andre		Motion to approve the Agenda by Mark Leech; second by Andre O'Brien. Motion carried unanimously.
Review Minutes from Previous TRC	Andre		Last meeting was Scheduled February, 18 2016. Cancelled
Routine Business:			
Review TRC Request	All	25	Upgrade Camera sites (Tony L. Schupp), \$45,188.26. <ul style="list-style-type: none"> • Copier Lease - Konica Minolta 654e • APD's Forensic Science Center (Crime Lab) requires the lease of a new large capacity copier/printer to replace previously concluded lease Motion to commence discussion by Paul Chapman; second by Andre O'Brian. Mark Leech, discussed the purchase request item and answered questions from the Committee. Call to question/motion to approve purchase, Motion carried unanimously.

			<p><u>DNATS/FPATS Migration and Services (Mark T. Leech), \$60,005.00</u></p> <ul style="list-style-type: none"> Over the years, Ed Longhi has written a number of applications for APD including: OTIS (Officer Training Information System) CIRIS (Complaint Information and Resolution Information System) MRIAD+ (Multi Relational Internal Affairs Database) ICRIIS FPTS (Finger Print Tracking System) ICRIIS DNATS (DNA Tracking System) This request is for migration functionality to be built into FPTS, DNATS and (if time allows) OTIS. It also covers regular programming services until Dec 31 2016. All of these applications were custom developed for APD and do not represent "best of breed" for the industry. Additionally, the databases are proprietary and do not support SQL access. Therefore migrating away from this platform is becoming increasingly necessary. OTIS, CIRIS and MRIAD already have migration strategies identified. This request will: * Ensure that the City maintains support on remaining applications * Add functionality to export databases from FPATS and DNATS into a CSV format file at any point, once alternatives have been identified. <p>Motion to commence discussion by Darryn Phillips; second by Andre O’Brian. Mark Leech presented the purchase request, and answered questions from the Committee. Call to question/motion to approve purchase, Motion carried unanimously. <u>Enterprise Archiving (Andre O'Brien), \$169,501.96.</u></p> <ul style="list-style-type: none"> Purchase the Veritas Enterprise Vault. This will allow the city to archiving of e-mail and data files. This quote includes maintenance for the following year. Each year the City needs about 30% more storage, this product will take it off the tier-1 storage and move it to tier-2 storage. This will also reduce backup times and costs as the archived data is deduped. As the data is deduped it reduces the space required on backups and storage. This quote include \$47k of installation help. Ongoing maintenance will be about \$25k annually. <p>Motion to commence discussion by Paul Chapman; second by Andre O’Brian. Andre O’Brian presented the purchase request, and discussed the advantages to this archiving system. Mr. O’Brian answered questions from the Committee. Call to question/motion to approve purchase, Motion carried unanimously. <u>Enterprise Intercom and Paging (Hipolito Fierro), \$152,030.19</u></p> <ul style="list-style-type: none"> Purchase Singlewire. InformaCast Advanced Notification is a full-featured emergency notification solution that enables people to reach an unlimited number of Cisco IP phones, speakers, and other devices with text and live, ad-hoc, pre-recorded, or text-to-speech audio. Purchase Singlewire. InformaCast Advanced Notification is a full-featured
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			<p>emergency notification solution that enables people to reach an unlimited number of Cisco IP phones, speakers, and other devices with text and live, ad-hoc, pre-recorded, or text-to-speech audio.</p> <ul style="list-style-type: none"> • In an effort to improve and leverage the City's Cisco VoIP system and phones, Singlewire's InformaCast Advanced Notification will be implemented to help departments take advantage of legacy overhead paging systems. City Management and security can leverage InformaCast to send directed emergency communications, alerts and messages to overhead paging, fire alerting speaker systems and directly to staff phones via the intercom feature. • Annual maintenance will be approximately \$25k <p>Motion to commence discussion by Pal Chapman; second by Mark Leech. Hipolito Fierro presented an overview of the Intercom and Paging system and the benefits this system would provide to City Employee's. Mr. Fierro answered question from the Committee. Call to question/motion to approve purchase, 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 ○ Standards <ul style="list-style-type: none"> ○ General • Retired:
Problems, Warnings, Situational Awareness, Saved Rounds?	All	0	
Total Time		25	Motion to adjourn by Paul Chapman; second by Noah Parra. Motion carried unanimously. 10:20 am.