

## **TRC Meeting Minutes:**

Date: 2/16/2022

Time: 10:00 AM

Location: DTI GRAND CENTRAL/WebEx -

<https://cabq.webex.com/cabq/j.php?MTID=m3d5bd5ccc449325cbe10169674fe5061>

<b>Voting Members:</b>	<b>Person Representing (print name):</b>
DTI – Director (Chair)	Brian Osterloh
DTI- Deputy Director for Infrastructure and Communications	Duran Holycross
DTI – Deputy Director for Applications and Data	Mark Leech
DTI – Cybersecurity Officer	Nicholas Antonio
Municipal Development	Jorge Gonzalez
Animal Welfare	Robert Henderson
APD	Anthony Ballo
AFR	
Planning	Matt Cummings
Solid Waste Management	John Fowler
Cultural Services	Oscar Montiel
<b>Other Participants:</b>	<b>Person Representing (print name):</b>
<b>What</b>	<b>Agenda</b>
<b>Housekeeping:</b>	
Call to Order	<b>Brian Osterloh called the meeting to order at 10am.</b>
Roll Call	<b>There was a quorum.</b>
<b>Approve of the Agendum:</b>	
<b>Review Minutes from Previous TRC Meeting:</b>	From 12/1/2022 <b>Motion to Approve: Jorge Gonzalez</b> <b>Second: Robert Henderson</b> <b>The motion carried unanimously.</b>
<b>Routine Business:</b>	<b>None</b>
<b>Review TRC Requests:</b>	<b>Project Title</b> DFA Workiva Implementation – Mark Leech/DFA <b>1. Description</b> Replace existing CaseWare financial reporting software by deploying Workiva and providing training to DFA to allow them to use it to publish the City's Annual Comprehensive Financial Report. Note that the original quote was for \$95,801.84, but the supplemental agreement (attached) included additional subscription and training. <b>2. Business Case / Justification</b>

	<p>Workiva was selected by DFA to replace CaseWare. This is a cloud-based product and assists production of the Annual Comprehensive Financial ReportDFA by allowing DFA staff to upload spreadsheets (e.g. trial balance) to Workiva. There will be no PeopleSoft integration at this point. The system then provides standard GASB compliant financial reports.</p> <p><b>3. Maintenance, Training and Other Associated Costs</b> Included</p> <p><b>4. Impact to City / Dept Resources</b> Non anticipated</p> <p><b>Purchase Requisition Number</b> PODFA_DFA0013324</p> <p><b>Motion to Approve: Brian Osterloh</b> <b>Second: Jorge Gonzalez</b> <b>The motion carried unanimously.</b></p>
<b>Review and Approval of Policies, Procedures &amp; Standards:</b>	None
<b>General Information:</b>	
<b>Total Time:</b>	<b>10 Minutes (10:00am-10:10am)</b>