TRC Meeting Minutes Date: July 5, 2018

Time: 10:00 AM

Location: DTI GRAND CENTRAL, Room 205

Member	Person Representing (print name)
DTI – Director/CIO	Mark Leech for Brian Osterloh
DTI – Application Manager	
DTI – Communications Manager	Polo Fierro
DTI – Infrastructure and Operations Manager	Andre O'Brien
DTI – ERP	Miguel Navrot
DTI – APD	Trey Simmons
AFD	Ralph Waddles
Animal Welfare	Jim Ludwick
Aviation	
Cultural Services	
Cultural Services - Library	Troy Smith
Environmental Health	Jorge Gonzales
Family and Community Services	
DFAS – Purchasing	Estevan Vargas
DFAS – Risk Management	
Internal Audit	
Municipal Development	Rachelle Karman
Parks and Recreation	
Planning	Darryn Phillips
Senior Affairs	
Solid Waste Management	
Transit	Stan Low (Telephonically)

WHAT	WHO	TIME	AGENDA
Housekeeping:			**Next TRC Meeting is July 19, 2018**
Call to order	Andre	0	**Meeting called to order at 10:07 am.**
Roll call	Sylvia	0	**There was a quorum.**
Approve of the Agendum:	Andre		**Motion to approve the Agenda by Miguel Navrot; seconded by Mark Leech.**
Review Minutes from Previous TRC	Andre		**Last meeting was held on May 17, 2018**
Routine Business:		0	
Review TRC Request	All		**FY19 Bloomberg Finance L.P. (Yolanda L. Barreras), $25,680.00** • Services provided Bloomberg Terminal service information, data, software and equipment • Analyze and price interest rate derivatives Value currency and commodity options free Multi-Bank FX Trading Real-time interest rate swap yields and spreads Interest Rate Swap Pricing and Valuation Forecast Interest Rates Yield curves analysis Evaluate Hedging Strategies Analyze projected forward interest rates Multi asset risk analysis Quantify Transnational Credit Risk Monitor and Analyze Portfolios Analyze a company's credit health Analyze and chart credit default swaps Top Bloomberg News Stories. Bloomberg Finance L.P. shall maintain and keep the equipment in good working order and condition so that it will perform its functions satisfactorily.

			COA shall be responsible for safekeeping of the equipment from the time it is received. Access to real-time market trading activity provides a current, constantly updated view of securities prices, and ensures that broker bid & offer prices are reasonable. Availability of real-time trading from the Bloomberg platform permits prompt access to a desired security/price. Access to complete broker inventories and new issue list provides more investment choices. **Motion to commence discussion by Andre O'Brien; second by Miguel Navrot.** **Cilia Aglialoro from City Treasurer presented this TRC Request to the TRC Committee Members. Cilia answered question from the Committee, and discussed the purposed and the processes for this request. Call to question by Pau Chapman; motion carried unanimously.** **311 Workforce Management Software (Charles E.H. Cowen), $47,334.00** • Purchase of a workforce management software for the 311 Contact Center. • This software is a necessity for any call center to ensure that the center is staffed properly and to ensure that the staff is working at maximum capacity during the call centers hours of operation. This is critical to ensure that service levels are met. Citizen satisfaction will increase by serving the citizens more efficiently in a timely manner. • Included in the quote is onsite training. Software maintenance is included in the monthly/annual license fee. Training including travel and expenses is $18350.00. The monthly license fee is $1,632.00 Billed annually at $19,584.00 with a 3 year commitment. Installation fee is $9,400.00. Please see attached statement of work for the city's responsibilities regarding the resources needed to assist with the installation of this software. **Charles Cowen Citizen Contact Operations Manager presented this TRC Request to the TRC Committee. Mr. Cowen indicated this area of service will purchase of 48 licenses, to include a burst fee of 37.00 dollars for additional licenses. This software will add time saving to this Departments employees.** **Call to question by Paul Chapman; motion carried unanimously.**
Review and Approval of Policies, Procedures & Standards	All	0	Employee IT Security Certification Standard. RevisedEmployee IT Security Certification F **Employee IT Security Certification Standard and Employee IT Security Certification was reviewed during the last TRC Meeting, dated May 17, 2018. ISC Committee Members recommended changes in the language.** **Revisions were made by Kristen Sander**

			Information Security Engineer. **Upon review the updated Employee IT Security Certification Standard, a Motion to Amend the word shall to may in section 6 on the Employee IT Security Certification Standard. Was approved by the Committee.** **Call to question by Paul Chapman; motion carried unanimously.**
Problems, Warnings, Situational Awareness, Saved Rounds?	All	0	
Total Time			**Motion to adjourn by Andre O'Brien; second by Mark Leech. Motion carried unanimously.** **Meeting adjourned at 10:34am**.