TRC Meeting Minutes

Date: July 03, 2014
Time: 10:00 AM
Location: ITSD GRAND CENTRAL, Room 205

Member	Person Representing (print name)
ITSD – Division Manager	Peter Ambs
ITSD – Application Manager	Brian Osterloh
ITSD – Communications Manager	Polo Fierro
ITSD – Infrastructure and Operations Manger	Paul Chapman (proxy for Andre O'Brien)
Animal Welfare	Michael Silva
Aviation	N/P Pat Frias
Cultural Services	Dave Mathews
Cultural Services – Library	John Meier
Environmental Health	N/P Danny Nevarez
Family and Community Services	Eddie Andujo
DFAS – ERP	Vince Quijano
DFAS – Purchasing	Cheryl Vigil
DFAS – Risk Management	N/P Alan Gutowski
Fire	N/P Ralph Waddles, III
Internal Audit (non-voting)	Lew Witz
Municipal Development	Robert Nunez
Parks and Recreation	N/P Tim Martinez
Planning	Tim Skelton
Police	N/P Tim Espinosa/Clint Hubbard
Senior Affairs	Gary Anderson
Solid Waste Management	N/P Tony Schupp
Transit	N. Joe Saraphon

WHAT	WHO	TIME	AGENDA
Housekeeping:			Next TRC Meeting is on July 17, 2014
Call to order	Brian		
Roll call	Ramona	1	There was a quorum.
Approve of the Agendum:	Brian	1	**Brian Osterloh made a motion to amend the Agenda and defer the second item (APD Microsoft Office (Timothy R. Espinosa)) for review at a future TRC meeting. Second by Dave Mathews. Motion carried unanimously.**
Review Minutes from Previous TRC	Brian	1	TRC 2014-06-05_Minutes.pdf Last meeting held June 5, 2014 June 19, 2014 Cancelled. **Motion to approve the Minutes for June 5, 2014 by Dave Mathews; second by N. Joe Saraphon. Motion carried unanimously.**
Routine Business:		0	

Review TRC Request	All	20	• **[Mckinely CC computers and tablets (Eddie V. Andujo)](#) - $18,434.00.** HP ProOne 600 (500gb hd,4gb ram). Samsung Galaxy Note 16gb, 3gb ram. Hp LaserJet Pro M251nw. Newer computers to replace older ones, tablets for recreation program. Printers - older ones to be replaced. 3-year warranty. **Motion to begin discussion by Dave Mathews; second by Tim Skelton. Discussion of purchase request by Eddie Andujo. Mr. Andujo will provide a status update on the purchase at the TRC meeting in October. Call to question/motion to approve purchase by Brian Osterloh. Motion carried unanimously.** • **DEFERRED: [APD Microsoft Office (Timothy R. Espinosa)](#) – $428,436.80.** 1200 MS GSA Office pro plus licenses, 50 MS GSA Visio STD, and 10 MS GSA Project licenses. The police department as a whole is in need of having Microsoft Office installed on its computers. The software will streamline the work flow of officers and especially supervisors who are constantly being tasked with completing spread sheets and word documents for tracking data. • **[Permitting and Planning Systems Replacement and Upgrades (Timothy C. Skelton)](#) – 2,300,000.00.** Purchase, license, installation and configuration of "POSSE", a software product owned and licensed by COMPUTRONIX, USA. This system will replace all critical functionality currently managed by the KIVA software system and provide new web based functionality for Planning Department Customers, Staff and other City Departments including Business Registration, Special Event Permitting, Online Inspection Requests, Online Building Permits and online payments. The new system will allow the Planning Department to complete automation in several areas including electronic plan review workflows for building and safety permits, online plan review for department boards and commissions such as DRB, EPC and others. The new system will provide new functionality for other divisions in the Planning Department which currently have no automated or digital processes. Purchase of Hardware and O/S, VM-Ware software to run the software and the cost of a project manager to represent the City's interests with the vendor. The Planning Department's KIVA software system is obsolete and at end of its useful life. The company that owns KIVA has dropped meaningful support of the product and no updates or bug fixes are available from any source. KIVA currently manages all permitting, inspections and case management issues for the Planning Department and annual fee payments around 7 million (plus) annually. 1st year training, maintenance and startup costs included in stated price. $58,000 Annual Support and License subscription to Department Resources. Annual costs to be split between Planning Department Divisions and possibly other City Departments depending on utilization. Additional

			$11,500 annually after Phase IV when additional users and functionality will be implemented in Urban Design and Development. **Motion to begin discussion by Brian Osterloh; second by Dave Mathews. Discussion of purchase request by Tim Skelton. There was a brief question and answer session regarding the purchase request. Call to question/motion to approve purchase by Dave Mathews. Motion carried unanimously. Item will be presented for review and vote at the ISC meeting on 7/9/14.** • **Planning Wide Format Scanner (Michelle A Gricius) - $25,820.91.** Oce Tc4 Color Scanner (36" Wide Format Stand Alone). The Planning Department requires an additional wide format scanner to scan large paper copies of site development plans to link to GIS and for archival purposes and to scan building plans submitted in paper format into E-Plan for electronic review. Includes delivery, set-up, onsite customer training, and four year preventative maintenance and warranty. **Motion to begin discussion by Brian Osterloh; second by Tim Skelton. Discussion of purchase request by Michelle Gricius. Call to question/motion to approve purchase by Brian Osterloh. Motion carried unanimously. Item will be presented for review and vote at the ISC meeting on 7/9/14.**
Review and Approval of Policies, Procedures & Standards	All	0	Policies, Procedures & Standards • New • Revised: • Retired
Problems, Warnings, Situational Awareness, Saved Rounds?	Vince Q.	3	There was a brief announcement that Purchasing Division is in the process of replacing the current contract routing system (CTS) with a more efficient and user-friendly system, SCIQUEST/Contract Director. ERP has obtained Administration approval to begin utilizing electronic signatures enterprise-wide through use of DocuSign. This will enable cost and time savings to process both internal and external business, such as permitting and contracts.
Total Time		26	**Motion to adjourn by Brian Osterloh; second by Dave Mathews. Motion carried unanimously.**