



VISION STATEMENT:
"The Magic City: A diverse,
welcoming community
where people prosper and
business succeeds."

WORK SESSION AGENDA
November 1, 2021

COUNCIL CHAMBERS

5:30 P.M.

CALL TO ORDER: Mayor Cole

1. **COVID-19 Update by Unified Incident Command (UIC).**
(Presented by: John Felton, Yellowstone County Health Officer)
- Public Comment
2. **ADMINISTRATOR'S REPORT - Chris Kukulski**
3. **FY2023 Technology Replacement Plan (TRP).**
(Presented by: David Watterson, IT Director)
- Public Comment
4. **South Billings Urban Renewal District Bond Issuance and District Life.**
(Presented by: Andy Zoeller, Finance Director)
- Public Comment
5. **Bloomberg Asphalt Art Grant.**
(Presented by: Debi Meling, Public Works Director and Zack Terakidis, BIRD Consultant)
- Public Comment
6. **Methane Gas Agreement with Montana Dakota Utilities.**
(Presented by: Debi Meling, Public Work Director and Larry Oswald, MDU)
- Public Comment

COUNCIL DISCUSSION:

PUBLIC COMMENT on "NON-AGENDA ITEMS". **Speaker Sign-in required.** *(Restricted to ONLY items not on this printed agenda. Comments are limited to 3 minutes or as set by the Mayor. Please sign the roster at the cart located at the back of the Council chambers or at the podium.)*

ADJOURN:

Note:

- This meeting is an "informal" meeting of the City Council. The content of the Agenda is subject to change at the meeting.
- In the event there is a Closed Executive Session at the end of a Work Session, the sole purpose is to discuss litigation strategy. The other parties to the case(s) discussed are not public bodies or associations as described in Section 2-3-203(1) and (2), MCA. The meeting is closed, as allowed by Section 2-3-203(4)(a), MCA, "to discuss a strategy to be followed with respect to litigation when an open meeting would have a detrimental effect on the litigating position" of the City of Billings.

City Council Work Session

Date: 11/01/2021
Title: FY2023 Technology Replacement Plan (TRP)
Presented by: David Watterson, IT Director
Department: Information Technology
Presentation: Yes

RECOMMENDATION

Staff recommends that City Council review the FY23 Technology Replacement Plan (TRP) and make recommendations to staff for desired changes to the draft TRP. Council action to follow at the regular City Council meeting scheduled for 12/13/2021.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

The Technology Replacement Plan (TRP) is designed to systematically fund replacement of City technology equipment and software. The TRP ensures that all technology equipment and software are purchased, replaced, or upgraded on a regular schedule, so that no departments fall behind on technology or make unnecessary or premature investments in technology.

The draft of the FY23 TRP will be presented for Council's consideration and comments. These comments, along with public input, will be used to revise the FY23 TRP documents which will require Council action to approve. The TRP Plan is attached hereto.

ALTERNATIVES

City Council may:

- Approve; or,
- Not Approve

FISCAL EFFECTS

The TRP total for FY23 is \$883,170 funded by individual departmental budgets throughout the organization. The replacement totals include a total of \$502,400 in capital expenses and \$380,770 coming out of departmental operations and maintenance funds.

Totals by Department include:

Department	Total
Aviation/Transit	\$20,200
Fire	\$51,600
Library	\$128,900
Planning	\$20,587
Police	\$9,100
Legal	\$2,000
Finance	\$7,000
Public Works	\$341,560
Information Technology	\$237,200
Parks & Rec	\$5,000
Admin Services	\$24,400
Human Resources	\$3,200
Copiers	\$32,423
Grand Total	\$883,170

Attachments

TRP Plan Document
FY2023 TRP Capital Expenditures

City of Billings

FY2023 - Technology Replacement Program

Statement of Purpose: The program is a plan to assist departments with technology replacement cost projections and the ability to anticipate funding requirements without experiencing dramatic fluctuations in replacement costs.

Committee Members: David Watterson, Liz Kampa, Denise Bohlman, Derek Yeager, Kory Thomson, Tammy Deines, Becky Shay, Kelsie Rubich, Marita Herold, and Amanda Skewis.

The City of Billings Technology Replacement Program (TRP) is a plan to systematically fund replacement of City technology equipment and software. The term “technology equipment” shall hereinafter also include software. The TRP ensures that all technology equipment is purchased, replaced, or upgraded on a regular schedule, so that no departments fall behind on technology or make unnecessary or premature investments in technology.

- The TRP replacement and funding guidelines include all PCs, laptops, servers, and other technology equipment, such as copiers, security equipment and specialized technology equipment.
- Replacement guidelines are presented in **Exhibit 1** attached.
- The replacement plan covers a 10-year planning period and will be reviewed and updated annually. This will require some pieces of equipment to be replaced more than once during the 10-year planning period.
- Each piece of equipment will be assigned a replacement fiscal year and replacement cost. Enterprise software systems that are not planned for a specific replacement year will be evaluated on an annual basis to determine any need for future replacement.
- Estimated replacement costs are determined by manufacturer average annual percentage increases ranging from 0% to 5%. Some exceptions will apply.

Replacement funding is maintained within each department/division budget for technologies that are used solely within that department/division. Enterprise-wide hardware and software systems, both new and enhancements/upgrades to existing systems may be funded through debt financing.

- On an annual basis, the Technology Replacement Committee will:
 1. Review technology equipment scheduled for replacement,
 2. Make required changes to the plan, and
 3. Submit recommendations to the City Administrator. The committee will provide these recommendations at a time which coincides with the Equipment Replacement Plan (ERP) calendar.

- On an annual basis, the Technology Replacement Committee will review PC standards and make necessary changes to the recommended standards, such as flat screen monitors. Every 3-4 years, the Committee may also analyze and recommend changing PC vendors.

- PC orders can be placed at any time with Information Technology. Periodically, IT will coordinate orders to encourage departments to upgrade their PC's throughout the year and not wait until spring for the majority of the orders.

Technology Replacement Committee

Department / Division Representatives

Group 1
Amanda Skewis
PW Administration
PW Engineering
PW Solid Waste
PW Streets
PW Utilities Service Center
PW Water Treatment Plant
PW Water Reclamation Facility

Group 2
Tammy Deines
Community Development
City County Planning
Building
Code Enforcement

Group 3
Denise Bohlman
Administration
Human Resources

Group 4
David Watterson
Municipal Court
Information Technology
Legal

Group 5
Liz Kampa
Parking
Motor Pool
Facilities
Finance

Group 6
Kory Thomson
Parks & Recreation
Cemetery
Community Center

Group 7
Becky Shay
Police
Animal Shelter
Volunteer Center

Group 8
Derek Yeager
Fire Stations
Communications Center

Group 9
Marita Herold
Airport
MET Transit

Group 10
Kelsie Rubich
Library

Exhibit 1

TECHNOLOGY REPLACEMENT GUIDELINES

<u>Class Code</u>	<u>Equipment Class</u>	<u>Years</u>
100	General Office PCs	3-5
125	Training / Public Access / Non-critical use PCs	4-6
150	Laptops	3-5
160	Tablets (Android/iPad/Mobile Windows)	3-4
175	High-End PCs (GIS, Engineering, IT)	2-3
200	Intel Windows Servers	3-5
225	Other Servers (Library Catalog)	4-5
230	Network Attached Storage & Storage Controllers	4-6
250	Ruggedized mobile data laptops	3-4
275	Police mobile data equip. (Data Radio, etc)	4-6
300	Routers	4-5
325	Switches	4-5
350	Backup Systems	4-5
375	iSeries Servers	5-6
400	Telephone System	4-6
410	Voice Mail Systems	4-6
425	Wireless Network Equipment (>\$2,000)	4-6
450	Copiers	7-10
475	Network Printers (>\$2,000)	4-6
500	Uninterruptible Power Supplies (>\$1,000)	3-5
525	Book Checkout systems	5-10
550	Other Library systems	5-10
575	Radio systems (800 MHz and other)	8-12
600	Security Systems	5-8
610	Software Security Systems	5-6
625	Gas meter systems	5-10
650	911 Equipment (Recorders, phone systems, radio)	5-10
675	Credit Card equipment	3-5
700	GPS Equipment	3-5
725	High End Scanners (>\$2,000)	4-6
750	Plotters	3-5
775	Parking Systems	8-12
800	Video Surveillance Systems	5-8
805	Sound System Equipment	4 -10
810	Vending Machines	10+
825	Microfilm Readers	5-10
850	Data Projectors	3-5
860	Digital Displays	5-6
875	Cash Registers	4-6
900	Mail Equipment	5-10
925	Specialized Airport Equipment	8-12
950	High-End Hand Held Equipment	3-6
960	Specialized Public Works Equipment	4 - 10

975	Specialized Motor Pool Equipment	4-10
980	Enterprise software systems (H.T.E., New World, etc)	15+
982	Major Software Systems	5+
983	Network Management Software	5+
985	Specialized lab and testing equipment	6-10
990	Document Management/Imaging	6-10

Technology Replacement Plan

Capital Expenditures for FY2023

<u>Department/Division</u>	<u>Description</u>	<u>Price</u>
Copier Fund	Court – 2nd Floor	\$ 13,800
<p>This Canon iRA6265 copier is used by all Court staff. At the time of replacement, the copier will be nine years old, which exceeds the useful life of a copier. It is worth noting that this copier will have generated more than a million copies by the time it is replaced.</p>		
Copier Fund	Police 1st Floor Admin	\$ 13,800
<p>This Canon iRA6265 copier is used by the Police Department's Admin staff. At the time of replacement, the copier will be nine years old, which exceeds the useful life of a copier. This copier has had numerous calls for service and will have generated approximately 750,000 copies by the time it is replaced.</p>		
Aviation – Airport	File Server	\$12,000
<p>The Airport's Windows file server is over six years old and nearing the end of its useful life. Additionally, support for the operating system is scheduled to end in 2023. This server is the primary storage device for all of the Airport's data and documents and is in need of replacement with an updated operating system and upgraded storage and backup.</p>		
Information Technology	Primary Backup Server	\$ 25,000
<p>This primary backup server was purchased in February of 2015 and is now over 6 years old. This is an important component to our backup strategy. This server is scheduled for replacement in FY2023.</p>		
Information Technology	GPS Field Data Collection Unit	\$ 6,500
<p>This Trimble mapping grade GPS unit is used to collect location data. The unit was originally purchased in October of 2013, is over 8 years old, and is in need of replacement to keep up with the changes in software & features available in the main GPS collection software.</p>		
Information Technology	Wireless Network (Part 1)	\$ 70,000
<p>The City of Billings currently provides Wi-Fi access in and around every facility within the organization. Our current wireless network solution is over 5 years old and will go End-of-Life later next year. This replacement amount covers "Part 1" which will change out 50% of our wireless network with the remaining wireless infrastructure scheduled for replacement in FY2024.</p>		
Information Technology	Network Core Switch (City Hall)	\$ 13,000
Information Technology	Network Core Switch (City Hall)	\$ 13,000
<p>These core switches are the main backbone of our city network. They were originally purchased in June of 2015 and are now over 6 years old. These are mission critical switches that are scheduled for replacement in FY2023.</p>		

Technology Replacement Plan

Capital Expenditures for FY2023

<u>Department/Division</u>	<u>Description</u>	<u>Price</u>
Library	RFID Self-Checkouts (4 units)	\$ 32,000
<p>This is for the replacement of four (4) RFID self-checkout units at a replacement cost of \$ 8,000 each. The RFID self-checkout machines are specialized touch-screen devices that allow patrons to borrow library items in a self-service mode without waiting in line for assistance from library staff. This equipment has been in service since the library opened in its current facility in 2014. They are heavily used and have started having significant hardware issues requiring frequent service calls. Replacing them will provide new hardware and software that is up to date and reliable.</p>		
Library	AV System – Crestron	\$ 5,800
<p>The Crestron DTS-HD media matrix switcher is an important component in the library's A/V system in the community room. It receives heavy use due to frequent library programs and public meetings. Replacement will ensure that a vital piece of equipment is up to date and continues to provide uninterrupted service.</p>		
Library	Detection Gates – North	\$ 9,000
Library	Detection Gates – South	\$ 14,000
<p>The RFID Detection Gates act as people counters and also ensure that library materials are checked out before leaving the building. This hardware has been in service since the library opened in 2014. Newer equipment will provide accurate statistical information and give library staff an important resource to reduce instances of theft.</p>		
Planning – Com Dev	Canon C5240 Copier	\$ 13,000
<p>The Canon copier in Community Development was purchased in August of 2013 and will be 9+ years old at the time of replacement. This copier is in need of replacement.</p>		
Public Works – Admin	File Server	\$ 12,000
<p>This Windows file server is over seven years old and nearing the end of its useful life. Additionally, support for the operating system is scheduled to end in 2023. This server is the primary storage device for many of the Public Works Division's documents and is in need of replacement with an updated operating system, enhanced performance, and full warranty coverage.</p>		
Public Works – D & C	Neptune Gateway (15 units)	\$ 127,500
<p>This is for replacement of fifteen (15) units that receive water meter readings through radio frequency. The replacement cost per unit is estimated at \$ 8,500 for a total of \$ 127,500. These units are strategically located throughout our community to constantly collect meter readings from homes and businesses and automatically feed these readings into our utility billing system. The readings are used for monthly billing, for routine service on & off orders, to help detect increase usage in a building due to potential leaks, and more.</p>		

Technology Replacement Plan

Capital Expenditures for FY2023

<u>Department/Division</u>	<u>Description</u>	<u>Price</u>
Public Works – Water Quality	WTP-Large Capacity Autoclave	\$ 23,300
Water Treatment Plant Laboratory	This large capacity autoclave is used in the preparation of media and buffer for total coliform and e-coli analysis under the Revised Total Coliform Rule and for the sterilization of contaminated materials. This autoclave is also used for digesting Water Reclamation Facility samples for nutrient analysis. This autoclave is scheduled for replacement in FY2023.	
Public Works – Water Quality	WTP- Benchtop Autoclave	\$ 8,700
Water Treatment Plant Laboratory	This benchtop autoclave is used in the preparation of smaller volumes of media for analyzing Heterotrophic bacteria in the distribution system. This autoclave is scheduled for replacement in FY2023.	
Public Works – Water Quality	WTP-Network Mgmt	\$ 12,000
Water Treatment Plant	This server is used as a Virtual Machine Host server to host virtual servers in the Plant Process Domain to include a host of network management tools and applications. This server is scheduled for replacement in FY2023.	
Public Works – Water Quality	WTQ-Admin Server	\$ 22,000
Water Treatment Plant	This server is used as a Virtual Machine Host server to host virtual servers in the City Hall Domain, mainly for primary computer backups and computer images. This server is scheduled for replacement in FY2023.	
Public Works – Water Quality	WTP-AdminHost1	\$ 22,000
Water Treatment Plant	This server is used as a primary redundant Virtual Machine Host server to host virtual servers in the City Hall Domain for a SQL server, an Xlreporter application and data, a Windows SUS server, and a file sharing server. This server is scheduled for replacement in FY2023.	
Public Works – Water Quality	WRF-Network Mgmt	\$ 12,000
Water Reclamation Facility	This server is used as a Virtual Machine Host server to host virtual servers in the Plant Process Domain to include a host of network management tools and applications. This server is scheduled for replacement in FY2023.	

Technology Replacement Plan

Capital Expenditures for FY2023

<u>Department/Division</u>	<u>Description</u>	<u>Price</u>
Public Works – Water Quality	WRF-AdminHost1	\$ 22,000
Water Reclamation Facility	This server is used as a primary redundant Virtual Machine Host server to host virtual servers in the City Hall Domain for a SQL server, an Xlreporter application and data, a Windows SUS server, and a file sharing server. This server is scheduled for replacement in FY2023.	

City Council Work Session

Date: 11/01/2021
Title: Bloomberg Asphalt Art Grant
Presented by: Debi Meling
Department: Public Works
Presentation: Yes

RECOMMENDATION

There is no recommendation as this item is to update the City Council on the grant and requirements for it. No formal action will be taken.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

In April 2021, the Billings Industrial Revitalization District, in cooperation with Mayor Bill Cole, applied for a public art grant from Bloomberg Philanthropies as a part of their Asphalt Art Initiative. This initiative supports projects in cities across the country who are using art to change the way people interact with their public infrastructure. In September 2021, the City of Billings was awarded the full grant amount of \$25,000 for the proposal as one of just 26 cities across the United States. The location that was proposed was the street on the east side of North Park and adjacent to the Explorer's Academy. The temporary public art project will cover the street on N. 19th from 6th Ave. North to 7th Ave. North. This location was selected because it is used daily by local employees, students at the Explorer's Academy and North Park area residents. The design and installation process will include community members. The design will be presented to City Council for approval at a City Council meeting in February 2022. The Billings, Montana City Code (BMCC) Section 22-101 states that "It is unlawful for any person, without the permission of the city council, to paint or mark upon, or make any alterations in the color of any sidewalk, curb or pavement in the city or to paint, mark or write any sign, letters or words with crayon, paint or other material, upon any such sidewalk, curb or pavement." Because the BMCC specifically states that any painting on pavement must be approved by the City Council, it is necessary that the City Council approve a resolution to allow the project to move forward. City staff will present specific information for the grant and the resolution.

ALTERNATIVES

Alternatives were not analyzed as no formal action will be taken at the work session.

FISCAL EFFECTS

There are no fiscal effects associated with this work session item as no formal action will be taken.

City Council Work Session

Date: 11/01/2021
Title: Methane Gas Agreement with Montana Dakota Utilities
Presented by: Debi Meling
Department: Public Works
Presentation: Yes

RECOMMENDATION

There is no recommendation for this item as the purpose is to update the City Council on the draft gas agreement. No formal action will be taken.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

The City of Billings and Montana Dakota Utilities (MDU) entered into an agreement in 2008 to capture methane from the landfill and process it for sale. The agreement has expired and a new agreement needs to be executed. Over the last 13 years, there have been changes in the regulatory air quality limits that the landfill must meet. Because the landfill air quality is now being regulated, additional facilities need to be added to the system. The agreement will line out which entity is responsible for design, construction, and monitoring of the facilities as well as how operations will be managed to ensure the City landfill methane levels remain under the required limits.

ALTERNATIVES

Alternatives were not evaluated as there is no formal action that will be taken at the work session.

FISCAL EFFECTS

There are no fiscal effects to this item as no formal action will be taken at this work session.
