

# City of Billings

## FY2025 - 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, Becky Berns, David Cardillo, Megan Thomas, 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 the 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**  
Brenda Berns  
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  
Fleet  
Facilities  
Finance

**Group 6**  
Kory Thomson  
Parks & Recreation  
Cemetery  
Community Center

**Group 7**  
Dave Cardillo  
Police  
Animal Shelter  
Volunteer Center

**Group 8**  
Derek Yeager  
Fire Stations  
Communications Center

**Group 9**  
Marita Herold  
Airport  
MET Transit

**Group 10**  
Megan Thomas  
Library

### Exhibit 1

<b>TECHNOLOGY REPLACEMENT GUIDELINES</b>	
<b><u>Equipment Class</u></b>	<b><u>Years</u></b>
General Office PCs	3-5
Training / Public Access / Non-critical use PCs	4-6
Laptops	3-5
Tablets (Android/iPad/Mobile Windows)	3-4
High-End PCs (GIS, Engineering, IT)	2-3
Intel Windows Servers	3-5
Other Servers (Library Catalog)	4-5
Network Attached Storage & Storage Controllers	4-6
Ruggedized mobile data laptops	3-4
Police mobile data equip. (Data Radio, etc)	4-6
Routers	4-5
Switches	4-5
Backup Systems	4-5
iSeries Servers	5-6
Telephone System	4-6
Voice Mail Systems	4-6
Wireless Network Equipment (>\$2,000)	4-6
Copiers	7-10
Network Printers (>\$2,000)	4-6
Uninterruptible Power Supplies (>\$1,000)	3-5
Book Checkout systems	5-10
Other Library systems	5-10
Radio systems (800 MHz and other)	8-12
Security Systems	5-8
Software Security Systems	5-6
Gas meter systems	5-10
911 Equipment (Recorders, phone systems, radio)	5-10
Credit Card equipment	3-5
GPS Equipment	3-5
High End Scanners (>\$2,000)	4-6
Plotters	3-5
Parking Systems	8-12
Video Surveillance Systems	5-8
Sound System Equipment	4 -10
Vending Machines	10+
Microfilm Readers	5-10
Data Projectors	3-5
Digital Displays	5-6
Cash Registers	4-6
Mail Equipment	5-10

Specialized Airport Equipment	8-12
High-End Hand Held Equipment	3-6
Specialized Public Works Equipment	4 - 10
Specialized Motor Pool Equipment	4-10
Enterprise software systems (H.T.E., New World, etc)	15+
Major Software Systems	5+
Network Management Software	5+
Specialized lab and testing equipment	6-10
Document Management/Imaging	6-10