

City of Billings

FY2027 - 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.

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 apply to PCs, laptops, servers, and other technology assets such as security systems, and specialized equipment.
- The Committee make up is defined in **Exhibit 1.**
- Replacement guidelines are presented in **Exhibit 2** attached.
- The plan covers a 10-year period and is reviewed and updated annually. Some equipment will appear more than once in that 10-year window.
- 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 a regular cadence 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 carried in each department or division budget for technology that is used within that area. Enterprise-wide hardware and software systems, including new systems and major upgrades, 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.

- Each year, the Technology Replacement Committee reviews standard PC specifications, including displays and peripherals, and updates them as needed. Every three to four years, the Committee may also evaluate and recommend changes to the City's primary PC vendor.

- Departments can submit PC orders to Information Technology at any time. IT groups orders when practical to encourage departments to replace machines throughout the year rather than delaying most purchases until spring.

Exhibit 1
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
Damon Combs
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
Justin Jiggers
Fire Stations
Communications Center

Group 9
Marita Herold
Airport
MET Transit

Group 10
Megan Thomas
Library

Exhibit 2

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

High-End Hand Held Equipment	3-8
Specialized Public Works Equipment	4 - 10
Specialized Motor Pool Equipment	4-10
Enterprise Software Systems (CitySuite, New World, etc)	15+
Major Software Systems	5+
Network Management Software	5+
Specialized Lab and Testing Equipment	6-10
Document Management/Imaging	6-10