

***City of College Place, Washington***

**ORDINANCE NO. 21-020**

**AN ORDINANCE OF THE CITY OF COLLEGE PLACE, WASHINGTON ADOPTING A SIX-YEAR CITYWIDE INFORMATION TECHNOLOGY PLAN FOR THE YEARS 2022 THROUGH 2027**

WHEREAS, the City of College Place is a non-charter code city with powers set forth in RCW Title 35A.24.010; and

WHEREAS, a six-year Information Technology Plan is not required by any Federal, State, or Local statute but are a matter of good public policy for future planning of citywide services; and

WHEREAS, updates to the six-year Information technology Planning documents have been posted on the city budget portal website:

[http://www.cywa.us/departments/finance/budget\\_2022.php](http://www.cywa.us/departments/finance/budget_2022.php)

**NOW THEREFORE, THE CITY COUNCIL OF COLLEGE PLACE DO ORDAIN AS FOLLOWS**

**Section 1.** Ordinance No. 21-020 that adopts the 2022 to 2027 Information Technology, Plan as shown in Exhibit 2 attached to this Ordinance.

**Section 2.** City staff is authorized to apply for state, federal, and private foundation grants in support of the projects identified in the Citywide Information Technology Plan.

**Section 3: Clerical Corrections.** The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 4: Severability.** If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

**Section 5: Effective Date.** This ordinance shall take effect and be in full force five days after its passage and publication as provided by law.

**PASSED** by the City Council of the City of College Place, Washington, this xx day of November, 2021.

DocuSigned by:

*Norma L. Hernández*

Norma L. Hernández, Mayor

Attest:

DocuSigned by:  
*Lisa R. Neissl*  
\_\_\_\_\_  
Lisa R. Neissl, City Clerk

Approved as to form:

DocuSigned by:  
*Rea L. Culwell*  
\_\_\_\_\_  
Rea Culwell, City Attorney

Passed 11-23-2021  
Published 11-26-2021  
Effective 11-30-2021



|  |      |                             |          |   |  |          |                      |                      |                      |                      |                      |                      |                        |
|--|------|-----------------------------|----------|---|--|----------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| BoardDocs - Maintenance  | 1043 | High - Existing Maintenance | Budgeted | Clerk - Professional Services                         | Annual maintenance on BoardDocs software used for City Council and Advisory Board agendas/minutes.   | Software | \$ 7,000.00          | \$ 7,000.00          | \$ 7,000.00          | \$ 7,000.00          | \$ 7,000.00          | \$ 7,000.00          | \$ 42,000.00           |
| Zoom   | 1044 | High - Existing Maintenance | Budgeted | Clerk - Professional Services                         | Maintenance expense for e-conferencing software for City Council and Commission meetings.  | Software | \$ 4,000.00          | \$ 4,000.00          | \$ 4,000.00          | \$ 4,000.00          | \$ 4,000.00          | \$ 4,000.00          | \$ 24,000.00           |
| ESRI Business Analyst  | 1045 | High                        | Budgeted | Technology Reserve                                    | Maintenance expense on software to pull economic development data and reports  | Software | \$ 1,600.00          | \$ 1,600.00          | \$ 1,600.00          | \$ 1,600.00          | \$ 1,600.00          | \$ 1,600.00          | \$ 9,600.00            |
| Intermountain Education Service District (IMESD) IT Staff Support      | 1030 | High                        | Budgeted | Technology Reserve                                    | Outsource information technology staffing to IMESD for 12 hours a week. Available 24/7 though.   | Staffing | \$ 63,036.80         | \$ 64,297.54         | \$ 65,583.49         | \$ 66,895.16         | \$ 68,233.06         | \$ 69,597.72         | \$ 397,643.76          |
| Association of Washington Cities GIS Consortium: Tier I Membership     | 1058 | Medium                      | Budgeted | Technology Reserve                                    | Lower to Tier 1 membership since we obtained PHIMA Grant where JUB compiled our GIS data.  | Staffing | \$ 3,200.00          | \$ 3,232.00          | \$ 3,264.32          | \$ 3,296.96          | \$ 3,329.93          | \$ 3,363.23          | \$ 19,686.45           |
| Server Replacement   | 1025 | Low                         | Planned  | Technology Reserve                                    | Replace server acquired in 2019. Will age out by FY 2026.  | Hardware |                      |                      |                      |                      | \$ 21,000.00         |                      | \$ 21,000.00           |
| Computers  | 1032 | High - Replacement          | Planned  | Technology Reserve                                    | Computer Replacement Plan (Seven Year Schedule).   | Hardware | \$ 1,000.00          | \$ 3,000.00          | \$ 2,000.00          | \$ 2,000.00          | \$ 1,000.00          |                      | \$ 9,000.00            |
| Microsoft Office Update  | 1026 | Low                         | Planned  | Technology Reserve                                    | Proposed citywide upgrade of Microsoft Office in FY 2024.  | Software | \$ -                 | \$ -                 | \$ -                 | \$ 13,000.00         |                      |                      | \$ 13,000.00           |
| <b>Administration: Total</b>   |      |                             |          |   |  |          | <b>\$ 266,923.80</b> | <b>\$ 159,816.54</b> | <b>\$ 160,134.81</b> | <b>\$ 174,479.12</b> | <b>\$ 182,849.99</b> | <b>\$ 162,247.95</b> | <b>\$ 1,106,452.21</b> |
| <b>Community Development</b>   |      |                             |          |   |  |          |                      |                      |                      |                      |                      |                      |                        |
| 4k - 65" TV  | 1050 | High                        | Budgeted | Technology Reserve                                    | View electronic plans in full scale. Streamline plan review process.   | Hardware | \$ 1,900.00          |                      | \$ 2,000.00          |                      |                      |                      | \$ 3,900.00            |
| Bluebeam   | 1051 | High                        | Budgeted | Technology Reserve                                    | Streamline plan review process.  | Software | \$ 6,445.00          | \$ 1,135.00          | \$ 1,135.00          | \$ 1,135.00          | \$ 1,135.00          | \$ 1,135.00          | \$ 12,120.00           |
| Azavar - Short Term Vacation Rental Software Maintenance Expense       | 1047 | High - Maintenance          | Budgeted | Technology Reserve                                    | Software utilized for short term vacation rental registration  | Software | \$ 500.00            | \$ 500.00            | \$ 500.00            | \$ 500.00            | \$ 500.00            | \$ 500.00            | \$ 3,000.00            |
| Survey Monkey  | 1049 | Medium                      | Budgeted | Technology Reserve                                    | Software to allow city staff to put together surveys on various topics. Unlimited participants can take surveys.   | Software | \$ 3,000.00          | \$ 3,000.00          | \$ 3,000.00          | \$ 3,000.00          | \$ 3,000.00          | \$ 3,000.00          | \$ 18,000.00           |
| Computers  | 1046 | High - Replacement          | Planned  | Technology Reserve                                    | Computer Replacement Plan (Seven Year Schedule).   | Hardware |                      | \$ 1,000.00          |                      | \$ 1,000.00          | \$ 1,000.00          | \$ 2,000.00          | \$ 5,000.00            |
| ERP System with Finance (Community Development)                        | 1048 | Medium                      | Planned  | Technology Reserve                                    | Maintenance expense on Community Development/Permitting Portal   | Software |                      | \$ 64,000.00         | \$ 24,000.00         | \$ 24,000.00         | \$ 24,000.00         | \$ 24,000.00         | \$ 160,000.00          |
| <b>Community Development: Total</b>                                    |      |                             |          |   |  |          | <b>\$ 11,845.00</b>  | <b>\$ 69,635.00</b>  | <b>\$ 30,635.00</b>  | <b>\$ 29,635.00</b>  | <b>\$ 29,635.00</b>  | <b>\$ 30,635.00</b>  | <b>\$ 202,020.00</b>   |
| <b>Fire</b>  |      |                             |          |   |  |          |                      |                      |                      |                      |                      |                      |                        |
| Computers  | 2019 | High - Replacement          | Budgeted | Technology Reserve                                    | Computer Replacement Plan (Seven Year Schedule).   | Hardware |                      |                      |                      | \$ 2,000.00          |                      | \$ 2,000.00          | \$ 4,000.00            |
| Firehouse Software Replacement   | 2022 | High - Existing Maintenance | Budgeted | Current Expense                                       | Firehouse Software got bought out by another company. Will need to pay upgrade cost. Replacement radios for Fire Department.                                 | Software | \$10,000.00          | \$10,000.00          | \$10,000.00          | \$10,000.00          | \$10,000.00          | \$10,000.00          | \$ 60,000.00           |
| Portable Radio Replacement   | 2021 | High - Replacement          | Planned  | Current Expense                                       | Covered by 50% grant match from State Department of Natural Resources.   | Hardware |                      | \$ 19,500.00         |                      | \$ 19,500.00         |                      | \$ 19,500.00         | \$ 58,500.00           |
| <b>Fire: Total</b>   |      |                             |          |   |  |          | <b>\$ 10,000.00</b>  | <b>\$ 29,500.00</b>  | <b>\$ 10,000.00</b>  | <b>\$ 31,500.00</b>  | <b>\$ 10,000.00</b>  | <b>\$ 31,500.00</b>  | <b>\$ 122,500.00</b>   |
| <b>Police</b>  |      |                             |          |   |  |          |                      |                      |                      |                      |                      |                      |                        |
| Body Cameras, Redaction Software, and Replacement Tasers with Warantee | 3014 | High                        | Budgeted | Tech Reserve - Body Cameras; Current Expense - Tasers | New body cameras to use to capture interactions with the public for officer/resident safety. Redaction Software. Also, replacement tasers since current ones | Hardware | \$ 21,792.86         | \$ 21,792.86         | \$ 21,792.86         | \$ 21,792.86         | \$ 14,772.00         | \$ 14,772.00         | \$ 116,715.44          |

|   |      |                             |          |                    |  |          |                      |                      |                      |                      |                      |                      |                        |
|---|------|-----------------------------|----------|--------------------|--|----------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| Security Camera - City Parks                | 3015 | Medium                      | Budgeted | Forfeited Proceeds | Install Cameras in following areas: 2022 - Lamperti/Meadowbrook, 2024 - Whitman Dr/Academy Way, 2026 - 12th/Larch Intersection | Hardware | \$ 9,000.00          |                      | \$ 9,000.00          |                      | \$ 9,000.00          |                      | \$ 27,000.00           |
| Computers                                   | 3016 | High - Replacement          | Budgeted | Technology Reserve | Computer Replacement Plan (Seven Year Schedule).   | Hardware | \$ 2,000.00          | \$ 1,000.00          | \$ 13,500.00         | \$ 15,000.00         | \$ 3,000.00          | \$ 2,500.00          | \$ 37,000.00           |
| NetMotion                                   | 3018 | High - Existing Maintenance | Budgeted | Current Expense    | Software renewal for Net Motion  | Software | \$ 945.00            | \$ 945.00            | \$ 945.00            | \$ 945.00            | \$ 945.00            | \$ 945.00            | \$ 5,670.00            |
| Copier Replacement                          | 3013 | Medium - Replacement        | Planned  | Technology Reserve | Replacement Police Copier.   | Hardware |                      | \$ 13,000.00         |                      |                      |                      |                      | \$ 13,000.00           |
| <b>Police: Total</b>                        |      |                             |          |                    |  |          | <b>\$ 33,737.86</b>  | <b>\$ 36,737.86</b>  | <b>\$ 45,237.86</b>  | <b>\$ 37,737.86</b>  | <b>\$ 27,717.00</b>  | <b>\$ 18,217.00</b>  | <b>\$ 199,385.44</b>   |
| <b>Public Works</b>                         |      |                             |          |                    |  |          |                      |                      |                      |                      |                      |                      |                        |
| Backflow Testing Software                   | 8021 | High                        | Budgeted | Water Utility      | Backflow testing software to replace software that is no longer supported.   | Software | \$ 10,000.00         | \$ 7,500.00          | \$ 7,500.00          | \$ 7,500.00          | \$ 7,500.00          | \$ 7,500.00          | \$ 47,500.00           |
| Iworq Asset Management Software Maintenance | 8022 | High - Existing Maintenance | Budgeted | Utilities          | Software maintenance for software used for Asset Management.   | Software | \$ 10,500.00         | \$ 10,500.00         | \$ 10,500.00         | \$ 10,500.00         | \$ 10,500.00         | \$ 10,500.00         | \$ 63,000.00           |
| ESRI ArcGIS - Maintenance                   | 8023 | High - Existing Maintenance | Budgeted | Utilities          | Annual software maintenance on ESRI ArcGIS software.   | Software | \$ 3,000.00          | \$ 3,000.00          | \$ 3,500.00          | \$ 3,500.00          | \$ 3,500.00          | \$ 3,500.00          | \$ 20,000.00           |
| Autodesk Civil 3D Software                  | 5025 | High                        | Budgeted | Utilities          | Annual Software Subscription   | Software | \$ 2,500.00          | \$ 2,500.00          | \$ 2,500.00          | \$ 2,500.00          | \$ 2,500.00          | \$ 2,500.00          | \$ 15,000.00           |
| Computers                                   | 8021 | High - Replacement          | Planned  | Technology Reserve | Computer Replacement Plan (Seven Year Schedule).   | Hardware | \$ 2,000.00          |                      | \$ 1,000.00          |                      | \$ 3,000.00          | \$ 3,000.00          | \$ 9,000.00            |
| <b>Public Works: Total</b>                  |      |                             |          |                    |  |          | <b>\$ 28,000.00</b>  | <b>\$ 23,500.00</b>  | <b>\$ 25,000.00</b>  | <b>\$ 24,000.00</b>  | <b>\$ 27,000.00</b>  | <b>\$ 27,000.00</b>  | <b>\$ 154,500.00</b>   |
| <b>Total Cost</b>                           |      |                             |          |                    |  |          | <b>\$ 350,506.66</b> | <b>\$ 319,189.40</b> | <b>\$ 271,007.67</b> | <b>\$ 297,351.98</b> | <b>\$ 277,201.99</b> | <b>\$ 269,599.95</b> | <b>\$ 1,784,857.65</b> |