

## ORDINANCE NO. 6

### AN ORDINANCE OF THE CITY COUNCIL OF UNIVERSITY PLACE, WASHINGTON, APPROVING AN EMERGENCY INTERIM BUDGET.

WHEREAS, the City of University Place expects to begin receiving funds from its authorization line of credit in operating and maintaining the City; and,

WHEREAS, RCW 35.20.130 provides that the City may acquire needed facilities, supplies, equipment, insurance, and staff prior to its formal incorporation; and,

WHEREAS, prior to its official incorporation it is in the best interests of the City to have an interim budget; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Interim Budget Adopted. The City Council hereby approves the interim budget that is attached to this ordinance and incorporated herein by reference. Copies of the interim budget shall be made available to interested taxpayers of the City at the offices of the City.

Section 2. Emergency Passage. The City Council hereby finds that an emergency exists requiring the immediate adoption of the interim budget in order to account for expected expenditures to be made by the City and funds to be received by the City. Because of the recent formation of the City and election of the Council of the City, the City is unable to comply with the statutory timetable for adoption of budgets by incorporated cities.

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. Effective Date. This ordinance shall take effect upon the official date of incorporation of the City.

PASSED BY THE CITY COUNCIL ON MAY 31, 1995.

\_\_\_\_\_  
Ron Williams, Temporary Chairman

Attest:

\_\_\_\_\_  
Susan Matthew, Interim Clerk Pro Tem

APPROVED AS TO FORM:

\_\_\_\_\_  
Interim City Attorney

FILED WITH THE CITY CLERK;  
PASSED BY THE CITY COUNCIL  
ORDINANCE NO. 6

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A ORDINANCE OF THE CITY COUNCIL OF UNIVERSITY PLACE, WASHINGTON, APPROVING AN EMERGENCY INTERIM BUDGET.

WHEREAS, the City of University Place expects to begin receiving funds from its authorization line of credit in operating and maintaining the City; and

WHEREAS, RCW 35.20.130 provides that the City may acquire needed facilities, supplies, equipment, insurance and staff prior to its formal incorporation; and

WHEREAS, prior to its official incorporation it is in the best interests of the City to have an interim budget; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE WASHINGTON, DO HEREBY RESOLVE;

Section 1. Interim Budget Adopted. The City Council hereby approves the interim budget that is attached to this Ordinance and incorporated herein by reference. Copies of the interim budget shall be made available to interested taxpayers of the City at the offices of the City.

Section 2. Emergency Passage. The City Council hereby finds that an emergency exists requiring the immediate adoption of the interim budget in order to account for expected expenditures to be made by the City and funds to be received by the City. Because of the recent formation of the City and election of the Council of the City, the City is unable to comply with the statutory timetable for adoption of budgets by incorporated cities.

Section 3. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 4. This Ordinance fully incorporates and supersedes Ordinance

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Section 5 Effective Date. This ordinance shall take effect upon the official date of incorporation of the City and after passage of an approved summary, consisting of the title hereto.

PASSED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE this 31st day of May, 1995.

\_\_\_\_\_  
Ron Williams, Temporary Chairman

ATTEST:

\_\_\_\_\_  
Susan Matthew, Interim Clerk Pro Tem

ATTEST:

\_\_\_\_\_  
Susan Matthew, Interim City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Interim City Attorney

FILED WITH THE CITY CLERK;  
PASSED BY THE CITY COUNCIL;  
ORDINANCE NO. 6

City of University Place, Washington

\_1995 Interim Budget

(Revised)

Acct. No.	Account Name	May	June	July	August	Estimated Interim	Adopted Interim
0.10	Personnel	13,637	32,682	39,052	39,052	124,423	121,545
		FTE=5	FTE=9	FTE=11	FTE=11	FTE=11	FTE=9
0.20	Benefits	1,119	6,304	7,378	7,378	23,151	23,380
0.30	Supplies	2,592	4,000	2,500	2,500	11,592	11,000
0.40	Services						
0.41	Consultant Services	435	22,800	28,900	55,400	107,535	67,850
0.42	Telephone	-	667	667	666	2,000	2,400
0.43	Travel/Training	143	3,000	2,000	2,000	7,143	8,000
0.44	Advertising/NL	-	4,500	4,000	4,000	12,500	17,000
0.45	Rents/Leases						
	Office	618	3,200	2,560	2,560	8,938	7,500
	Phone System	260	-	-	-	260	100
	FAX/Copier (Lse.)	-	250	250	250	750	875
	Equipment/Computers	-	200	2,000	2,000	4,200	-
0.46	Insurance	-	2,500	300	-	2,800	2,500
0.47	Utilities	464	500	500	500	1,964	1,750
0.48	Repair/Maint	-	100	100	4,800	5,000	300
0.49	Miscellaneous	30	500	500	500	1,530	2,500
	Subtotal	1,950	38,217	41,777	72,676	154,620	110,775
0.50	Intergovernmental	-	-	50,000	-	50,000	25,000
0.60	Capital						
	Hardware/Software	460	-	-	80,000	80,460	80,000
	Furnishings	150	3,000	-	-	3,150	5,000
	Production Copier	-	-	15,000	-	15,000	15,000
	Rec/Transcr/PA	-	-	7,000	-	7,000	1,000
	Phone System	118	-	7,000	-	7,118	15,000
	Subtotal	728	3,000	29,000	80,000	112,728	116,000
0.70	Debt Service	-	-	-	-	-	-
	Total Operating	20,026	84,203	169,707	201,606	475,543	407,700
	Council Contingency					10,000	50,000
	Total Interim Budget					485,543	457,700

# City of University Place, WA

## Interim Staffing Projections

Position Title	<u>Staff Plan</u>	<u>Transition Team Plan</u>
	Interim # Pos.	Interim # Pos.
Mayor	1	1
Councilmember	6	6
City Manager	1	1
Admin Secretary/Deputy Clerk	0	1
Executive Secretary	1	0
Asst. to City Manager	1	0
Assistant City Mgr-Comm. Svcs	1	
Finance Director	0	1
Finance Manager	0	0
Receptionist	0	1
Administrative Specialist III	1	0
City Clerk	1	0
Deputy City Clerk	1	0
Senior Accountant	0	1
Accounting Clerk	0	1
Personnel Analyst	0	1
Office Assistant II	0	0
Assistant City Mgr-Comm.Devel	1	0
Information Systems Director	0	1
Administrative Specialist III	1	0
Parks & Recreation Manager	0	0
Planning Manager	0	0
Planning Director	0	1
Senior Planner	0	1
Associate Planner	0	0
Permits Coordinator	0	0
Building Official	0	0
Building Inspector	0	0
Office Assistant II	0	0
Street/SWM Manager	0	0
Maintenance Worker	0	0
Office Assistant II	0	0
<b>Total Positions</b>	<b>16</b>	<b>17</b>

Estimated Budget

\$457,700

\$499,702

## INTERIM PAY AND BENEFITS PLAN

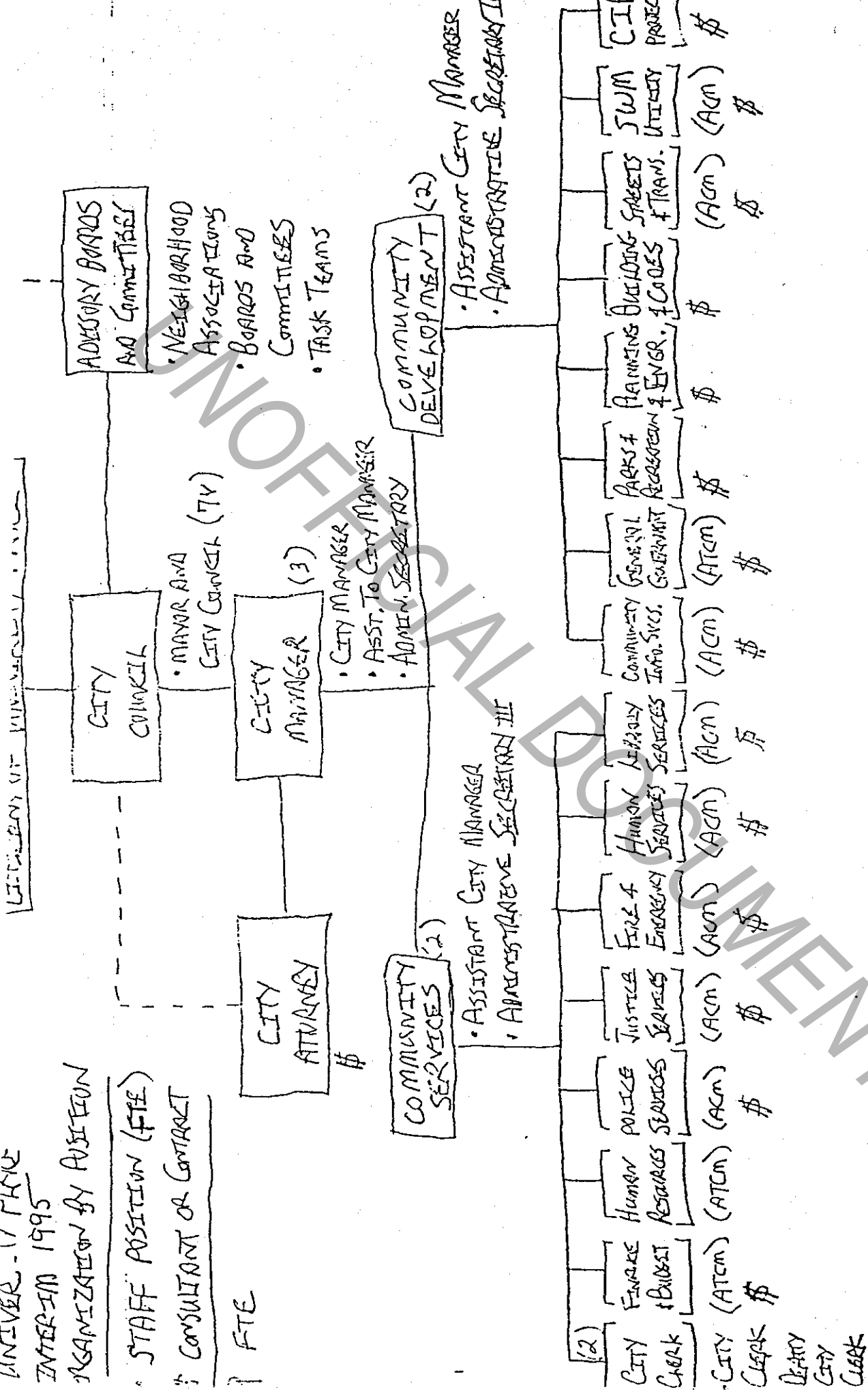
	CM	ACM/ DIRECTOR	PROF/ EXEMPT	GENERAL/ NON-EXEMPT	TEMP/ PART-TIME
SALARY	\$6,667	\$5,000- \$6,000	per council ap- proved salary range	per council ap- proved salary range	HOURLY \$5.00-\$12.00
RETIREMENT FICA 457	14% (6.5+7.5)	14% (6.5+7.5)	14% (6.5+7.5)	7.50%	7.50%
MEDICAL/ DENTAL	\$250/MO.	\$250/MO.	\$250/MO.	\$250/MO.	N/A
TRAVEL	\$250/MO.	\$250/MO.	28c/mile	28c/mile	28c/mile
LEAVE DAYS	2/MO (10 MAX)	2/MO (10 MAX)	2/MO (10 MAX)	2/MO (10 MAX)	N/A
HOLIDAYS	MEM/4TH/ LBR	MEM/4TH/ LBR	MEM/4TH/ LBR	MEM/4TH/ LBR	N/A
FLSA EXEMPT			FLSA COVERED		

AT WILL

UNIVER. V FTE  
INTERIM 1995  
ORGANIZATION BY POSITION

STAFF POSITION (FTE)  
CONSULTANT OR CONTRACT

FTE



ADVISORY BOARDS AND COMMITTEES

- NEIGHBORHOOD ASSOCIATIONS
- BOARDS AND COMMITTEES
- TASK TEAMS

• MAYOR AND CITY COUNCIL (7V)

CITY MANAGER (3)

- CITY MANAGER
- ASST. TO CITY MANAGER
- ADMIN. SECRETARY

COMMUNITY SERVICES (2)

- ASSISTANT CITY MANAGER
- ADMINISTRATIVE SECRETARY III

COMMUNITY DEVELOPMENT (2)

- ASSISTANT CITY MANAGER
- ADMINISTRATIVE SECRETARY III

(2) CITY CLERK  
CITY CLERK  
DEPUTY CITY CLERK  
CITY CLERK  
CITY CLERK

HUMAN RESOURCES (ATCM) \$

POLICE SERVICES (ACM) \$

HUMAN RESOURCES (ATCM) \$

FIRE & EMERGENCY SERVICES (ACM) \$

LIBRARY SERVICES (ACM) \$

GENERAL COMMUNITY INFO. SVCS. GOVERNMENT (ATCM) \$

PARKS & RECREATION (ACM) \$

PLANNING DIVISION (ACM) \$

STREETS & TRAMS (ACM) \$


UTILITY (ACM) \$

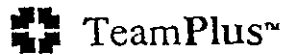
CIF PROJECT (ACM) \$



**The City of  
University Place**

**Interim Information  
Systems Plan and Budget**

 **TEAMPLUS™ INFORMATION MANAGEMENT**  
6947 Coal Creek Parkway SE, Suite 200, Newcastle, WA 98059-3159  
Tom Drummond (206) 227-6602



28 May, 1995

To: Bob Jean, Interim City Manager

From: Tom Drummond, TeamPlus

Re: Comments and recommendations relating to an Interim Information Systems Plan

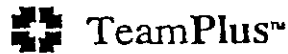
This material is meant to help guide the early decisions regarding information management requirements for the City. Experience shows that rapid setup of these systems saves important time and money during the interim and startup processes.

It is important to understand that the prices quoted in the attached budget proposal represent a system with the network software, and operating software (such as Word, Excel, etc.) of the City's choice, "installed" and working in-house for the City of University Place. This represents an important cooperative effort between hardware and software support people and assures a correctly operating system for the City. The last thing you need during this phase of operation is a "sensitive" information system.

Prices also include full on-site warranty service on hardware for one-year. Service contracts will have to be considered for maintenance of this equipment after that time.

**Some Assumptions I've Made:**

1. Staffing during interim will be maximum of 10 people  
Staffing during startup will be maximum of 20 people  
Staffing in FY 96 will grow to 35 (staffing levels will be reached prior to one year old)
2. The project calendar will include the following items:
  - a. Council Action. The Council will review and approve a budget necessary to allow the City Manager to implement this plan.
  - b. Purchasing. The City Manager and staff will move as quickly as possible for initial setup of an operating network for the City.
  - c. Consultant. The City Manager may choose to work with a consultant to serve as an agent to design and oversee installation of an interim system which has the flexibility to grow and serve the needs of the City.
  - d. Schedule. It is imperative that this system be installed and be operational quickly. Staff performance will depend on this support throughout the interim and startup phases, as well as on an ongoing basis.
  - e. Training. The consultant must provide adequate initial training in the use of the information system. All staff must understand the basics in order to access, utilize, save, print, and communicate with other staff using this system.
  - f. Administration. One staff position will be selected by the City Manager to be the system administrator who will work closely with the consultant and the balance of staff in the early phases of this process. I recommend that this person also continue in training in network management and general system administration, and plan to be ready by January of 1996 to assume primary responsibility for management of this system.



## Review

After discussions with Pat Floyd, who has guided the development of Information Management System Plans in over ten governmental organizations, I saw that Pat was very impressed by the quality of work done by the Transition Team with respect to Computer Information Systems and Technology. After reading this material, I am too. This group is to be commended. Considering that these volunteers have not actually created a City before, they showed remarkable understanding in their report and findings.

The balance of this material has been significantly impacted by your transition team. At some risk of redundancy, I have included their comments along with our own. There are suggestions and cost estimates added.

Through Council retreats and experience gained with the use of technology, the Council should adjust, or fine tune, the Information Systems Management Plan at least annually.

## Overall Policy

Government exists to serve the needs of its citizens. Information is an institutional resource to be shared. Information system technology should be regarded as an essential element of the management of city government in its quest to serve the needs of its citizens. Technology should be used and managed in ways that ensure cost effective gathering, organizing, and communicating information

- a. to support Council with the best information available for decision making;
- b. to provide as much information and as timely as possible to the citizens; and
- c. to assure effective and efficient conduct of city business by the management and staff of the city.

## Specific Policies

1. **Customer Service** - Information technology should be used to provide a high level of effective and efficient services to the customers of the city. Customers include citizens, businesses, community organizations, other governmental organizations, and city employees, managers, Council, Boards and/or Commissions.

Related technology includes but is not limited to connectivity and data sharing, multimedia, graphical user interfaces, electronic data interchange, and telephone voice response.

2. **Access and availability** - Access to and availability of public information should be provided on as widespread a basis as is both reasonable and practical so as to demonstrate a desire for open government and to provide an opportunity for maximizing the involvement of the citizens in their government.

This should include traditional paper information sharing and also electronic information sharing, not only within city offices, but also with the citizens through establishments such as the library, schools, local businesses, and homes. This policy provides the widest access to information while assuring security by denying unlawful access to legitimately sensitive or private information.

Advantages of such a system will include:

- a. Improved access to outside information resources.
- b. Improved communication and scheduling within the City and between departments.
- c. Improved performance with high quality equipment and processes.

3. Management - "Information technology must be used to the maximum extent possible to enhance the ability of government to manage effectively and efficiently." When asking the question, "Is this affordable?", it is important to also examine the cost of doing nothing, or to ask, "What is the cost of doing nothing?"

This includes:

- a. Productivity. Very often the question of productivity is limited to that of the worker at a desk or in the field. Information technology should also be a communications and analysis tool for improving the productivity of management, including the Council.
- b. Standardization. Standards should be adopted that assure the integrity and accuracy of information, and to assure its compatibility for sharing across the enterprise.
- c. Procurement.
- d. Maintenance. A major goal should be the elimination of duplication of effort. To minimize the labor cost of maintaining information, it should be collected at its logical point in a process, and maintained by the department with the greatest interest in that information; files should be created with this in mind. Maintaining multiple files of common data elements, creating duplication of labor effort, should be forbidden.
- e. Training. To promote productivity and efficiency, training should be tailored to the knowledge and skill level of the individual end-user receiving training.

#### 4. System-wide Requirements

The following list of requirements need to be present in all aspects of the Cities information system:

- A. Compatibility. All elements of the system are to be networked and have the ability to share information (mentioned in the "standards" above). Various departments will have differing needs with respect to information, but will all have the need to communicate with one another through this system. Open communications should be emphasized between departments.
- B. Security. Those elements of information which require security still need to flow between departments. The use of passwords, routers, and other security devices consistently with City needs need to be part of the plan.

- C. Centralized Administration & Maintenance. These aspects of the network should be centralized with a systems administrator; such planning will serve the City best. A clear policy regarding user access to the network and software that is installed is a must. All changes or upgrades in the system configuration need to be managed through the system administrator. This function may be out-sourced in the early phases of operation; training of an appropriate inside person should start immediately.
- D. Upgradability. There is a need to ensure the longest possible life for all equipment purchased. In today's world, software and hardware changes occur rapidly. An open system architecture will allow the City to keep pace with these changes the best.

In order to ensure the greatest system flexibility, I recommend installation of additional wiring hookups, beyond the specific amount needed for the equipment installed or current staffing levels. This added flexibility will allow for additional staff members or system applications quickly, for a growing organization.

#### 5. System Implementation

City management needs to plan for the appropriate steps to ensure the proper and complete use of the information systems capabilities; proper implementation steps will allow the City to realize the maximum benefit from this decision. In general, the following should be considered:

- A. Training. Both initial and ongoing training should be planned for and tailored to meet the individual needs of employees. The object is for them to have the understanding necessary for them to make the best use of system components to improve their work performance.
- B. Organization Culture. Such an information system will provide capabilities many employees are unfamiliar with, or have only been exposed to at an elementary level. This would include communications, desktop publishing, integration of text, spreadsheets, graphics and communications with other agencies. Taking maximum advantage of this technology will require steps to make these new tools part of the City's organizational culture. Employee training should reflect these concerns.
- C. Annual assessment of the system requirements will surface needs for upgrading or replacement of either software or hardware and eliminate the need for complete replacement of the system at some future date. Appropriate planning should be undertaken to allow for this.

Managing the implementation process carefully will produce valuable returns in employee performance.

## 6. Budget

The Nesbitt study assumed an initial investment of \$35,000; the Transition Team an investment of \$45,000, to commence the effort required to achieve incorporation; initial discussions among staff suggest slightly higher spending levels during the initial phase will save time and money in the long run. I have modified the budget to reflect this approach after direction from the Budget and Finance Committee and yourself.

I have identified the work processes and products which are required for this system and have recommended an approach to fill those needs.

### Remarks Regarding Budget Option "C":

- I have calculated installation of a Novell Network (50-user version - with growth projected to reach 30 to 35 in the first year, this saves upgrade costs). This network will have 8 standard workstations (see option #2) with two laptops (provided with network connections) to maximize performance of staff during interim phase. This system will have appropriate backup capabilities, communications capabilities via modem, and necessary printing options.
- Growth in both workstations and laptops is projected during the startup phase.
- Software recommended has been priced through Egghead Software.
- All pricing includes software installed and working, delivered in University Place.

## 7. GIS Consideration

Experience suggests that numerous maps of various kinds are required throughout the deliberation process, both for Council understanding and communications with the community. Absent an ability to produce these maps in-house, the City will have to spend funds with an engineering firm, or other source, for production of these tools.

In the past, hard-copy maps were modified and copied, usually many times, during land-use discussions and planning processes. Technology has provided new tools such as desktop GIS which can enhance this process and dramatically save time.

I am recommending that the City start as soon as possible to identify sources of data which may be used for this purpose and begin examination of the quality of such data. Conversion of this data, appropriate integration of various sources, and preparation of possible additional layers of data, all take time. Early research will identify sources, quality, and options on how the City will achieve lowest-cost use of this type of data, and is required before a realistic estimate of investment can be provided.

The sooner this is undertaken, the sooner this tool will provide return on investment. In today's world, with planning requirements such as those embraced by the State, developing such a system is only a question of time; the earlier the better is my advice.

TEAMPLUS OPTION C

DESCRIPTION	EACH	10 INTERIM (Phase I)		20 STARTUP (Phase II)		35 age 1 of 2 FY 96 (Phase III)	
		QTY	EXTEND	QTY	EXTEND	QTY	EXTEND
<b>FILE SERVER</b>							
NSG Pentium 90 Mhz, 4 Gig	\$6,996	1	\$6,996	1	\$6,996	1	\$6,996
Vinca Standby Server	\$1,989		\$0	1	\$1,989		\$0
486-80 Computer, 1 Gig, 16 Megs	\$2,963		\$0		\$0		\$0
Novell Netware 4.1 (100 User)	\$4,591		\$0		\$0		\$0
Novell Netware 4.1 (50 User)	\$3,278	1	\$3,278		\$0		\$0
Novell Netware 4.1 (25 User)	\$2,425		\$0		\$0		\$0
Novell Netware 4.1 (10 User)	\$1,638		\$0		\$0		\$0
Upgrade 10 user to 50 user	\$2,513		\$0		\$0		\$0
Upgrade 25 user to 100 user	\$3,869		\$0		\$0		\$0
Meridian CD ROM Server - 4 Drives	\$4,689		\$0		\$0		\$0
Meridian CD ROM Server - 8 Drives	\$8,999		\$0	1	\$6,999		\$0
APC Smart UPS 900 Watt	\$679	1	\$679		\$0		\$0
APC UPS 450 Watt	\$249	1	\$249		\$0		\$0
<b>TAPE BACKUP</b>							
HP Tape Drive, 4 Gig Dat Drive	\$1,087		\$0		\$0		\$0
Tapes for 4 Gig Tape Drive	\$200		\$0		\$0		\$0
Palindrome Archivist/backup NLM	\$1,595	1	\$1,595		\$0		\$0
Connor 4 Gig Tapa Drive	\$742	1	\$742		\$0		\$0
Tapes for 4 Gig Tape Drive	\$15	10	\$150		\$0		\$0
<b>LOTUS NOTES</b>							
Lotus Notes OS/2 Server (option I)	\$1,565		\$0		\$0		\$0
Lotus Notes OS/2 Server (option II)	\$2,187	1	\$2,187		\$0		\$0
Modem, 14,400 BPS	\$184	1	\$184		\$0		\$0
<b>WORKSTATION - OPTION #1</b>							
486-80 Computer, 425 Meg, 8 Megs RAM	\$1,683		\$0		\$0	10	\$16,830
<b>WORKSTATION - OPTION #2</b>							
586-75 Pentium, 425 Meg, 16 Meg RAM	\$2,395	8	\$19,160	7	\$16,765		\$0
<b>WORKSTATION - OPTION #3</b>							
586-75 Pentium, 425 Meg, 17 inch Monitor	\$2,395		\$0	2	\$4,790	4	\$9,580
<b>LAPTOP - OPTION #1</b>							
Compaq 33Mhz, 16 MB, 240 Meg, docking	\$3,298	2	\$6,596	1	\$3,298	2	\$6,596
<b>LAPTOP - OPTION #2</b>							
KIWI Laptop, 486-80, 16 MB, 340 Meg	\$2,247		\$0		\$0		\$0
Toshiba P75, 8mb, 810 meg hd	\$5,610		\$0		\$0		\$0
<b>PRINTERS</b>							
HP LazerJet 4 Plus Printer	\$1,333		\$0		\$0		\$0
HP LazerJet 4V Printer	\$1,993		\$0		\$0		\$0
HP LazerJet 4 Si Printer	\$3,128	2	\$6,256	2	\$6,256	2	\$6,256
HP 1200c Color Inkjet Printer	\$4,400		\$0	1	\$4,400		\$0
HP Jet Direct for 4 Si	\$396	2	\$792	2	\$792		\$0
Microtek ScanMaker II HR Flatbed (1200 dpi, 24 bit, cir, SCSI, OCR)	\$2,495		\$0	1	\$2,495		\$0
HP 850C Plotter (E-Size)	\$8,000		\$0		\$0	1	\$8,000
Associated Printer Cables	\$20	3	\$60	3	\$60	3	\$60
<b>ETHERNET</b>							
3 COM 10BaseT Ethernet Card	\$93	8	\$744	10	\$930	13	\$1,209
12 Port 10BaseT Concentrator	\$598	1	\$598	1	\$598	1	\$598
Xircom Ethernet Adapter - Laptop		2	\$0	1	\$0	2	\$0
Wiring Drops (Inc Patch Panel & Cable)	\$85	12	\$1,020	13	\$1,105	18	\$1,530
<b>MISCELLANEOUS HARDWARE</b>							
Modem, 14,400 BPS	\$184	1	\$184		\$0		\$0
<b>HARDWARE TOTALS:</b>			<b>\$51,470</b>		<b>\$57,473</b>		<b>\$67,656</b>

TEAMPLUS OPTION C (continued)

DESCRIPTION	EACH	10		20		35	
		INTERIM (Phase I)		STARTUP (Phase II)		FY 96 (Phase III)	
		QTY	EXTEND	QTY	EXTEND	QTY	EXTEND
<b>MISCELLANEOUS SOFTWARE</b>							
Netroom Memory Manager (4-pak)	\$117	3	\$351	2	\$234		\$0
MS Office 4.2, Word, Excel, Access, Pwr Pt.	\$441	6	\$2,646	8	\$3,528	12	\$5,292
MS Office Word, Excel	\$331		\$0		\$0		\$0
MS Project 3.0	\$419		\$0	2	\$838		\$0
Visio 3.0	\$149	1	\$149		\$0		\$0
Adobe Pagemaker 5.0a	\$579	1	\$579		\$0		\$0
Omni Page Professional (Scanner)	\$473	1	\$473		\$0		\$0
Calendar Creator Plus	\$60	1	\$60	1	\$60		\$0
Lotus Notes OS/2 Server	\$339	1	\$339		\$0		\$0
Lotus Notes Client (10 user pack)	\$3,590	1	\$3,590		\$0		\$0
Lotus Notes Client (20 user pack)	\$6,990		\$0		\$0	1	\$6,990
TeamPlus City Clerk's Office Suite	\$7,500	1	\$7,500		\$0		\$0
Lotus Organizer	\$93	10	\$930	10	\$930	16	\$1,395
Diskettes, 3.5 - 50 per pack	\$30	2	\$60	4	\$120	12	\$360
<i>Most software prices quoted from Egghed Software</i>							
<b>SYSTEM/ADMIN/TRAINING SUPPORT</b>							
Organizer, Notes: Monthly Admin (Per Mo)	\$1,000	4	\$4,000	3	\$3,000	12	\$12,000
Train Organizer: (per day)	\$600	2	\$1,200	2	\$1,200	3	\$1,800
End-User Training, (per day, for Word, Excel, Notes)	\$600	4	\$2,400	2	\$1,200	3	\$1,800
<b>CONSULTING/COORDINATION</b>							
Software/Data Acquisition: per hour	\$80	40	\$3,200	25	\$2,000	40	\$3,200
Data Conversion: per hour	\$120		\$0	40	\$4,800	25	\$3,000
Software related total:			\$27,477		\$17,910		\$27,837
TOTAL FOR PERIOD:			\$78,947		\$75,383		\$85,492
Interim/Startup Sub Total:			\$154,330				GRAND TOTAL: \$239,822