

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: October 25, 2012**

**SUBJECT:** Proposed Electronic Records Management Software Upgrade

**SUBMITTING DEPARTMENT:** Town Clerk

**PREPARED BY:** Diane Russell, Town Clerk

**AGENDA LOCATION:** Comments/Communications , Consent , Work/Study ,  
New Business , Public Hearing , Second Reading

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**ATTACHMENTS:** a) DocUnited Electronic Records Management System Recommendations (Update)  
b) Cost Analysis (Update)

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**SUMMARY/BACKGROUND:** On May 24, 2012, the Town Council approved phased implementation of an updated electronic records management process for the Town that complies with state retention requirements. The process involves expansion of the existing Laserfiche software system to include a Records Management Module (Avante) which, in turn, employs Automated Workflow behind the scenes to place electronic records directly into retention schedules based on types of record series and chosen retention periods by department. Template fields are self-populating based on selections made (from a drop down list) by each importer of electronic documents. Phase 1 would involve purchase of 38 user licenses for Management, the Town Clerk's Office, the Town Attorney's Office, Management Services, and the Human Resources Office. The consultant (DocUnited) would provide necessary design services. Phase 2 would involve the rest of the Town organization (approximately 132 additional licenses and needed design services). Phase 1 would be paid for from identified funds in the FY 2011-2012 Legal Dept budget, and Phase 2 would be paid for from any savings in the Legal Dept/Clerk's Office FY 2012-2013 budget (as determined between January and March 2013) or with new funds budgeted in FY 2013-2014. In the interim between phases, staff would work with the remaining departments to prepare needed spreadsheets to develop the required workflows.

Phase 1 has since gone forward with the purchase of the licenses and the DocUnited design services. Participants from the designated departments have also received training. However, a hoped for function that would allow numerous documents within single folders and multiple subfolders was not provided in the design. As time has gone on, the importance of this functionality has become apparent and staff has been working with DocUnited to determine what would be necessary to get it in place. DocUnited has now made a proposal that the functionality be provided through additional design work at a cost of \$7,000. After consideration, staff believes this is a reasonable proposal by DocUnited and believes it will make both Phases more successful. For payment, it is proposed that an immediate transfer be made from the FY 2012-2013 Legal Dept outside legal services budget line item.

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**OPTION ANALYSIS:** Council may approve this additional expenditure of funds to implement an Electronic Records Management system, decline to approve the expenditure OR have staff consider an alternative solution.

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**ACTION OPTION:** Motion to authorize the expenditure of an additional \$7,000 for professional services (beyond the approximate \$142,000 previously approved) in order to implement the Electronic Document Management system in two phases over a two fiscal year (\$50,000 in FY 2011-12 and \$92,000

in FY 2012-13) period AND approve the budget transfers as noted in the fiscal analysis, OR Motion not to approve the additional expenditure. VOTE.

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**RECOMMENDATION:** Staff recommends approving the proposed additional expenditure to implement the proposed electronic document management system for the Town.

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**FISCAL ANALYSIS:** The new Laserfiche modules will piggyback on the Sequel Server (with updated operating system and expanded memory) that was purchased by the Legal Department last fiscal year. Even with the installation of the few software updates and modifications listed below, in order to implement the level of automation requested for the process the two afore mentioned modules and fees are considered necessary.

**FY 2012-2013 Budget Accounts**

Transfer from Legal Services 101-4000-619-3225	\$7,000.00	
Transfer to IT Specialized Consultant Fees 101-2530-619-3415		\$7,000.00
Additional Costs to Complete Phase I		\$7,000.00

The funding of approximately \$90,000 for the second phase of the project which will occur in FY 2012-13 has not been determined at this time. At the time the second phase is completed; staff will evaluate whether the Legal or Town Clerk departments have excess funds available within their budgets to cover the second phase. If not, funds will have to be transferred from the General Fund Contingency budget.

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**REVIEWED BY:**

Management Services Director \_\_\_\_\_

Town Clerk \_\_\_\_\_

Town Attorney \_\_\_\_\_

Town Manager \_\_\_\_\_

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**COUNCIL ACTION:**

Approved    Denied    Tabled/Deferred    Assigned to \_\_\_\_\_