

Town of Natick Capital Project Request

Department INFORMATION TECHNOLOGY

Division:

Date: 5/31/2005

Project Title:

Project Category:

Project Type:

Basis for Estimate:

Department Priority:

List Project Costs By Fiscal Year and Funding Sources Below

Estimated Project Costs	Project Funding Sources	Amount
FY2006 <input type="text" value="12,500.00"/>	<input type="text" value="TAX LEVY"/>	<input type="text" value="12,500.00"/>
FY2007 <input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.00"/>
FY2008 <input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.00"/>
FY2009 <input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.00"/>
FY2010 <input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.00"/>
FY2011 <input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.00"/>
Total <input type="text" value="\$12,500.00"/>	<input type="text"/>	<input type="text" value="0.00"/>
	<input type="text"/>	<input type="text" value="0.00"/>
	Total	<input type="text" value="\$12,500.00"/>

Project Description

REPLACEMENT OF TWO LINE IMPACT PRINTERS WITH A SINGLE HIGH VOLUME LASER PRINTER.

Estimated Annual Budget Impact

\$500 PER YEAR MAINTENANCE AFTER THE FIRST YEAR

Estimated Annual Budget Impact Amount

Estimated Start Date

Estimated Duration months

Department Head Signature

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Project Benefits

UPGRADE OF ACCOUNTING OPERATION THE CURRENT TECHNOLOGY

Describe Fiscal Impact

ALLOWS THE ACCOUNTING OPERATION TO INCREASE PRODUCTIVITY AND UTILIZATION OF MUNIS SYSTEM.

Describe Legal Obligations

USED FOR PRODUCTION OF REQUIRED PAYROLL AND ACCOUNTING RECORDS.

Describe Public Service Impact

Describe Urgency Maintenance

Describe Prior Phases

BEING COMPLETED IN CONJUNCTION WITH THE LEASE OF EQUIPMENT FROM PITNEY BOWES FOR PROCESSING PAYROLL AND VENDOR CHECKS.

Describe Department Priority

HIGH PRIORITY IN THE ACCOUNTING OPERATION,

Town of Natick Capital Project Request

Department INFORMATION TECHNOLOGY

Division:

Date: 5/26/2005

Project Title: DOCUMENT ARCHIVING

Project Category: TECHNOLOGY

Project Type: NEW

Basis for Estimate: PAST ALLOCATION

Department Priority: 1

List Project Costs By Fiscal Year and Funding Sources Below

Estimated Project Costs	Project Funding Sources	Amount
FY2006 25,000.00	TAX LEVY	25,000.00
FY2007 25,000.00	TAX LEVY	25,000.00
FY2008 250,000.00	TAX LEVY	250,000.00
FY2009 250,000.00	TAX LEVY	250,000.00
FY2010 0.00		0.00
FY2011 0.00		0.00
Total \$550,000.00		0.00
		0.00
	Total	\$550,000.00

Project Description

IDENTIFY, DOCUMENT, SCAN AND INDEX ALL TOWN DOCUMENTS INTO DIGITAL FORMAT FOR QUICK RETREIVAL AND REDUCED STORAGE REQUIREMENTS. A BRIEF LIST OF DOCUMENTS INCLUDED, BUT NOT LIMITED TO, ARE ALL CURRENT PAPER DOCUMENTS (FORMS, LETTERS, MEMOS, TRANSACTIONS, ETC.), LEGACY AND HISTORICAL DOCUMENTS, MIRCOFILM, RESTORATION OF DOCUMENTS IF NECCESARY AND DOCUMENTS ALREADY IN DIGITAL FORMAT (WORD, EXCEL). THIS A 3 PHASE MULTI-YEAR PROJECT WHICH WILL INVOLVE AND EFFECT ALL TOWN DEPARTMENTS. FY06 - IN THE FIRST PHASE A DOCUMENT ARCHIVING CONSULTANT WILL BE HIRED TO IDENTIFY AND DOCUMENT THE AFORE MENTIONED DOCUMENTS, PROVIDE A NEEDS ANALYSIS AND PRODUCE A COMPREHENSIVE DOCUMENT THAT CAN USED FOR THE SOLICITATION OF FORMAL BIDS. FY07 - SELECT A DOCUMENT ARCHIVING VENDOR, PURCHASE THE HARDWARE AND SOFTWARE REQUIRED, PROVIDE TRAINING AND BEGIN IMPLEMENTING THE SYSTEM. FY08, FY09 - BEGIN THE PROCESS OF SCANNING ALL LEGACY AND HISTORICAL DOCUMENTS. THIS CAN BE ACCOMPLISHED IN-HOUSE AND/OR OUTSOURCED.

Estimated Annual Budget Impact

THE AQUISITION OF THE HARDWARE AND SOFTWARE WILL INCCUR ANNUAL MAINTENANCE COSTS. SOFTWARE VENDORS CHARGE BETWEEN 18 - 20% OF THE CURRENT MARKET VALUE OF THEIR SOFTWARE APPLICATION FOR ANNUAL MAINTENANCE.

Estimated Annual Budget Impact Amount 25000

Estimated Start Date 1/1/2006

Estimated Duration 48 months

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Project Benefits

SHORT LIST - SIMPLIFIED ACCESS, IMPROVED SEARCH CAPABILITIES AND QUICK RETRIEVAL OF ALL SCANNED DOCUMENTS, ACCESSABLE TO ALL TOWN DEPARTMENTS AND THE PUBLIC VIA THE INTERNET, REDUCE OR ELIMINATE PHYSICAL STORAGE, CENTRALIZED STORAGE OF ALL DOCUMENTS SIMPLIFIES BACKUP AND RESTORE OPERATIONS, ABILITY TO QUICKLY RE-CREATE TOWN ISSUED BILLS, SAVING DOCUMENTS IN A DEGRADED STATE (I.E MOLD) AND THE RESTORATION OF HISTORICAL DOCUMENTS.

Describe Fiscal Impact

Describe Legal Obligations

NO LEGAL OBLIGATIONS. WHEN FULLY IMPLEMENTED, THE ARCHIVING SYSTEM WILL SUBSTANTIALLY IMPROVE COMPLIANCE IN RESPONDING TO REQUESTS FOR INFORMATION MADE UNDER THE MASSACHUSETTS PUBLIC RECORD LAW BECAUSE OF THE ABILITY TO RETRIEVE INFORMATION IN A TIMELY AND COST EFFICIENT MANNER.

Describe Public Service Impact

THE QUICK RETREIVAL OF CURRENT, LEGACY AND HISTORICAL DOCUMENTS WILL PROVIDE A VAST IMPROVEMENT OVER WHAT IS CURRENTLY PROVIDED BY TOWN DEPARTMENTS AND THE TOWN'S WEB SITE.

EXAMPLE: A REQUEST FOR ALL PERMITS ISSUED ON A HOME CAN TAKE HOURS OF STAFF TIME TO LOCATE AND COPY THE REQUESTED INFORMATION. THE ARCHIVING SYSTEM WILL INVOLVE ENTERING THE IN THE MAP/PARCEL NUMBER OR ADDRESS AND THE SYSTEM WILL RETRIEVE ALL THE PERMITS AND ANY OTHER PERTINENT DOCUMENTS IN SECONDS.

THE MOST NOTABLE IMPROVEMENT TO THE PUBLIC WILL BE ACCESS TO ALL SCANNED DOCUMENTS, SUITABLE FOR PUBLIC VIEWING, VIA THE INTERNET.

Describe Urgency Maintenance

NONE

Describe Prior Phases

NONE

Describe Department Priority

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TOP PRIORITY. IT'S IMPORTANT TO AT LEAST GET THE FUNDING TO BRING A CONSULTANT ON BOARD TO GET THE PROJECT STARTED.