



Change Order Authorization: Records Management Solution

Overview

In addition to the purchase of its PrimeGov Agenda Automation and Committee Management modules, the City of North Las Vegas requests an out-of-scope solution referred to here as the records management solution ("RMS"). PrimeGov agrees to deliver the RMS within the 2nd year after contract signature. Prior to implementation of the RMS, PrimeGov agrees to support the City's current SIRE Document search functionality.

The project is broken up into three phases:

1. Support for existing SIRE solution
2. Data Migration
3. Document Search Portal

Support for existing SIRE solution will be provided by PrimeGov with the following expectations :

Data Migration will mean that PrimeGov will migrate all existing data that is currently in the following file cabinets in SIRE. This is almost the same data that is publicly searchable in the documents tab at: <https://apps.cityofnorthlasvegas.com/sirepub/docs.aspx> . There is no requirement to replicate the Public Notices cabinet from SIRE in the new Primegov Record Management Solution.

Based upon the SIRE Technologies Document Tab, the RMS will provide a search portal where a member of the public can search by Document Type or by Document Text. The RMS will provide the ability to search on following Document Types:

- Elections
- Minute
- Resolutions
- Ordinances

The RMS will provide a number of fields to guide the search results:

- Document Type drop-down box

- Elections
- Minutes
- Ordinances
- Resolutions

Within each of these Document Types additional search fields show

- Elections
 - Candidate Name “text field”
 - Election Year “text field”
 - Election Date “dropdown calendar”
 - Election Type dropdown list (4 types)
 - Election Seat dropdown list (9 types)
 - Votes Received “text field”
 - Elected dropdown list (6 types)
- Minutes
 - Legislative Body dropdown list (7 types)
 - Meeting Type dropdown list (7 types)
 - Meeting Date “dropdown calendar”
- Ordinances
 - Number “text field”
 - Date “dropdown calendar”
 - Title “text field”
 - Ordinance Status dropdown list (12 types)
 - City Code Title dropdown list (25 Types)
 - Amended By “text field”
- Resolution Search:
 - Legislative Body dropdown list (4 Types)
 - Number “text field”
 - Date
 - Title “text field”
 - Resolution Status dropdown list (12 Types)
 - Amended By “text field”
- Full text search of documents sorted by type (Elections, Minutes, Ordinance and Resolutions) allowing a search criteria of selection of Any Word, All Words and/or Exact Phrase.

Search results for the RMS will include PDFs of the document types and be integrated into the PrimeGov Public Meeting Portal. Help text on how to search for records and indicate the number of records included in the database by record type is included.

Staff users when logged into PrimGov using the Record Management Solution will be able to internally store records and define their search parameters including the use of filters, sorting, and saving searches.

Until the Record Management Solution is implemented, PrimeGov shall incorporate into the CNLV PrimGov public portal the existing SIRE public portal's Documents tab for public searching. A screenshot of the SIRE portal is included below.

Once the PrimeGov Record Management Solution implemented, it shall replace the SIRE public portal's Documents search. In this manner, there is no loss of public searching capability with the move to PrimeGov.

Public Access Portal

Home Documents Meetings Videos Boards Contact Us Help

Search by Document Type
Search for documents by a specific record type.
Match: ☐ all criteria ☐ any criteria
Search In: Elections
Candidate Name:
Election Year:
Election Date:
Election Type:
Election Seat:
Votes Received:
Elected:
Search

Search by Document Text
Search for specific words or phrases within the text of a document.
Search In: Elections
Minutes
Ordinances
Public Notices
Resolutions
Search Words:
☐ Any Word ☐ All Words ☐ Exact Phrase
Search

There are two search features available:

- Search by Document Type: This feature allows searching by specific information about the document (i.e. date, number, document type, etc.).
- Search by Document Text: This feature allows searching of one or more document types for a specific word or phrase within the text of documents.

Searching and Result Set Tips:

- Not all criteria needs to be entered, but a document type is mandatory; failure to include additional criteria may increase search response time.
- When entering dates, enter a single date to get an exact match or a start and end date for a date range.
- Results when searching by number list any records containing the number. For example, a search for 360 produces results of 360, 1360, and 2360.
- In search results numbers with less than 4-digits, have zeros added at the front to enable numerical sorting.
- When entering multiple criteria, always click the all criteria radio button.
- Keyword search result sets display text within each document that matches search criteria.
- Ordinance document type searching supports searching by status or by the title of the Code modified; this is best used in conjunction with other search criteria.

Once a search is performed, search results display on this panel.

- Review the result set.
- Click on the folder icon or PDF icon to see documents.

The following record types may be searched, retrieved, and printed.

Document Types	Description
Minutes	Minutes are the required historical record of a meeting. Currently available minutes include: City Council, Redevelopment Agency, Planning Commission, and Library Board of Trustees minutes from 1946 to the present. Other advisory board minutes may be added as time permits.
Resolutions	A Resolution is an expression of intent or support by the legislative body; resolutions becomes effective upon adoption unless otherwise specified. The City Council, Redevelopment Agency, and the Library District Board of Trustees adopt resolutions. Searching allows a user to retrieve and print resolutions either by using a keyword search; entering the Resolution number; or by entering the meeting date the Resolution was adopted or narrowing the search to a specific legislative body. Currently available resolutions include: All City Council, Redevelopment Agency, and Library District Board of Trustees resolutions from 1946 to the present.
Ordinances	An Ordinance is an action which has the effect of making, amending, or repealing substantive City law, also known as the City of North Las Vegas Municipal Code. In addition, ordinances are frequently used to reclassify the zoning on properties within the City and for other special purposes. Searching allows a user to retrieve and print adopted City Ordinances either by using a keyword search; entering the Ordinance number; by entering the City Council date the Ordinance was adopted; or by searching specific sections of the City Code. Only the City Council adopts ordinances; this portal provides access to ordinances from 1946 to the present.
Public Notices	Public Hearing Notices are post cards that are sent to applicants and/or interested parties notifying that a public hearing item is going to be placed on a specific public meeting. This portal provides access to City Council and Redevelopment Agency notices from 2010 to the present.

Purpose

This document is intended to communicate all deliverables that relate to this project, and no other deliverables are assumed outside of it. Customer requirements and the project scope are based on the information provided at this time. Although PrimeGov makes every attempt to provide accurate estimates, estimates may change as further details of the solution are identified, and the final blueprint

is developed. If additional products, features, functionality, and/or services beyond those outlined in this document are required, another Change Order Authorization will be generated outlining the details, as well as time and cost estimates, of the modifications to this project. A Change Order Authorization must be executed by an authorized representative of PrimeGov and Customer for the changes to be incorporated.

Pricing

\$30,000 due upon signature

Proposed Timeline

Within 2 calendar years of signed acceptance below

Acknowledgement and Agreement

To acknowledge and accept the information contained within this Change Order Authorization, please sign below.

FOR CUSTOMER:

Authorized Signature

Name and Title (Print or Type)

City of North Las Vegas
Customer Name

Date

FOR PRIMEGOV:

Authorized Signature

Name (Print or Type)

PrimeGov

Date