


Should this item be pulled from the consent agenda the following motion is suggested:

**POSSIBLE MOTION**

**I MOVE TO** authorize the Municipal Administrator to approve the Statement of Work with eDocsAlaska, Inc. and purchase the necessary software and services for a document management system.

**TO:** MAYOR McCONNELL AND ASSEMBLY MEMBERS  
MARK GORMAN, MUNICIPAL ADMINISTRATOR

**FROM:** RON DUVAL, INFORMATION TECHNOLOGY DIRECTOR 

**SUBJECT:** DOCUMENT MANAGEMENT SYSTEM

**DATE:** DECEMBER 2, 2015

**CC:** JAY SWEENEY, CHIEF FINANCE AND ADMINISTRATIVE  
OFFICER

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### **Background**

The City and Borough of Sitka (CBS) has identified a need to more efficiently and effectively organize and manage documents and records. To facilitate this need the adoption of a Document Management System (DMS) has been evaluated as the best way to assist CBS staff in more easily sorting, editing, and distributing documents.

Benefits of adopting a Document Management System:

- Meet record compliance requirements
- Organize documents as digital files in a central location
- Efficient access of documents and search of keywords
- Easily backed up in the event of a need for disaster recovery
- Reduction of paper within the office environment

Goals of the Document Management Project:

- Realize and implement the Municipal Solutions recommendation for all CBS Departments to digitize documents
- Increase the efficiency in managing document retention
- Provide workflow solutions to reduce the amount of paper being produced

### **Analysis**

To ensure the success of this project, the CBS Information Technology Department and Municipal Clerks office evaluated two vendors that are currently being used by other Alaska Municipalities and after the process of that evaluation has enlisted the services of eDocs Alaska. In coordination with eDocs Alaska, the tasks required to complete this Project, including software licensing and services to assist with setup and installation will take less than a month to complete.

**Fiscal Note**

The cost associated with this project has already been appropriated for in the FY16 budget at \$120,000.

**Recommendation**

eDocs Alaska provides the best option to complete the Document Management System Project. The benefits and goals laid out in this project are in line with the Municipal Solutions Report conducted in 2014. Therefore, it is my recommendation that the Assembly authorize the Administrator to approve the Statement of Work provided by eDocs Alaska and purchase the necessary software and services needed to support our goal to digitize CBS documents.