

## **FINANCE COMMITTEE AGENDA**

**March 2, 2015 @ 5:15 pm**

- 1. Consent Agenda**
  - a. Report of Bids Awarded by Staff – January 2015
- 2. Presentation of FY 2014 Audit by Runyon Kersteen Ouellette**
- 3. Document Management Project**

**City of Bangor**  
**Report of Bids Awarded by Staff**  
**For Month of January 2015**

1. Allen Court Sewer Replacement - WWTP – Federal Program Integrators -  
\$17,018.91

**To: Finance Committee**  
**From: Debbie Cyr**  
**Date: February 26, 2015**  
**Re: Document Management Project**

As you may recall, when the opportunity arose to sell the old police station property to Penobscot County last year, the City Manager broached the idea of using the proceeds to fund a city-wide document management system.

At this time, the majority of documents are not stored electronically and departments are relying on paper records. The current practice represents the perpetuation of systems enacted in some areas over 50 years ago. Paper records are filed and stored in a manner determined by each department, which has resulted in numerous copies of some items being maintained. Paper records inhibit the City's ability to retrieve and share documents inter-departmentally and with the public in a timely and efficient manner.

The goal of a document management system would be to establish an electronic infrastructure by which City records are stored digitally. The system would allow for the storage of all forms of records whether written, maps, audio, video or photographic. The system would include search capabilities, provide a public portal to enhance the City's information transparency, increase inter-department collaboration, reduce redundancy, ensure adherence to record retention policies, as well as provide an archival solution for fragile historical documents. In addition, it would free up space and staff time allowing us to more efficiently and effectively serve the citizens.

Therefore, staff is requesting that the Council appropriate the proceeds from the sale of the Court Street property, in the amount of \$210,000, for the purpose of funding a document management project. At this time, staff has begun to explore the options available. While the total cost can't be determined at this time, we do know project costs would include software, equipment and storage (server or cloud) as well as costs to scan/convert existing records. This would be a huge undertaking City wide and will require the assistance of a third party, it is not a task existing staff can undertake. If the Committee approves this recommendation, be assured, the award of any such contract would come before the Finance Committee and/or Council for any required approvals.