

MEMORANDUM

**TO: Members of Council
Mayor Stinchcomb
Directors**

FROM: Kimberly McWilliams, Clerk of Council

SUBJECT: Document Management Software Solution

DATE: Report to Council August 11, 2014

I wanted to give you an update on the software project. In the last few weeks, I met with two additional vendors to get proposals. I discussed the project with the Mayor and City Staff last week to determine a time-line (see attached memo). I will have this information finalized to propose the most cost effective and efficient solution for the City at the next Committee of the Whole on August 25.

I appreciate your time and effort to help make this project a success.