



COUNCIL AGENDA ITEM COVER SHEET

Meeting Type: Council - Regular

Meeting Date: August 8, 2025

Agenda Item Type: New Business

Staff Contact: Brandon Perkins, Town Manager

STAFF REPORT

AGENDA ITEM:

Consideration of an updated user agreement with PowerDMS.

BACKGROUND:

PowerDMS is a document management system software that allows users to securely store important documents such as policies, forms, plans, reference materials, etc. in the cloud. The system also facilitates electronic signatures when policies are assigned to employees and tracks revisions. The police department has used this software since approximately 2009 and the Town budgeted to add all employees to the system as users in the FY26 budget.

The Town will use PowerDMS to store and manage the employee handbook, memos, forms, budgets documents, and procedure manuals, etc.

In order to move forward with onboarding, PowerDMS has requested that the Town sign an updated user agreement.

FUNDING:

\$7,465.14 annually; split between the PD and Admin SBITA line items.

STAFF RECOMMENDATION:

Staff recommends approval of this updated agreement.

ATTACHMENTS:

-Updated PowerDMS User Agreement.

PREVIOUS DISCUSSIONS: