Stephenville, TX

City saves time and resources by automating the agenda creation process

iCompass

Stephenville, TX

The City of Stephenville saves money and time automating the agenda process with iCompass' Meeting Manager Pro and streamlined board and committee management with Board Manager.

Customer Profile

Stephenville is a growing city in Erath County, located just west of Dallas. Despite its proximity to Dallas, Stephenville remains steeped in a beautiful country setting enriched by a successful agricultural industry.

Challenges

- Hesitation from Council to move away from paper-based agendas to agendas available on iPads
- Time spent producing, copying, and delivering agendas amounted to lost time on other important projects
- Late arriving items would significantly delay the agenda production and a hard deadline for agenda items had to be set
- Money spent on paper, ink, and personnel time to produce agendas affected tax payer revenue that could be used for community projects instead

Results

- Creating and distributing agendas has become streamlined, saving both time and money
- Deadlines for items are no longer several days before, as it is easy to add new items and update staff and council on changes
- Tracking board and committee applications as well as member service has become painless
- Constituents love the agenda notifications and transparency around member voting which is clear and accessible through the iCompass Portal

"Agenda Friday doesn't stress me out like it used to!"

Staci King, City Secretary
Stephenville, TX

Local Government
Name: Stephenville
State: Texas
Population: 22,000
University Population: 10,000
Customer Since: 2017
iCompass Portal:
https://stephenville.civicweb.net/portal/

Software Information
- Meeting Manager Pro
- iCompass Portal
- Board Manager
- Contract Tracking
- Public Information Request Tracking

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Project Details

iCompass' Meeting Manager Pro solution has modernized the agenda creation and distribution process in Stephenville, saving the city thousands in paper packet production costs and personnel time required for cumbersome distribution.

City Secretary Staci King would spend several days preparing the agenda including several hours by the copier just to produce each required packet. Items that arrived late would significantly delay the agenda packet as King would need to reorganize the numbering for attachments and items manually. This burdensome process took time away from other important projects and was a poor use of organizational resources.

Since implementing iCompass' Meeting Manager Pro, producing and distributing the agenda packet has become a simple and efficient process. The agenda automation allows King to easily put together her agenda packet, and late arriving items can be easily added as the system automates the numbering process. Packets are quickly distributed electronically to council and board member iPads and are available immediately online to constituents with just one click.

When discussing why she chose iCompass, King noted that "I felt like the features were better; [iCompass] was more user friendly. One of the big selling points for me was the [AgendaNotes iPad] app. I knew if I could get them on the iPad, that's really the most user-friendly way to distribute the agendas." King also mentioned that, "all the features that iCompass had to offer is really what drew me to it." At first there was some hesitation by council to move from paper-based packets to using iPads; however, council "has been really pleased, I haven't had any complaints," King said.

King emphasized that her implementation with iCompass was smooth and that her Implementation Specialist was always available to assist with any questions, consistently following up with King to ensure her questions were addressed.

Constituents in Stephenville have also benefited from increased transparency through the use of the iCompass Portal. Meeting agendas and minutes are simple to locate and voting results are now easily accessible to both the staff and public.

> "We are saving at least what it cost for me to stand and run copies every week... close to $10,000 a year just in personnel cost."
>
> Staci King
> City Secretary
> Stephenville, TX

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