

City of St. Francis, WI

Discover how the city is saving time and money with AgendaFree, the first free agenda management tool for local government.



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It used to take the City of St. Francis an entire day to build its agenda packet for an upcoming council meeting. With AgendaFree, its now created in less than 10 minutes.

Challenges

- Their semi-manual approach to preparing agenda packets involved formatting in Microsoft Word and Adobe Acrobat, photocopying the finished document and utilizing local police officers to distribute them to councilmembers. This process took up to 8 hours and each packet would cost upwards of \$500 in labor and printing costs.
- It was easy to overlook an omission through human error, and difficult to make last-minute changes.
- Council and staff were having trouble seeing the value an automated agenda management tool provided the clerk's department.

Results

- Using AgendaFree enables the City of St. Francis to create agendas in less than 10 minutes, saving labor and printing costs.
- AgendaFree is completely free, helping the City to preserve its IT budget.
- Now last-minute changes can be made easily and Clerks can ensure agendas are accurate for council meetings.
- At Council Meetings they project an HTML (online version) agenda so those in attendance can follow along more easily.



Local Government

Name: City of St. Francis
State: Wisconsin
Population: 9,365
Customer Since: August 2015

Software Information

- AgendaFree
- First went live in August 2015
- Free Access to [the AgendaNotes iPad App](#)

Project details

Before using [AgendaFree](#), the City of St. Francis was creating agenda packets using a fragmented, manual process, first formatting in Microsoft Word, then converting that packet into a PDF using Adobe Acrobat.

After time-consuming compilation, the finished agenda packets were photocopied, manually put together, and then delivered door-to-door by police officers. According to Anne Uecker, St. Francis's City Clerk/Treasurer and IIMC Region VI Director, this process would take a day or more to complete. It could take even longer if there was a problem with their photocopier. Furthermore, should there be an error in the agenda packet, the process would have to start all over again. It was a costly process – Anne estimates each individual packet cost \$500-700 in labor and printing costs alone.

In August 2015, Anne decided it was time for something better. She signed up for AgendaFree after learning more about its benefits at a conference that summer. For Anne, "we decided on going paperless because it was cost-effective and environmentally friendly".

After returning to the office and with "literally no formal training" on the software, Anne was using [AgendaFree](#) in just half an hour. The video training provided in the system was all she needed to get going.

Now, instead of 6-8 hours of tedious labor, compiling an agenda packet takes Anne just 10 minutes on average. This frees up time for activities that are far more valuable and less stressful. The tool also allows Anne to make last-minute changes and upload agendas of unlimited size.

Ultimately, AgendaFree has paved the way for an increased use of technology, making it possible for the clerk's department to find even more opportunities for improved efficiency and transparency.

In this [recent webinar](#), Anne shares how she overcame barriers like budget, time and a lack of technology skills to get paperless agendas started at the City of St. Francis. [Watch the full recording](#) to see how AgendaFree has played a crucial role in bringing change to the organization.

"AgendaFree is really easy – it's very self-explanatory. It has been really user-friendly and in the context of creating a comprehensive plan, we've had absolutely no problem"

Anne Uecker
City Clerk/Treasurer
IIMC Region XI Director
City of St. Francis, WI

