

# City of McLendon-Chisholm, TX

Small city moves to paperless agendas and see big benefits in efficiency and transparency



# City of McLendon-Chisholm, TX

The city relies on AgendaFree to build, distribute and publish agenda packets for live meetings.

## Customer Profile

McLendon-Chisholm is a small, but rapidly growing residential suburb of Dallas, TX. In 2000 the population was 913 and in 2015 it is 2,050. A new sub-division will soon double the population.

## Challenges

- Technology challenged Council and Board members.
- No time to evaluate technology improvements.
- Last minute agenda changes require rescanning of the entire document
- Difficult for Council members to review agenda prior to meetings.

## Results

- Last minute agenda changes are easily handled.
- Council Members love AgendaFree's ease of use.
- One hour in agenda preparation time saved per meeting.
- The City Clerk, Deborah Sorensen has time back in her day to focus on other pressing tasks

"iCompass has hit a home run with AgendaFree."

Deborah Sorensen, City Secretary  
City of McLendon-Chisholm



### Local Government

Name: City of McLendon-Chisholm  
State: Texas  
Population: 2,050  
Customer Since: April 2015  
Web: [mclendon-chisholm.com](http://mclendon-chisholm.com)

### Software Information

- [AgendaFree](#)

## Project details

In smaller towns and cities municipal workers wear many hats. Deborah Sorensen, City Secretary of the City of McLendon-Chisholm, TX, is one of two people on staff. In addition to fulfilling the 'Clerk' function at the municipality, Deborah handles all the city's accounting, financial records, and investments. She also manages building permits, zoning requests, contractor registrations, septic permits, records requests and clerks for the municipal court.

She also prepares agendas and minutes for meetings of the City Council, the Planning and Zoning board and the Board of Adjustments. Needless to say Deborah is busy, and spending hours compiling an agenda packet wasn't the best use of her time.

In the past, Deborah prepared agendas by scanning documents and creating PDF files which were saved in DropBox. Council and Board members used a PDF reader to review the packet. Deborah says, "Agenda preparation was a pain and Council members weren't able to look at their agendas quickly or go through the documents easily."

Deborah learned about AgendaFree through a LISTSERV sponsored by the Texas Municipal Clerks Association. She says, "One of the members asked if anyone had heard of AgendaFree? I hadn't heard of it, so I Googled it, pulled it up, looked at some of the videos and decided that I wanted to try it.

"It was very easy to get started. I watched the video and played around with it. I sent out an email to council and committee members with the link on how to download everything and they said that they would try it out. Now they love it."

"AgendaFree saves me at least an hour or more per meeting because even if I get a document at the last minute, and my agenda packet is done, it is just a matter of scanning the new item in and linking it to the agenda item.

"A prime example of this took place one Friday evening when the mayor called and said, 'Is it too late to change the agenda?' And I'm thinking,

"Even if I get a document at the last minute, and my agenda packet is done, it's just a matter of scanning that item and linking it to an agenda item."

Deborah Sorensen  
City Secretary  
City of McLendon-Chisholm



'Oh no, we're within 72 hours of the meeting and his change will rearrange the whole agenda.' But I went into the office and it took five minutes to make the change and that was it. I just had to send out an email saying, 'Hey, the agenda has been updated.'

"When I first saw AgendaFree," says Deborah, "I was like, 'Okay, it's free now, but, how long will it be free?' I was a little worried about how long it was going to be free and when would I have to buy something. I didn't want to learn a product, love it, and then have to buy it. But, I found that with AgendaFree I never have to buy anything, I can use it for as long as I want."

Deborah says, "I would definitely recommend AgendaFree to others because, first of all, it's free. It's very easy to use, especially when you need to make changes. It doesn't take you all day long to do it. It's just a matter of rearranging your agenda items - they all stay linked with related documents. Even if I add an agenda item everything stays together."

"I would recommend AgendaFree to any small or large city because it's a great program. iCompass has hit a home run with AgendaFree."

As an update to this story. Deborah has recently moved to a new organization, and has successfully implemented AgendaFree there as well. The City of McLendon-Chisholm continues to use AgendaFree to produce its agenda packets with a new staff member now utilizing the system.

"I was a little worried initially wondering how long it would actually remain free. But with AgendaFree I can use it for as long as I want without buying anything."

Deborah Sorensen  
City Secretary  
City of McLendon-Chisholm



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