TO: BOARD, COMMISSION, AND COMMITTEE MEMBERS
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: SEPTEMBER 15, 2022
SUBJECT: IMPLEMENTATION OF NEW AGENDA MANAGEMENT SOFTWARE

The Clerk’s office staff currently uses a product called Municode Meetings to compile and publish agendas and packets for Council, the Board, Commissions, and Committees. Earlier this year we met with two other companies that provide agenda management services and have selected iCompass.

iCompass provides improved internal routing capabilities to assist staff in preparation for Council, Board, Commission, and Committee packets. There is an app available if you’re a tablet user and if not there will be easy access through the online portal on the City website. It also has an easy to use public-facing portal for citizens to stay informed on meeting schedules and agendas.

Although the new software won’t go live until the first of the new year, we will be using it internally, so next month you’ll start to see the changes in your packet materials. As we make this transition we will present at each group’s meeting to give you an overview of how to navigate the new software.

If you’d like a quick peek at what’s to come, visit the following municipality webpages to see what the iCompass public portal offers:

- City of Wasilla: https://cityofwasilla.civicweb.net/Portal
- Village of Lisle: https://villageoflisle.civicweb.net/portal/