



CITY COUNCIL WORK SESSION MEMO

DEPARTMENT	PRESENTED BY	DATE
Administration	Kristi Jefferson- City Clerk	March 31, 2025

AGENDA ITEM

Agenda/Packet Management Software update. We are in the process of updating the agenda/packet software to ensure compliance with the Americans with Disabilities Act (ADA) requirements. This update aims to enhance accessibility for all users, ensuring that meeting materials are available and usable for individuals with disabilities.

Jesse Porquis with CivicPlus will be demonstrating how to use the Board Portal with Council. In order to access the system, Council Members will need to create a username and password within the CivicPlus Board Portal. Please use the following link to set up your username and password: <https://salidaco.boardportal.civicclerk.com/>

[Board Portal User Guide](#)

[Board Portal Overview video](#)

While the appearance of the agendas and packets will remain consistent, the navigation will be a little different. The updated packets will now include bookmarks, and the agenda item numbers will no longer be linked via hyperlinks.