

**Town of Fenwick Island,
Delaware**

***Technology Committee Meeting
October 15, 2015
10:30 AM***

Call to Order and Flag Salute - Chair Gene Langan

Committee Members Present: Gene Langan, Mary Ellen Langan, Bill Weistling, Diane Tingle, Buzz Henifin

Members absent: F. Serio, L. Benn

Others present: Town Clerk Poole, Town Manager Burke, Earle Babb – General Code

Motion: Motion made to approve the minutes of May 21, 2015 – Buzz Henifin

Second: Council Member Tingle. Minutes approved.

- **Presentation by General Code – Mr. Earle Babb** – Opened with a general overview of General Code Website. Mr. Babb continued, when logging into General Code, everyone sees the same formatted site. At the top you see your Charter. Pat Schuchman sends a copy to General Code every time there is a change to the code or charter and within 48 hours, any new law/code will be updated to the online version. Hard copies are done once or twice a year.

The Town can add agendas, minutes, legislation, resolutions, comprehensive plan, budgets and miscellaneous items. Currently, there are only categories for agendas, budgets, minutes and legislation. By using a public portal and uploading the documents in “Word” format, the system will convert the files to a searchable PDF format.

There is no additional charge for this service because the service was included with what the town already pays to General Code. Town Manager Burke stated that from CivicPlus you can be linked to General Code website.

Options / advantages:

- The town will have one (1) managing log-in (for person responsible for uploading the documents through the portal).
- Municipal login. This will allow members to login, with restrictions.
- Ability to multi code searching.
- Ability to download from the code, add notes (viewable by other members).
- Allow you to download documents (in word format) edit/add any changes without retying the document (for updating ordinances etc.)
- Allows searching other town in Delaware (or other states). Also, if you are searching for subjects discussed in prior agendas or minutes, it will bring up every instant in the search string mentioned.
- Another advantage, everything is grouped by year, with the most current document on top.
- Add hyperlinks in the code where it mentions an application (admin option only).
- When documents are downloaded for an email attachment/save/or print documents the system add the date, time and town to the document (officially noting the document from the Town Code/Charter).

- Discussions continued on other search capabilities, including timeline and graphs as to what has been searched, when it was searched and what hour of the day.

All members agreed to go forward with uploading everything to General Code.

Old Business:

New Business: Town Manager Burke shared information about the Delaware Government Information Center. Stated DGIC has only seven employees. DGIC design websites for state agencies/towns and municipalities.

Some advantages:

- All websites are designed the same. The state wants everyone to be able to go to any agency and find the information the same way.
- The first solution was the presentation by General Code.
- The second solution is to move away from the Town's current website that has been patched and move to a template very similar to the other towns and state agencies.
- All of the websites have a banner with pictures and menu items across the top with sub-menus.
- All the information that is currently on the website can be transferred over to this type of website.
- Each department can participate in design, with copy/paste to add what they want to the site.
- All the websites have social media capabilities.
- Currently we are paying CivicPlus \$2200.00 a year and with the state there is no cost at all. This would provide a savings to the Town.
- A Representative from DGIC will attend the next Technology meeting and go over the website options.
- Committee agrees to set up appointment with Delaware Government Information Center to look into a new website.

Town Manager Burke also suggested using the credit card points to get TV's for the front lobby of the Town Hall and the Police Station. Screens will show upcoming events and important Town information. There's no expense to the town for equipment and this will provides useful information to anyone who enters the building. Committee agreed to move forward on the project.

Next meeting scheduled January 20, 2016 at 2:00 p.m.

Motion to adjourn – Diane Tingle

Second: Mary Ellen Langan

Meeting adjourned 12:15 p.m.

Transcribed - Linda Poole, Town Clerk