Delaware Municipal Web Developers Group
MEETING SUMMARY

January 22, 2009
Kent County Levy Court Building
Dover, Delaware
1:00 p.m. to 3:30 p.m.

AGENDA

1. Attendees/Absentees and Special Recognition

Attendees:

Win Abbott (Clayton), **Jennifer Brook** (Smyrna), **Dick Cleaveland** (Dewey Beach), **Mark Deshon** (IPA-University of Delaware), **Dorothy Doyle** (Kent County), **Sarah Ferguson** (Felton), **Greg Hughes** (GIC), **Dana Johnston** (Newark), **Mark Kennedy** (Kent County), **Kristen Krenzer** (Middletown), **Richard Maly** (Camden), **Sue Muncey** (Clayton), **Aaron Officer** (Dover), **Danny Schweers** (The Ardens), **Pam Smith** (South Bethany), **Nelson Wiles** (Lewes), and **Richard Wright** (Millville), plus guests **Gene Brinkley** (Smyrna), **James Markow** (Smyrna), and **Gail Watt** (Watt Data HB).

Absentees:

Cathy Beaver (Townsend), **Barbara Belli** (Wilmington), **Lisa Boltz** (Camden), **Tricia Booth** (Seaford), **Lee Brubaker** (Ocean View), **Mark Callan** (Dover), **Kathleen Clifton** (Delaware City), **Marian Delaney** (New Castle), **Agnes DiPietrantonio** (Fenwick Island), **John Giles** (Elsmere), **David Henderson** (Rehoboth Beach), **Lisa Kail** (Bethany Beach), **Jason Kilpatrick** (Milford), **Tina Law** (Elsmere), **Mike Mahaffie** (OSPC), **Jim McElhinney** (New Castle County), **Ed McNeeley** (GIC), **Tracy Mulligan** (Bethany Beach), **Donald Mulrine** (Camden), **Jessica Norton** (Odessa), **David Potter** (Middletown), **Tom Roth** (Henlopen Acres), **Rita Shade** (Newport), **Jamie Smith** (Laurel), **Eddie Sparpaglione** (Sussex County), **Angela Townsend** (Georgetown), and **Dell Tush** (Dewey Beach).

Special thanks to Nelson Wiles for his service to the group.

In honor of Nelson Wiles's retirement (City of Lewes), MWDG presented him with a cake for dessert. Nelson thanked everybody and said that the Delaware Municipal Web Developers Group is a good group, and he will strongly recommend that his successor be a part of the group.

2. Website Status Reports

Arden – Gave the website a little more of an arts-and-crafts look.

A discussion ensued regarding a link to a restaurant that appeared on the Arden website. As a ".gov" domain there are certain restrictions regarding what may be considered advertising.

Camden – Maintaining. Richard Maly maintains the historical page with historic homes.

Clayton – Maintaining. Added a Military Recognition page. Military personnel complete a form and submit a picture to be posted on the page.

Millville – Maintaining. The website has been up for a year and a half. Currently the vendor is behind and there is a wait to have changes made.

Dewey Beach – Recording the town meetings and posting them on the website in MP3 format. The recordings are also indexed. Has put a form online to get feedback on the recordings but has had zero responses in two weeks. Online bill paying could be good for the town, particularly for out-of-towners paying parking tickets. Making steps to integrate the departments.

Dover – (Dover's new MWDG representative, Aaron Officer, has been with the city for five months and this was his first DMWG meeting.) Changes have been made to the website. The Video TourBook is new. Tabs are done in PHP. Intranet and Flickr. Has worked on the eGov service which enables users to view and pay bills online.

Felton – Has had help from Greg Hughes' office (Government Information Center). Adobe files online. Uses Drupal.

Lewes – Implemented a content-management system for each department to maintain their section of the website. Added the Parks and Beaches page with a photo gallery.

Middletown – A new server had just been installed, and the town's website was down. In the process of switching from Microsoft FrontPage to Adobe Dreamweaver. Hopes to have the site back up soon. Middletown is the Delaware League of Local Government's (DLLG) first featured "Town of the Month."

Newark – Maintaining.

Smyrna – Making a lot of forms available online. Switched their domain to a ".gov" and their web address is now www.smyrna.delaware.gov. Posting as much information as possible regarding the election in April. Added a Local Maps page. Will offer online bill paying in the next couple of months. Sally Mae will be the online bill-paying vendor, and there is a 3% fee.

South Bethany – Maintaining.

Pam Smith asked the group for its opinion regarding a link on the website to a "for profit" site with local real estate agents. The consensus was that the link was not appropriate for a government website. It was suggested to link to the Sussex County Association of Realtors, the Association of Realtors, or the Big Yellow Book.

Kent County – Maintaining.

State of Delaware – Rolled out the new website and design with the new administration. Delaware.gov got a major facelift and is more modern. Previously found that users were having a difficult time navigating when visiting the site for multiple purposes. Prior to making changes, they had been limited design-wise because of Netscape 4. About 85,000 pages were changed over. The current site is a little heavier. Regarding information about your town on the state's website, contact Greg Hughes if the information is not accurate. The Delaware Code is updated within three days of passing.

Institute for Public Administration (IPA) – Received directive in October that all pages on the udel.edu domain had to have a University-approved header and footer. Mark Deshon has created about 120 pages and is making steady progress. He is asking for input from the IPA Staff. *Partner Sites We Host* is where you will find the DLLG and MWDG websites. The DLLG website is now its own site, and Mark maintains it. He has tried to simplify it and make it more user-friendly.

3. **Presentation on Online Training Offered by the State** – by Greg Hughes (Government Information Center)

Greg gave a presentation on Online Training available at no cost to Delaware Municipalities through the Government Information Center. The online training website is https://www.totaltraining.com (Total Training – Software Training for Creative Minds). Municipalities can contact Greg Hughes at greg.hughes@state.de.us or 302-857-3020 to get a user account and access the website. The online training courses available are:

Adobe Products:	**Microsoft Products:**
Acrobat	MS Office Suite
Dreamweaver	SQLServer
Flash	SharePoint
Fireworks	ASP.NET
Illustrator	Visual Studio
Photoshop	
InDesign	

4. Open Discussion of Particular Web Needs/Desires – moderated by Mark Deshon (IPA – University of Delaware)

The following suggestions were made by the group:

- **Online payment** – Of the towns represented at this meeting only the City of Lewes and the City of Dover offer online bill paying.
- **Legality or propriety of linking "for profit" websites** - Possibly have a lawyer give a presentation on the subject. It was suggested to inquire with the Attorney General's office. Greg Hughes will review the guidelines for ".gov".
- **Digital photography** – Possibly have a photographer give a presentation.
- **Writing and editing for the web** - Greg Hughes will see if the state still owns the rights to a course offered through Delaware Tech.
- **Municipalities obligation under FOIA regarding email lists** - It was suggested to have the group look into having email lists excluded from FOIA.
- **Social networking (blogging)** - It was noted that people are using social networks first before going to the government sites. It was suggested that MWDG members could benefit if the group had a blog.

Announcement of Next Meeting

Next meeting will take place on Thursday, April 23, at 12:30 p.m. at the Kent County Building and will begin with lunch, courtesy of the Town of Smyrna.