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OPERATIONS COMMITTEE
MEETING MINUTES
December 4, 2006
7:30 a.m.
Village Green, 47 Hall Street

Attendance: Don Grubbs, Tom Counts, Shea Alltmont and Steve Lutz.

I. REVIEW/DISCUSS CITY'S COMMUNICATION PLAN

Shea Alltmont reviewed the City's Strategic Marketing Communications Plan which was developed for the City by Griffin Communications in 2001. She stated that this plan has provided a fairly effective framework for her and Staff to follow. The Committee briefly reviewed various components of the plan including resident communication, employee communication, economic development and business marketing, future planning, and media relations.

Tom Counts inquired as to how frequently should the City revise or update the Communications Plan. Ms. Alltmont suggested updating the plan every five years or so.

The Committee learned that in 2007 the City would be completely redesigning its website. The Committee was informed that this would be reviewed with the Committee in February or March. In addition to this, a digital document retention system will be purchased in 2007. This matter will also be reviewed and discussed with the Committee in the upcoming months.

II. PENDING ITEMS

The Operations Committee will receive and discuss the December building permit report at their February 6, 2007 meeting. This will be the first report which identifies the time duration it takes for the City to process building permits.

III. ADJOURNMENT

Having no further business to come before Committee, the meeting was adjourned at 8:20 a.m.