



**City of Coral Gables**  
**CITY COMMISSION MEETING**  
**August 26, 2014**

**ITEM TITLE:**

Communications Committee Meeting Minutes of June 19, 2014

**SUMMARY OF MEETING:**

The minutes from the May meeting were circulated for approval.

**Motion: Les Pantin motioned to approve the May meeting minutes. Connie Crowther seconded the motion and it passed unanimously.**

Higgins Fallon introduced Gee Ming Chow director of Information Technology Department who is making a presentation regarding a new mobile app. Chow said this tool will allow the City to provide city services, allow users to send non-emergency requests, as well as provide news, alerts, and information to businesses and visitors. It will allow residents to submit requests for services if they notice something that needs attention like graffiti on streets. The app will also promote our community.

The first phase of the app implementation will include modules for code enforcement and for CRM customer relations. Timeframe is for August/September implementation. Chow continued saying that the new app will include as much City information as included on the website such as news and alerts. Users can look up for permits and payment features. The timeframe to finish this is by December 2014.

Cash also explained that she's working to include guidelines for the City's image and brand identity all into one document so that this information is uniform and consistent. When creating promotional materials it is important to create the same look and experience.

Chow inquired if he should come back to this Committee once the app has been developed. Higgins Fallon agreed to bring back an IT app update for additional input.

Higgins Fallon briefly updated members of the following projects:

- Required Financial Disclosure Forms.
- Fourth of July fireworks
- Summer Camp at the Youth Center

Higgins Fallon also distributed the latest e-News issue. With no further issues to discuss, the meeting was adjourned.

**ATTACHMENT(S):**

1. **Draft Minutes of June 19, 2014**