

City of Okeechobee

Global Navigation Link	Sub Category/ Titled Section	Quick Description	Original Content Piece	Potential Use/Placement	Keywords	Potential Assets/ Treatment	Notes
Home	What's New In Okeechobee	List of linked titles with brief descriptions of city announcements and thumbnail photos	Text - Welcome letter from the mayor	Condense and place under "Government" sub-head for mayor	News, Events, Announcements	Photo of recent event or announcement above	This should be updated as recent announcements come in
Home	Pay Bills Online	Link to "pay bills" sign in page and link to registration form	External link to Utility Authority	Could include link at top right of page (out of the way, but easy to get to for those who need it)	Pay bill, Utilities, Water, Waste collection	Place "Pay Bill" link at top right of page, different color than other content on the page	
Home	Events	A brief list of the most recent 3-4 upcoming events, with links to "events" page	Calendar page	Place on left of "What's New" section for easy access	Events, happenings	Event name, date, time, location, link to event page	Should be updated regularly
Events	Events	List of linked titles with brief descriptions of city announcements and thumbnail photos	Calendar page	middle of page, links to individual event pages	Events, happenings	Photos/ thumbnails of events to accompany stories	should be updated regularly
Events	Events quick links	Links to event pages for rodeos and fishing tournaments - major annual events	Calendar page	place on left of main content section for quick searching	Events, happenings, fishing, rodeos	bold links, short list - meant to be brief	
Community	Community	List of linked titles with brief descriptions of community info (history, area schools) with thumbnail photos	Other Links	middle of page, links to individual community info pages	Churches, schools, parks, history, community center, library, golf	Photos/ thumbnails of events to accompany descriptions	
Community	Community quick links	Links to community info pages for history, schools, library, etc.	Other Links	place on left of main content section for quick searching	Churches, schools, parks, history, community center, library, golf	bold links, short list - meant to be brief and easy to find subjects	

Government	Message from the Mayor	Short welcome message from the mayor	Text - Welcome letter from the mayor	top middle of page, main content	mayor, letter from the mayor, message from the mayor	condense original letter	
Government	Government	List of linked titles with summaries of government info (city council, mayor, agendas)	City Council, Agendas, Minutes, Elected officials, Bids, City forms, Maps	middle of page, below welcome letter with links to individual government info pages	mayor, city council, city manager, government, elected officials, forms, maps, agendas, minutes	Photos/ thumbnails of members of government when available	
Government	Government quick links	Links to government info pages for elected officials, bids, codes and ordinances, agendas	City Council, Agendas, Minutes, Elected officials, Bids, City forms, Maps	place on left of main content section for quick searching	mayor, city council, city manager, government, elected officials, forms, maps, agendas, minutes	bold links - subjects only, no descriptions	
Departments	Departments	List of linked titles with brief descriptions of department info (fire department, parks and recreation) with thumbnail photos or department logos	Links to different departments, no department page (administration, building department, city clerk, city engineer, finance, fire department, planning and zoning, parks and recreation, police department)	top, middle of page, links to individual department info pages	administration, building department, city clerk, city engineer, finance, fire department, planning and zoning, parks and recreation, police department	thumbnail photos or logos for each brief description when available -	consider staff changes before including staff pictures with departments
Departments	Departments quick links	Text Links to department info pages	Links to different departments, no department page (administration, building department, city clerk, city engineer, finance, fire department, planning and zoning, parks and recreation, police department)	place on left of main content section for quick searching	administration, building department, city clerk, city engineer, finance, fire department, planning and zoning, parks and recreation, police department	bold links - subjects only, no descriptions	

Contacts	Contacts	List of contact information (names, email, phone & fax) for city departments	Text - scattered on different pages and external links	top of page, main content	contact information, email, phone & fax	use table to organize info	will need to look at outside sources to track down info
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