



Communications Committee Meeting
Commissioners Room
Monday, July 9, 2012; 1:30 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Correspondence
5. Approval of Minutes – Meeting held on June 15, 2012
6. Old Business
 - A. Report on seeking approval of Board of Commissioners to revise committee mission statement.
 - B. Confirmation of revised Committee policy to review the City website.
 - C. Continued discussion on draft ideas for overall communications plan including but not limited to:
 1. Accessibility of Commissioners' agenda related documents via printed materials or the City website.
 - a. Policy which provides that available supporting documents relevant to agenda items are available to City officials and the public in advance of a meeting – Hoyte Decker.
 - b. Better utilization of the City website.
 2. Clarity of language used to describe agenda items.
 3. Clarity of agenda language suggesting when the public is allowed to speak.
 4. Document identification/formatting policy and potential addendums relative to specific document types to analyze the impacts of proposals.
 5. Policy suggesting timelines between initiating an agenda topic and acting on same.
 6. Communications enhancements during meetings.
 7. Communications enhancements utilizing the City website.
 - D. Update on hiring of additional person in IT Department.
7. New Business
8. Discuss and prioritize items for future agendas.
9. Set next meeting.
10. Public Comment
11. Adjournment

AGENDA ITEMS MAY NOT BE CONSIDERED IN SEQUENCE

For additional information or special accommodations, please call (302) 227-6181 (TDD Accessible) 24-hours prior to the meeting.

amw: 07/02/12; posted 07/02/12

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