



COMMUNICATIONS COMMITTEE MEETING

Commissioners Room

Friday, October 25, 2013; 9:00 a.m.

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Correspondence
5. Approval of Minutes – Meeting held on August 23, 2013

PUBLIC PARTICIPATION – Public comment regarding agenda items will be heard during each agenda topic after initial discussion by the Committee. Public comment on non-agenda items will be heard under “Public Comment”.

6. Old Business
 - A. Update and discussion about ongoing City website projects.
 1. Consideration of modifications to City Seal.
 2. City website overhaul including presentation of initial proposed options for the new website designs/layouts and for new City logos for use on the website – Max Hamby, IT Department Supervisor.
 - B. Discussion on implementing an online Support Documents Program to access documents which support Commissioner agenda topics to include discussion on finalizing draft policy, process and timeline for inaugurating program – Commissioner Mills.
 1. Report and discussion on Sussex County’s Support Document Program – Ann Womack.
 - C. Follow-up discussion based on feedback from the Commissioners regarding the Committee recommendations for Commissioner agenda language that clarifies whether or not the public can voice comments at Commissioners meetings – Commissioner Mills.
 - D. Discussion about a potential program for the City to issue “Welcome” letters:
 1. To residential property owners – Commissioner Sharp.
 2. To business owners – Commissioner Zellers.
7. New Business
8. Discuss and prioritize items to include on future agendas.
9. Committee Member Comment
10. Public Comment
11. Adjournment

AGENDA ITEMS MAY BE CONSIDERED OUT OF SEQUENCE

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

amw: 10/18/13; posted 10/18/13

pc (via Fax) Cape Gazette, Coast Press, Delaware State News