



Communications Committee Meeting  
Commissioners Room  
Monday, November 19, 2012; 1:00 p.m.

### AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Correspondence
5. Approval of Minutes – Meeting held on July 9, 2012
6. Old Business
  - A. Review of web designer’s approach to City website overhaul and report on status.
  - B. Discussion on accessibility of Commissioners’ agenda related documents via printed materials or the City website.
    1. Policy which provides that available supporting documents relevant to agenda items are available to City officials and the public in advance of a meeting. (Decker)
    2. Better utilization of the City website including promoting the use of “Ongoing Business and Studies”. (Mills)
7. New Business
  - A. Discussion about communications plan and steps to advance individual concepts including outline of content and how and when to make presentations to the Commissioners. (Mills)
  - B. Discussion of facilitating the use of a “news” section on the City website. (Mills)
  - C. Review of current audio policy adopted by the Commissioners with respect to retention times for online accessibility. (Mills)
  - D. Discussion of Commissioner agenda content including but not limited to clarity and sufficiency of language and clarifying when the public is allowed to speak. (Mills)
  - E. Discuss a standardized form for submittal of agenda items for Commissioners’ meetings. (Anderson)
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: 11/09/12; posted 11/09/12

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