



Communications Committee Meeting
Commissioners Room
Monday, December 10, 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 November 19, 2012

PUBLIC PARTICIPATION – Public comment regarding agenda items will be heard during each agenda topic after initial discussion by the Committee.

6. Old Business
 - A. Review on status of City website facelift.
 - B. Follow-up on Committee report to the Board of Commissioners at their December 10 workshop.
 - C. 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)
 - D. Review of current audio policy adopted by the Commissioners and consideration of endorsement of extending the retention time for online accessibility for certain public bodies. (Mills)
 - E. Discussion of facilitating the use of a "news" section on the City website and consideration of endorsement. (Mills)
 - F. 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)
7. New Business
 - A. Presentation of Communications Committee member handbook and discussion. (Mills)
 - B. Discussion of Commissioner agenda format and content including but not limited to clarity and sufficiency of language, clarifying when the public is allowed to speak and sequencing of agenda items including executive sessions. (Mills)
 - C. Discuss a standardized form for submittal of agenda items for Commissioners' meetings. (Anderson)

- D. Discuss how to optimize communications from the perspective of the public in attendance at a meeting. (Mills)
- E. Discuss timelines and related programs for presenting, discussing and acting on agenda items. (Zellers)
- 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: 12/03/12; posted 12/03/12

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