



## COMMUNICATIONS COMMITTEE MEETING

Commissioners Room

Friday, December 6, 2013; 11:00 a.m.

### **AMENDED AGENDA**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Correspondence
5. Approval of Minutes – Meeting held on October 25, 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 overhaul with Max Hamby, IT Department Supervisor.
    1. Presentation on new website layout design and features.
    2. Discussion about new website to include comments, recommendations and process and timeline to advance including going live.
  - B. Discussion on implementing an online Support Documents Program to access documents which support Commissioner agenda topics to include review of a sample meeting packet developed in-house – Commissioner Mills.
  - C. Follow-up regarding the Committee recommendations for Commissioner agenda language that clarifies whether or not the public can voice comments at Commissioner 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
  - A. Review of standing committee policy to monitor the website – Commissioner Mills.
    1. Consideration of modifying time schedule.
    2. Consideration of desired monitoring criteria.
  - B. Discussion on maintenance of content on the city web site to include discussion about personnel and budgeting considerations.\*
8. Discuss and prioritize items to include on future agendas.
9. Schedule next meeting.
10. Committee Member Comment
11. Public Comment
12. Adjournment

AGENDA ITEMS MAY BE CONSIDERED OUT OF SEQUENCE

\* Item 7B was inadvertently omitted from the original posting of the agenda.

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

amw: 11/25/13; posted 11/25/13; sm: amended and reposted 11/27/13

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