



## COMMUNICATIONS COMMITTEE MEETING

Commissioners' Room

Friday, January 24, 2014; 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 December 6, 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.
    1. Review history of the City website, genesis of ongoing website overhaul and role of the Communications Committee relative to the website – Commissioner Mills.
    2. Review of standing Committee policy to monitor the website – Commissioner Mills
    3. Overview of approach to website overhaul, preview of new design and status of project – Max Hamby, IT Department Supervisor.
    4. Discussion about new website to include comments, recommendations, role of the Communications Committee, process and timeline to advance including going live.
    5. Discussion on maintenance of content on the City website to include discussion about personnel and budgeting considerations.
  - B. Discussion with City Manager Sharon Lynn about a potential program for the City to issue “Welcome” letters:
    1. To residential property owners – Commissioner Sharp.
    2. To business owners – Commissioner Zellers.
  - C. Report on initiation of an online Support Documents Program to access documents which support Commissioner agenda topics – Commissioner Mills.
7. New Business
  - A. Review of the Committee’s mission and past actions – Commissioner Mills.
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

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

amw: 01/17/14; posted 01/17/14

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