



## ***PUBLIC NOTICE***

COMMUNICATIONS COMMITTEE  
Commissioners' Room  
Friday, September 26, 2014; 9:00 a.m.

### **AGENDA**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Correspondence
4. Approval of Minutes – Meeting held on June 27, 2014  
Meeting held on August 22, 2014
5. Correspondence
6. Old Business
  - A. Report and discussion on status of website overhaul.
  - B. Review status of Committee recommendations to City Manager including but not limited to:
    1. Implementation of a program for the City to issue “Welcome” letters:
      - a. To residential property owners – Commissioner Sharp.
      - b. To business owners – Commissioner Zellers.
    2. Seek implementation of methods to optimize communications with members of the public at meetings.
    3. Expand the Support Document Program to other commissioners, boards and committees.
    4. Expand the webpage “Ongoing Business of the Commissioners” to include reports to the Commissioners from other commissions, committees and boards.
    5. Facilitate the inclusion of “Ongoing Business” links for individual committees, commissions and boards.
    6. Expand the content of the Commissioners’ support document packet as is feasible; by example giving consideration of including Permit of Compliance submittals; committee reports, etc.
  - C. Discuss updating the Committee mission statement.
  - D. Report on Committee activities reported to the Commissioners at their workshop meeting of September 19, 2014 including but not limited to:
    1. Review and analysis of the Board of Commissioners’ Support Document Program.
    2. Recommendations to expand accessibility of commission, committee and board documents on the City website.
    3. Recommendations to optimize communication with members of the public at meetings.

- E. Discuss Committee's long term objectives.
- 7. New Business
- 8. Discuss and prioritize items to include on future agendas.
- 9. Schedule next meeting.
- 10. Committee Member Comment
- 11. Citizen Comment
- 12. Adjournment

AGENDA ITEMS MAY BE CONSIDERED OUT OF SEQUENCE

Citizen comment regarding Old Business, New Business and Committee Reports will be heard during each agenda topic after initial discussion by the Commissioners at the discretion of the chair. Speakers shall state their name and address. Comments are limited to three minutes or at the discretion of the chair. Comments on non-agenda items will be heard under "Citizen Comment".

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

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