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**Tuesday, November 21, 2023
Communications Committee**

AGENDA

**COMMUNICATIONS COMMITTEE
CITY OF BRENTWOOD
2348 S. BRENTWOOD BLVD.
BRENTWOOD, MO 63144
6:00 PM**

– Guidelines enable the Communications Committee to host meetings In-Person. The Council Chambers at City Hall will be open to the public. For those more comfortable meeting in a virtual format, the meeting will also be hosted through a remote conferencing service called Zoom, which offers audio and/or video conferencing. If you use a computer, you may need to download a browser extension. If you use a mobile device, it may prompt you to install the Zoom app.

– Citizens are encouraged to participate in the following options:

1. Video Livestream — Watch a live video broadcast of the meeting at the City's YouTube Channel: Brentwoodmo Govtv.

– 2. Click the link join the Zoom webinar: <https://us02web.zoom.us/j/87415436321>

- Residents who join via this link will have the opportunity to speak during the public comments portion of the meeting, as scheduled on the agenda.
- To participate during the public comments, click the "raise hand" button.
- Once the Clerk calls on you, unmute and identify yourself when you speak so others know who is talking and so we can correctly identify you in the meeting minutes.
- If you are not speaking, please mute yourself via your phone mute or the Zoom application muting option.

– 3. Teleconference — Call in to the meeting by dialing 301-715-8592 /// Webinar ID: 87415436321 Press *6 to mute or unmute your line. If you would like to make a comment during the meeting, press *9 to enable the "raise hand" feature.

- Once the Clerk calls on you, unmute and identify yourself when you speak so others know who is talking and so we can correctly identify you in the meeting minutes.

– 4. Email — You also may email comments no later than 24 hours before the start of the meeting. Submit public comments to CityClerkOffice@brentwoodmo.org.

- Public comments, provided they comply with the City's guidelines, will be read during the meeting, made a part of the official record of the meeting, and made accessible to the public online following the meeting.

– The City of Brentwood will provide reasonable accommodations for people with disabilities to enable their attendance at city meetings. Please contact the city administrator's office at 314-962-4800 extension 8608, use relay Missouri 1-800-735-2966 TDD or contact us by email at CityClerkOffice@brentwoodmo.org at least 24 hours prior to the meeting to make your accommodation request.

Communications Committee

A. CALL TO ORDER AND ROLL CALL

- 1. Call to order and Roll Call

B. AGENDA APPROVAL

- 1. Agenda Approval

C. REPORT OF COMMITTEE CHAIR AND MEMBERS

- 1. Chair - Alderman Gould - Ward 3
- 2. Alderman Plufka - Ward 1
- 3. Blaine Thomas - Resident Member

D. CITY ADMINISTRATOR REPORT

- 1. Introduction of Michelle Boyer, Communications Manager

E. DEPARTMENT REPORT

- 1. Discussion on Strategy for Social Media Posts
- 2. Presentation of Social Media Analytics
- 3. City-Wide Branding Guidelines and the Hanley Industrial Court Identity Plan Request For Proposal Update

F. CONSENT AGENDA

- 1. Meeting Minutes from August 15, 2023
- 2. Approval of Meeting Minutes from October 17, 2023

G. OLD BUSINESS

H. NEW BUSINESS

I. CITIZEN COMMENT

- 1. Citizen Comment

J. ADJOURN

- 1. Adjourn