



# WILDWOOD

## MEMORANDUM

To: Mayor Jim Bowlin and City Council  
From: Steve Cross, Co-Interim City Administrator  
Date: February 7, 2019  
RE: Review of City-Assisted Ward Meeting Policy

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At the February 5, 2019 meeting of the Administration/Public Works Committee, the City-Assisted Ward Meeting Policy (attached) was reviewed and discussed. Subsequent to this discussion, a motion was made to amend the current policy to include the following additions:

8. No City-Assisted Ward Meeting may be conducted by anyone other than the Council Members for that Ward.
9. No City-Assisted Ward Meeting may be held during the months of January, February or March so as to avoid potential campaign activity.

A motion was then made to amend the above motion to recommend codification of the entire policy including the noted additions above. A roll call vote was taken and the amended motion passed.

October 11, 2010

### **City-Assisted Ward Meeting Policy**

City Council adopted a policy with regard to Council Members hosting public informational meetings for the benefit of the citizens of their respective Wards. The following outlines the services the City will provide.

1. The City will provide support and assistance as noted herein for up to two (2) City-assisted Ward Meetings annually for each Ward in the City.
2. City-assisted Ward Meetings are open to attendance by the general public.
3. The scheduling, planning and coordination of City-assisted Ward Meetings are arranged through the office of City Clerk.
4. The Ward Council Members serve as the hosts and moderators of their City-assisted Ward Meetings.
5. Service and assistance available to be provided by the City for City-assisted Ward Meetings include the following:
  - a. Use of City Hall or Old Pond School.
  - b. Printing, addressing and mailing of City-assisted Ward Meeting notices to all homeowners within the Ward.
  - c. Preparation and copying of City-assisted Ward Meeting agendas for distribution at the meeting.
  - d. Preparation and distribution of City informational materials at the meeting.
  - e. City Staff and Officials are available to participate during City-assisted Ward Meetings if invited in advance.
6. Refreshments provided to attendees at the meeting are the responsibility of the Ward Council Members.
7. Meetings which do not involve use of municipal facilities or services are not considered City-assisted Ward Meetings and are not subject to this policy.

*(Adopted October 11, 2010)*