



May 21, 2019

MEMORANDUM

To: Planning and Parks Committee Members

From: Department of Planning and Parks

Re: **Overview of Committee's Protocols, Meeting Day/Time, and Other Items**

Cc: The Honorable James R. Bowlin, Mayor
Administration and Public Works Committee Members
Economic Development Committee Members
Steve Cross, Co-Interim City Administrator
John A. Young, City Attorney
Rick Brown, P.E. and P.T.O.E., Director of Public Works
Kathy Arnett, Assistant Director of Planning and Parks
Gary Crews, Superintendent of Parks and Recreation

The Department of Planning and Parks recognized that, other than Council Member McCutchen, all current members that have been appointed to this Committee are new to it. With the large changeover in members, the Department thought it would be beneficial to provide some background on the Committee and how it manages its items for discussion and action. The components for this purpose are as follows:

COMMITTEE'S CHARGE >>>

1. The Committee hears and acts on a number of matters relating to planning, zoning, and land use plans, while providing guidance, direction, and input on all park, trail, and recreation programming items of the City of Wildwood.
2. The Committee reviews all bids for parks and trail corridor projects, before being submitted to City Council for final review and action. The same is true for professional service contracts for consultants.
3. The Committee is also the first to review and recommend the Department's annual budget. This review begins in September and concludes in December.

MEETING PROCEDURES >>>

4. The Committee has an agenda for each meeting that is populated by the Department of Planning and Parks and reviewed and approved by the Chair of the Committee.
5. The Committee uses Roberts Rules of Order for its meeting processes.
6. The Committee meets on third Tuesday of each month, now starting at 6:30 p.m.
7. The Committee has typically not met beyond a two (2) hour limit that is established by its members.
8. The Committee can make recommendations with a simple majority of the members present (three (3) aye votes of members). A quorum is five (5) members of the overall eight (8) members.

9. The Committee can, and does, meet in Closed Session on certain matters and the agenda always reflects such. To enter into a Closed Session, a motion must be made, seconded, and roll call taken of members. The same is applicable to leave a Closed Session in terms of voting process.

COMMITTEE LEADERSHIP ROLES >>>

10. The Committee elects a chair for the upcoming year at its May meeting, following the municipal election in April.
11. The Committee does not have a Vice-Chair.

GENERAL CONSIDERATIONS >>>

12. The Committee has no seating arrangement at the tables or dais, while all of its meetings are now livestreamed.
13. The Committee has met on location and taken tours of sites that are on its agenda for consideration.
14. The Committee meets in the City Council Chambers. This decision was guided by the availability of 'Livestream' and could be reconsidered now with the systems capability in the Community Room, where the members had meet since occupying the new City Hall building in 2014.

The Department appreciates the service of the Committee Members and the support it has received over the years from them in making good decisions for the residents of Wildwood. The intent of this summary, again, is to assist the members in the transition that begins tonight.

If any of the Committee Members should have questions or comments in this regard, or need additional information, please feel free to contact the Department of Planning and Parks at (636) 458-0440. A presentation is planned at tonight's meeting on this matter. Thank you for your consideration of this information and direction on the same.