



**Meeting of the
Administration/Public Works Committee
Record of Proceedings - APPROVED
Tuesday, March 3, 2020 at 6:30 pm
Community Room at 16860 Main Street**

I. Welcome and Roll Call

Chair Garritano called the meeting to order at 6:30 pm. Attendance roll call was taken with following results:

Committee Members in Attendance:	Chair Joe Garritano Council Member Dave Bertolino Council Member Larry Brost Council Member Jon Bopp Council Member Lauren Edens Council Member Crystal McCune
Committee Members Absent	Council Member Joe Farmer Council Member Kenneth Remy
Staff Members in Attendance:	City Administrator Sam Anselm Director of Public Works Rick Brown City Attorney John Young Meeting Recorder Carla Patrick

II. Approval of Meeting Minutes from February 4, 2020

The minutes of the February 4, 2020 meeting were submitted for Committee approval.

Council Member Brost motioned for approval of the February 4, 2020 meeting minutes, and Council Member Edens seconded the motion. A voice vote was taken with unanimous favorable support, excepting and abstention by Council Member McCune. Therefore, Chair Garritano declared the motion passed.

III. Public Participation –

IV. Administration

A. For Action

1. Approval of Proposed Email Use Policy (Wards – All)

At City Council request, City Attorney Young provided an updated draft of the proposed Email Use Policy for Committee review, wherein language was added relative to procedures once an alleged violation is submitted.

Discussion included allegation vetting process, enforcement parameters, and penalties.

Council Member McCune motioned to recommend adoption of the proposed Email Use Policy as amended. Council Member Bertolino seconded the motion. A roll call vote was taken with unanimous favorable support as shown below. Therefore, Chair Garritano declared the motion passed.

Bertolino:	Yes	Edens:	Yes
Brost:	Yes	Garritano:	Yes
Bopp:	Yes	McCune:	Yes

Council Member Edens motioned to amend Section G of the Policy to include that on the occasion the City Administrator becomes aware of a possible policy violation, he/she shall jointly review with the City Attorney, and therein provide a findings report, and if warranted, provide a recommendation for action to the City Council. Council Member Brost seconded the motion.

After further discussion, the motion was withdrawn by both Council Members Eden and Brost.

Council Member Edens motioned to amend Section G of the Policy to include that City Council is authorized to enforce this policy. Upon City Administrator becoming aware of any alleged violation of this policy, he/she may submit the same to the City Attorney for review. If the City Attorney determines that there is probable cause that a violation occurred, and is of such magnitude to warrant rescinding the violating City Official's authority to use City email, the City Attorney shall prepare a report setting forth the factual findings to the City Council for action. Council Member McCune seconded the motion.

After further discussion, the motion was withdrawn by Council Members Eden and McCune.

Council Member Edens motioned to amend Section G of the Policy to include "Violation of this Policy may result in the rescinding of a City Official's authority to use City email, and/or such other penalties as may be deemed appropriate under the circumstances. The City Administrator is authorized to enforce this Policy; provided, however, only the City Council may rescind a City Officials authority to use City email. The City Administrator shall refer to the City Council for action any fourth or subsequent violation of this Policy by a City Official, or, if, in the opinion of the City Administrator in consultation with the City Attorney, any such violation warrants review and action by the City Council." Council Member Brost seconded the motion. A roll call vote was taken with the results shown below. Therefore, Chair Garritano declared the motion passed.

Bertolino:	No	Edens:	Yes
Brost:	Yes	Garritano:	Yes
Bopp:	Yes	McCune:	Yes

Committee reviewed recommendations for amendments to Resolution 2020-06 submitted by Mayor Bowlin.

Council Member McCune motioned to not consider any of the three recommended amendments. Council Member Bertolino seconded the motion.

After further discussion, the motion was withdrawn by Council Members McCune and Bertolino.

Council Member Bertolino motioned for adoption of Section H.1. Sunshine Law Request Required wherein "No email address provided by any subscriber for purposes of receiving any City publication (a "City Subscriber") shall be provided or otherwise divulged to any person or entity, including City Officials (a "Third Party"), unless a Sunshine Law request is first filed by, or on behalf of the Third Party with the City." Council Member Brost seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

Council Member Bertolino motioned for adoption of Section H.2.a. Informing City Subscribers – Email Address Disclosure wherein "The City Administrator is authorized to inform any City Subscriber

that the email address provide by the City Subscriber has been disclosed to such Third Party.” Council Member Brost seconded the motion. A voice vote was taken with unanimous favorable support, excepting an abstention by Council Member McCune. Therefore, Chair Garritano declared the motion passed.

Council Member Edens motioned for adoption of Section H.2.b. Informing City Subscribers – City Position wherein “In the communication authorized in Section H.2.a above, or upon becoming aware of any mass communication or other communication sent or otherwise provided to a City Subscriber by such Third Party, the City Administrator is further authorized to inform such City Subscriber that such communication is not the official position of the City of Wildwood, or otherwise approved by the City.” Council Member Brost seconded the motion. A voice vote was taken with unanimous favorable support, excepting an abstention by Council Member McCune. Therefore, Chair Garritano declared the motion passed.

B. For Information – None

1. Discussion of Mayoral Appointments (Wards – All)

Council Member McCune noted that while the Charter authorizes the Mayor to make appointments, Council has final approval. She supports the option that if the appointed Council Member is unable to honor the appointment, the Council Member from the same ward should be appointed instead.

2. Emergency Preparedness Update (Wards – All)

City Administrator Anselm provided an update to the City’s Emergency Operations Plan. He noted that updates to the plan will soon be presented to the Board of Public Safety and City Council soon.

3. Review of Meeting and Event Time Spent by Staff (Wards – All)

City Administrator Anselm provided summary worksheets by meeting/event showing the number of hours spent on each by city team members.

Council Member McCune motioned for postponement to next meeting. Council Member Edens seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

V. Public Works

A. For Action

1. Consultant Proposals for Stormwater Drainage Analysis on Centaur Road and Fox Creek Road/Model Realty Road (Wards – All)

Director of Public Works Brown presented a recommendation for consultant services with Cochran, Inc. to design stormwater improvements on Centaur, Fox Creek and Model Realty Roads.

Discussion included safety issues, level of priority and resident feedback at the locations.

Council Member Bertolino motioned to recommend contracting with Cochran, Inc. for stormwater improvement designs for Centaur, Fox Creek and Model Realty roads for the not to exceed amount of \$42,725. Council Member Brost seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

B. For Information

None

VI. Items Not Ready for Action

A. High Priority

1. **Social Media Policy (Wards – All)**
2. **Elected/Appointed Officials Paying for Records Requests (Wards – All)**

B. Medium Priority

1. **Inclusion of Alcoholic Drinks at City-Sponsored Events (Wards – All)**
2. **Outdoor Information Kiosk (Wards – All)**

VII. Miscellaneous

Council Member Brost requested review of costs and long term maintenance of painting guardrails. He also inquired as to options available for roadside trash clean-up.

VIII. Next Meeting: April 14, 2020

IX. Adjournment

A motion for adjournment was made by Council Member Bertolino and seconded by Council Member Brost. A voice vote was taken with all members in agreement. Therefore, Chair Garritano declared the meeting adjourned at 8:54 pm.