

**Woodland Hills
Operations Policy and Procedure**

TITLE	POLICY NUMBER-ADOPTED
Amending the Procedures for the Parks, Trails, and Recreation Committee	2026-01 Effective Date: <u>January 27th, 2026</u>

The Parks, Trails, and Recreation Committee is an advisory body only and shall:

- Seek and relay public input on issues related to the City's parks, trails, and public recreational facilities.
- Conduct research and, when requested, provide non-binding recommendations or proposals to the City Council and Mayor regarding the use, enhancement, or preservation of the City's public lands and recreational resources.
- Offer assistance and feedback, upon request, regarding consistency with the City's General Plan.
- Assist City staff and elected officials, when requested, in identifying potential grant opportunities or other funding sources for capital projects on the City's public facilities.
- Provide advisory input, when requested, on potential remediation, rehabilitation, maintenance, or improvement concepts on the City's public facilities.
- Support City-sponsored events, activities, or programs, at the direction of the City, that enhance the quality of life for the residents of Woodland Hills.

Nothing in this policy shall be construed to delegate decision-making authority, control, or oversight of City property, finances, staff, or programs to the Committee. All recommendations are advisory only and are not binding on the Mayor or City Council.

A. Committee Membership

- The Committee consists of at least five residents appointed by the Mayor and ratified by the City Council.
- Committee members shall serve for a period of two years. They may be reappointed at the end of their term.
- In addition, at least one City Council Member (assigned by the Mayor) shall be an ex officio liaison of the Committee.
- The Committee shall appoint a chair and a secretary from the appointed residents.
- The Committee, by a majority vote of the members, may create Ad hoc subcommittees, with the concurrence of the Committee Chair and Council liaison, for limited advisory purposes only. Subcommittees shall have no independent authority.

B. Committee Meetings

- The Parks, Trails, and Recreation Committee will meet at the discretion of the assigned City Council liaison and the Committee Chair, based on City needs and priorities.
- The Committee may meet in person, via teleconference or via electronic conference.
- The Committee Chair shall publish an agenda in advance of the Committee meetings in coordination with the City Recorder, the City Council liaison, and communicate meeting details to the Committee members in a timely manner.
- All meetings shall be noticed and adhere to all applicable requirements under the Utah State Code § 52-4 (Utah Open and Public Meetings Act).

C. Reports

- The Parks, Trails, and Recreation Committee shall submit minutes of noticed meetings to the City Recorder.
- The Committee shall provide informational or advisory reports to the City Council upon request. No minimum reporting frequency is required.