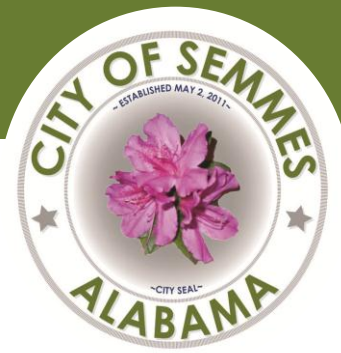


7875 Moffett Road #F  
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Mayor David Baker

## **PUBLIC WORKS COMMITTEE CHARTER**

For the 2016-2020 Term

**January 9<sup>th</sup>, 2017**

**COMMITTEE MEMBERS:** Chair Council Member – Lawrence Webb, Staff Member – Jason Franklin, Secretary- Denise Daily, Community Members – Pat Hillman, Lee Lawshee, Open

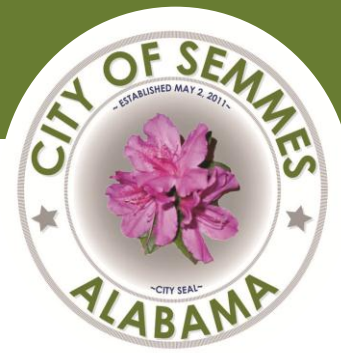
**PURPOSE:** The Public Works Committee is appointed by the Mayor to research, investigate and advise the City Council regarding roads, bridges, sidewalks and bikeways, public right-of-ways, infrastructure improvements, sanitary sewers and storm drains, public buildings, land and waterways, traffic signals, and signs within the City limits.

**GOALS:** The Public Works Committee shall function in an advisory capacity to the City Council. This committee's primary concern will be with roads (construction, modification, and maintenance), right-of-ways, maintenance of public green spaces and parks, and any infrastructure improvements. It shall have the responsibility to recommend any improvements or modifications that will help to ensure the safe and efficient movement of the citizens of the City. The Public Works Committee shall assist the city council as needed or requested.

### **SCOPE OF WORK:**

1. Solicit input from citizens regarding Public Works issues
2. Develop short and long term goals, objectives and projects
3. Review and discuss future resurfacing and or paving projects
4. Review and discuss future lighting projects
5. Discuss current speed bump installation procedure
6. Discuss handling speeding issues by using traffic calming devices
7. Discuss and review future sidewalks projects (TAP grants)
8. Discuss drainage issues throughout the City and how to fix.

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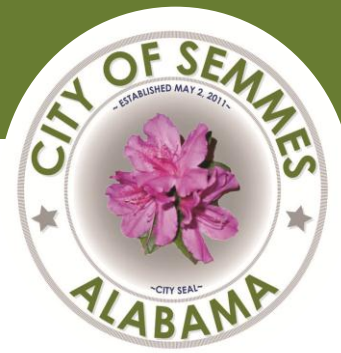
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9. Discuss street sweeping needs (what to do when lease is up)
10. Identify sources of financing/grants that will aid in achieving goals/objectives
11. Work with other committees in developing plans that will further enhance the quality of life
12. Explore opportunities to enhance community involvement and accomplish committee goals in the City of Semmes
13. Develop Ordinances/Resolutions for presentation to the City Council in Regular Council Meetings for approval and funding
14. Provide monthly Committee Reports to the City Council
15. Provide information and photos of completed projects for the City website and local media
16. Address litter on public streets and right-of-ways
17. Work with other committees to provide/obtain information necessary to achieve goals
18. Any other topic that the committee would like to bring before the City Council

**MEMBERSHIP:** The membership of the Public Works Committee is comprised of five persons – the Chair being a member of the City Council, a City Employee, and three members of the community. The Chairman appoints members of the Public Works Committee. The Chairman also appoints new members to fill vacancies. **At no time should a quorum of the City Council present at any committee meeting other than the Chairman and Co-Chairman deliberate a matter that will come before the Council at a later date.**

**MEETING SCHEDULE:** The Public Works Committee will meet on the 1<sup>st</sup> Monday of each month at 4:00 PM at Council Chambers (7875 Moffett Road, Unit #C). The Public Works Committee Meetings will be considered by the Mayor and City Council as Open & Public Meetings. "Special Meetings" can be called by the Chair, given 24 hours' notice, when 3 or more members have agreed to meet. Notices for "Special Meetings" must be posted. If the regularly scheduled monthly committee meeting date falls on a recognized National holiday, the monthly meeting can be cancelled or re-scheduled by the Chair at his/her

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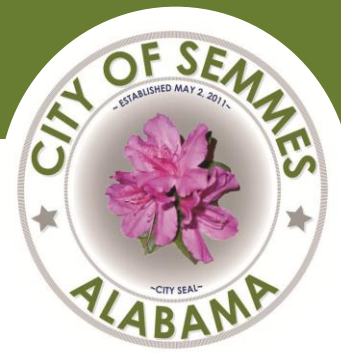
**Mayor David Baker**

discretion. The Chair is responsible for communicating with committee members if there are any changes in the meeting schedule as well as with the City Clerk to ensure that the website calendar is updated and a Special Meetings Notice is adequately posted. The Public Works Committee Chair will designate a recording secretary. In the recording secretary's absence, the Chair will appoint a temporary replacement. The recording secretary will be responsible for forwarding a copy of the "approved" meeting minutes to the City Clerk. The Committee Chair will prepare a meeting agenda which will be presented at the beginning of each meeting. Committee members will submit agenda topics to the Chair at least 1 week in advance of the monthly meeting. The Committee Chair will be responsible for forwarding a copy of the Final Meeting Agenda to the City Clerk prior to the scheduled committee meeting.

**Project Request Forms (PRF)** – Committees report completed/approved PRF with recommendation letters to the Mayor and City Council with a Project Request Form. When a project scope has been completed, a PRF and corresponding recommendation letter will be in order to be presented to the City Council for approval. The Chair of the Parks & Recreation Committee will be responsible for generating the PRF and recommendation letter (within a Committee Meeting) and scheduling it with the City Clerk to appear on the Work Session as well as the Regular Council Meeting agendas. A PRF will contain the following minimum information:

1. Name of Project
2. Purpose of Project
3. Specific project information
4. Estimated timeline: Start Date and Completion Date
5. Preliminary sketch of project - before/after
6. Photos of project site
7. Cost estimates for materials and labor
8. Estimate of number of volunteers needed (detailed)
9. Source of funding for project
10. Estimate of continued maintenance costs (yearly or monthly) and funding sources

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**Meeting Structure:**

1. Call to Order
2. Roll Call
3. Approval of the minutes of the previous meeting
4. Public Comments
5. Presentations, guest speakers
6. Agenda Topic Discussions by Committee Members
7. Motions/2<sup>nd</sup>/Roll Call vote on proposed Ordinances/Resolutions to present to the City Council (must be majority vote)
8. Other business that might come before the meeting
9. Adjourn