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Date 8/16/2023	Public Works Committee Charter	Approved by: COHS Mayor

Purpose

The purpose of the Public Works Committee is to provide a forum for public concerns as well as departmental and Council coordination on public works issues and to advise the Council on public works matters, so that decisions can be made by the Council to help steward City resources and address public needs and concerns.

Membership

PUBLIC

- Open to the public, no standing members

COHS:

- City Administrator
- Public Works Engineer
- Street/Maintenance Foreman
- Water Department Foreman
- Waste Water Foreman

COHS Elected Officials

- Mayor
- Council representative(s) appointed by the Mayor

Leadership

- Public Works is chaired and co-chaired by members of the Council as appointed by the Mayor. The Chair is responsible for:
 - Compiling the agenda;
 - Leading the bi-monthly meetings;
 - Writing the minutes of the meeting and providing a copy to the Finance Officer, and;
 - Reporting to the Council on Committee activities.
 - Compiling and posting on the City web site Public Works Report

Key Activities

- Meet bi-monthly on the Tuesday prior to each Council meeting;
- Review and recommend resolution of issues presented to the committee by members of the public, other members of the Council, or other City Departments ~~or employees~~.
- Review departmental activities
- Review expected activities for the next 30 days
- Define obstacles and potential solutions to approved projects, goals and objectives
- Review and comment on various documents and issues as requested by the Council.
- Review and maintain a list of Active and Inactive Public Works Projects

Deliverables

- Public Works Committee Report
- Public Works Committee Meeting Agenda
- Public Works Committee Minutes of Meeting
- Actions Items Plan in support of the COHS Comprehensive Plan

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Key Interfaces

- Admin-Finance Committee
- Parks, Recreation, Beautification & Cultural Development Committee
- Public Safety Committee
- Development Coordinator
- Contracted services such as Code Enforcement Specialist

Critical Success Factors

- Public concerns and complaints made to the Committee are addressed in an accurate, professional and timely manner;
- Plans are in place to support annual as well as long range budget planning and grant opportunities
- Plans to support growth as defined in the Comprehensive Plan as well as exploitive opportunities are adequately defined and supported
- Projects are tracked to completion or purposely agreed to be eliminated.